

## Parkman Township Trustees

Regular Meeting November 6<sup>th</sup>, 2025

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 and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Fire Chief – Mike Komandt, Community House Coordinator – Lynn Schiffbauer, and residents – Matt Yutzy, Willis Miller, Mark M. Byler, Noah Wengerd, John Augustine, Roger Anderson, Russell Spencer of the Parkman Township Fire Department, and Ann Wishart from the *Maple Leaf*.

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

### **Meeting's Motions and Resolutions:**

Joyce Peters made a **motion** to approve the October 21<sup>st</sup>, 2025, regular meeting minutes and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously.

Joyce Peters made a motion to receive real estate advances through the Geauga County Auditor through 2026, and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously. (**Resolution #98-2025**)

Joyce Peters made a motion to request a supplemental appropriation in the amount of \$30,000.00 to the 2031 Road Fund and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously. (**Resolution #99-2025**)

Joyce Peters made a motion to request a supplemental appropriation in the amount of \$25,000.00 to the General Fund for other expenses, and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously. (**Resolution #100-2025**)

Joyce Peters made a motion to pay Mark Strumbly supplemental pay in the amount of \$350.00/month retroactive to September 2025 and continued for as long as he is substituting for the Zoning Inspector, and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously. (**Resolution #101-2025**)

Joyce Peters made a motion to request a supplemental appropriation in the amount of \$2,000.00 to the General Fund-Zoning (1000-130-139) for office and administrative salaries, and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously. (**Resolution #102-2025**)

Joyce Peters made a motion to request a supplemental appropriation in the amount of \$10,000.00 to the Special Levy/Fire Fund for other expenses, and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously. (**Resolution #103-2025**)

Lance Portman motioned to adjourn the meeting at 8:03 p.m., and Joyce Peters seconded the motion. All voted yes, and the motion carried unanimously.

## Departmental Reports

### Fiscal Officer

- Approve the minutes for the October 21<sup>st</sup>, 2025, regular trustee meeting. (See *Motions & Resolutions*).
- Review renewal of medical insurance coverage (18% increase!) for 2026.
- Review renewal of OTARMA coverage for 2026.
- Do we want to receive Real Estate Advances through the Geauga County Auditor for the 2026 real estate collections? (We have the last 2 years.) We need to make a resolution. (See *Motions & Resolutions*).
- Workers' Comp estimate for 2026 received – increasing \$414.00/month
- Sign the acknowledgement of receipt of paperwork outlining the transfer of assets from Windstream/Kinetic to Uniti Group, Inc. (includes a map of the phone/internet lines throughout Parkman Township).
- James Duber (Envelope Consulting Services, LLC) reported that the structural engineer now has all of the information needed to complete his report for the Community House. They anticipate having a final report the week of November 3<sup>rd</sup>.
- I still have a Cemetery deed from 2017 that I can't seem to find an address to send it to (Richard Owen.) I've recently reached out to John Weedon at the Reservation Farm – it may be a relative in the generation before him... He's checking Mom's records (Millie Owen-Weedon) Success! Mailing it out today.
- Ask Brandon Reed (newly elected trustee) if he'd like to attend the OTA Conference (February 4-6, 2026). *He would like to attend.*

### Zoning

- 10/22 – Met with Cemill properties on applications for properties located at 16326 and 16338 Main Market Road. The uses that are there and operating now are going to change. I requested that all changes should be explained in the application.
- 10/30 – Mailed violation letter to Bows and Reels on Zoning regulations on the current location of the produce stand. Sent photos of the views as seen from the roadside especially the view north on Madison Road as a vehicle was exiting the place of business. Also included were copies of the Zoning requirement for setback.

- 10/29 – Call was received by Zoning for a recent concern of variance paperwork for Allen Miller to take to the planning commission. The Zoning secretary corrected the paperwork and sent it to correct address.
- 11/5 – Call received from Darlene Beard on 2 properties which only has access to 23 acres off Hobart Road with 45 feet of road frontage.

**Zoning Discussion** – Mark Strumbly said that he had a few letters to send out.

## **Fire**

- Annual extinguisher service completed today at all facilities. *Russell Spencer said that during fire extinguisher testing at the Community House and Road Department, they had to leave a couple of loaner fire extinguishers while they took two fire extinguishers for hydro testing. He also said that the guy that was here wasn't certified to do hood testing, so someone would have to come back.*
- Pump testing on all apparatus completed on Monday.
- AFG grant review completed for our upcoming application. Grant writer completed this and will be ready to submit when the application period opens.
- New hire has been contacted and will be completing the new hire process in coming weeks.

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

## **Roads**

- We have been working on fixing the berms on a few roads where it is washed out. Also, we have been trying to do some back-cut mowing as we can. I was able to get out and get one round done on all the dirt roads with the grader and drag until the rain, unfortunately, returned. We are working on continuing to ditch on Hosmer Road. *Lance Portman said that they are now south of Farley Road with ditching.*

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

## **Community House/Parks**

### **Community House:**

- We have one booking for November.
- We should be getting the plans for the porch reconstruction from Envelope Consulting any day now.
- KICC Services is starting on the leak in the basement on Nov. 10<sup>th</sup>. *Lance Portman spoke with Brian Schultz to go over what is being done with the basement leaks before they start on the Community House.*
- The furnaces will be serviced November 7<sup>th</sup>.

Overlook Park:

- D & K Masonry started on the fireplace November 5<sup>th</sup>. *Lynn Schiffbauer explained the work they have been doing.*
- Porta Potties are being picked up on November 10th.

**Community House/Parks Discussions** – Lynn Schiffbauer said that she scheduled Smylies to do carpet cleaning at the Community House and ABC to do hood cleaning in the kitchen. She also said that Steve Bosak is really backed up and won't be doing the furnaces tomorrow. Lance Portman said that Frank Rulong did the furnaces last year because of the same issue.

Cemetery

- All the footer foundations seem to have held up very well. We back-filled around all of them and removed the forms off of them. The 2 head stones that we had at the shop were placed on the footers.

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

Old Business

- A. 422 safety update – Matt Yutzy and Mark Byler attended the meeting with members of the Amish Safety Board. Mr. Yutzy said that they will have a meeting with a representative from ODOT at some point after the new year. Joyce Peters said that after the last trustee meeting, ODOT was out on route 422 but she doesn't know why. Mr. Yutzy said that he just wanted to still show his concern. Joyce Peters said that she would be happy to attend any meeting with ODOT with them. Joyce Peters also said that she read in the *Maple Leaf* that someone wrote to the editor about a study that was done that reducing speeds isn't as effective as narrowing lanes to slow drivers down. Mr. Wengerd, a member of the Amish Safety Committee, said that the buggy lane that was in Middlefield a long time ago was very helpful.
- B. Overlook chimney update – See previous.
- C. Basement leak update – See previous.
- D. Porch renovation update – Joyce Peters read the evaluation proposal. After they finish, they will need an architect. Joyce Peters asked about the safety of the metal stairs. If they're going to barricade them, then they can't rent the upstairs of the Community House. Per fire chief Mike Komandt they can't because there wouldn't be safe exits in case of emergency. Joyce Peters asked about temporary wooden stairs. Mike Komandt said that she would have to call the building department to find out if they can be used.
- E. ADP update – Joyce Peters said that they came today and toured and looked at everything as well as took pictures of everything regarding internet and computers. Russell Spencer walked around with them since Joyce Peters had no idea that they were coming out today. Russell said that he thought that they had a contractor with them as well.

- F. Reserve vs Capital funds – Joyce Peters did some research today and found that there's not too much of a difference between the two. She found that with a reserve fund they don't have to put the money aside for something specific and there's more leeway with how to spend it. They will want to do it starting at the beginning of the year. Joyce Peters thinks that a reserve fund is the way to go and would like to put \$50,000.00 into one for the exhaust removal system at the fire station. There is no limitation as to how much you can put into it as of now.
- G. Parkman Paragraphs – Cory Anderson is about ready and is waiting for Joyce Peters to submit her article.

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

### **New Business**

- A. Cardinal Schools Veterans Day ad – Joyce Peters received an email from them asking if they could advertise on our sign. Lynn Schiffbauer said that she also received the request and it's already up on the sign.
- B. Supplemental Appropriations – Joyce Peters that they need more money in certain accounts before the end of the year. Lance Portman said that he will need more stone ordered. Joyce Peters said that they need approval from the Auditor for the supplemental appropriations. (*See Motions & Resolutions*).
- C. Asst Zoning Inspector – Joyce Peters said that Mr. Spelich won't be back for at least two months. Mark Strumbly has been doing all of the work of the Zoning Inspector plus his own work. Joyce Peters suggested doing a supplemental appropriation to assist Mark Strumbly financially as well as retro pay going back to September 2025. (*See Motions & Resolutions*).
- D. Temporary Appropriations – See above.
- E. Credit card changes – Joyce Peters said that they will need to get Henry Duchscherer's name off of the credit card since he didn't win the election. Denise Villers said that the last time she went to Sam's Club with Lynn Schiffbauer there was a problem with the membership. Henry Duchscherer needs to send a letter saying who should have the credit cards. Things are in progress to change this.
- F. State Ethics law recommendations for policies – Joyce Peters said that this has to do with using rewards on credit cards. She said that it doesn't matter with Amazon accounts and rewards because the account is in the township's name and benefits the township directly. This has more to do with buying airline tickets and how the rewards can be used on an actual credit card. Joyce Peters said that she is going to wait until the OTA comes out with sample policies on this. The other issue is tax exempt status and reimbursing it when possible.

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

**Public Comment**

- None

**Adjournment:** Lance Portman motioned to adjourn the meeting at 8:03 p.m. Joyce Peters seconded, both yes. Meeting adjourned.

Next Regular meeting on November 18<sup>th</sup>, 2025, 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 