

HARPERSFIELD TOWNSHIP

ORGANIZATIONAL MEETING

Held on December 29, 2022

The Board of Harpersfield Township convened in special session from 10 AM to noon in the Harpersfield Township Administration Building. Edwin Spoor, 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

Employee: Larry Lister; Martin Pitkin; Cody Craine

It was moved by Mr. Spoor; seconded by Mr. Pristov to appoint Mr. Gruber as Chairman and Mr. Pristov as Vice Chairman for the year 2023; 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 alternate; PACE vice chairman

Ed: Health Department, Zoning Department liaison, Fire Department Dependent Board; Chamber of Commerce; PACE chairman; bike trail

Ray: Road and Cemetery Department liaison, JEDD Board Member, OTARMA, newsletter liaison, NOPEC; grant writer

Ray made a motion to retain Renee Hanyok as Editor of the Township newsletter to be compensated \$100 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.

Ray 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 2023 on the following dates:

January 23

February 13 and 27

March 13 and 27

April 10 and 24

May 8 and 22

June 19

July 17

August 21

September 11 and 25

October 9 and 23

November 13 and 27

December 11 and organizational meeting

Jim seconded, the Board voted unanimously in favor.

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

Ray made a motion to give the road department employees the following salary changes to go into effect the first full pay in January 2023:

Cody Craine as Road Supervisor: \$26.00

Jared Petro as Road Maintenance: \$24.00

Frank Benetka as Road Maintenance: \$22.00

Road Supervisor will be compensated \$100 per month.

Cemetery Sexton will be compensated \$100 per month.

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

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

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

Ray 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; Ed seconded; the Board voted unanimously in favor.

Jim made a motion to contract with Cintas to supply uniforms for the road department employees with the exception that on call/as needed part time personnel will not be supplied with uniforms and employees within the probationary period will not be eligible for uniforms until formally hired full time. The Township will compensate up to \$150 per year per full time employee for a pair of work shoes or boots. Ed seconded; the Board voted unanimously in favor.

Ray made a motion that the road department employees will perform their jobs following the Employee Handbook Policy under the supervision of the Road Supervisor; Ed 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 or community event held in July. Assistants to the Fire Chief will receive \$500 (annually) plus attending fire calls. Ed seconded; the Board voted thusly: Gruber, yes; Spoor, yes; Pristov, yes

Ed made a motion to retain Martin Pitkin as Zoning Administrator with the annual salary of \$12,000; Jim seconded; Board voted thusly: Pristov, yes; Gruber, yes; Spoor, yes.

Office hours are to be: Monday 5 PM to 7 PM and Thursday 9 AM to 11 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 2023; Marty submitted a new fee schedule and after reviewing it the Trustees agreed to hold a work session to discuss whether to make changes.

Sharon informed Ed that Dave Snyder's term on the BZA board has expired and needs to be renewed at the BZA organizational meeting and Paula Pristov's term on the Zoning Commission has expired and she resigned from the Board; Ed announced that Larry Lister will replace her and fill the next term.

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: Gruber, yes; Spoor, yes; Pristov, yes

Cemetery Fees will remain the same for 2023.

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 2023:

General Fund	106,143.
Gasoline Tax Fund	100,000
Road & Bridge Fund	146,155.31
Cemetery Fund	4,200.
Zoning	4000.
Fire Protection Levy Fund	54,080.
Street Lighting Assessment	3,600
Building Loan interest	3,725.
Total Temporary Appropriations for 2023:	\$421,903.31

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.

Ray made a motion to renew the property liability insurance with OTARMA for 2023; the cost will be \$33,193; Ed seconded; the Board voted unanimously in favor.

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	Ken Holcomb
Gabe Acord	Erika Perko	Otto Stoltz
Grant Duraine	Ed Pristov	Garrett Stamper
Paul Kimmy	Rich Sheppard	Everett Henry
Ken Sochia	Daniel Goff II	Hunter Loudermilk
Tim Bowling	Steve Robinson	Alan VanKramer
Braden Bilicic		

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

Ed made a motion to allocate \$2,000 to the Geneva Senior Center for the transportation of Township residents; Ed seconded; the Board voted: Gruber, abstain; Spoor, yes; Pristov, yes

Sharon brought to the Board's attention that the issue of donating to other organizations needs to be addressed. Following a discussion on the matter, Ed made a motion to allocate \$4,500 for various organizations that the Board can donate to; Jim seconded; the Board voted unanimously in favor. Sharon then pointed out that leaves \$2,500 for the balance of 2023 as the Board allocated \$2,000 to the Geneva Senior Center. Sharon requested that the Board allow her to set up a separate line item in the General Fund to keep track of the donation funds; Ed made a motion to allow this and thought it would be helpful in the future; Jim seconded; the Board voted unanimously in favor.

Ed made a motion to hire Larry Lister as a seasonal employee to maintain the bike trail from April 1, 2023 through October 31, 2023 at a salary of \$715 per month; Jim seconded; the Board voted unanimously in favor. Ed also made a motion to allocate \$3,000 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.

Ray made a motion to renew the cemetery mowing contract with Chuck Skvarek for the 2023 summer for the allocated amount of \$25,000; Jim seconded; the Board voted unanimously in favor.

Meeting adjourned until January 23, 2023

Raymond Gruber Jr

Edwin Spoor

James Pristov

Sharon Rohrbaugh