

**Harlem Township Board of Trustees
Delaware County, Ohio
Regular Trustee Meeting August 16, 2023**

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

Present: David Jackson, Chair
Jerry Paul, Vice Chair
Carl Richison, Trustee

Absent: Lisa Hursey, Fiscal Officer

Staff Present:	Kendra Borrer	Assistant Administrator
	Mike Cannon	Director of Zoning & Development
	Thomas O'Brien	Fire Chief
	Mike McKeen	Assistant Fire Chief
	Paul Cade	Lieutenant
	Ray Thrash	Lieutenant
	Kennedy Gerren	Firefighter
	Justin Nelson	Firefighter
	Shea Schuette	Firefighter
	Jake Wayt	Firefighter

Also Present: Molly Ridge – Crossroads Community Planning, Jim Steelesmith, Doug Riedel – Delaware County Engineers Office, Steve Eisenbrown, Monica Conner – Delaware County Community Planning, Courtney Wade – A to Zoning, Mickey Smith, Todd Newberry, Bruce McClary, Joni Manson, Dave Snyder, Mike Kabler, Tom Nied, Bob Singer, William Bell, Matt Shell, Dale & Brenda Turner, Jaime & Jenna Perkins, Katie Aiken, Dan Herschede.

Via Zoom: none

Pledge of Allegiance.

PUBLIC ITEMS

Doug Riedle – Delaware County Engineer’s Office – Does Harlem Township wish to continue with the Ditch Modification? If yes, please have Kendra email a brief statement that the Trustees wish to continue.

FISCAL OFFICE REPORT

August 2023 FINANCIALS

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

RES. 23-0816T-001 APPROVAL OF TRUSTEE MINUTES

Trustee Paul moved to approve the following minutes.

- July 19, 2023, Regular Trustee meeting minutes

- July 24, 2023, Special Trustee meeting minutes
- July 28, 2023, Reconvene Trustee Meeting

Seconded by Trustee Richison. VOTE: All Yes

RES. 23-0816T-002 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# 13068 through Warrant#13081. Voucher #93-2023 - Voucher #100-2023. Total amount \$109,358.05. Seconded by Trustee Paul. VOTE: All Yes

RES. 23-0816T-003 APPROVE NEW HOME DEPOT CREDIT CARD USER

Trustee Richison moved to authorize an additional card holder, Thomas O'Brien, to share a \$2,000.00 limit per month with a Home Depot Credit Card, in accordance with the Township Credit Card Policy. Seconded by Trustee Paul. VOTE: All Yes

RES. 23- 0816T-004 APPROVAL OF NATIONAL OPIOID SETTLEMENT (2274) Trustee Paul moved to approve receiving a payment from National Opioid settlement in the amount of \$451.18. Seconded by Trustee Richison. VOTE: All Yes

RES. 23-0816T-005 APPROVE 2023 PERMANENT APPROPRIATION AMENDMENT

Trustee Richison moved to amend the 2023 Permanent Appropriation for the National Opioid Settlement (2274) to \$451.18 for second payment of current year. Seconded by Trustee Paul. VOTE: All Yes

Reminder for Department Heads, Employees, and Committees to please bring 4 copies of quotes and costs (1 for each elected official) of 2024 projects to the October Trustees meeting for the 2024 Budget Schedule and Expenditures.

The clean Audit with no exceptions for 2021 - 2022 was certified by the Auditor of the State of Ohio. This is a true and correct copy of the report, which is required to be filed according to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.

ZONING HEARINGS

RES. 23-0816T-006 APPROVAL OF ZONING APPLICATION HTZC23-04 JAIME & JENNA PERKINS

Trustee Richison made a motion to approve (August 16, 2023 @ 7:15pm) zoning application HTZC23-04 on Jamie & Jenna Perkins, 10518 Adams Rd, Galena, Ohio 43021, seeking to rezone 5.004 acres from current zoning AR-1 Agricultural Residential to FR-1 Single Family Residential. There is no physical address for the property. Parcel ID # 316-320-02-009-000. This application was received by the Zoning Commission on July 17th and advertised in the Delaware Gazette on July 29th. This approval is subject to a 30-day referendum period. Seconded by Trustee Paul. Roll Call Vote: Richison – Aye, Paul – Aye, Jackson – Aye. Motion Passed.

