

Parkman Township Trustees

Regular Meeting March 3rd, 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, Zoning Inspector – Mark Strumbly, Fire Chief – Mike Komandt, Community House Coordinator – Lynn Schiffbauer, and resident Roger Anderson, Russell Spencer from Parkman Township Fire Department, and Ann Wishart and Brandon Lichtinjer from the *Maple Leaf*.

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

Speakers: Geauga County Auditor Charles Walder and Geauga County Director of ADP, Frank Antenucci: Charles Walder is here for a couple of reasons. One is to present Joyce Peters with an award because she alerted the county ADP about a suspicious SMS message that came in that turned out to be a threat. Even though we aren't under the umbrella of ADP yet, we soon will be. The second reason that Mr. Walder is here along with Frank Antenucci because they found out that we are looking for someone to digitalize our records. Mr. Walder said that they wouldn't charge us to do this and they would like the experience of working with the township. Joyce Peters said that she's meeting with Chris Alusheff to help with this very thing and to organize things and to get help with records retention. Mr. Walder said that they could probably help with records retention as well and that they're happy to make it cost effective. Joyce Peters asked if they should go through with the organizing part. Mr. Walder said that they should probably send a team to determine our needs. Brandon Reed then asked that since we're not under ADP's umbrella yet, we're needing to replace a copy machine and asked if we should go through ADP. Frank Antenucci said that we could. Brandon Reed said that he didn't want to purchase something then not have it be approved by ADP. One is refurbished and one is a lease. The leased one is an HP Laser Jet. Frank Antenucci said that they mostly buy HP products. The lease is \$800.00/year. Mr. Antenucci said that he couldn't say at this time since we aren't under the umbrella yet. (*The copier in question was later approved by ADP and has been received.*) Mike Komandt asked if additional users have to go through Joyce Peters and Mr. Antenucci said that it has to have a trustee's signature on it. Joyce Peters also mentioned that she communicated with the firm Miller-Dotson about setting up reserve fund accounts, but with two big projects coming up, we might not have anything to reserve.

Meeting's Motions and Resolutions:

Brandon Reed made a **motion** to approve the February 17th, 2026, Regular meeting minutes and Lance Portman seconded the motion. All voted yes, and the motion passed unanimously.

Brandon Reed made a motion to approve the December 2025 Bank Reconciliation and Lance Portman seconded the motion. All voted yes, and the motion passed unanimously. **(Resolution #39-2026)**

Joyce Peters made a motion to approve the lease of a copy machine from Bennett Office Products for \$800.00/year (with ADP's approval), and Brandon Reed seconded the motion. All voted yes, and the motion passed unanimously. **(Resolution #40-2026)**

Joyce Peters made a **motion** to accept the job application form pending a correction to the middle initial line and Brandon Reed seconded the motion. All voted yes, and the motion passed unanimously.

Joyce Peters made a motion to adjourn to Executive Session at 8:08pm. 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 #41-2026)** They came back into regular session at 9:16pm.

Lance Portman **motioned** to adjourn the meeting at 9:17 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 17th, 2026, regular trustee meeting. (See *Motions & Resolutions*).
- Approve December 2025 Bank Reconciliation. (See *Motions & Resolutions*).
- Year-end activities concluded.
- 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.
- Medical Mutual webinar – February 25th – on using Smart Shopper for medical procedures...
- BWC webinar – February 25th – on understanding the 2026 Fee Schedule (Key changes & provider impact).
- Scheduled to attend a meeting at ADP on March 4th for cybersecurity training. (tomorrow morning).
- Sent our "Help Wanted" ad for the organization of our Zoning office records to Good News and Geauga County Maple Leaf / Middlefield Post to run for two weeks. I didn't submit it to the News Herald; their ad costs start at \$399.00.

