

BOARD OF TRUSTEES

Regular Meeting Minutes

Date: Monday, August 24, 2026

Time: 7:00 p.m. - 8:28 p.m.

Location: Harpersfield Township Administrative Building, 1481 Harpersfield Road, Geneva, Ohio

Presiding: Lisa Linehan, Chair

Trustees present: Lisa Linehan, Ed Spoor, and Ed Pristov

Also present: Mickey Mihalick, Fiscal Officer; Fire Chief Frank Henry; Road Supervisor Jared Petro; and members of the public

Absent: Larry Lister, Zoning Administrator

1. Call to Order

Call to order. Chair Lisa Linehan called the regular meeting to order at 7:00 p.m. and reminded attendees to silence cell phones.

Pledge of Allegiance. Those present recited the Pledge of Allegiance.

Recording. Wendy Sintick advised the Board that she was recording the meeting.

Agenda. No additions or corrections were offered; the agenda proceeded as presented.

Prior minutes. The prior meeting minutes were approved after correction of the electrician's last name. The motion carried unanimously.

2. Department and Officer Reports

Fire Department

- Chief Frank Henry reported 20 calls for July and approximately 162 calls year-to-date; the year-to-date figure should be verified against the department report.
- Tires on apparatus 62 were showing sidewall wear and are expected to require replacement.
- The Township was unable to identify reimbursement funding for the firefighting foam purchased in preparation for the Patriot Games. Approximately 100 gallons were purchased for about \$3,600 and will remain available for future use.
- Annual ladder testing will be scheduled.
- Fire Department members participated in the Dinner on the Covered Bridge with the Ashtabula County Covered Bridge Festival Committee. The event received strong attendance and positive feedback, and organizers hope to make it annual.
- Cork Elementary was inspected; Spire Academy's annual inspection remains to be completed.

- Chief Henry thanked neighboring fire departments that assisted with coverage and preparation during the Patriot Games. Trustees thanked Chief Henry and Township personnel for the extensive planning and work associated with the event.

Road Department and Cemeteries

- The road crew continued berming, ditching, roadside cleanup, and preparations for scheduled paving.
- Two trees at Unionville Cemetery were identified for removal because of the risk to nearby monuments. The lowest quote received was \$2,100.
- The Township anticipates purchasing approximately 500 tons of road salt beginning in November as needed; the estimated total discussed was approximately \$28,590.

Zoning

- Larry Lister was absent. The Ashtabula County Planning Commission was scheduled to review the Township's proposed zoning text on August 26, 2026.
- The next Zoning Commission meeting was scheduled for September 8, 2026, following County Planning Commission review.

Fiscal Officer, Mickey Mihalick

Ed Spoor made a motion to pay the bills; checks #15241 thru 15271 and ACH 189-2026 thru 232-2026 totaling \$91,813.46; Ed Pristov seconded; the Board voted unanimously in favor.

- The Fiscal Officer presented the renewal assessment for 18 colonial-style streetlights in Pebble Brook Subdivision/Barringer Place, Lighting District No. 9. The Board approved the assessment renewal.
- Resolution 2026-9 accepted the amounts and rates determined by the Budget Commission and authorized the necessary tax levies for the fiscal year beginning January 1, 2027. Lisa Linehan moved adoption; Ed Pristov seconded; all three trustees voted yes.
- The Board approved the \$2,100 cemetery-tree removal quote.
- Two STAR Ohio deposits totaling \$100,000 were made in July. The account earned \$145.35 in dividends during the reported July period. Monthly investment-income updates will continue.
- Bed-tax payments are now made through the County. Review of prior records identified two operating properties with apparent unpaid periods; the Fiscal Officer will consult with the County regarding follow-up and possible prosecutor involvement.
- The Township's SAM.gov registration was successfully re-established after an extended process, preserving eligibility for certain grant opportunities. Future annual renewals can be completed without the initial registration-assistance fee.
- Township utility bills have been placed on automatic payment saving the township postage costs while paper statements will continue to be retained for records.
- An unsigned letter requested removal or replacement of damaged American flags along Route 84 in Unionville. The Township will first determine who installed or maintains the flags.
The final report for the 2026 cemetery grant was accepted after submission of the concrete invoice and required documentation.

