

**Harlem Township Board of Trustees
Delaware County, Ohio
Regular Trustee Meeting April 19, 2023**

This meeting was called to order by Dave Jackson at 7:00 pm

Present: Dave Jackson, Chair Lisa Hursey, Fiscal Officer
Carl Richison, Alternate
Jerry Paul, Vice Chair

Staff Present: Kendra Borrer Administrative Assistant to the Trustees
Thomas O'Brien Fire Chief
Mike McKeen Assistant Fire Chief
Mike Cannon Director of Zoning & Development
Bart Walker Director of Maintenance & Grounds
Ray Thrash Lieutenant Harlem Fire

Also Present: Melissa Schiffel – Del Co Prosecuting Attorney, Bob Singer, Joni Manson, Ed Veleska, & Mike Pierce

Via Zoom: Bruce McClary, Lexus – Plan 4 Land, Craig, Gary Ward, Karin Armbruster, CC Remodeling, Tammy Pierce

Pledge of Allegiance.

STRATEGIC PLAN

STRATEGIC PLANNING COMMITTEE

Holly Mattie – Update from Crossroads Community Planning. Projected that May 1st for Zoning Commission to make their 1st recommendation on the overlay district. Holly met with Delaware County Economic Department and will be having another meeting with them in 2 weeks. Renewal of contract discussed. Holly advised hourly rate increased as of 1/1/2023 to \$125 an hour.

ZONING / DEVELOPMENT APPLICATIONS

Lexus from Plan 4 Land gave a presentation on the plan for the PRCD prior to voting and addressed all questions from residents and trustees.

RES. 23-0419T-001 APPROVAL OF SREI FUND IV LLC APPLICATION FOR PRCD (PLANNED CONSERVATION DISTRICT)

Trustee Richison moved (April 19th, 2023 @ 7:15 pm) to approve the PRCD 23-01 application **SREI Fund IV LLC** 4016 Townsfair Way, Columbus, Ohio 43219, for **the PRCD (Planned Residential Conservation District) on 67.929 acres currently Zoned AR-1 Agricultural Residential**. There is no physical address for the property. Parcel ID # 316-320-04-014-002 and Parcel ID # 316-320-04-014-000. Approved by Zoning Commission March 6th, 2023. Posted in the Delaware Gazette April 5th. Trustee Paul seconded. ROLL CALL VOTE: Paul – Aye, Richison – Aye, Jackson – Aye. Motion Carried.

PUBLIC

Delaware County Health District update – Harlem Township population for 2022-4519; growth from 1964 – 2009 up 4%, growth from 2010-2022 up 15%.

FISCAL OFFICE

April 2023 FINANCIALS

March Bank Reconcile

Appropriation Status Report up to date report

Appropriation Ledger Report up to date report

RES. 23- 0419T-002 APPROVAL OF TRUSTEE MINUTES CORRECTION

Trustee Richison moved to approve the following correction of minutes. January 9, 2023, Correction of Special Trustee Minutes of Resolution number 23-0109T-002 Assistant Fire Chief Michael McKeen's pay rate should read \$3,180.00 per pay. Seconded by Trustee Paul. VOTE: All Yes

RES. 23- 0419T-003 APPROVAL OF TRUSTEE MINUTES

Trustee Richison moved to approve the following minutes.

- February 15, 2023, Regular Trustee Meeting minutes.

Seconded by Trustee Paul. VOTE: Paul – yes, Richison – yes, Jackson - abstain

Trustee Richison moved to approve the following minutes.

- March 22, 2023, Regular Trustee Meeting minutes.

Seconded by Trustee Jackson. VOTE: Jackson -yes, Richison-yes, Paul - Abstain

Trustee Richison moved to approve the following minutes.

- April 4th, 2023, Special Trustee Meeting minutes.

