

Parkman Township Trustees

Regular Meeting March 17th, 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, Fire Chief – Mike Komandt, Community House Coordinator – Lynn Schiffbauer, residents Jerry Jacobs and John Augustine, Ben Reed and Tony Yeropoli from Middlefield Fire Department, Chris Brook from Community Care Ambulance Network, and Ann Wishart from the *Maple Leaf*.

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

Guests: Chris Brook from Community Care Ambulance Network; Ben Reed and Tony Yeropoli from Middlefield Fire Department.

- Chris Brook from Community Care Ambulance Network (CCAN) said that there is a decrease in EMS professionals and the demand for them is increasing. He thinks the answer for the area is regionalization and the trustees should bring the townships of Huntsburg, Middlefield and Parkman together and create a “bubble.” CCAN would provide two advanced life support ambulances during the day and one at night. Lance Portman asked if the two ambulances would be for Parkman and Mr. Brook said that they would be for all three areas. Stacey Urbanowicz asked if the two ambulances would stay in the area to only answer 911 calls and Mr. Brook said that they would. Mr. Brook said that depending on how the trustees wanted to work the contract for Parkman, the daytime hours could vary on when the coverage of the two squads would be and when the night shift for one squad coverage would be. Mr. Brook said that all of the squads would be staffed with a paramedic and have brand new Lifepak 35’s (heart monitors). Resident John Augustine asked if no one was available to respond because each squad is on a call who would respond. Mr. Brook said that they would have to rely on mutual aid as they already do. The cost would be about \$120,000.00/year to contract with CCAN. Joyce Peters said that we aren’t covered by staff 24/7/365. Brandon Reed asked Mr. Brook if Huntsburg Township was on board with this. Mr. Brook said that he didn’t want to speak for other people, but he believes that they are and that they would be spending about the same. Joyce Peters said that they spend about \$180,000.00/year for wages/staffing. Mr. Brook is proposing a two-year contract. Brandon Reed asked if there will be an increase at the end of the contract. Mr. Brook said that there’s usually about a 3-5% increase. Resident John Augustine asked how billing residents would be done. Mr. Brook said that it’s basically the same as it is now with some differences. Joyce Peters said that in her opinion, we are heading towards a fire district because 50% staffing isn’t acceptable. Ben Reed of Middlefield Fire Department said that the good thing about the program is that they’re getting more resources than they had before. They (Middlefield Fire Department) assist with EMS calls

and can go back to the station and still cover their township. Resident Lynn Schiffbauer asked if there was a guaranteed response time. Mr. Brook said that if they had someone available they would be responding right away; if not, it would be mutual aid, or they would pull from whatever crew is available or coming available. Joye Peters said that they are not making any decisions on this tonight.

Meeting's Motions and Resolutions:

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

Joyce Peters made a motion to accept the Appropriations Budget as presented and Lance Portman seconded the motion. All voted yes, and the motion passed unanimously. **Roll Call:** *Joyce Peters – Yes, Brandon Reed – Yes, Lance Portman – Yes.* **(Resolution #42-2026)**

Joyce Peters made a **motion** to remove the two old copiers from the Zoning office and declare them as no longer usable and to get rid of them, and Lance Portman seconded the motion. All voted yes, and the motion passed unanimously.

Lance Portman made a **motion** to approve the mowing contract with S. S. Landscaping for eight months for \$3,040.00/month and Brandon Reed seconded the motion. All voted yes, and the motion passed unanimously.

Joyce Peters made a motion to accept the NOPEC grant in the amount of \$2,265.00 and to approve the grant agreement and 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 #43-2026)**

Joyce Peters made a **motion** to accept the Facilities Coordinator job description as presented and Brandon Reed seconded the motion. All voted yes, and the motion passed unanimously.

Joyce Peters made a motion to accept the Resolution of Convenience and Necessity for the improvements of Hosmer Road and 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 #44-2026)**

Lance Portman **motioned** to adjourn the meeting at 8:39 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 March 3rd, 2026, regular trustee meeting. (See *Motions & Resolutions*).
- 2026 Budget – Permanent Appropriations. (See *Motions & Resolutions*).
- Attended a meeting at ADP on March 4th for cybersecurity training.
- Attended LWV meeting March 10th on the Property Tax Changes (if abolished).
- Attended meeting with Joyce Peters and Auditor Walder on funding questions.
- Met with Bennett Office Products for the delivery & set-up for Zoning's copier.

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

Zoning

- 3/4 – Received a call from an appraiser concerning a property located at 15950 Main Market Rd. It's being used as a residence with an in-law suite. According to the auditor's website the property is listed as described.
- 3/11 – Received a call from a resident on Madison Rd. The resident wanted info on who to talk to about installation of guard rails in front of his property. The resident was referred to Lance.
- 3/11 – Resident stopped in the office to advise Zoning of adjustments of dimensions to his upcoming permitted building of a detached garage. The resident also requested that I come and do a site survey; date set for 3/28 at 17290 Nash Rd. The concern was for setbacks only.
- 3/13 – Paperwork submitted to BZA for a denial of zoning application for the building of 2 houses utilizing a shared driveway which is not permitted in Parkman.
- Report delayed due to power line outage on Old State Rd. 220 residents were affected.