Northwest Ambulance District

- Ed Spoor reported that Harpersfield recorded 21 ambulance calls for the month and 226 year-to-date, compared with 204 at the same point last year.
- Average response time was reported at approximately five minutes.

Trustee and Administrative Updates

- Ed Spoor reported that The Geneva Area Chamber of Commerce fall dinner is scheduled for September 21. A candidate event is scheduled for October 1 at 7:00 p.m. at the Geneva Civic Center.
- Ed Spoor stated that The Route 534 safety study is moving into smaller subcommittees. Additional community volunteers may be sought to provide input on the Harpersfield corridor.
- Streetlight outages may be reported to a Trustee or directly through FirstEnergy's reporting system.
- An open-burn complaint on Old Orchard Road was investigated after changing winds sent smoke toward a neighboring residence. Chief Henry stopped the burn, and the work resumed later under more favorable conditions.
- The planned Sheetz development will include a traffic signal. Funding shares remain under discussion through the JEDD, with a final arrangement expected to be addressed in September. Construction was anticipated to begin in late 2026 or early 2027.
- The Spire/Geneva Houses LLC short-term-rental appeal was assigned to Judge Harris. The appellant's initial brief is due September 18, with additional briefing and oral argument expected in October. Township counsel advised that no action is presently required from the Board.
- The Board approved use of NOPEC funds for materials to add electrical outlets in the Old Town Hall attic, where lighting had previously been installed for the Heritage Society.
- The Board discussed an outdoor fitness-court proposal that could cost roughly \$150,000-\$200,000 before grant assistance. The Harpersfield Trail and Spire were discussed as possible locations; no action was taken.
- The Township will contact Cork Elementary regarding 2026 Trunk-or-Treat plans and scheduling.
- Two original 1874 Harpersfield Township plat maps were purchased and professionally framed. One will be displayed at the Township building and one will be provided to the Heritage Society.

3. Old Business

Harpersfield Trail Parking Memorandum of Understanding

Action. The Board reviewed a redlined memorandum of understanding concerning the cul-de-sac, parking spaces, security gate, and gatehouse. The Board authorized submission of the revised version to the other party for review.

Columbarium Planning

- The Board continued planning for a cemetery columbarium and discussed forming a committee to evaluate locations, designs, materials, installation, and costs.

- Local funeral homes and cremation providers were contacted for input. Trevor Beam expressed interest in participating and advised that his company also constructs columbariums; any future bid will be reviewed with conflict-of-interest considerations in mind.

Doherty Dirt Mound

Status. Follow-up contact had been attempted, but no final response had been received.

Sheetz / JEDD Traffic Signal

Status. The Board confirmed that a TIF is not planned for the traffic-signal project. Additional information regarding allocation of project costs is expected after the September JEDD meeting.

Magazine Advertising Receivables

Status. One outstanding magazine payment remained. Follow-up with the advertiser will continue.

Senate Bill 52 - Commercial Wind and Solar

- Ed Pristov reviewed Resolution 2026-10, reaffirming the Township's existing regulations and local planning position regarding utility-scale wind and solar development.
- Utility-scale wind turbines are prohibited throughout Harpersfield Township. Small wind systems may be permitted for individual residential, farm, or commercial consumption subject to Township zoning requirements.
- Principal solar-energy production facilities remain conditionally permitted only in the designated IOP/NW, IOP/TC, and IOP districts, with Harpersfield-Geneva JEDD parcels excluded from the permitted utility-scale solar areas.
- Maps identifying the relevant zoning districts and JEDD parcels will accompany the resolution. The resolution will be provided to the Ashtabula County Board of Commissioners as the Township's expression of local planning preference.

Vote. Resolution 2026-10 was adopted by roll call vote, with Lisa Linehan, Ed Spoor, and Ed Pristov voting yes.

Vacation Policy and Quarterly Training

- Lisa Linehan and Mickey Mihalick will work together to clarify the Township vacation policy and confirm that the proposed administration can be handled through the UAN payroll system.
- The Township will continue quarterly employee meetings. Once the vacation policy is approved, it is expected to be the next meeting topic, with signed acknowledgment of employee review and understanding.