Seconded by Trustee Jackson. VOTE: All Yes

RES. 23-0419T-004 APPROVE WARRANTS & VOUCHERS

Trustee Richison moved to approve approved the presented the bills and Fiscal Officer certified that the amounts were available in the respective accounts to pay said bills in the Payment Listing Report. Starting with Warrant# 12877 through Warrant# 12905. Voucher #39-2023 - Voucher #46-2023. Total amount \$723,741.83. Seconded by Trustee Paul. VOTE: All Yes

RES. 23- 0419T-005 APPROVAL OF IRS STANDARD MILEAGE RATE CHANGE

Trustee Paul moved to approve of IRS Standard Mileage Rate change to \$.65.5. Seconded by Trustee Richison. VOTE: All Yes

RES. 23- 0419T-006 APPROVAL OF HARLEM TOWNSHIP STANDARD PROCEDURE FOR BUDGET SCHEDULE AND EXPENDITURES

Trustee Richison moved to approve of Harlem Township Standard Procedure for Budget Schedule and Expenditures. Seconded by Trustee Paul. VOTE: All Yes

SUPPLEMENTAL APPROPRIATION

RES. 23-0419T-007 APPROVE 2023 SUPPLEMENTAL APPROPRIATION

Trustee Paul moved to approve the following supplemental appropriation:

From 1000-110-111-0000 \$-12,000.00

To 1000-110-112-0000 \$12,000.00

Seconded by Trustee Richison VOTE: All Yes

TRUSTEES

Discussion on Trustees having an emergency spending limit for emergency purposes. Discussed systems Not going any further

RES. 23-0419T-008 APPROVAL FOR CHANGE OF SALARY & TITLE FOR KENDRA BORROR

Trustee Jackson moved to approve Kendra Borrer to Assistant Administrator to the Trustees, a change in salary to \$49,920.00 per year, forgoing one time the cost of living % increase in 2024. All other terms of the hiring agreement stay in effect. Effective 4/23/2023. Trustee Richison seconded. ROLL CALL VOTE: Paul- Aye, Richison-Aye, Jackson-Aye. Motion Carried

RES. 23-0419T-009 RESIDENT REQUEST PARKING STATE OWNED VEHICLE ON TOWNSHIP PROPERTY

Trustee Jackson moved to decline the request for resident to park State owned vehicles on Township property. Trustee Richison seconded. VOTE: All Yes

ADMINISTRATIVE OFFICES

Remediation was completed on April 8 & 9th with success. Follow up tests for dust, allergens, molds, mildew, pollens, and other particulates were conducted, and the readings show our air quality to be very good. BWC will be out to finalize their portion of the Air Quality tests on May 4th.

Steve Eisenbrown & I met regarding the A/V – we went through all the microphones and settings. All mics, wires and tests were shown to be working as they should. We installed 3 new shorter cables to 3 mics at the Board table.

Chief & I met with Bill Eddy from Mid-west Technical. He looked over the A/V system, he told us overall our system is a well put together system and there are a lot of positives with the current system. Our biggest issues seem to be that the Amplifiers are going bad (1 is dead and the other is failing), one projector is bad, and our system is operating on windows 7 and needs updated to windows 11, not to mention the monitor for the trustees no longer works. He is pulling information for repairs vs replace. He will be back on Friday April 21st to verify additional information.

FIRE DEPARTMENT

FIRE RUNS

2023 Total runs = 138
Fire runs YTD = 48
EMS runs YTD = 91
65% EMS calls
1.4 runs per day average

RES. 23-0419T-010 APPROVAL FOR CHANGE IN CONDITIONS OF EMPLOYMENT FOR MICHAEL W. MCKEEN AS ASSISTANT FIRE CHIEF

Trustee Richison moved to approve a change in the conditions of employment for Michael W. McKeen as Assistant Fire Chief from Transitional to Part-Time. Pay will be \$35.00 per hour working 3 days per week. There will be no benefits for this position at this time. Effective 4/23/2023. Trustee Paul seconded. Roll Call Vote: Jackson, Aye; Paul, Aye; Richison, Aye. Motion Carried.

