

BOARD OF TRUSTEES

Regular Meeting Minutes

Date: Monday, July 13, 2026

Time: 7:00 p.m. - 9:06 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; Larry Lister, Zoning Administrator; and members of the public

Absent: Fire Chief Frank Henry and Road Supervisor Jared Petro

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.

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

Prior minutes. Ed Spoor moved to approve the prior month's meeting minutes. Ed Pristov seconded. The motion carried unanimously.

2. Department and Officer Reports

Fire Department

Report. No report was presented because the Fire Chief was working and had not supplied a written report.

Road Department and Cemeteries

- The road crew completed one township-wide pass of roadside mowing and brush/tree trimming and was observed cutting vegetation along State Road.
- One or two large trees in the Unionville cemetery may threaten monuments. The Board agreed that Road Supervisor Jared Petro may obtain removal pricing, including additional contractor options, provided purchasing requirements are followed.
- Approximately five burials occurred during the month. Materials were obtained to form cemetery footers under the cemetery grant; invoices and proof of expenditure will be submitted to maintain grant compliance.

- Work continued at the Harper Valley cul-de-sac in preparation for paving.
- Winter staffing, part-time hiring, and the relationship between full-time and part-time pay rates were identified for later discussion under new business.

Zoning

- Two agricultural permits were issued: one for a barn on Cork Cold Springs Road and one for Stephen Schultz on State Road. Twenty-five permits have been issued year to date.
- Proposed zoning text amendments were submitted to the County Planning Commission for its August 26, 2026 meeting at 3:00 p.m.
- The Zoning Commission public hearing was anticipated for September 8, 2026, with Board action potentially scheduled at the September 14 trustee meeting after required notice and review.

Northwest Ambulance Board

- The ambulance levy renewal process was reported complete. The five-year renewal is expected to generate approximately \$715,000 annually.
- Harpersfield recorded 42 calls for the month and 205 year-to-date, compared with 167 at the same point last year. Average response time was reported at approximately 5.9 minutes.

Trustee and Administrative Updates

- Traffic-signal funding near the Spire/Sheetz development remains under review. Possible sources include business participation, a special assessment, the JEDD, and state or federal grants. Ed Pristov and Larry Lister will continue coordination and report after the upcoming JEDD meeting.
- Ed Spoor contacted Chris DeLuca regarding damage to Stoltz and Brant Roads associated with the waterline project. A meeting with the new water-department manager is expected; the Township will seek appropriate restoration or material support.
- A low-hanging communications line near Bishop and LaFever Roads appeared to belong to Windstream. Contact information will be supplied so the condition can be reported.
- A memorandum of understanding from Spire concerning the cul-de-sac and security gate was expected by the end of the week or early the following week for trustee review.
- The Spire short-term-rental BZA appeal was reported to be on Judge Harris's docket, but no hearing date had been set. Chair Linehan will follow up with outside counsel regarding next steps and possible dismissal.
- The Harpersfield water-tower groundbreaking was announced for Wednesday at 1:00 p.m.; trustees planned to attend as available.
- New attic lighting at the Old Town Hall was completed. NOPEC grant funds covered materials, and electrician Devin Chiacchiero donated the labor. Chair Linehan will send a thank-you letter.
- Zoning-board training at the Lodge was announced for August 28, 2026. Information will be circulated to interested Zoning Commission and Board of Zoning Appeals members.

3. Old Business

Columbarium Planning

Discussion. Nelson Granite representative Kevin Young offered to meet while in the area July 21-24 to discuss columbarium options, pricing, and cemetery placement. Ed Spoor will coordinate with Jared Petro and the vendor; Chair Linehan will resend the contact email.

Cybersecurity Policy and Procedures

Policy review. Ed Pristov presented the Township cybersecurity policy, standard operating procedure, and training framework intended to comply with Ohio Revised Code 9.64. The materials cover access controls, multifactor authentication, patching, backups, incident reporting, ransomware, training, vendor management, and annual review.

Administrator designation. Lisa Linehan moved to designate Ed Pristov as the cybersecurity program administrator and incident-response lead. Ed Spoor seconded. The motion carried unanimously.

Resolution 2026-8. Lisa Linehan moved to adopt Resolution 2026-8, adopting the Harpersfield Township cybersecurity policy. Ed Spoor seconded. The motion carried unanimously. Officials present completed and signed the initial awareness-training acknowledgment; separate training will be arranged for personnel not present.

Zoning Administrator Position

- The Board reviewed the proposed zoning-administrator job description prepared by Ed Pristov with input from Larry Lister and found it suitable for posting.
- The posting will not state compensation; compensation will be discussed during interviews. Applications will be accepted for approximately two months, through about October 1, and received at the trustees' email address.
- The vacancy will be posted on the Township website and Facebook page. Chair Linehan will acknowledge applications and arrange interviews after the application window.

Cemetery Flag and Lighting

- The new cemetery flag will be raised after replacement ropes are installed. Ed Spoor will follow up with Jared Petro.
- Trustees discussed half-staff protocol and asked that the cemetery flag lighting be checked, as the existing fixtures may not be operating.

Road-Crew Quarterly Meeting

Schedule. The first quarterly road-crew check-in was scheduled for August 10, 2026, from 6:30 to 7:00 p.m., following check signing from 6:00 to 6:30 p.m. and before the regular meeting.

