

**Harlem Township Board of Trustees
Delaware County, Ohio
Organizational Trustee Meeting January 4th, 2023**

The Harlem Township Trustees met in regular session at the Firehouse at 1:00 pm.

Present: Carl Richison, Chair
David Jackson, Vice Chair
Jerry Paul, Trustee
Lisa Hursey, Fiscal Officer

Staff Present: Kendra Borrer Administrative Assistant to the Trustees
Michael W. McKeen Acting Fire Chief
Bart Walker Maintenance
Otis Brandy Maintenance

Also Present: Bob Singer

Present via Zoom: Amber Mitchell OEFFA

Mr. Richison proceeded with the Organizational Meeting for 2023.

RES. 23-0104-T-001 NOMINATE CHAIRPERSON

At this time, Mr. Richison relinquished his position as Chairperson of the Board. Mr. Richison called for nominations for Chairperson for 2023. Mr. Paul made the motion to nominate Mr. Jackson for Chairperson. Mr. Richison seconded the motion. Roll call; Mr. Richison, Aye; Mr. Paul, Aye; Mr. Jackson, Aye: Motion passed.

RES. 23-0104-T-002 NOMINATE VICE-CHAIRPERSON

Mr. Richison nominated Mr. Paul for Vice Chairperson. Mr. Jackson seconded the motion. Roll call; Mr. Richison, Aye; Mr. Jackson, Aye; Mr Paul, Aye; Mr. Richison will serve as alternate.

Mr. Jackson resumed the Organizational Meeting.

RES. 23-0104T-003 ACCEPT RESIGNATION OF BOARD OF ZONING APPEALS MEMBER

Mr. Paul made the motion to accept the resignation of Raelene Meadows from the BZA. Mr. Richison seconded. All Aye. Motion Passed

RES. 23-0104T-004 APPOINT KYLE FARRIS AS BOARD OF ZONING APPEALS MEMBER

Trustee Paul moved to appoint Kyle Farris as Board of Zoning Appeals member. Trustee Richison seconded. VOTER: All Yes

RES. 23-0104-T-005 ELECTED OFFICIAL'S, EMPLOYEE'S AND ZONING COMMITTEE'S COMPENSATION

Mr. Richison made the motion to approve Exhibit 1 – 2023 Elected Officials, Employees and Zoning Committee's Compensation as presented Motion was seconded by Mr. Paul. Roll Call Vote: Mr. Richison, Aye, Mr. Paul, Aye and Mr. Jackson Aye Motion Passed.

FISCAL OFFICE

RES. 23-0104-T-006 SUPPLEMENTAL APPROPRIATIONS

Mr. Richison moved to allow the Fiscal Officer, as needed, to make supplemental appropriations within a fund at the legal level of control on the UAN accounting program. All other transfers require approval by the Board of Trustees. Mr. Paul seconded the motion. Motion passed.

RES. 23-0104-T-007 PO'S, BLANKETS, AND THEN & NOW PO'S

Mr. Paul would like to make a motion to approve all the PO's, Blankets, and Then & Now POs for 2023. Trustees give Lisa Hursey permission to execute PO's, Blankets, and Then & Now POs on a as needed basis throughout the year. The Trustees will sign all created PO's and Blankets. Mr. Richison seconded the motion. Motion passed. Roll call vote: Mr. Paul, Aye; Mr. Jackson, Aye; and Mr. Richison, Aye. Motion Passed.

