

Parkman Township Trustees

Regular Meeting April 7th, 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, Facilities Coordinator – Lynn Schiffbauer, residents Jerry Jacobs, Roger Anderson, and John Augustine and Owen Napier & Dylan Diemert of the Parkman Township Fire Department.

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 March 17th, 2026 regular meeting minutes and Brandon Reed seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a motion to adjourn to Executive Session at 7:29pm. "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." Brandon Reed seconded the motion. All voted yes, and the motion carried unanimously. **Roll Call:** *Joyce Peters – Yes; Brandon Reed – Yes; Lance Portman – Yes. (Resolution #45-2026)* They came back into regular session at 8:04pm.

Brandon Reed made a **motion** to hire Lerissa Mathews for the position of Facilities Coordinator effective June 1st, 2026, at a rate of \$1,000.00/month with a probationary period of six months, and Lance Portman seconded the motion. All voted yes, and the motion carried unanimously.

Brandon Reed made a **motion** to hire Lerissa Mathews effective immediately at a rate of \$15.00/hour to train with Lynn Schiffbauer for the position of Facilities Coordinator, and Lance Portman seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a **motion** to contract with Smylies for bi-annual carpet and window cleaning of the Community House, and Lance Portman seconded the motion. All voted yes, and the motion carried unanimously.

Brandon Reed made a motion to enter into contract negotiations with Community Care Ambulance Network and Joyce Peters seconded the motion. All voted yes, and the motion carried unanimously. **Roll Call:** *Joyce Peters – Yes, Brandon Reed – Yes, Lance Portman – Yes. (Resolution #46-2026)*

Lance Portman **motioned** to adjourn the meeting at 8:34p.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 17th, 2026, regular trustee meeting. (*See Motions & Resolutions*).
- Submitted our 2026 Permanent Appropriations to the County Auditor for approval from the Budget Commission.
- Sent copies of our most recent Ohio Edison bills to Triple S Energy to get rates from electric suppliers (our current contract ends May 2026 per Chris Schloss)
UPDATE: Since we have 10 different accounts with Ohio Edison and most aren't high usage (cemetery, parks), none of the energy brokers are interested in our account at this time. Chris Schloss recommends going with Ohio Edison at this time.
- Attended webinar with the Ohio GFOA on 'Understanding State & Local Taxes in Ohio: Who Collects What, What Do They Support, and the Responsibility of Educating Constituents on the Same' on April 1st.
- Renewed our BWC Group Rating plan with Sedgwick for 2027.
- Who should reply to a survey request from Clean Fuels Ohio?
- Completed payment paperwork for a company renting the Community House (for a Job Fair on April 17th).

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

Zoning

- 3/17 – Returned special tax request paperwork to Title Professionals regarding PPN 25-190251 located at 16765 Old State.
- 3/17 – Call made to real estate realtor. He wants to know if he can advertise property PPN 25-053200 (Old Point View Tavern) as a multifamily unit. It was explained that our resolution does not provide for multifamily units.
- 3/18 – Variance paperwork submitted to BZA for development of property PPN 25-078400 & PPN 25-077700. Original Zoning application denied for the reason of using a shared driveway off of Owen Rd.

- 3/19 – Tax request paperwork returned to Title Professionals regarding PPN 25-120811 located at 16510 Bundysburg Rd.
- 3/24 – Visit to Bows & Reels current operator for discussion of sign size for all operations being performed there. A copy of the resolution was delivered on 3/28 regarding largest sign allowed without the request for a variance. I was informed that Middlefield Sign is in the layout process at this time.
- 3/25 – Permit issued to PPN 25-190583 located at 17201 Bundysburg Rd for new construction of 2,400 sq ft accessory building for storage of farm equipment.
- 3/25 – Permit issued to Byler Services for a 2nd floor addition to PPN 25-119590 located at 16775 Madison Rd.

Zoning Discussion – Any discussion was held during each section.

Fire

- Engine 4221 had pump shift mechanism rebuilt by the mechanic.
- Structure fire response during severe storms – four Parkman personnel handled and cancelled the auto aid prior to arrival.
- AG correspondence completed.
- EMS economic hardship application completed – requested over \$23,000 for new mechanical CPR device. Assisted Troy with their EMS grant application.
- Gathered data and met with Mr. Reed and Mrs. Peters separately.
- Researched the formation of a joint fire district with Troy. Spoke with members of both departments, chiefs, legal counsel questions asked to attorney and SME on district formation. Takes anywhere from 5 -9 months – first of the year not out of the question.
- Executive session requested. (*See Motions & Resolutions*).

