

HARPERSFIELD TOWNSHIP

ORGANIZATIONAL MEETING

Held on December 29, 2023

The Board of Harpersfield Township convened in special session from 4 PM to 8 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	Mickey Mihalick	Present
Edwin Spoor	Present	Sharon Rohrbaugh	Present

Employees: Larry Lister; Cody Craine; Jared Petro; Frank Benetka; Frank Henry

It was moved by Mr. Spoor; seconded by Ms. Mihalick to appoint Mr. Pristov as Chairman and Mr. Spoor as Vice Chairman for the year 2024; the Board voted unanimously in favor.

The Trustees will be representatives to the following:

Jim: Northwest Ambulance District, Fire Department liaison, Fire Department Dependent Board, JEDD Board; PACE vice chairman

Ed: Health Department, Road Department, Fire Department Dependent Board; Chamber of Commerce; PACE chairman; bike trail; JEDD board alternate, OTARMA

Mickey: Cemetery Department liaison; NOPEC; grant writer; zoning department liaison

Ed made a motion to retain Renee Hanyok as Editor of the Township newsletter to be compensated \$200 per newsletter; the newsletter will be published twice per year in March and September; Jim seconded; the Board voted unanimously in favor.

The Trustees will remain on the annual salary basis with the full amount allowed by State regulations according to the Township budget to be paid entirely from the General Fund.

Jim made a motion to hold the Board of Trustee's regular meetings on the second and fourth Monday of each month with exception of January; June; July; August and December that will be held one meeting each month during 2024 on the following dates:

January 22

February 12 and 26

March 11 and 25

April 8 and 22

May 6 and 20

June 17

July 15

August 12

September 9 and 23

October 14 and 28

November 11 and 25

December 9 and organizational meeting

Ed seconded, the Board voted unanimously in favor.

Ed made a motion to retain Cody Craine as Road Supervisor; Jared Petro as Assistant Road Supervisor and Frank Benetka as Road Maintenance; Mickey seconded; the Board voted thusly: Mihalick, yes; Spoor, yes; Pristov, yes

Ed made a motion to give the road department employees the following salary changes to go into effect the first full pay in January 2024:

Cody Craine as Road Supervisor: \$29.00

Jared Petro as Road Maintenance: \$27.00

Frank Benetka as Road Maintenance: \$26.00

Road Supervisor will be compensated \$100 per month.

Cemetery Sexton will be compensated \$200 per month.

Minimum overtime call out will be 3 hours.

The rate for extra labor will be adjusted accordingly as needed.

Jim seconded; the Board voted thusly: Mihalick, yes; Spoor, yes; Pristov, yes

Paychecks will be issued as direct deposit on the Wednesday following the end of the pay period.

Ed made a motion that normal Road Department hours will be 7 AM to 3:30 PM except from Memorial Day through Labor Day normal hours will be 6 AM through 2:30 PM; Mickey seconded; the Board voted unanimously in favor.

A decision to renew the contract with Cintas for Road Dept uniforms was tabled and Cody will review our options.

The Township will compensate up to \$175 per year per full time employee for a pair of work shoes or boots.

Ed made a motion that the road department employees will perform their jobs following the Employee Handbook Policy under the supervision of the Road Supervisor; Jim seconded; the Board voted unanimously in favor.

Jim made a motion to retain Frank Henry as Fire Chief at an annual salary of \$11,800; Frank will not be compensated for attending fire calls, training, drills, etc. The Board set an amount of \$18,000 to be divided amongst the volunteer firemen for attending "fire calls and training sessions" and this will not include volunteer time spent working at fish fry dinners. Assistant Chief and four designated Officers will receive \$500 (annually) plus attending fire calls. Road Dept employees will be paid out of the Fire Fund when repairing fire equipment. Ed seconded; the Board voted thusly: Mihalick, yes; Spoor, yes; Pristov, yes

Ed made a motion to retain Larry Lister as Zoning Administrator with the annual salary of \$12,000 (to be paid \$1,000 monthly); Travel expense will be compensated \$200 per month; Jim seconded; Board voted thusly: Pristov, yes; Mihalick, yes; Spoor, yes.

Office hours are to be: Monday 5 PM to 7 PM and Thursday 8 AM to 10 AM all year; when necessary to meet with residents by appointment. The office hours can be modified by the Zoning Administrator with approval of the Board of Trustees.