RES. 23-0104-T-008 2023 PAY PERIOD SCHEDULE

Mr. Paul moved to approve the 2023 Pay Period Schedule on file in the Fiscal Office. Mr. Richison seconded the motion. VOTE: All Yes

RES. 23-0104-T-009 FIRST COMMONWEALTH BANK AND CD'S

Mr. Richison made a motion that The First Commonwealth Bank, Sunbury, Ohio to be the depository for the township for 2023. The two CDs stay in place at the First Commonwealth Bank for now, we may transfer to StarOhio after renewal dates of the CDs. Mr. Paul seconded the motion. VOTE: All Yes

RES. 23-0104-T-010 OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM AND THE OHIO POLICE AND FIRE PENSION PLAN 2023 CONTRIBUTIONS

Mr. Richison moved to make contributions to the Ohio Employees Retirement System and the Ohio Police and Fire Pension Plan based on current Ohio Law. Mr. Paul seconded the motion. VOTE: All Yes

RES. 23-0104-T-011 ELECTRONIC PAYMENTS

Mr. Richison made a motion to approve Lisa Hursey to make electronic payments. The Trustees will sign the electronic payment once completed. Mr. Paul seconded VOTE: All Yes

ZONING

RES.23-0104T-012 APPOINTMENT OF TOWNSHIP ZONING REVIEW BOARD

Mr. Richison made the motion to appoint the Director of Zoning & Development and any member of the Zoning Commission Board; and any member of the Board of Zoning Appeals to act as the Township Review Team for zoning matters for 2023. Mr. Paul seconded the motion. Motion passed.

RES. 23-0104T-013 APPOINTMENT OF TOWNSHIP REPRESENTATIVE TO D.C.R.P.C. FOR 2023

Mr. Richison made the motion to appoint Director of Zoning & Development as the township representative to D.C.R.P.C. for 2023. Mr. Jackson will serve as first alternate, also all trustees and zoning commission members if neither Director of Zoning & Development nor Mr. Jackson is available. Mr. Paul seconded the motion. Motion passed.

RES. 23-0104T-014 APPROVAL TO PAY ZONING MILEAGE FOR 2023

Mr. Paul made the motion to pay zoning inspector, zoning secretary, representative or alternate to D.C.R. P.C., township zoning board members and alternates outside township mileage as it pertains to zoning at the rate of \$0.625 (62.5 cents/mile – 2022). Mr. Richison seconded the motion. Motion passed.

RES. 23-0104T-015 APPROVAL TO PAY REGISTRATION FEES, MILEAGE AND OTHER EXPENSES PERTAINING TO ZONING COURSES FOR 2023

Mr. Paul made the motion to pay registration fees, mileage, and other necessary related expenses pertaining to zoning courses for any township zoning personnel and elected officials to attend during 2023. Mr. Richison seconded the motion. Motion passed.

RES. 23-0104T-016 APPROVAL OF 2023 ZONING FEES

Mr. Richison made the motion to set the zoning fees for 2023 as follows:

Permit Fees:

Single Family Residence	\$500
Remodeling or Addition to Single Family Residence	\$250
Accessory Building	\$300
Swimming Pool (In Ground)	\$150
Deck or Above Ground Patio (without cover or roof)	\$100
Multi-Family Dwelling or Apartment (per unit)	\$500
Commercial or Industrial Building	\$600+\$15/100 Sq Ft

Remodeling or Addition to Commercial or Industrial

Building	\$600+\$15/100 Sq Ft
Sign Permit	\$300
Trailer Permit (6 months)	\$200
Trailer Permit Extension (6 months)	\$100
Temporary Portable Storage Structure Permit (30 days)	\$25

Application, Meeting and Hearing Fees:

Application to Amend Zoning Map (“Rezoning”) for all Districts except PUD	\$1200+\$165/acre
Application to Amend Zoning Map for PUD on acreage not reserved for open space	\$2000+\$165/acre

<u>Application for PRCD</u> on acreage not reserved for open space	\$2000+\$165/acre
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Preliminary Subdivision or Planned District Meetings

(less than 10 acres – 2 meetings)	\$400
(10 acres or more – 2 meetings)	\$500
Additional Meetings at Applicant Request	\$400 each

Time Extension for Subdivisions and Planned Districts

Subject to Zoning Commission Approval	\$300
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Board of Zoning Appeals Application for Variance or

Conditional Use

\$500

Mr. Paul seconded the motion. Motion passed.