RES. 23-0816T-007 APPROVAL OF ZONING APPLICATION HTZC23-05 DANIEL J. HERSCHEDE

Trustee Richison made a motion to approve (August 16, 2023, @ 7:30pm) zoning application HTZC23-05 on Daniel J. Herschede, 15675 Montgomery Road, Johnstown, Ohio 43031, seeking to rezone 5.00 acres from current zoning AR-1 Agricultural Residential to FR-1 Single Family Residential. There is no physical address for the property. Parcel ID # 316-140-01-035-000. This application was received by the Zoning Commission on July 17th and

advertised in the Delaware Gazette on July 29th. This approval is subject to a 30-day referendum period. Seconded by Trustee Paul. Roll Call Vote: Richison – Aye, Paul – Aye, Jackson – Aye. Motion Passed.

STRATEGIC PLANNING COMMITTEE

Molly Ridge & Jim Steelesmith – update on Article XXXV and upcoming overlays, expenses and potential need for an attorney.

RES. 23-0816T-007.5 APPROVAL ON CONTRACT WITH BRICKER AND GRAYDON ATTORNEY FOR STRATEGIC PLANNING

Trustee Richison moved to approve Brickner and Graydon contract. The average rate that is charged to a government entity for work similar to the Matter is about \$300-\$325 per hour, the total cost will be in the range of \$15,000-\$25,000 with a term of up to 12 months. Amount not to exceed \$25,000.00. Trustee Paul seconded. VOTE: All Yes

HARLEM TOWNSHIP HERITAGE

Joni Manson – HTH is hosting the annual Harlem Township Day this Saturday August 19th in the park.

TRUSTEE BUSINESS

RES. 23-0816T-008 APPROVAL OF LEWIS ROAD SPEED LIMIT REDUCTION FROM 55 MPH TO 40 MPH IN THE MATTER OF APPROVING A SPEED LIMIT REVISION FOR LEWIS ROAD (TR 38) BETWEEN STATE ROUTE 37 AND GREEN COOK ROAD (TR 29) LOCATED IN HARLEM TOWNSHIP

Trustee Richison moved the adoption of Resolution # 23-0816T-008

WHEREAS, the Delaware County Engineer is requesting the Board of Trustees to consider the adoption of a Resolution to request the Ohio Department of Transportation to lower the speed limit for Lewis Road (TR 38) between State Route 37 and Green Cook Road (TR 29); and

WHEREAS, Lewis Road (TR 38) is currently 55 mph; and

WHEREAS, in order to provide a consistent speed limit to the traveling public, it has been determined that the Ohio Department of Transportation will consider a **40-mph** speed limit for that portion of the roadway; and

WHEREAS, the Delaware County Engineer is recommending that the Board of Trustees pass a Resolution to request the Director of the Ohio Department of Transportation to determine and declare a **40** mph speed limit for that portion of Lewis Road (TR 38) between State Route 37 and Green Cook Road (TR 29) located in Harlem Township.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Harlem Township, Delaware County, Ohio:

Section 1. The Board of Trustees hereby requests that the Director of the Ohio Department of Transportation determine and declare a **40**-mph speed limit for Lewis Road (TR 38) between State Route 37 and Green Cook Road (TR 29).