Zoning fee schedule will remain the same for 2024.

Sharon informed Ed that Angela Riffle's term on the BZA board has expired and needs to be renewed at the BZA organizational meeting and Ed Pristov's term on the Zoning Commission has expired and needs to be renewed at the ZC organizational meeting. Sharon added that both Boards are in need of one member and alternates members

Ed made a motion to retain Debbie Riffle in the position of Zoning Clerk; she will be compensated \$50 per meeting and \$500 extra annually. Zoning Board members will be compensated \$35 per meeting that they attend. Jim seconded; the Board voted thusly: Mihalick, yes; Spoor; yes; Pristov, yes

Cemetery Fees will remain the same for 2024.

Jim made a motion that the following amounts for township officials and township employees to attend the convention or school of instruction will remain the same. Traveling \$.58 per mile; food at actual cost with receipt or a maximum of \$50 per day; actual lodging cost; actual parking or taxi fees. Receipts will need to be presented to the Fiscal Officer prior to reimbursement being issued. The above reimbursement will also include the Fire Chief, Road Supervisor, Zoning Board Members or any other person designated by the Trustees; Ed seconded; the Board voted unanimously in favor.

The Records Board will consist of the Chairman of the Trustees and the Fiscal Officer. Sharon stated that at this time no records will be destroyed and will remain in storage.

It was moved by Jim; seconded by Ed vote unanimous to adopt the following amounts for the temporary appropriation resolution for the year 2024:

General Fund	115,311
Motor Vehicle Fund	20,000
Gasoline Tax Fund	100,000
Road & Bridge Fund	195,790.31
Cemetery Fund	4,200
Zoning	7,300
Fire Protection Levy Fund	74,250
Street Lighting Assessment	4,000
Permissive Motor Vehicle	6,000
Building Loan interest	3,410

Total Temporary Appropriations for 2024: \$530,261.31

Jim made a motion to retain Gary Somnitz to monitor and update the web page for the Township; Ed seconded the motion; the Board voted unanimously in favor.

Renewal information to renew the property liability insurance with OTARMA for 2024 had not been received as of this meeting.

Volunteer Fire Dependent’s Board members to serve are as follows: Trustees: Jim & Ed; fire department: Greg Henry, Chairman and Monte Stoltz, Secretary; Larry Lister as the outsider.

Jim made a motion to accept the roster of firemen as submitted by Chief Henry:

Bob Wilhelm	Ron Valitsky	Cody Craine
Delno Henry	Greg Henry	Andrew Thompson
Frank Henry, Chief	John Rahija	Nick Orlando
Walt Redmond	Matt Rahija	Matthew Henry
Ed Spoor	Patrick Linehan	
Gabe Acord	Mitch Mills	Otto Stoltz
Grant Duraine	Ed Pristov	Garrett Stamper
Paul Kimmy	Rich Sheppard	Everett Henry
Ken Sochia	Daniel Goff II	Hunter Loudermilk
Mike Hupertz	Tyler Aruta	
Braden Bilicic		

The motion to accept these firemen was seconded by Ed; vote unanimous

Ed made a motion to allocate \$4,500 for various organizations that the Board chose to donate to; Jim seconded; the Board voted unanimously in favor. Sharon stated that she has set up a separate line item in the General Fund to keep track of the donation funds. Jim seconded; the Board voted unanimously in favor.

Ed made a motion to retain Larry Lister as a seasonal employee to maintain the bike trail from April 1, 2024 through October 31, 2024 at a salary of \$715 per month; Jim seconded; the Board voted unanimously in favor. Ed also made a motion to allocate \$4,000 towards the bike trail maintenance (which will include gas for the mower and any of the mower repairs); Jim seconded; the Board voted unanimously in favor.

Ed made a motion to renew the cemetery mowing contract with Chuck Skvarek for the 2024 summer for the allocated amount of \$30,000; Jim seconded; the Board voted unanimously in favor.

Jim made a motion to allow the newly elected Trustee and Fiscal Officer to participate in the healthcare reimbursement plan or the Township medical plan (that includes eye and dental); Mickey seconded; the Board voted unanimously in favor.

Meeting adjourned until January 22, 2024

James Pristov

Edwin Spoor

Mickey Mihalick

Sharon Rohrbaugh