

MEETING AGENDA

January 17, 2024 7:00 pm

The Harlem Township Trustees met in regular meeting at 7:00 pm

Present: Carl Richison, Chair
Matt Jaeger, Vice Chair
Dave Jackson, Alternate
Lisa Hursey, Fiscal Officer

Staff Present: Kendra Borrer Administrative Assistant to the Trustees
Mike Cannon Director of Zoning & Development
Thomas O’Brien Fire Chief
Mike McKeen Assistant Fire Chief

Also Present:

Via Zoom:

Pledge of Allegiance.

PUBLIC

Lauren Robinson – Public Health District Announcements – Solar Eclipse Planning
OEPA Mosquito Control Grant moneys will allow DCHD to collect scrap tires from residents at no cost.
Would the township allow an event near the fire dept. Need a space large enough for collection trailer and residents to drive in and drop off.

FISCAL OFFICE REPORT

January 2024 FINANCIALS

Appropriation Status Report up to date Report
Appropriation Ledger Report up to date report

RES. 24- 0117T-001 APPROVAL OF TRUSTEE MINUTES

Trustee _____ moved to approve the following minutes.
• January 3, 2024, Organizational Trustee Meeting minutes.
• January 11, 2024, Special Meeting.

Seconded by Trustee ____. VOTE: All Yes

RES. 24-0117T-002 APPROVE WARRANTS & VOUCHERS

Trustee _____ moved to approve 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#13261 through Warrant#13289 Voucher #1-2024 - Voucher #9-2024. Total amount \$80,881.75. Seconded by Trustee _____. VOTE:

RES. 24-0117T-003 APPROVE INSTALL OF DOOR ACCESS CONTROLLER FOR NEW FISCAL OFFICE

Trustee _____ moved to approve purchase and install a door access controller for new fiscal office from Buckeye Cloud in the amount \$1,350.00, Quote#1203. Authorize Lisa Hursey on behalf of the Trustees to complete this purchase. Seconded by Trustee _____. VOTE:

STRATEGIC PLANNING COMMITTEE

Update from Crossroads Community Planning on Harlem Township and Intel.

ZONING APPLICATIONS

RES. 24-0117T-004 APPROVAL OF ZONING APPLICATION HTZC 23-09 REZONING FOR CONNIE M & DEVIN N WESOLOWSKI

Trustee made a motion to approve (January 17, 2024 @ 7:15pm) zoning application HTZC 23-09 Connie M & Devin N Wesolowski, 1500 Green Cook Rd., Sunbury, OH 43074, who are seeking to rezone 5.034 acres from Current Zoning AR-1 Agricultural Residential to Proposed Zoning FR-1 Single Family Residential. The property is located at 1500 Green Cook Rd., Sunbury Ohio 43074. Parcel ID # 316-110-02-017-001. The DCRPC met on this application on November 30, Zoning Commission recommendation to the Trustees on December 4th. Trustees received at regular meeting on December 20th. This proceeding was publicized in the Delaware Gazette on Jan 17th. Notices were posted at the Township back door, on our website, the community calendar, the community sign, and social media for the required time. Hearing recessed until **SAT. JAN 27TH AT 9AM**. Seconded by Trustee . Vote:

RES. 24-0117T-005 RECEIPT OF ZONING APPLICATION HTZC 24-01 AMENDMENT OF ZONING ARTICLES IX, XI, XIII, XXI & XXIII

Trustee made a motion to receive zoning application HTZC 24-01 AMENDMENT OF ZONING ARTICLES IX, XI, XIII, XXI & XXIII. The DCRPC met on this application on December 21, 2023, Zoning Commission recommendation to the Trustees on January 8, 2024. The hearing will be held 2024, at p.m. at the Harlem Township Firehouse, 3883 South State Route 605, Galena, Ohio 43021. Seconded by Trustee . Vote:

TRUSTEE COMMENTS

CEMETERY

RES. 24-0117T-006 APPROVAL FOR INVOICE FROM JERRY PAUL FOR BARNHARD CEMETERY ADDITION DEVELOPMENT PROJECT

Trustee moved to approve to pay the invoice from Jerry Paul for the Barnhard Cemetery Addition Development Project of \$3600.00 for cost which was included in the approval **RES. 23-0621T-014 APPROVAL FOR BARNHARD ADDITION FANCHER CEMETERY EXPANSION** as part of the \$20,0000 not to exceed. Trustee seconded. VOTE:

ROADS & MAINTENANCE

RES. 24-0117T-007 APPROVAL OF RESOLUTION FOR SPEED LIMIT REVISION FOR MONTGOMERY ROAD (T26)

Trustee moved to approve the Resolution for Speed Limit Revision for Montgomery Road (T26). Harlem Township Trustees along with ODOT declare a **45** mph speed limit for that portion of Montgomery Road (TR 26) between Center Village Road (CR 25) and S. County Line Road (CR 51) located in Harlem Township. Trustee seconded. VOTE:

Matt Jaeger discussion on remaining American Rescue Plan Funds.

