

## Parkman Township Trustees

### Regular Meeting February 17<sup>th</sup>, 2026

The regular meeting of the Parkman Township Trustees was called to order at 7:00 p.m. by Joyce Peters, township trustee chairperson.

In attendance were Trustees – Joyce Peters, Brandon Reed and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, resident Roger Anderson, and Ann Wishart from the *Maple Leaf*.

The Pledge of Allegiance was recited, and an agenda was made available.

### Meeting's Motions and Resolutions:

Lance Portman made a **motion** to approve the February 3<sup>rd</sup>, 2026, Regular meeting minutes and Brandon Reed seconded the motion. All voted yes, and the motion passed unanimously.

Joyce Peters made a motion to approve three sets of structural firefighting gear from MES Warren Fire not to exceed \$12,000.00 and Brandon Reed seconded the motion. All voted yes, and the motion passed unanimously. **(Resolution #37-2026)**

Joyce Peters made a motion to adjourn to Executive Session at 8:39pm. It is necessary to retire to Executive Session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Lance Portman seconded the motion. All voted yes, and the motion carried unanimously. **Roll Call:** *Joyce Peters – Yes, Brandon Reed – Yes, Lance Portman – Yes.* **(Resolution #38-2026)** They came back into regular session at 9:06pm.

Lance Portman **motioned** to adjourn the meeting at 9:08 p.m. and Brandon Reed seconded the motion. All voted yes, and the motion carried unanimously.

## Departmental Reports

### Fiscal Officer

- Approve the minutes for the February 3<sup>rd</sup>, 2026, regular trustee meeting. (See *Motions & Resolutions*).
- Year-end activities continue.
- Sedgwick (our BWC group analyst representatives) has options to be reviewed to avoid more expenses for last year's claim – Forwarded to Trustees for review.
- Scheduled to attend a meeting at ADP on March 4<sup>th</sup> for cybersecurity training.
- Received paperwork from Geauga County Veterans Services offering materials for Memorial Day. On February 11<sup>th</sup> a copy was given to Cemetery Sexton, Patty Humr, to order replacement flags, posts, etc.

- We need to designate someone to open the building for the Board of Elections on May 5<sup>th</sup> and let them know. (K. Allen is not available this time.) *Brandon Reed said that he could do it.*
- Trustees to sign our letter in support of the Geauga County Planning Commission and their \$25,000.00 grant request for their Farmland Preservation Plan.
- Updated our Phone/E-mail spreadsheet – copies available.
- Our Zoning Commission and Board of Appeals membership was updated with their term expiration dates (Note: Donna Newsome is no longer a member).

**Fiscal Officer Discussion** – Any discussion was held during each section.

## Zoning

- 2/9 – Received a call from an auction company regarding classification of property located on Tavern Rd and bordering Nash Rd it was explained to the representative that lot splits must meet Parkman Zoning requirements. The auction company asked for a current surveyor that is familiar with our Zoning. I referred them to Rudy Schwartz.
  - Followed up on a call to the Planning Commission to see if they were aware of or received a call about the above actions that are going to be created at Tavern and Nash. They were aware of but have not received any preliminary drawings of lot creations.
- 2/10 – Followed up on a call to RadioActive as they have requested an application for their signage that was submitted to them on 2/2. It was explained that the owner (their landlord) is currently out of the area, and upon his return an application will be addressed.
- 2/11 – Received multiple calls from a resident at 17275 Madison Road which is currently operating a home occupation as Contractor Supply. The request was in the nature of lot splits which would require of his home occupation to operate on the split lot. Advice was given to him that this is not allowed in Zoning and would not be permitted.
- 2/12 – Resident followed up next day that the lot split would not be created but wanted to know on increasing the current shop size and requirements. I will meet with him on 2/18.
- Also, some notes here:  
Planning commission called me as some deeds were returned to them as undeliverable. I Called Lynn to see how the mailed deeds have made them to the Zoning office in the past. I was informed that past practice was all mail sent to the community house was in control of the Fire house. Is the postmaster aware of this address correction? *The physical mailbox for the Community House is at the road between the Fire Station and the Community House. We have separate street numbers – as long as they send mail to 16295 Main Market (W. Farmington, OH 44491) there shouldn't be an issue. – D.Villers*

- All files and keys from former Zoning Inspector received.