Copy of the Township Zoning Resolution is available at the Sunbury Library, Westerville Library, Delaware Law Library, Delaware City Library, Delaware County Recorder's Office, Delaware County Prosecutor's Office, Delaware County Regional Planning Office, and Delaware County Building Department.

TRUSTEES

RES. 23-0104T-017 APPROVAL TO PAY ELECTED OFFICIALS MILEAGE FOR 2023

Mr. Richison made the motion to pay township elected officials outside township mileage as it pertains to official township business at the rate of \$0.625 (62.5 cents/mile – 2022). Reimbursement form required to receive reimbursement. Mr. Paul seconded the motion. Motion passed.

RES. 23-0104T-018 APPROVAL TO PAY REGISTRATION FEES, MILEAGE AND OTHER EXPENSES TO ATTEND THE STATE CONVENTION IN COLUMBUS, OH FOR 2023

Mr. Paul made the motion for the township to pay registration fee, mileage, and other related expenses for the township elected officials to attend the State Convention in Columbus, Ohio for 2023. Mr. Richison seconded the motion. Motion passed.

RES. 23-0104T-019 APPROVAL TO SET BOARD OF TRUSTEE MEETING DATE & TIME FOR 2023

Mr. Richison made the motion to set Board of Trustees regular meetings to the third Wednesday of each month beginning at 7:00 p.m. (EST). Said meetings will be held in person and via Zoom meetings unless otherwise advertised. Mr. Paul seconded the motion. Motion passed.

RES. 23-0104T-020 APPROVAL TO SET REORGANIZATIONAL MEETING OF BOARD OF TRUSTEES DATE AND TIME FOR 2024

Mr. Richison moved to set the 2024 Reorganizational Meeting with a regular session immediately following for the Board of Trustees for Wednesday Jan 3, 2024, at 1:00 p.m. (EST). Said meetings will be held in person and via Zoom meetings unless otherwise advertised Mr. Paul seconded. Motion passed.

RES. 23-0104T-021 APPROVAL TO USE DELAWARE GAZETTE FOR TOWNSHIP NOTICES FOR 2023

Mr. Paul made the motion the township will use Delaware Gazette for township notices to be published. Also, if necessary, 24-hour notices to be posted at 3883 St. Rt. 605, Galena, Ohio. 43021. Mr. Richison seconded the motion. Motion passed.

CEMETERY

RES. 23-0104T-022 APPROVAL TO REAPPOINT SCOTT SCHMIDT AS CEMETERY SEXTON FOR 2023

Mr. Paul made the motion to reappoint Scott Schmidt as Cemetery Sexton for 2023 and to contract with him to do opening and closings for the township cemeteries; and the fees paid by the township are as follows:

Cemetery openings and closings:

Description: Normal rate: (Mon-Fri) Weekend Rate & Township Holidays

Urn opening/closing \$150/\$300

Grave opening/closing \$350/\$650

Charges for footers, new headstones, or repair of old headstones for 2023 as follows:

Labor	\$22.00/hour
Backhoe Time (if needed)	\$50.00/hour
Truck Time (if needed)	\$55.00/hour

Mr. Richison seconded the motion. Motion passed.

RES. 23-0104T-023 APPROVAL OF COST OF OPENING AND CLOSING OF GRAVESITES TO THE PUBLIC FOR 2023

Mr. Paul made the motion to set the cost of opening and closing for gravesites to the public as follows:

Description: Normal rate: (Mon-Fri) Weekend Rate & Township Holidays

Urn opening/closing	\$ 250.00/ \$450 .00
Grave opening/closing	\$ 650.00/ \$1050.00

Mr. Richison seconded the motion. Motion passed.

RES. 23-0104T-024 APPROVAL FOR PURCHASE OF GRAVESITES FOR 2023

Mr. Paul made the motion to set the purchase of gravesites as follows:

Non-residents	\$1050.00
Residents *	\$550.00

Also allow township employees with 5 or more years of service that do not live in the township to purchase gravesites at resident rates.