FACILITIES

ADMINISTRATIVE OFFICES

We have 3 employee performance reviews to complete. Chief Thomas O'Brien, Kendra Borrer & Mike Cannon

RES. 24-0117T-008 APPROVAL HARLEM TOWNSHIP EMPLOYEE HANDBOOK PERSONNEL POLICIES AND PROCEDURE MANUAL

Trustee moved to approve the Harlem Township Employee Handbook Personnel Policies and Procedures Manual. Effective January 1, 2024. Trustee seconded. ROLL CALL VOTE:

Eloise Colliers Birthday open house March 9th

MAINTENANCE / ROADS / PARKS

PARKS

Dave Snyder – Parks committee annual report

FIRE DEPARTMENT

RES. 24-0117T-009 APPROVAL OF PERMANENT APPOINTMENT OF JAKE WAYT AS FULL-TIME FIREFIGHTER/PARAMEDIC

Trustee moved to approve the permanent appointment of Jake Wayt as full-time firefighter/paramedic effective 01/18/2024. Trustee seconded. VOTE:

RES. 24-0117T-010 APPROVAL OF PERMANENT APPOINTMENT OF SAM BROSKA AS FULL-TIME LIEUTENANT

Trustee moved to approve the permanent appointment of Sam Broska as full-time Lieutenant effective 01/18/2024. Trustee seconded. VOTE:

ZONING / DEVELOPEMENT

ZONING PERMITS & COMPLIANCE ISSUES

Total Permits YTD **2024**: 1

Open Enforcement Issues:

- 5465 Harlem Rd – Debris and junk cars reported. No additional information to report from Delaware County. In Progress.
- 5828 S. State Route 605 – Multiple notices have been sent via certified mail. No response on any of the notices sent by the township. Del Co Prosecuting Attorney has drafted the complaint and pictures have been submitted to file.
- 13122 Hatch Rd – Complaint made for noxious weeds- written letter sent. Property owner deceased. New occupants on the property are not the lawful residents/owners of the property. Delaware County not going to pursue. Environmental Health department has been out to take photographs every month since May. They recently received guidance on how to issue orders when the owner has deceased and are working towards that. All property orders are shared with the township zoning representative
- 3471 Green Cook Rd – Complaint made of junk vehicles. Pictures received this week, and a notice will be sent out this week to address the vehicles.
- 13140 Hatch Rd.- Complaint made about noxious weeds on the property. Contact will be made this week with the property owner.
- Lewis Road – old fire trucks and weeds
- 12116 Center Village Rd - dumping

New issue

ZONING COMMISSION / BZA

PUBLIC COMMENTS

EXECUTIVE SESSION

Employee Reviews Kendra Borrer, Mike Cannon, Chief Thomas O'Brien

Maintenance Supervisor Interviews

Executive Session

_____ motioned to move to Executive Session at _____ to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee. Seconded by Mr. _____. Roll Call VOTE: Richison, A/N; Paul, A/N; and Jackson, A/N.

- Invited into Executive Session: Kendra Borrer, Chief O'Brien, Mike Cannon

_____ moved to return from Executive Session to the Regular Trustee Meeting at _____. Seconded by Mr. _____. Roll Call VOTE: Richison, A/N; Paul, A/N; and Jackson, A/N

RES. 24-0117T-011 APPROVAL EMPLOYEE REVIEW AND CONTRACT RENEWAL FOR FIRE CHIEF THOMAS O'BRIEN

Trustee _____ moved to approve the annual performance review and contract renewal for Fire Chief Thomas O'Brien with 2024 % salary increase. All hours worked over regular 40-hour work week to be flexed out at time & a half (1.5 hours) for every hour worked over per Employee Contract. Trustee _____ seconded. ROLL CALL VOTE:

RES. 24-0117T-012 APPROVAL EMPLOYEE REVIEW AND CONTRACT RENEWAL FOR DIRECTOR OF ZONING & DEVELOPMENT MIKE CANNON

Trustee _____ moved to approve the annual performance review and contract renewal for Director of Zoning & Development Mike Cannon with 2024 % salary increase and all hours worked over regular 40-hour work week to be flexed out at time & a half (1.5 hours) for every hour worked over per Employee Contract. Trustee _____ seconded. ROLL CALL VOTE:

RES. 24-0117T-013 APPROVAL EMPLOYEE REVIEW AND CONTRACT RENEWAL FOR ASSISTANT ADMINISTRATOR KENDRA BORROR

Trustee _____ moved to approve the annual performance review and contract renewal for Assistant Administrator Kendra Borrer to include all hours worked over regular 40-hour work week to be flexed out at time & a half (1.5 hours) for every hour worked over per Employee Contract. Trustee _____ seconded. ROLL CALL VOTE:

RES. 24-0117T-000 APPROVAL TO HIRE

Trustee _____ moved to approve to hire

There was no more business to come from the Board

Trustee _____ Moved to Adjourn this meeting at _____. Seconded by Trustee _____ VOTE: