

# HARPERSFIELD TOWNSHIP

## REGULAR SESSION

Held on January 18, 2021

The Board of Harpersfield Township convened in regular session from 7 PM to 9:40 PM in the Harpersfield Township Administration Building. James Pristov, Chairman, called the meeting to order with the following members and visitors present:

James Pristov	Present	Raymond Gruber Jr	Present
Edwin Spoor	Present	Sharon Rohrbaugh	Present

Employees: Larry Lister, Cody Craine, Frank Henry

Visitors: Richard Leskovic, Jackie Spoor, Jeff Lang, Clint and Leslie Querry

The minutes from the regular session held on December 12, 2020; the virtual session held on December 17, 2020; the public hearing held on December 28, 2020; and the organizational session held on December 28, 2020 were reviewed. Ed made a motion to approve the minutes for all three meetings and one public hearing as written; Ray seconded; the Board voted unanimously in favor.

Frank reported that the helmets (purchased with CARES funds) are here; some of the boots are here (ladies boots are still on backorder); the SCBA masks and turn out gear have not arrived yet.

Frank stated that there were a total of 169 fire calls for 2020. He added that three firemen need to take the 36 hour class. He applied for a grant for MARCS radios, hoping to hear next month if we were awarded. He commented that the gear racks are being built in Station 2.

Frank stated that the Community Center hosted the Ashtabula County Health Department giving the covid vaccine.

Larry reported that he issued three zoning permits; the Pizza Hut building will be torn down and a new business will be building on their site.

Larry questioned the Board if they have given the bike trail to Spire as he discovered it is listed on Spire property and not owned by the Township on the Ashtabula County Auditor map.

Cody mentioned to the Board that he would like to make arrangements with company to install the perforated pipe on both sides of Clay Mill Rd. (Issue 2 project) at a cost of \$15,000; the County's cost is \$23,000.

Cody informed the Board that he has completed the ditch set back on Matson Road and will widen the road later.

Cody reported that they are working on insulating the unfinished part of the road garage building and eventually will need to have the spray foam applied to the ceiling and wants to pour concrete floor and remove the partial wall to open up the garage area.

Cody wants to list the chipper on GovDeal; the Board agreed to this.

Cody informed the Board that while they were cutting trees/brush around the power lines someone reported them to CEI and when they came out they told Cody that he couldn't do that and when Cody told CEI that is fine but if we don't you will have to they changed their minds and told him to continue completing the project.

Ray made a motion to pay the following bills: #12106 through #12141; totaling \$70,962.99; Ed seconded; the Board voted unanimously in favor.

Sharon reported the following receipts: #1-2021 through #9-2021; totaling \$3,344.73.

Tim has discovered another issue in Harpersfield Cemetery. He recently had a burial and while probing to verify the plot area was empty he discovered that the plots that were to have been used were empty and that plots purchased by someone else have been used instead. Therefore, we need to contact the owner of the plots to find out if they will be willing to exchange the plots. Ed stated that since he knew the party involved he would discuss the situation with them and report back.

The Board received the ballot for the OTARMA Board of Directors for the term 2021 through 2025. Ray made a motion to vote for: Nick Schwab and Carolyn Destefani; Ed seconded; the Board voted unanimously in favor.

Ed spoke to Cliff Henry regarding being the Township rep for the Chamber of Commerce. Cliff agreed that it was best for Ed to take over the position and then offered to assist (let Ed shadow him at the meetings) him at the meetings. Ed commented that he was very grateful for Cliff's offer.

Ray reported that he requested Attorney Lucas send us a bill for his services creating the TIF district; he stated that the TIF is complete with both the State and the County. Jim questioned if the Pizza Hut property could be added to the TIF district now that we know it will be a new building. Ray stated he would contact Atty Lucas and ask.

Ray informed the Board that we received the signed road agreement with Trumbull Township for 2021.

Ray would like to apply for the \$1,000 NOPEC community grant for the clean up day event. The Board agreed to this idea.

Ray commented that he applied to the State for reimbursement for the indigent burial that we recently had with Lake Erie Crematory. He added that it is suggested by the State Embalmers Association that the cost to cover for indigent is \$750 for 18 years old and under and \$1,000 for adults. Ray made a motion to make those changes in our cemetery/indigent burial policy; Ed seconded; the Board voted unanimously in favor.

The Board has been contacted by ODOT with information regarding the "roundabout" being constructed starting the summer of 2022 and to be completed 2023. They are listing the detour routes and that three street light poles will be removed (that the Township currently pays for) and will be replaced and paid for by ODOT. Jim spoke with Wendy (Illuminating Co) about the cost to remove these poles and she will report back.

We received notification from NOPEC that for 2021 we are awarded a grant for \$5,677. Some suggestions for these monies: generator for the fire station; insulation for the unfinished road garage; lighting in the adm building.

Renee Hanyok contacted Ray to request a \$20 (per newsletter) increase to help cover the additional costs incurred in printing the newsletter; after discussing the matter, Ray made a motion to increase by \$40 for each newsletter; Ed seconded; the Board voted unanimously in favor.

Ed announced the following for the zoning boards:

Zoning Commission      Ken McLeod, Chairman  
   Ed Pristov, Vice Chairman

Eddy Eckart will be an alternate and Sara Ackerman will step into his term – 2021 through 2025

BZA                              Angie Riffle, Chairman  
   Don Bowling, Chairman

Don Bowling agreed to remain on the Board and his term will continue until 2025

Jim Weaver will be asked if interested in being an alternate to the BZA

Ed would like to request that members of the BZA attend at least two Zoning Commission meetings per year to keep up to date on what is happening in zoning; Ray seconded; the Board voted unanimously in favor.

Ed reported that the toilets and faucets have been changed out in the adm/fire building and the road garage; the old town hall is not done yet.

Jim reported that it is expected that the water tower will be approved by OPWC for the engineering phase.

Richard Leskovic questioned when the zoom meetings will start; Ray will research setting up a zoom account.

Jackie commented that another Dollar General will be built in Geneva City limits. She wanted to know what the Board thought of a store being built in the township and what stipulations could be made.

Jeff Lang wants the Board to allow the fire department to charge for fire calls; there were mixed responses to this request/idea.

The Quarry's stated that they still have not received any communication from Jonathan (Spire). Larry offered to forward the email to the Quarry's which shows the map attachment with the plans Spire has for the property that abuts to the Quarry's property. The Quarry's are still considering moving and asked if there is any way of finding out what is going in behind them. Larry offered to let them know as soon as he finds out.

Ray made a motion to go into executive session to discuss personnel matters; Ed seconded; the Board voted thusly: Spoor, yes; Gruber, yes; Pristov, yes

Ray made a motion to adjourn the executive session; Ed seconded; the Board voted thusly: Spoor, yes; Gruber, yes; Pristov, yes

Ray made a motion to resume the regular session; Ed seconded; the Board voted unanimously in favor.

Ray made a motion to make the following changes to the Employee Handbook Policy:

To be added to 4.2.1 Vacation scheduling

"Vacation shall be awarded to senior employees up to April first, after April first vacation shall be awarded to any employee based on first come basis. No more than one employee shall be allowed to take vacation at any given time. If more than one employee wishes to take vacation the request must be made prior to taking vacation and approved by the Board of Trustees."

4.2.3 Vacation rollover will be eliminated.

These changes will be effective immediately.

Ed seconded the motion and the Board voted thusly: Spoor, yes; Pristov, yes; Gruber, yes

Meeting adjourned until February 8, 2021

James Pristov

Raymond Gruber Jr

Edwin Spoor

Sharon Rohrbaugh