

Parkman Township Trustees

Regular Meeting April 21st, 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, Administrative Assistant – Stacey Urbanowicz, Zoning Inspector – Mark Strumbly, Facilities Coordinator – Lynn Schiffbauer, resident Tim Blair, and Ann Wishart from the *Maple Leaf*.

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

Meeting's Motions and Resolutions:

Brandon Reed made a **motion** to approve the April 7th, 2026, regular meeting minutes and Lance Portman seconded the motion. All voted yes, and the motion carried unanimously.

Lance Portman made a **motion** to approve the April 10th, 2026, special meeting minutes and Joyce Peters seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a motion to accept the ADP technology quote in the amount of \$19,000.00 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 #49-2026)*

Joyce Peters made a **motion** to move the May 5th, 2026, regular trustee meeting to May 6th, 2026, starting at 7:00pm, and Lance Portman seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a motion for a Then and Now PO for 400 tons of #57 slag not to exceed \$7,600.00 from Soltis & Sons and Brandon Reed seconded the motion. All voted yes, and the motion carried unanimously. **(Resolution #50-2026)**

Lance Portman made a motion to approve crack-sealing on various roads in Parkman Township in the amount of \$13,475.00 to be done by Suit-Kote and Joyce Peters seconded the motion. All voted yes, and the motion carried unanimously. **(Resolution #51-2026)**

Lance Portman **motioned** to adjourn the meeting at 8:40p.m. and Brandon Reed seconded the motion. All voted yes, and the motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the April 7th, 2026, regular trustee meeting. (See *Motions & Resolutions*).
- Approve the minutes for the April 10th, 2026, special trustee meeting. (See *Motions & Resolutions*).
- Received approval for our 2026 Permanent Appropriations from the Budget Commission / County Auditor.
- Attended GCTA dinner meeting on April 8th.
- Attended Sedgwick/Ohio BWC webinar: Substance Use Prevention & Recovery earlier today.
- Tomorrow's webinar hosted by OTA is on 'Implementing the "No Tax on Overtime" Federal Change'.
- Renewing our OTA memberships – all elected officials plus some affiliate members – review.

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

Zoning

- 3/26 – Permit issued to Western Reserved Foods for the replacement of a freezer box to be located at Parcel #25-119390 Tavern Rd. The request was for Western Reserved foods to obtain written permission from property owner to Zoning.
- 3/30 – Reviewed lot consolidation drawing for Valley Realty occurring at Tavern and Nash Roads. Realty company submitted a drawing to the County Planning Commission for Parcel numbers.
- 4/4 – Zoning was requested to visit Parcel #25-190167 Nash Road for verification of side lot distance for construction of a new car garage.
- 4/9 – Met with Norman Miller for a variance request for Reeves Road Parcel #25-057500. Norman would like to sell a parcel of 12 acres to his brother Allen. The best that Zoning could measure from the auditor's website was road frontage of 224' which would require a variance due to development of a rear lot, which requires 60' of frontage without a variance. I have searched the Zoning office for any info of a survey but have been unsuccessful, so Zoning contacted the Planning Commission to see if the property was surveyed, and according to the commission, the property was never surveyed.
- 4/10 – Sign off of a survey map concerning original Parcel #25-190715 located at Bundysburg Rd (which was described as an industrial building by Geauga County, previously owned by Freeman Miller) building will now be owned by Allen Stutzman for storage of door supplies.

- 4/14 – Attended BZA meeting for a variance on 2 properties. One is addressed on Farmington Rd, and the 2nd Parcel is addressed on Owen Rd. The variance was the request for a shared driveway off Owen Rd for the 2 Parcels. Contact was made to a developer for permission to tour the 2 properties prior to the variance meeting. *Concern is that the one cabin has an address on Farmington Road but the driveway is off of Owen Road and it would be confusing in case there is an emergency there.*
- 4/15 – Visual inspection for property located on Norton St. for construction of an equipment garage. There's no construction being performed at this time. Also, inspection of Center St. property which Zoning received a call from Humprey Builders to rehab Center St. property and purchase the adjoining lot for construction of rental property.