Section 2. Upon being advised that the Director of the Ohio Department of Transportation has determined and declared a revision of the speed limit on the section of the road described above, the Board of Trustees shall promptly erect standard signs properly posted and giving notice thereof, Trustee Paul seconded the motion. ROLL CALL VOTE: Paul – Aye, Richison – Aye, Jackson – Aye. Motion Passed

RES. 23-0819T-009 APPROVAL FOR CERTIFIED RETAIL NATURAL GAS SUPPLIER CUSTOMER INFORMATION AGREEMENT

Trustee Richison moved to sign Certified Retail natural Gas Supplier Customer Information Agreement with Archer Energy LLC for Columbia Gas naming Dave Jackson as signer on behalf of the Trustees. Trustee Paul seconded. VOTE: Richison – yes, Paul Yes, Jackson – Abstained. Motion Passed

RES. 23-0816T-010 APPROVAL OF ANNUAL AGGREGATOR REGISTRATION APPLICATION

Trustee Richison moved to approve the Annual Aggregator Registration Application with AEP and Trebel. Dave Jackson to sign on behalf of the Trustees. Trustee Paul seconded. VOTE: Richison – yes, Paul Yes, Jackson – Abstained. Motion Passed

CEMETERY

Surveyor has finalized information and will have the mapping soon.

FACILITIES

Internet/WIFI and Zoom worked as it should for the August 7th Zoning meeting.

ADMINISTRATIVE OFFICES

RES. 23-0816T-0011 APPROVAL OF MAINTENANCE DEPARTMENT LONGEVITY PAY RETROACTIVE DATE

Trustee Paul moved to approve the longevity pay for the Maintenance Department to be retroactive back to their date of hire. Trustee Jackson seconded. VOTE: Paul & Jackson Yes. Richison – Abstained.

RES. 23-0816T-012 ADOPT JOB DESCRIPTION OF HARLEM TOWNSHIP MAINTENANCE SUPERVISOR

Trustee Richison moved to adopt the Job Description for Harlem Township Maintenance Supervisor, which has been reviewed and approved by Attorney Benjamin Albrecht of Fishel, Downey, Albrecht & Riepenhoff. Seconded by Trustee Paul. VOTE: All Yes

RES. 23-0816T-013 ADOPT JOB DESCRIPTION OF HARLEM TOWNSHIP MAINTENANCE ASSISTANT

Trustee Richison moved to adopt the Job Description for Harlem Township Maintenance Assistant, which has been reviewed and approved by Attorney Benjamin Albrecht of Fishel, Downey, Albrecht & Riepenhoff. Seconded by Trustee Paul. VOTE: All Yes

RES. 23-0816T-014 APPROVAL TO CREATE JOB POSITION OF ASSISTANT ADMINISTRATOR FOR HARLEM TOWNSHIP

Trustee Richison moved to approve the creation of the job position of Assistant Administrator for Harlem Township retroactive to April 19, 2023. Trustee Paul seconded. VOTE: All Yes

RES. 23-0816T-015 ADOPT JOB DESCRIPTION OF HARLEM TOWNSHIP ASSISTANT ADMINISTRATOR

Trustee Paul moved to adopt the Job Description for Harlem Township Assistant Administrator, which has been reviewed and approved by Attorney Benjamin Albrecht of Fishel, Downey, Albrecht & Riepenhoff retroactive to April 19, 2023. Seconded by Trustee Richison. VOTE: All Yes

RES. 23-0816T-016 APPROVE AMENDED EMPLOYEE AGREEMENT FOR KENDRA BORROR

Trustee Richison moved to approve the amended employee agreement for Kendra Borrer Assistant Administrator to reflect new position, salary, and benefits reference Res. 23-0419T-008 retroactive to April 19, 2023. Trustee Paul seconded. VOTE: All Yes

All leaves such as Paid Holiday’s, Sick Leave, Bereavement Leave, Personal Vacation, and Personal Time off shall be tracked by a township wide tracking system and reported to Fiscal Office every pay schedule which is being created by the mutual Department Heads.

RES. 23-0816T-017 ADOPT HARLEM TOWNSHIP PUBLIC RECORDS REQUEST POLICY AND FORM REVISION

Trustee Richison moved to adopt the revised Harlem Township Records Request Policy and Form. Trustee Paul seconded. VOTE: All Yes

RES. 23-0816T-018 APPROVAL TO CREATE A HARLEM TOWNSHIP AMAZON ACCOUNT

Trustee Richison moved to approve to create a Harlem Township Business Amazon Account for the use of Harlem Township Offices with a cost of \$139.00 per year for a tax-exempt local government for Prime membership and applying for an Amazon credit account for Amazon purchases, with \$2000.00 limit in accordance with the Harlem Township Credit Card Policy. Naming Kendra Borrer as Administrator of this account with other departments with their own department log in. Trustee Paul seconded. VOTE: All Yes

Update on A/V System repairs – Steve Eisenbrown has been so gracious as to dive into the entire system. We have purchased the 2 new monitors and a mount for the podium. Steve has cleaned up unnecessary wires and equipment from the podium and had loaned an AMP for the township to use to get the system working properly during this transition.