**Zoning Discussion** – Any discussion was held during each section.

### **Fire**

- Request approval to place an order for three (3) sets of structural firefighting gear not to exceed \$12,000. There will be a 5% increase in cost beginning 1 March 2026. This order replaces one set being removed from service due to age, and two new hires from 2024 and Jan 2025. Vendor of MES Warren Fire. (See *Motions & Resolutions*).
- All updates with grant writer have been completed accounting for full 2025 figures requested.
- Still attempting to schedule repairs of the tanker at the factory that built the units 26 years ago.
- EMS grant for 2026 will be submitted prior to deadline. All reimbursements for EMS funds expended after 1 July 2026. We will have some expenditures for equipment this fall.

**Fire Department Discussion** – Any discussion was held during each section.

### **Roads**

- We put the wing on the grader for the last snowstorm and actually had to use it to wing back most of the drifts on some of our roads.
- We picked up 3 tons of cold patch and have it at the north garage. The plan is to try and get out and fill holes Thursday and Friday after it rains on Wednesday and when we get the hot box. We will be trying each day to maintain and keep up with the roads the best we can as the frost comes out of them. I am aware of the holes on a few of our paved and chipseal roads including the blow out at 528 and Nash. This will be fixed with cold patch when we are out with hot box.

**Roads Discussion** – Any discussion was held during each section.

### **Community House/Parks**

#### Community House:

(5 scheduled bookings for the remainder of February)

#### PAID:

Wednesday 02/18 Amish Fundraiser

Friday 02/20 Wedding Meeting & Food Drop Off

Saturday 02/21 Baby Shower

**NO CHARGE:**

Wednesday 02/25 Zoning Commission Meeting

Saturday 02/28 CH Tour for group from Chardon UMC (Brandon)

*PANCAKE BREAKFASTS WILL OCCUPY THE COMMUNITY HOUSE NEXT MONTH ON THE FOLLOWING SUNDAYS 03/08, 03/15, 03/22, & 03/29.*

The electronic sign out in front of the Community House popped the breaker again. Lynn was able to reset it, and it has not appeared to pop again since. VAE was out two weeks ago to investigate and didn't find anything wrong with the sign or breaker box. At the time they were here, there was a lot of snow and ice built up around the area of the sign. We may wish to have them back out to take another look now that we are experiencing a little thaw with ice/snow melt as the temperatures have warmed a little over the last several days. At the very least, we'll need to keep an eye on the sign until a diagnosis can be determined completely. Significant salt build up may be a contributing factor as well. *Update per Denise: Villers Advanced Electric returned when called on Wednesday, February 18<sup>th</sup> – They located the problem and have made the necessary repair (no charge).*

I would like to have discussion about posting the Community House Coordinator Position soon so that we can start to gather interest for the position. It would be ideal to have someone hired before April so they can train with Lynn for a month or so. *Joyce Peters found what she used to hire Lynn Schiffbauer and passed it down the table to the other trustees. They need to decide what they're going to pay. Joyce Peters said that it will depend on the candidate and their experience. The preference is to not post the wage. The post will be in the "Good News" the "Maple Leaf" and the "Middlefield Post" and the "News Herald". The post will also be on social media and the website.*

- *Joyce Peters would like to change the name to "Facilities Manager" from "Community House Coordinator." Joyce Peters also wrote up an ad for the temporary Zoning position. Joyce Peters wasn't sure when in May Lynn Schiffbauer is done. Brandon Reed said May 31<sup>st</sup> is her last day. Joyce Peters asked if the person who is hired should get paid while in training. The consensus was "yes". Discussion was held on who should be in on the interviews and when the deadline is for the applications to end coming in. Joyce will have it ready to go by the next meeting.*

**Overlook Park:**

- Nothing scheduled for Overlook Park for remainder of February.

**Community House/Parks Discussions** – Any discussion was held during each section.

**Cemetery**

- We had a burial this past Friday, so the drives were plowed and slag was put down due to some ice areas.