4. New Business

Winter Road Staffing

Discussion. The Board discussed adding a third part-time employee for winter snow plowing and will continue exploring candidates and staffing options.

Records Retention and Records Commission

- Mickey Mihalick located an older records-retention schedule and will update it using the current RC-2 process. No records will be destroyed until required procedures are completed.
- The Fiscal Officer plans to begin reviewing and properly disposing of eligible older records in 2027.
- The Board established a Records Commission consisting of Lisa Linehan and Mickey Mihalick and separately designated Mickey Mihalick as Records Officer.

Health Insurance Renewal

- The Township's health-insurance renewal is due in September. The current coverage was reviewed and recommended for short-term renewal.
- Participants will receive individual review forms so insurance representative Joanie Keane can evaluate provider needs and possible future alternatives. The Township will also continue exploring potential County-level options.

Township Trash Day

- Township Trash Day is scheduled for September 12, 2026, generally from 8:00 a.m. to noon at Doherty's.
- Township calendars may be distributed during the event.
- The Township is working with a Van Pelt Road resident who needs physical assistance removing accumulated items. Trustees discussed seeking volunteers and possibly arranging a roll-off dumpster to reduce double handling.

5. Public Comment

- Doug Dean asked about upcoming paving, a possible waterline extension, the County bed-tax process, the Sheetz property, and possible future disposition of a Township plotter. Trustees will follow up where needed.
- Bonnie Burzanko reported that fiber-optic infrastructure appears to be extending into the Beringer Place area and thanked Township officials, the Fire Department, volunteers, and the community for their work during the Patriot Games.
- The Board discussed a NOTUS article by reporter Sam Fortier about Harpersfield and the Patriot Games. A link will be shared through the Township Facebook page.
- Tim Burzanko asked about the Pebble Brook/Beringer Place lighting assessment. The Fiscal Officer explained that it is a recurring assessment appearing on affected property-tax bills.
- Angela Tutalo asked for clarification on small versus utility-scale wind systems and raised concerns about roadside vegetation, visibility, culvert work, and pavement width near a State Route intersection. The Road Department reported that related culvert work had already been raised with the appropriate agency before future paving.
- Wendy Sintick requested confirmation that utility-scale wind turbines are prohibited throughout the Township, including the JEDD. The Board confirmed that they are prohibited Township-wide and that the JEDD exclusion discussed separately applies to utility-scale solar.

6. Motions and Formal Actions

7. Follow-Up Items

- Frank Henry: schedule annual ladder testing, complete the Spire Academy inspection, and address apparatus tire replacement as needed.
- Jared Petro: continue paving preparation and road maintenance; coordinate approved cemetery-tree removal and winter salt ordering.
- Larry Lister / zoning officials: complete Planning Commission and September 8 Zoning Commission review of the proposed zoning text.
- Mickey Mihalick: certify tax-budget materials, continue STAR Ohio reporting, follow up on delinquent bed-tax properties, maintain SAM.gov registration, and update the records-retention schedule.
- Lisa Linehan: send the revised trail-parking MOU, follow up on Trunk-or-Treat, the Route 84 flags, health-insurance materials, and the Spire/Geneva Houses LLC appeal as updates are received.
- Ed Spoor / Ed Pristov: continue traffic-signal cost-allocation discussions and report after the September JEDD meeting.
- Columbarium committee: gather local funeral-home and crematory input and evaluate cemetery locations, designs, materials, installation, and costs.
- Township officials: continue recruiting a third part-time winter plow driver and coordinate assistance for the Van Pelt Road cleanup before Trash Day.

8. Adjournment

Adjournment. Lisa Linehan made a motion to adjourn; Ed Pristov seconded. The meeting adjourned at approximately 8:28 p.m.

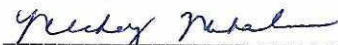
Next regular meeting. Monday, September 14, 2026. A work session will begin at 6:00 p.m., followed by the regular public meeting at 7:00 p.m.

Approval

These minutes are subject to approval by the Harpersfield Township Board of Trustees.



Lisa Linehan, Chair



Mickey Mihalick, Fiscal Officer