*Gravesite lots cannot be reserved, only be purchased.

* RESIDENT: with restrictions to immediate family (father, mother, spouse, daughter/sand/or son/ s.

Mr. Richison seconded the motion. Motion passed.

RES. 23-0104T-025 APPROVAL OF FOOTER PRICES FOR 2023

Mr. Richison made the motion to set footer prices for 2023 as follows:

Gov't Markers; Granite Markers; Bronze Markers; No charge for precast footers only. For all poured footers, pricing below shall apply:

\$1.25 per square inch of surface area (\$1.00 – 2022) and to be thirty-two (32) inches in depth. Add two inches to the length and width (\$450 minimum).

Payment for the cost of footers shall accompany all work orders.

Mr. Paul seconded. Motion passed.

RES. 23-0104T-026 APPROVAL TO SUBCONTRACT WITH STACY PLASTER DBA C&S RESTORATION FOR FOOTER INSTALLATION

Mr. Richison made the motion to subcontract with Stacy Plaster DBA C&S Restoration for footer installation for prices to follow with contract negotiations, \$0.80 (80 cents) per square inch. Mr. Paul seconded the motion. Motion passed.

GRANGE HALL & TOWNSHIP FACILITY

RES. 23-0104T-027 APPROVAL OF CONTACT PERSON FOR FACILITY USE

Mr. Jackson discussed Township Facility use. Mr. Paul moved that Mr. Richison will be the contact person, and to be contacted at admin@harlemtp.com. Mr. Richison mentioned that the Grange Hall has been deep cleaned once in 2022, being November 2022. Recommendation for minimum of 2 times per year. Currently, there is no charge for the Community Room or the shelter. Mr. Richison seconded. Motion passed

RES. 23-0104T-028 APPROVAL OF TOWNSHIP FACILITY USE FEES FOR 2023

Mr. Richison made the motion to make no changes to Township Facility use fees for 2023 (\$100 for residents/\$150 for non-residents for the day) plus \$100 refundable deposit. Mr. Paul seconded the motion. Motion passed.

FIRE DEPARTMENT

RES. 23-0104T-029 APPROVAL OF VOLUNTEER DEPENDENCY BOARD CHAIRMAN & MEMBER

Mr. Paul made the motion to appoint Mr. Jerry Paul as chairman and Mr. John Kopec (John Kopec – 2022) as member to the Volunteer Firefighters Dependency Board (VFDB). Mr. Richison seconded the motion. Motion passed.

MAINTENANCE DEPARTMENT

RES. 23-0104T-030 APPROVAL FOR EQUIPMENT REPLACEMENT SCHEDULE FOR MAINTENANCE DEPARTMENT

Mr. Paul made a motion to implement an Equipment Replacement Schedule for the maintenance department as follows:

3-Year – 2009 International Dump Truck

Estimated replacement cost around \$250,000 plus

5-Year - 2010 Ford Pickup

Estimated replacement cost around \$100,000

Mr. Richison seconded. Motion passed

RES. 23-0104T-031 APPROVAL FOR HENDERSON TRUCKING FOR GRAVEL & HAULING FOR 2023

Mr. Paul made the motion to approve the contract from Henderson for gravel and hauling for 2023, subject to review with new rate schedule, at the following prices:

304.02 limestone	\$13.00/ton
411.02 limestone	\$13.00/ton
#9 Limestone	\$13.25/ton
#2 Limestone	\$14.40/ton
#57 Limestone	\$18.50/ton
#8 Limestone	\$29.25/ton

Haul rate to 3784 Rich St., Galena \$8.90

There is also a Fuel Surcharge of 1% for every \$0.10 over \$4.00 a gal. fuel on the haul rate, based on U.S. Department of Energy National Average. Second Mr. Richison. Motion passed.