- Sent our Help Wanted ad for a Facilities Coordinator to Geauga County Maple Leaf / Middlefield Post and Good News to run for two weeks.
- Assisted Zoning with trouble-shooting copier error. Service tech walked me through a reset, which worked (for now). We may want to consider replacing this copier (model year: 2017); based on the error code, they feel that the hard drive (or main board) is going bad. I contacted Bennett Office Products Friday (2/27) for an estimate on a replacement printer/copier (needs to be able to print color and up to 11" x 17" paper.) *Brandon Reed said that this is going to need to go to ADP. Joyce Peters said that they should approve this pending ADP's approval. Joyce Peters asked how they estimate paper use and if they're giving us the one month free. Denise Villers explained what she knew about the paper estimate and yes, we are getting the one month free. (See Motions & Resolutions).*

Fiscal Officer Discussion – Denise Villers said that the quarterly GCTA meeting is coming up and needs to know who is going.

Zoning

- 2/18 – Permit issued to resident on Madison Road for an increase in sq footage for his home occupation. The resident is doing business as Parkman Contractor Supply.
- 2/23 – Received a call from an investor interested in purchasing a property at the intersection of Madison and Shedd Roads. The current property is occupied as a multi-family unit. I will discuss this with Dave since the property is changing hands. Parkman has had violations in the past.
- 2/26 – Received a call from Geauga Soil and Water on a concern regarding The Haven Youth Center. There's a meeting with Gerald on March 6th.
- 2/26 – Received a call from Mike Derifield asking if he needed a permit to place a moveable shed on his Center Street property.
- 3/2 – Meeting with Grove Road resident for new construction on Grove Road. Meeting at the office.

Zoning Discussion – Any discussion was held during each section.

Fire

- Started gathering information in reference to squad replacement. Current unit is 10 years old and researching the most fiscally responsible means of replacement vs. refurbishment.
- Replaced a sensor in house on the squad. Issue repaired.
- Ordered a few consumables via Amazon.

- Tanker is scheduled for return to the factory May 11. Chief will be driving it back to the factory in PA for tank repairs.
- Three sets of gear were ordered to beat the 5% increase March 1st.
- Official township emails are needed for the following personnel:
 - Chief Komandt
 - AC Spencer
 - Lieutenant
 - EMS officer Baker
 - Fire Department
- Request to purchase 6 each (M, L, XL, XXL) of uniform t-shirts to have for new hires prior to the purchase of personalized uniform items. Discussion.
- Sending our 4-gas meter for warranty repairs.
- Will need to purchase this year:
 - Additional portable radio batteries
 - 2 portable radios
 - 2 sets of gear
 - Multiple helmets and boots

Fire Department Discussion – Mike Komandt asked if they want to send 2-3 people to FDIC this year. He also said that they are looking to share the cost with their other employers. Joyce Peters asked to be reminded what it is. Mike Komandt said that it's a fire instructor's conference in Indianapolis, Indiana. Brandon Reed asked if inactive members have any radios or pagers and asked if all radios and pagers are accounted for. Mike Komandt said, "yes."

Roads

- We have been working on spreading slag on the dirt roads and dragging them.
- While the weather has been descent, we have also been using the hot box and filling some bad holes on Nash Road from 168 to the Troy line. We will be picking up more cold patch to be able to continue on the nice days.
- We are continuing to work on equipment and services for the spring and summer projects. This winter has put a beating on the trucks and plows; so in between storms we are trying to keep up minor repairs.

Roads Discussion – Lance Portman said that they picked up five tons of cold patch. Joyce Peters said that she's heard a lot of complaints about Nash Road. Stacey Urbanowicz mentioned a big hole on Tavern Road in the eastbound lane about $\frac{3}{4}$ of a mile before the Nash Road/Newcomb Road intersection. Joyce Peters said that she received a link where you can report bad roads to ODOT. She said that she will try to get it to Cory Anderson to get it up on the website.

Community House/Parks

Pancake breakfasts will occupy the community house this month on the following Sundays – 03/08, 03/15, 03/22, & 03/29.

PAID BOOKINGS:

No Paid Bookings for the Community House for Month of March.