Zoning Discussion – Any discussion was held during each section.

Fire

- Completed inspections on all township facilities – inspection reports emailed to liaisons to the township buildings.
- Completed inspections at two occupancies on Madison Rd.
- Received new cell for the chief.
- Received water and salt delivery.
- Received the new gear that was ordered at the beginning of the year.
- Still awaiting FEMA AFG grant to open so that we can complete the application process for the exhaust removal system – wait is due to partial government shut down.
- Repaired issues with ESO reporting and assisted Troy with the same repairs to the system.
- SCBA compressor and fill station received semiannual service.

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

Roads

- We installed a drive pipe as well as added a Tee clean out to an existing ditch enclosure.
- We have drug a few roads as the weather allowed as well as filled holes with cold patch on paved roads.

- I will be making a plan for the repairs on some of our paved roads that require grinding and adding new asphalt. The majority of this work will need done on Nash Rd. from 168 to the Troy line. Asphalt plants are now open as of 4-20; however, I don't have updated prices yet.
- We have worked on cleaning more ditches on Hosmer in preparing for the chip and seal.
- Plow markers have been taken down around the community house.
- The F-550 dump truck is currently out of commission for a couple days due to engine problems. I am hopeful it will be back running very shortly.

Roads Discussion – Lance Portman ordered stone. *(See Motions & Resolutions).*

Community House/Parks

PAID:

Thurs 04/23 Wedding Mtg.

NO CHARGE:

Tues 04/21

Township Trustees Meeting

Wed 04/22

Zoning Commission Meeting

UPCOMING IN MAY...

Sat. 05/02

Booking for an Alumni Dinner

Tues 05/05

Board of Elections will have the Community House as a Polling location for the Ohio Primary Election.

Tues 05/05

Township Trustees Meeting
(changed to Wed. 5/06/26)

Wed 05/06

Rental Meeting

Fri 05/08 & Sat 05/09

Wedding

Tues 05/12

Zoning Mtg

Sat 05/16

70th Birthday Party

NOTES:

- Discussion to continue about purchasing sand and dirt for Overlook Park, Baseball Fields, and Volleyball Court
- Went over the Community House Fire Inspection Report with Chief Komandt and completed a walk through with the chief on each remark on his report. Working to address a few items in the short term. (Mainly pertaining to appropriate signage and lighting.)
- Dan Ellenberger from University Hospitals (Gauga Medical Center) dropped off an AED and cabinet to the township for the Community House. Would like to discuss the best place to install it in the Community House and continue

discussing the township, possibly purchasing a second AED, for the second floor of the Community House.

- Would like to formally thank Mr. Dan Ellenberger and University Hospitals for this donation to the township. University Hospitals once again came through, in support of Geauga County Communities. (The expiration dates on the battery and pads associated with the AED are good through mid-2027. So, next year we will need to purchase a new battery and new pads for the device.)
- Lerissa Mathews met with Lynn and me once again and went over the Facilities Coordinator Job. Lerissa has officially begun her shadowing with Lynn Schiffbauer. She was provided with the new hire paperwork, Ohio Auditor of State Fraud Training and Ohio Ethics Commission Training for Public Employees. Lerissa sent me her certificate showing completion of the Ohio Ethics Training for 2026. This is a free one-hour online training that all public employees should be taking often.

Overlook Park:

(No reservations currently booked for Overlook Park for remainder of April)

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

Cemetery

- There was a tree that came down on the south fence and it has been removed.
- The plow markers have also been removed from the cemetery.
- We had a cremation burial on Friday 4-17.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- A. ADP update/contract – Joyce Peters would like to reiterate that the main reason that we are doing this is for cybersecurity that goes into effect July 1st. It's not cheap and she spent yesterday going over what it would normally cost and how much we are actually paying to go with ADP. Joyce Peters listed all of the things that ADP is providing for us and the cost and what we are actually paying for them. The total cost is about \$37,000.00 for everything that they are providing for us, and we are only paying about \$19,000.00. Joyce Peters said that after the grant goes through, we'll actually only be paying about \$12,000.00 after getting the \$7,000.00 grant. We have to pay for it up front and then get reimbursed. (See *Motions & Resolutions*). Joyce Peters said that our email addresses aren't ready yet because they didn't make them with Parkman in the address. We all also

have to go to them to get set up and it took too long for Joyce Peters alone to get set up. They asked Joyce Peters for a couple of dates with time windows of availability. Joyce will then send out the dates and times. This has to be done by June.