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

Roads

- So far we have put 16.91 tons of cold patch down on roads with more to go. As weather allows, we will continue to cold patch and maintain roads.
- Currently we have been spreading stone where needed and dragging roads after the rain to try and keep up with them.
- We were lucky to only have some minor debris to clean up on the roads after the storms.
- We assisted the Fire Dept. and closed Soltis Road due to a semi pulling down a utility pole and wires.
- Most equipment has been serviced and repaired with the exception of some minor issues for everything to be ready for spring and summer work. We hope everyone has a safe and happy Easter weekend.

Roads Discussion – Any discussion was held during each section.

Community House/Parks

PAID:

Thurs – 04/09 Benefit Auction
Wed – 04/15 Silent Auction
Fri – 04/17 Job Fair

NO CHARGE:

Tues – 04/07 Township Trustees Mtg.
Tues – 04/14 Board of Zoning Appeals (BZA)
Mon – 04/20 Chamber of Commerce Mtg.
Tues – 04/21 Township Trustees Mtg.
Wed – 04/22 Zoning Commission Mtg.
Thurs – 04/23 Wedding Mtg. (Showing)

Overlook Park:

(No reservations currently booked for Overlook Park for April)

- Chamber Sponsored Easter Egg Hunt took place on Saturday April 4th.
- Port-A-Pots from ASAP Sanitary were delivered to Overlook Park in time for the Easter Egg Hunt Event on 04/04. (Billing Invoice expected)

- Lynn “opened up” Overlook Park for the season. She has shared with me some of those procedures and what all that consists of. (There may be some storm debris and leftover tree limbs and sticks in the park that will need to be picked up).
- It is my understanding that sand is needed for the ball fields and the volleyball court at the park. (I would like to discuss this to prepare for the upcoming season)
- Still working with Dan Ellenberger and UH to take possession of an AED for the Community House. (I would like to discuss the township purchasing a second AED, for the second floor and possibly the First Aid Cabinets as well). *Update: AED unit received on Wednesday, April 8th.*
- Lynn and I met with two candidates for the Facilities Coordinator Position. (See *Motions & Resolutions*).

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

Cemetery

- Nothing to report.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- A. ADP update – Joyce Peters said that they are working diligently to get the township employees’ emails up and active.
- B. Rt 88 Bridge project – Joyce Peters said that she told them that we are good with not having the sidewalks, then Joyce received an answer from them saying that the bridge will be completely closed because of the extent of the work that needs to be done and the sidewalks will be put in because the Amish want them put in.
- C. NOPEC: Energized Community grant uses; Enrollment letters – Joyce Peters received a notification where the trustees have to notify the residents about the rates. Joyce Peters will put the notification up on the township Facebook page and have it put on the website. Joyce Peters said that she needs Denise Villers to sign papers for the Community grant. Joyce Peters has submitted the Memorial Day grant. She said that there’s \$2,265.00 from the Community grant and \$813.00 left over from last year’s grant. Joyce Peters said that there’s a whole list of things that the money can be used for and she read off some of the things.

- D. Porch project /grant process – Joyce Peters has a report from Mr. Weedon. He contacted the Cleveland Foundation and can use a one-page summary to the Farmer's National Bank. Joyce Peters received a response on one.
- E. Cleaning service – Lynn Schiffbauer contacted Smylie's and received a quote of \$690.00 to clean the carpets and windows for each service call. A quote from Blue Lakes was \$624.60 for the carpet and \$800.00 for the windows. (See *Motions & Resolutions*).
- F. EMS Contracting – Joyce Peters was supposed to have a meeting with a group, but it was cancelled. She will let the other trustees know when it's rescheduled. Brandon Reed said that he thinks that the ambulance company is looking for us to commit to a contract with them, but we don't have a contract to look at in front of us. (See *Motions & Resolutions*).

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

New Business

- A. GC Board of Mental Health and Recovery Svcs. – Joyce Peters said that they were supposed to be here to talk about the 988 number for the suicide help line and their presentation. Joyce Peters has examples of their signs that townships can get. Brandon Reed said that if they're free we should get some. Where do we want to put them?
- B. First Energy contact – They have a new contact person and also want to know who our contact person is. Brandon Reed said that he would be.

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

Public Comment

- Lynn Schiffbauer said that she received a phone call from a Mr. Slabaugh about junk cars. Joyce Peters asked Mike Komandt how soon the cars could be removed because the residents don't like the north garage looking like a junk yard.

Adjournment: Lance Portman motioned to adjourn the meeting at 8:34p.m. and Brandon Reed seconded, all voted yes. Meeting adjourned.

Next Regular meeting on April 21st, 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 _____