Discussion on Building Maintenance of Fire/Admin facility

RES. 23-0419T-011 APPROVAL FOR CHIEF O'BRIEN TO OVERSEE ALL MAINTENANCE FOR TOWNSHIP BUILDING

Trustee Richison moved to approve for Chief O'Brien to act on the behalf of the trustees in the identifying of issues, sourcing quotes and entering into contract in regard to the maintenance of the Harlem Township building which houses the Fire Department and the Administration Offices. Trustee Paul seconded. VOTE: All Yes

MAINTENANCE / ROADS / PARKS / FACILITIES / CEMETERY

ROADS

RES. 23-0419T-012 APPROVAL OF 2024 OPWC GRANT APPLICATION TR 26 MONTGOMERY ROAD

Be It Resolved by the Township Trustees of Harlem Township hereby resolve on this date, April 19, 2023, Trustee Jackson moved to submit TR #26 Montgomery Road for OPWC Application as per REA dated April 19, 2023.

This application requests the project to consist of full depth repair and stabilization, pave with asphalt level course and an asphalt surface, chip seal, with fog seal, berm roadway, address culvert replacements, and centerline, edge line, and stop lines.

The Harlem Township Trustees also request grant enhancement assistance consideration from the Delaware County's Engineer's Office.

Montgomery Road #26 is located from Delaware County Licking County Line west to Center Village Road distance of .97 miles. Existing width of 18'.

Trustee Paul seconded. ROLL CALL VOTE: Richison, Aye; Paul, Aye; and Jackson, Aye. Motion Passed.

RES. 23-0419T-013 APPROVAL FOR REQUEST FOR ENGINEERING ASSISTANCE FROM DELAWARE COUNTY

Trustee Jackson moved to approve REA for Montgomery (TR 26) for OPWC funding application to consist of full depth repair, stabilization, pave and asphalt level course and an asphalt surface, chip seal, with fog seal, berm roadway, culvert replacements, centerline, edge line, and stop lines. Also requesting grand enhancement consideration from Delaware County Engineers. Trustee Paul seconded. VOTE: All Yes

RES.23-0419T-014 APPROVAL MONTGOMERY ROAD CULVERT PROJECT ESTIMATED COST

Trustee Paul moved to approve the Delaware County Engineer Montgomery Road Culvert Project cost estimate of \$6,148.00 labor, \$11,090.00 material, and \$4903.15 equipment for a total of \$22,141.15 township cost. Trustee Richison seconded. Vote: All Yes

RES. 23-0419T-015 APPROVAL TO RESCIND BUCKEYE PAVING ROAD REPAIRS FOR ROBINS ROAD WEST

Trustee Richison moved to rescind the Robins Road West bid for road repairs to be done by Buckeye Paving Company 1104.5 square yards with 245.5 tons of asphalt estimated cost of \$44,225.00 due to being covered by Delaware County funding. Trustee Paul seconded. VOTE: All Yes

RES. 23-0419T-016 AMENDMENT OF QUOTE FOR BUCKEYE PAVING ROAD REPAIRS ROBINS ROAD EAST

Trustee Paul moved to approve amending the quote for Robins Road East, from Green Cook to County Line Rd. Road repairs to be done by Buckeye Paving Company for a total cost of \$48,750.00, includes parking lot and Green Cook by Buell Farms, which is an additional cost of \$4,425.00. Trustee Jackson seconded. VOTE: All Yes pending contract update to reflect additional work as discussed.

PARKS

Delaware County Board of Developmental Disabilities grant awarded in the amount of \$3201.00.