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 cold air intake tube on squad in-house.

- Completed Ohio EMS Grant application – Discuss the financial hardship grant. *Mike Komandt said that this could go toward something like a Lucas device or towards a new squad. The max is \$30,000.00 and there is no match. Joyce Peters said that she would rather it go toward a Lucas device.*
- Resident received a bill for a fire response from a neighboring agency – being handled

Fire Department Discussion – Mike Komandt said that he received an email from LifeForce asking if they would like to go down to 10 years to attempt recovery. Joyce Peters said, “yes.” Mike Komandt said that there was also a water leak in a pressure tank that cost about \$800.00 to fix.

Roads

- We have been able to get some road repairs done with the short period of nice weather. We put down approx. 7 tons of cold patch on various paved and chip-seal roads while also getting some gravel down on the dirt roads and drug.
- The wing and tire chains have been taken off the grader, and it is ready to grade when able. We will continue to try and keep up the best we can on the roads through the up and down weather patterns.

Roads Discussion – Lance Portman said that he received a mowing contract from S.S. Landscaping. (*See Motions & Resolutions*).

Community House/Parks

No Paid Bookings

NO CHARGE:

- Tuesday 03/17 Trustees Meeting
- Wednesday 03/25 Zoning Commission

Pancake breakfasts will occupy the Community House over the next two Sundays 03/22 & 03/29

- Working with contacts on finding CPR Instructors to offer CPR recertifications for township employees. Chief Komandt states he can assist in getting something set up once a date and time can be established.
- Received quotes from Swift First Aid (Quote #s 75440 & 75442) and Penn Care (Quote #s 162718 & 162724) for AEDs and First Aid Cabinets for the Community House.)
- Received four initial letters of interest on the Facilities Coordinator position. Copies of the Job Description and Application were sent to all four individuals.

Only one of the four has applied so far. *Two additional letters received. The date was extended to April 1st.*

Overlook Park:

- Nothing scheduled for Overlook Park for the remainder of March.
- Chamber-sponsored Easter Egg Hunt scheduled for Saturday April 4th. *Brandon Reed will call ASAP for port-a-potties.*

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

Cemetery

- We had 2 burials this week. The first was Friday 3/13 late morning as well as one Saturday 3/14 in the afternoon.

Cemetery Discussion – Joyce Peters said that she spoke to Patty Humr and found out that we had sixteen burials last year.

Old Business

- Reserve form** – Joyce Peters has the form from Miller Dotson. The trustees have to decide which fund(s). She said that she assumes the General and Fire funds will be the funds that will get reserve funds established but doesn't know if the fire funds are lumped together. She's also not sure if they only want tax funds.
- Porch project** – Joyce Peters said that Mr. Weedon completed the community project application and sent it where it needed to go. He worked with Denise Villers for the financial paperwork and letters of support. Right now, the project is on hold.
- Rt 88 Bridge project** – Joyce Peters said that she emailed Izzy at ODOT that we don't want the raised sidewalks on the bridge, but we would like the road marked with a bike lane.
- 422 Traffic safety** – Nothing new.
- Zoning office organizations** – Joyce Peters met with Chris Aleusheff, and he won't be able to start until about June. He looked at what we have and said he will try to get it to where Mark and Jan can do it on their own. Then, maybe we can turn it over to the county for them to do the retention. He needs one 5-drawer filing cabinet. Everything will be filed by address.
- NOPEC 2026 Energized community grant agreement** – Joyce Peters said that they have to vote on accepting the grant. She's still working on the Memorial Day grant. *(See Motions & Resolutions).*
- Facilities Coordinator job description** – Brandon Reed has it with him and sent it to the other trustees. *(See Motions & Resolutions).*

- H. Flags – Mike Komandt received a quote. He also said that Eric Mathews would like certain flag poles to be wooden instead of aluminum because the aluminum poles tend to bend because of where they are. Mike Komandt said that when he buys them online there would be a 3% credit card fee. *Payment in full was mailed to the supplier with our order to avoid the additional fees.*

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

New Business

- A. 2026 Permanent Appropriations – (See *Motions & Resolutions*).
- B. Resolution of Convenience & Necessity for the Improvements of Hosmer Rd. – Joyce Peters read aloud the resolution. (See *Motions & Resolutions*).
- C. CH cleaning service – Joyce Peters is wondering if they should contract with someone to have periodic carpet cleaning. Lynn Schiffbauer will look into prices on carpet cleaning and window cleaning twice a year.
- D. New cemetery deed to sign – Joyce Peters has the book and the trustees signed it.

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

Public Comment

- Resident Jerry Jacobs asked if Hosmer Road will be chip sealed from State Route 88 to Old State Road this year and if Middlefield Township will work with us on their end. Joyce Peters went over the “Road List” and asked if we were in a good place for Hosmer Road. Lance Portman said that there’s a few things that need to be done.

Adjournment: Lance Portman motioned to adjourn the meeting at 8:39 p.m. and Brandon Reed seconded, all voted yes. Meeting adjourned.

Next Regular meeting on April 7th, 2026, starting at 7:00 p.m.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by _____