We had reached out to BenQ to set up an account for the interactive unit that was discussed at the July 28th meeting, however it took them 2 weeks to reach back out to me. In the meantime, Steve has brought up a more cost-effective method that will work in a compatible manner. This would include two podium monitors, two 85” monitors with wall mounts, wiring and elephant anchor toggle bolts. So, with the \$7000.00 max limit the Trustees approved on July 28th, this will put us at a total of \$4089.84 without installation.

RES. 23-0816T-0019 APPROVE TO DECLARE OLD A/V COMPUTER EQUIPMENT SURPLUS

Trustee Richison moved to declare the old A/V system computer equipment surplus as it has exhausted its life expectancy and has no value. Trustee Paul seconded. VOTE: All Yes

DCRPC has made an offer to Harlem Township for several office furniture and cabinet items free of charge. They have sent a list and are ready for us to come pick up the FireKing 25 filing cabinet, Ultra fire-resistant lateral filing cabinet, 1 lazy boy executive chair and a double cabinet.

Just a reminder, Zoning is scheduled to conclude their hearing on Article XXXV County Line Road Overlay on Sept 5th. We will need to schedule a Special meeting to stay in compliance with our 30-day due to our next regular meeting falling outside of that window.

FIRE DEPARTMENT

FIRE RUNS

38% FIRE

Percentage of Total Incidents

62% EMS

Percentage of Total Incidents

343 INCIDENTS

RES. 23-0816T-020 APPROVAL FOR PERMANENT APPOINTMENT OF IAN SEUM AS FULL-TIME FIREFIGHTER PARAMEDIC

Trustee Richison moved to approve the permanent appointment of Ian Seum as a full-time firefighter paramedic after the successful completion of his probation period with the Harlem Township Division of Fire with a pay increase to Step B of \$61,846.25 (\$21.23 per hour) effective August 9, 2023. Trustee Paul seconded. VOTE: All Yes

Assistant Chief McKeen introduced and welcomed Mickey Smith, Ohio First Responder Grants, LLC and Todd Newberry, Ohio Armor and Tactical Supply who presented the vest donations.

MAINTENANCE / PARKS

MAINTENANCE

The second round of roadside mowing is about completed.

RES. 23-0816T-021 APPROVAL OF HARDWICK TREE CARE LLC TREE LIMB REMOVAL

Trustee Richison moved to approve the removal of dead limbs hanging over 5918 South Street (In Harlem), the address shows 5918 Harlem Rd. but is actually on South Street Alley maintain by Township by Hardwick Tree Care LLC in the amount of \$1150.00. Dave Jackson to sign on behalf of Trustees. Trustee Paul seconded. VOTE: All Yes

PARKS

RES. 23-0816T-022 APPROVAL TO RECEIVE DONATION OF TRASH RECYCLING CONTAINERS FOR THE HARLEM TOWNSHIP COMMUNITY PARK

Trustee Richison moved to accept the donation to the Township of a KirbyBuilt 66-gallon capacity combination trash and recycling container for the Harlem Community Park. The unit cost *plus* shipping *minus* tax of \$1352.37. The unit should arrive in 5-6 weeks. Thank you, Erik and Amber Capwell. Trustee Paul seconded. VOTE: All Yes

RES. 23-0816T-023 APPROVAL TO REPLACE 2 TREES AT THE HARLEM TOWNSHIP COMMUNITY PARK

Trustee Richison moved to authorize to replace 2 trees in the park. One of the trees has been missing for some time because due to waiting for Lurley to make a choice to replace the weeping cherry that was run over by a car. The second tree is dying because of being badly damaged. The amount requested not to exceed \$275. Trustee Paul seconded. VOTE: All Yes