RES. 23-0419T-017 ACCEPT THE DELAWARE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES GRANT FUNDS

Trustee Paul moved to accept the Delaware County Board of Developmental Disabilities grant funds of \$3201.00 for ADA accessible picnic tables for the Harlem Township Community Park. Trustee Richison seconded. VOTE: All Yes

RES. 23-0419T-018 APPROVAL TO COLLABORATE WITH NON-PROFIT "HARLEM COMMUNITY PLAYGROUND" IN ADDING NEW PLAYGROUND EQUIPMENT

Trustee Paul moved to approve the Harlem Community Playground funds of \$2690.52 to cover a portion and Harlem Township parks portion for \$1041.48 including freight to be used for two new pieces of playground equipment. Trustee Richison second. VOTE: All Yes

RES. 23-0419T-019 APPROVAL OF JOHN H. BACHMAN MEMORIAL PLAQUE

Trustee Paul moved to approve the purchase and placement of a memorial plaque, with a cost of \$65. Trustee Richison seconded. VOTE: All Yes

Park committee requested to search for a new youth baseball team, suggested to go to Souder's Elementary and ask.

RES. 23-0419T-020 VOLUNTEER WORKDAY FOR THE PARK IN MAY

Trustee Paul moved to approve volunteer workday in May at the Park, date to be determined. Trustee Richison seconded VOTE: All yes

Park restroom may need repairs before port o johns can be removed.

FACILITIES

RES. 23-0419T-021 APPROVAL FOR THE CLEANING OF THE GRANGE HALL BY B&R CLEANERS

Trustee Jackson moved to approve the deep cleaning of the Grange Hall by B & R Cleaners for its semi-annual cleaning. Same service (deep cleaning) at the same cost as last year of \$250.00. Trustee Richison seconded. VOTE: All Yes

Spectrum WIFI and Internet have been installed at the Grange Hall.

A new WIFI front door lock is in the works to be installed at the Grange Hall.

Discuss security cameras for facilities. We have received one quote so far from Stewart Security quote of \$3603 for 2 cameras and a monitor for the fire station and \$2179 1 camera and a monitor for maintenance building both of which potentially capture the park parking lots. Look at other options for better quality coverage.

CEMETERY

RES. 23-0419T-022 APPROVAL ORDER OF MEMORIAL FLAGS FROM FLAG LADY

Trustee Paul motioned Mrs. Borrer to order 288 Memorial Flags from The Flag Lady for the cemetery for the upcoming observance of Memorial Day. Trustee Paul to coordinate with Groseclose family for the placement of the flags in the cemetery, as they have done for many years. Trustee Richison seconded. VOTE: All Yes

Discussion Lewis Land Professional to survey cemetery expansion -

Trustee Paul, Bart Walker & Kendra Borrer met with Lewis Land Professionals at Fancher Rd for Barnhart Cemetery expansion.

Lewis Land Professionals estimate to survey Fancher Cemetery Expansion (Barnhart) for \$6,100.00 and reference pin installation for \$4,000.00 for a total of \$10,100.00. Jerry Paul shared still working on establishing the exact number of pins and number caps. Also gathering additional information and pricing for the mapping and from CIMS.

ZONING / DEVELOPEMENT

ZONING PERMITS & COMPLIANCE ISSUES

	2023	LY+/-	2022	2021	2020
Total Permits April:	28	+3	32	15	27
Single Family Res:	10	-2	12	5	5
Accessory Building:	9	-6	15	8	3
Remodeling/Addition:	1	+1	1	0	0
Signage:	0	=	0	0	0
Pool:	5	+2	3	2	5
Deck/Porch:	2	+1	1	0	2
PCD:	0	=	0	0	0
Total Permits			86	104	107

On pace to exceed last year’s total permits. The only deficit is in Accessory buildings -6 which are also showing an upward trend over the past couple weeks.

Open Enforcement Issues:

- 5465 Harlem Rd - Debris and junk cars reported. Letter sent on 2/16/23. No improvement over in 14 days. I took updated pictures and mailed a 2nd letter on 3/7/23. Still no improvement as of 3/17/23. I spoke with Cory Goe and sent all relevant information to him on 4/3/2023. Cory issued a 14-day letter on 4/6/23. He will keep me informed of further action to be taken. **Next step will be filing a complaint with the Court of Common Pleas.**
- 5828 S. State Route 605 – Initial letter sent 2/16/23. No improvement over the first 14 days. 2nd letter with updated pictures mailed 3/7/23. Still no change as of 3/17. I spoke with Cory Goe and sent all relevant information to him on 4/3/2023. Cory issued a 14-day letter on 4/6/23. He will keep me informed of further action to be taken. **Next step will be filing a complaint with the Court of Common Pleas.**
- 16275 Lewis Rd – Complaints made about junk vehicles and trash. Letter sent 2/16/23. No improvement over the last 14 days. Updated pictures taken and 2nd letter mailed 3/7/23. Still no change as of 3/17. I spoke with Cory Goe and sent all relevant information to him on 4/3/2023. Cory issued a 14-day letter on

4/6/23. He will keep me informed of further action to be taken. **Next step will be filing a complaint with the Court of Common Pleas.**

- 9602 Covan Dr.- After my initial conversation with the residents while they were cleaning the property and filling a dumpster on 2/16/23. I told them if they were making progress, I would give them time. Since that day there has been no noticeable improvement and I mailed letter #1 on 3/7/23. I received a letter from their attorney on 3/20/2023 stating they do not understand what we want them to do. I forwarded it to Cory Goe for next step guidance. I am meeting the resident on the property on Friday at 1:30 to review our expectations. Visited property 3/24/2023. Met Mr. Jordan and walked the property Improvement has been made and there is another dumpster on the property. Informed Mr. Jordan that if continued satisfactory improvement was being made, I would give them the time. Observation on 4/3/23. Residents were working on the property. As of 4/13/23 dumpster is still on property being filled.
- 3471 Green Cook - First letter sent 2/23/23. Monitored for improvement over 14 days. No improvements had been made as of 3/17/23. 2nd letter to be mailed. Visited property on 4/3/23. The property was in good shape. The junk vehicle was removed from the side of garage. Will remove from active list once reviewed with prosecutor.
- **NEW* 5901 Harlem Rd** – Complaint about Junk Cars- 4/4/23 No answer at the door. Mailed a letter on 4/7/23.

ZONING COMMISSION / BZA

Potential Issues for BZA/Zoning Committee:

- 14520 Center Village Rd.—Distillery—Variance—Resident contacted me on 3/17 stating they are still working on other issues and will be notifying me when they are ready to move forward.
- 4854 Miller Paul Rd. -- Ice Skating Facility—Variance—BZA is working with Resident on approach.
- 6262 SR 605—Dog Training Facility – Variance/Agriculture Application was accepted at the BZA meeting on 3/20/23. The hearing will be at the 4/17/23 BZA meeting. **Approved on 4/17/2023.**
- 12116 Center Village Rd.—Dump Truck parking lot—Rezone or Variance. They are working with an attorney and could be at the BZA on 3/20/23. No contact in past couple weeks, will take next step if they are not present at next BZA meeting. Spoke with Cory Goe on 3/22/23, Sent letter on 4/3/23 giving 14 days to contact the zoning office with plans to abate issue or prosecutor will take next steps.
- 5916 SR 605-Expanded home occupation- Present at 3/20 meeting. Application was incomplete. He will be at the May BZA meeting prepared to submit his application.
- 13090 Fancher Rd. BZA - Variance to place a pole garage on east side of lot closer than the 25” flag lot requirement. As of now I have not received any more communication on this issue.

Follow up Addresses:

Follow up inspection on complaint at 14841 Robins. Rodgers Garage. Resident is in compliance with approved variance.

ZONING COMMISSION / BZA

Jim Steelesmith – Strategic Planning Committee is looking at plans for Center Village, Township buildings & Park area with Holly Mattie. Thanked all departments for working collaboratively with the Strategic Planning Committee.

There was no more business to come from the Board.

Trustee Richison moved to Adjourn this meeting at 8:48 pm. Seconded by Trustee Paul VOTE: All Yes

Dave Jackson, Chair

Jerry Paul, Vice Chair

Carl Richison, Alternate

Attest:

Lisa Hursey, Fiscal Officer

Minutes Approved 5-17-2023