NO CHARGE BOOKINGS:

Tuesday 03/03 Township Trustees Meeting

Tuesday 03/17 Township Trustees Meeting

Wednesday 03/25 Zoning Commission Meeting (Amendments 2026-1, 2026-2)

- Villers Advanced Electric (VAE) was out once again on 02/18 to further investigate the breaker for the electronic sign continuing to “pop”. After additional inspection they found a bad connection where the line leaves the main building. They made the repair and did not charge the township for this service/repair. They indicated there was NO CHARGE because they felt it is something they should have caught on their previous service call, regardless of the amount of snow on the ground.
- Facilities Coordinator position (formerly known as the Community House Coordinator Position) has been posted. So far, we have received two letters of interest. Both candidates requested more information about the position. I wrote back to them both informing them I would send them an application along with the job description for the position once it is approved by the trustees.
- Met with a group from Chardon United Methodist Church regarding Warming/Cooling Centers. Facilitated a tour of the Community House on Saturday 02/28 with five members of their group. They were very impressed with the facility regarding the Community House’s fitness to potentially serve as a warming/cooling “Comfort Center” in events of extended power loss in conjunction with severe weather. Will be continuing to work with this group moving forward in plan development to keep this project moving. One thing the group from Chardon UMC noticed and remarked on was the absence of First Aid Kits/Stations in the common areas of the Community House and our lack of having an A.E.D. available for public use in the facility. I know the AED is something the trustees have been working on trying to obtain for some time. I will continue looking into that with some in-county connections of ours. *Denise Villers and Lynn Schiffbauer said that there are three first aid kits – one in each kitchen/upstairs kitchenette and one in the bathroom. Russell Spencer said that someone should reach out to Penn Care for an AED with a box.*

Overlook Park:

- No bookings scheduled for Overlook Park for month of March.

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

Cemetery

- No report.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- A. Reserve study – Joyce Peters contacted Miller Dotson. The county doesn't want townships to carry over so much money every year, and reserve funds are one way to do that. Our county auditor, Chuck Walder and his wife gave a class at the OTA conference about this. Miller Dotson sent a form for Joyce Peters to fill out. They will then come out and talk to the trustees and do a reserve study.
- B. 422 safety – Joyce Peters was able to get her letter sent off with the Amish letter to ODOT. ODOT has received it and it was forwarded to the people who needed to see it.
- C. ADP update/User forms – Joyce Peters said that it was basically on user forms. Joyce Peters met with Jeff about emails.
- D. Front Porch grant update/letters of support – Joyce Peters said that Mr. Weedon submitted a grant through Representative Dave Joyce for \$162,500.00 (half of the probable project cost) and responded to additional paperwork. Joyce Peters spoke to many different people for letters of support for what the community house is used for and why it needs these repairs. Once Joyce Peters receives the letters, she will forward them to Mr. Weedon. Mr. Weedon has also reached out to the Red Cross but hasn't heard back yet. He is also working on a state grant.
- E. Employment applications – Brandon Reed said that his only suggestion was the line for the middle name needed to be changed to middle initial. He liked everything else about it. Lance Portman thinks everything looks good. Brandon Reed is working on the job description. They can wait to approve it next meeting and send it to applicants with it saying "draft" on it. (*See Motions & Resolutions*).
- F. Temporary help interviews/applicants/appointment – Joyce Peters is meeting with Chris Alsheuff on Friday. She said that she would feel comfortable hiring him. Joyce Peters said that their two best options are ADP and Chris. Brandon Reed said that with Chuck Walder offering their services for free and knowing his background he would like to see what they can do, but he also knows what ADP is capable of. Brandon Reed said to contact the auditor's office. Joyce Peters said that she's probably not going to meet with Chris on Friday, but she wants to meet with ADP.

- G. Flags** – Mike Komandt asked if he should order flags now. Joyce Peters said yes. Denise Villers said that she has a new credit card that he can use. It was confirmed that the aluminum poles are the ones to order. Brandon Reed asked how many and how much and he was told. Mike Komandt said that he'll get a quote.

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

New Business

- A. Veterans for Memorial Day – Joyce Peters said that they need to start thinking of someone to be honored. They need to be a “resident” of the cemetery and preferably have family in Parkman. Joyce Peters would like to have someone picked by April.

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 17th, 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 _____