**Cemetery Discussion** – Any discussion was held during each section.

## **Old Business**

- A. Lawsuit – Joyce Peters received a phone call and they won their lawsuits. All motions were dismissed. The judge determined that the deed follows the land in all perpetuity. BTE does have a certain amount of time to file an appeal to try again to remove the restriction. They still own the strip of land. The township was opposed to removing the restriction on the land.
- B. 422 safety update/ODOT letters – Joyce Peters received an accident report for east of State Route 528 to Farmington Road. There were 89 accidents over five years with two fatalities. The report breaks it down into different categories by if the drivers were younger/older/speeding/under the influence of alcohol or drugs etc.... Joyce Peters said that a representative from ODOT got to experience being tailgated and almost t-boned pulling out of Dollar General on state route 422. Next week Joyce Peters will be sending in her signed letter, hopefully along with the other trustee's signatures and with the Amish letter with requests for the state for improved safety along state route 422 from state route 528 east to state route 282. Joyce Peters said that ODOT needs an official letter for any of these changes to begin.
- C. ADP emails/laptops/Grant webinar, registrations/process – Joyce Peters met with ADP about our emails/laptops. She sent a list of who has email. She asked if we can re-use the current Gmail addresses that are generic but hasn't received an answer yet. They can transfer all data from the old emails to the new ones if we can't keep the generic email addresses. Joyce Peters went to a grant webinar and got us registered. Once we are processed, then we can purchase laptops. The problem with the grant is that it requires three bids and there's only one vendor. They have to talk with the "grant people". They can't award the contract to someone until the grant process is complete. Joyce Peters said that that department of government is now shut down, so we don't know what's going to happen. Our original budget was \$20,000.00.
- D. Front Porch project grant update – Mr. Weedon offered to send and update before every meeting. He has contacted various people to gather information and grant alerts. It turns out that if we piece out certain parts for repair instead of having it repaired in a lump from one place, we may be able to have the renovations done cheaper.
- E. Zoning temporary employee ad – Joyce Peters passed out the ad she would like to send out. Brandon Reed and Lance Portman think it's fine. Joyce Peters asked Denise Villers to get it in the papers to be advertised. The deadline is by March 1<sup>st</sup>. The ad will also go up on the website and social media.
- F. Community House Coordinator ad/name change – See above.

- G. Employment applications – Joyce Peters has two examples of them. Since Denise Villers also has two of them, Joyce asked Denise what she would want on them. Denise Villers then looked it over.
- H. NOPEC Grants – Joyce Peters hasn't had time.
- I. Board Assignments – Joyce Peters distributed them.

**Old Business Discussion** – Any discussion was held during each section.

### **New Business**

- A. OTA Conference – Joyce Peters said that they attended some good classes, especially one sponsored by our auditor. Joyce Peters said that she needed to contact the auditor about reserve funds.
- B. Aladtec/Twp. phones – Brandon Reed said that he spoke to Mike Komandt and now Brandon has access to Aladtec (Fire Dept. scheduling software), but he needs help with having some things explained. He says that someone from the fire department should've been on duty according to the schedule and there was someone else there that wasn't on the schedule. When the change happens, it should be reflected in Aladtec.
  - o Township phones – Brandon Reed is under the impression that the Road superintendent and employees have township-issued cell phones; Should the fire chief and assistant chief have one? Joyce Peters said that when she mentioned having a township phone to Mike Komandt he gave the impression that he didn't want one. Brandon Reed said that the conversation that he recently had with Mike Komandt led him to believe that Mike Komandt would be receptive to one. The question was also raised if the cemetery sexton should have one. Joyce Peters said that she'll email Mike Komandt to let him know that he will receive a township-issued cell phone.

**New Business Discussion** – Any discussion was held during each section.

### **Public Comment**

- None

**Executive Session** – See Motions and Resolutions.

**Adjournment:** Lance Portman motioned to adjourn the meeting at 9:08 p.m. and Brandon Reed seconded, all voted yes. Meeting adjourned.

Next Regular meeting on March 3<sup>rd</sup>, 2026, starting at 7:00 p.m.

Meeting Minutes prepared Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by 