ZONING / DEVELOPEMENT

ZONING PERMITS & COMPLIANCE ISSUES

	2023	LY+/-	2022	2021	2020
Total Permits August:	64	=	67	67	67
Single Family Res:	15	-10	25	32	28
Accessory Building:	19	-3	22	14	22
Remodeling/Addition:	8	-1	9	4	5
Signage:	0	=	0	1	0

Pool:	11	+4	7	11	6
Deck/Porch:	9	+7	2	4	6
PCD:	0	-2	2	1	0
Revision	2	+2	0	0	0
Total Permits			86	104	107

64 permits so far for the month compared to 67 in the three previous years.

Open Enforcement Issues:

- 5465 Harlem Rd - Debris and junk cars reported. **Prosecutor filing a complaint with the Court of Common Pleas. Property is showing a marked improvement as of 8/7/23.**
- 5828 S. State Route 605 – Debris and junk cars reported. **Prosecutor filing a complaint with the Court of Common Pleas.**
- 16275 Lewis Rd – Complaints made about junk vehicles and trash. Spoke with resident he is going to take new pictures and I will review them with Cory for guidance. **As of this date I have not received any new info.**
- 9602 Covan Dr.- Residence is continuing to clean up. Will continue to monitor. **New pictures taken and letter sent to resident.**
- 3471 Green Cook - – Debris and junk cars reported. Resident has cleaned up property and is now in compliance. **The last junk car was removed last week. All lawsuits were dismissed as moot. I will be sending communication to the complainant explaining the lot is compliant with zoning and I am closing the case.**
- 12116 Center Village Rd.—Dump Truck parking lot—. Resident’s attorney is not communicating with Cory. Cory is taking next step in process and will keep me informed of the progress. Cory will inform me of the progress and talks as well as the next steps to be taken. **The defendant’s attorney contacted Cory on 8/7/23 stating the owner has a plan to put the property in compliance. He is sending the plan to Cory, and he will forward the information to me when he receives it.**
- 13122 Hatch – Complaints of Junk and Debris. Visited the property on 7/18/2023. Talked with a resident and requested to speak with the owner. He stated the owner was sleeping and could not come to the door. I left my card and told the resident to have the owner call me. **8/7/23 I spoke with Cory about the property. The health department did a walk through with the current occupant and addressed some health issues with the property. They will follow up again at a future date. I confirmed the property is still in probate, but I plan to send a zoning violation letter anyway to attempt to get a result. Cory has approved this action.**

New Enforcement Issues

- 6160 Harlem Rd. – Complaint about Possible business in the party house on property. Property visit 8/7/23, no answer, left business card and will follow up later this week. **8/11/23 visited property, no one was home. Will send a letter of concern for them to call.**

Potential Issues for BZA/Zoning Committee:

- 14520 Center Village Rd.—Distillery—Variance – No further activity.
- 4854 Miller Paul Rd. -- Ice Skating Facility—Resident got information on variances.
- 5916 SR 605-Expanded home occupation- Resident is having medical issues and will pursue the variance when his health is to point where he can do so.

Development Projects:

Working with multiple developers and inquiries.

Zoning Projects/New Business/Summary

None

PUBLIC COMMENTS

Bob Singer informed that the Civic Association will be holding their Candidate Night on Wednesday October 4th at 7:00 pm in the Township Community Room.

Dave Snyder – a new plaque in memory of John H. Bachman has been installed on the playground. Shared what this park means to the residents and surrounding community.

Joni Manson requested new door signs be placed to not allow firearms on the premises. The township already has posting but are very faded.

There was no more business to come from the Board.

Trustee Richison moved to Adjourn this meeting at 8:10 pm. Seconded by Trustee Paul VOTE: All Yes

Motion Passed

Dave Jackson, Chair

Jerry Paul, Vice Chair

Carl Richison, Alternate

Attest:

Lisa Hursey, Fiscal Officer

Minutes Approved: 9/20/2023