RES. 23-0104T-32 APPROVAL ON CROP RENT 9.4 ACRES

Mr. Jackson submitted to the Board crop rent contract for the 9.4 acres at \$190.00 (\$190.00 – 2022) per acre. Mr. Paul made motion to approve Mr. Jackson crop rent for the 9.4 acres for \$190.00 (190.00 – 2022) per acre for a total of \$1786.00 (\$1,786,00 – 2022). Motion was seconded by Mr. Richison Roll call; Mr. Paul, Aye; Mr. Richison, Aye; Mr. Jackson - Abstain, Aye: Motion Passed.

REGULAR MEETING

Mr. Jackson now opened the regular portion of the meeting.

FISCAL OFFICE REPORT

December 2022 FINANCIALS

December Bank Reconcile
Appropriation Status Report up to date Report
Appropriation Ledger Report up to date report

RES. 23-0104T-033 APPROVAL OF TRUSTEE MINUTES

Trustee Richison moved to approve the following minutes.

- December 21, 2022 Regular Meeting

Seconded by Trustee Paul.

VOTE: All Yes

RES. 23-0104T-034 APPROVE WARRANTS & VOUCHERS

Trustee Jackson 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# 12721 through Warrant# 12728. *Total amount \$76,134.90.* Seconded by Trustee Paul. VOTE: All Yes

StarOhio has three separate accounts funds. The follow is the interest earned YTD in 2022.

1. Interest earned \$10,895.87
2. Interest earned \$4,992.67
3. Interest earned \$2,427.97

The Harlem Township unaudited 2022 Year End Financial Report is available for review at the Fiscal Office, 3883 S. St. Rt. 605, Galena, Ohio 43021. Contact Fiscal Officer Lisa Hursey to schedule an appointment.

Projects discussed for this year; expansion of Barnhart and Hunt cemeteries, township newsletter, updating electric service panel at the Shelter House in the Park

FIRE DEPARTMENT

RES. 23-0104T-035 APPROVAL OF PURCHASE TO STRYKER FOR POWER CHAIR & 2 AED'S

Trustee Richison moved to approve purchase price of \$8535.50 to Stryker for a power stair chair to supplement the power cot purchased with the new M-451. PO also includes 2 AED's, one (1) required as part of the grant to purchase new E-451 and (1) for Chief 450 vehicle. Trustee Paul seconded. VOTE: All Yes

RES. 23-0104T-036 APPROVAL MAINTENANCE CONTRACT WITH STRYKER FOR LIFEPAK 15, LUCAS DEVICE & CURRENT AED LP-1000.

Trustee Richison moved to approve maintenance contract with Stryker for the LifePak 15, Lucas device and current AED LP-1000. 3-year contract for a total of \$16,628.55 to be paid annually at \$5,542.85. The

three-year contract protects us from price increases over the time period. Trustee Paul seconded. VOTE:
All Yes

SUPPLEMENTAL APPROPRIATION and PO

Resolution# 23-0104T-037 AUTHORIZE PURCHASE ORDER TO STRYKER

Trustee Richison moved to approve the following PO:

Stryker \$8,535.50

Seconded by Trustee Paul

VOTE: All Yes

ZONING

RES. 23-0104T-038 APPROVAL OF RECOMMENDATION TO HIRE ZONING ADMINISTRATIVE ASSISTANT AMANDA R. HUGHES

Trustee Richison moved to approve the hiring of Amanda R. Hughes as Zoning Administrative Assistant who will report directly to the Director of Zoning & Development. Pay rate to start at \$16.00 per hour, working a minimum of 20 hours per week, at-will employee with no benefits, starting January 9th, 2023, with job description attached. Trustee Paul seconded. Motion passed.

Board of Trustees' regular meeting for January will be held on Wednesday, January 18, 2023, in public and via Zoom.

Being of no further business Mr. Richison made the motion to adjourn. Motion was seconded by Mr. Paul. Motion passed. Time: 1:40 pm.

Dave Jackson, Chair

Jerry Paul, Vice Chair

Carl Richison, Alternate

Lisa Hursey, Fiscal Officer