- B. NOPEC update – We have a lot more money than we thought. We have \$5,388.00 from the last two years and this year. Joyce Peters asked Lance Portman what the quote was to fix the generator. Lance Portman said that he couldn't remember at this time as he didn't have the paperwork in front of him. Joyce Peters said that this is another grant where we have to spend the money first and they reimburse us. Joyce Peters also mentioned replacing the light fixtures in the community house. Lance Portman will look into the generator.
- C. Porch project – Mr. Weedon said he found a grant for community projects like ours but it's for 501c3's. Joyce Peters will have him speak to Lynn Schiffbauer because the Chamber of Commerce is a 501c3. Mr. Weedon has submitted three grants for us now.
- D. EMS Contracting – Joyce Peters is waiting for a meeting to be scheduled with Middlefield Village, and Middlefield Township fire department.
- E. Reserve Funds – Denise Villers was to look into this. We really can't go into July budget submission without having them.
- F. Memorial Day – Joyce Peters has two candidates but is waiting on a callback from the family of one. John Gable is one candidate that she's heard back from the family on. Joyce Peters will still try to have the VFW in the parade. They will need wreaths for the cemeteries. Brandon Reed said that Mike Komandt told him that the flags were in. Joyce Peters asked Brandon Reed if he would talk to the Sheriff to have deputies come to help with traffic control. The parade should start around 9:30 from Cemetery and go to Nelson Road and last for about 40 minutes.

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

New Business

- A. Change Election Day, May 5 meeting – Joyce Peters would like to move the meeting night to May 6th at the community house to avoid the distractions of the election crew. (*See Motions & Resolutions*).
- B. Cardinal schools survey – Joyce Peters received an email from Haylee Adams asking if the trustees would be willing to put a survey on Facebook and on their website. Brandon Reed and Lance Portman don't have a problem with it.
- C. VFIS Insurance - Brandon Reed said that Mike Komandt asked if they would take action on VFIS insurance. Brandon Reed said that he's not in favor of it because no one can offer any information on the Fire Association. Brandon Reed is under the impression that the Association has been disbanded for some

time with possible monies left in an account. Brandon Reed said that Mike Komandt allegedly contacted VFIS and had the Fire Association removed as an insured from their policy, but Brandon Reed doesn't have a copy showing that, so he wouldn't be in favor of taking action until they see the new copy.

- D. First aid kits – Brandon Reed asked about purchasing two Swift first aid kits that are ANSI compliant. Brandon Reed said that they will come out and stock them when supplies are running low. The trustees can set how often they come out. The kits are \$205.40/each. The trustees are in agreement about purchasing them. Brandon Reed will contact the company and purchase two kits.

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

Public Comment

- Resident Tim Blair stated that he is a new resident of Parkman and lives on Parkman-Nelson Road. He stated that he's concerned that there's no speed limit determination after the "S" curves. He's especially concerned about the safety of the Amish and pedestrians after the accident that occurred on Farmington Road earlier this year where the horse was dispatched. He is asking for support in how to make the road safer. Joyce Peters said that she would speak to her contact. Lance Portman said that he will call the county engineer's office and Brandon Reed will talk to the Sheriff's Office. Stacey Urbanowicz said that she thought that she remembered the speed limit being 45mph and a sign being there after the curves when she used to live in that area.

Adjournment: Lance Portman motioned to adjourn the meeting at 8:40p.m. and Brandon Reed seconded, all voted yes. Meeting adjourned.

Next Regular meeting on (Wednesday) May 6th, 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