SIP Magazine

Status. Four advertising accounts remained unpaid, totaling \$1,158.32 (\$289.58 each). Ed Spoor will follow up with the outstanding advertisers(wineries).

Senate Bill 52 - Commercial Wind and Solar

- The County Commissioners requested each township's position on commercial wind and solar facilities by September 1, 2026.
- The Board intends to preserve the Township's existing zoning approach: commercial wind generation is prohibited, while principal solar-energy production facilities are allowed only in the three designated industrial/office districts shown on the zoning map.
- Ed Pristov will prepare two resolutions using the County templates, circulate drafts before the August meeting, and submit the adopted documents and map for prosecutor review in time for the County deadline.

4. New Business

Resolution 2026-7 - Road Levy Renewal

Action. Fiscal Officer Mickey Mihalick presented the resolution to proceed with a five-year, 1.5-mill renewal levy under Ohio Revised Code 5705.19(G) for construction, reconstruction, resurfacing, and repair of township roads and bridges. The levy is estimated to generate approximately \$103,664 annually, would cover tax years 2027-2031 with first collection in 2028, and would be submitted to voters at the November 3, 2026 general election.

Vote. Lisa Linehan moved to adopt Resolution 2026-7. Ed Spoor seconded. Lisa Linehan, Ed Spoor, and Ed Pristov voted aye. The resolution was adopted and will be certified to the Ashtabula County Board of Elections.

Zoning Clerk Position

Action. Debbie Riffle advised that she does not plan to return as zoning clerk next year. The Board reviewed the job description she prepared and found it acceptable. Chair Linehan will ask Gary Somnitz to post the zoning-clerk and zoning-administrator vacancies at approximately 10:00 a.m. on July 14 unless trustees submit corrections before then.

Vacation Policy

Action. Mickey Mihalick will send Chair Linehan the County's vacation-policy language. Chair Linehan will compare it with the Township handbook and prepare clarifying language for review before the August meeting. Ed Pristov will also outline a documented policy-review and acknowledgment process for quarterly employee meetings.

Road Department Staffing

- The Board discussed recruiting a third employee for winter plowing, initially on a part-time basis with the possibility of full-time employment.
- Trustees will review prior applicants from the recent full-time hiring process during a work session and assess whether any remain suitable and interested in part-time work.
- The road crew will be asked at the August quarterly meeting whether the current two-person staffing level is sustainable.

Records Retention and Bed Tax

- Review of the records-retention schedule was tabled until the next meeting. Mickey Mihalick will search existing files and review the information previously supplied by Chair Linehan.
- The County accepted the revised short-term-rental bed-tax reporting arrangement. Beginning with July activity reported in August, hosts will use the County form for both the County's 5% tax and the Township's 3% tax.
- The Board discussed but did not support increasing the Township bed-tax rate at this time.

5. Public Comment

- The community calendar was reported ready for printer proofing; advertising funds had been collected and the printer will invoice the Township after approval.
- A resident urged broader public awareness and discussion before finalizing the Township's commercial wind and solar position. Trustees explained that the proposed resolutions are intended to communicate the Township's existing zoning rules to the County rather than change those rules.
- Questions were raised about the increase in ambulance calls. Ed Spoor explained that repeat medical calls at individual residences account for part of the increase and that mutual aid is available when crews are handling simultaneous calls.
- A resident asked about traffic, security, and road preparation for the Patriot Games at Spire, reportedly scheduled for August 9-11. Trustees stated that state and county agencies would coordinate if enhanced security or bridge coverage is required and noted ongoing efforts to address litter and roadway appearance near the interchange.
- A resident thanked the road crew for vegetation work and requested additional state maintenance at the State Road/State Route 534 intersection, including ditch and cattail clearing, improved visibility, and pavement markings. Trustees acknowledged safety concerns at the intersection.

6. Follow-Up Items

- Jared Petro: obtain cemetery-tree removal pricing and continue cemetery footer and Harper Valley paving preparation.
- Ed Pristov and Larry Lister: continue traffic-signal funding coordination and report after the JEDD meeting.
- Ed Spoor: coordinate the columbarium vendor visit; follow up on cemetery flag ropes, outstanding magazine invoices, water-project road damage, and low utility lines.

- Lisa Linehan: circulate the Spire MOU, follow up with outside counsel on the BZA appeal, send the electrician thank-you letter, post/coordinate zoning vacancies, and draft vacation-policy clarification.
- Ed Pristov: circulate the two Senate Bill 52 resolutions, arrange cybersecurity training for absent personnel, and outline a quarterly policy-review acknowledgment process.
- Mickey Mihalick: complete levy certification, cemetery-grant reporting, vacation-policy reference, and records-retention file review.
- Gary Somnitz: post the zoning administrator and zoning clerk vacancies as directed.

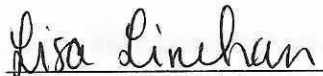
7. Adjournment

Adjournment. Ed Spoor moved to adjourn; Ed Pristov seconded. The meeting adjourned at 9:06 p.m.

Next regular meeting. Monday, August 10, 2026, at 7:00 p.m. A work session/check signing will begin at 6:00 p.m., and the road-crew quarterly check-in is scheduled for 6:30 p.m.

Approval

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


 Lisa Linehan, Chair


 Mickey Mihalick, Fiscal Officer