

**Harlem Township Board of Trustees
Delaware County, Ohio
Regular Trustee Meeting October 18, 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: Mike Cannon Director of Zoning & Development
Mike McKeen Assistant Fire Chief

Staff Absent: Thomas O'Brien Fire Chief
Kendra Borrer Assistant Administrator

Also Present: Jim Steelesmith, Bob Singer, William Bell, Joni Manson, Lauren Robinson – Delaware County Health District, Kate Richison, Jarod Rishe, Scott Belcastro & Scott Deavers

Via Zoom: none

Pledge of Allegiance.

PUBLIC ITEMS

STRATEGIC PLANNING COMMITTEE

Jim Steelesmith updated they are currently working on additional overlays.

FISCAL OFFICE REPORT

October 2023 FINANCIALS

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

RES. 23- 1018T-001 APPROVAL OF TRUSTEE MINUTES

Trustee Richison moved to approve the following minutes.

- September 20, 2023, Regular Trustee Meeting
- September 27, 2023, Reconvene Trustee Meeting

Seconded by Trustee Paul. VOTE: All Yes

RES. 23-1018T-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 accounts to pay said bills in the Payment Listing Report. Starting with Warrant #13154 through Warrant #13165 Voucher #128-2023 - Voucher #130-2023. Total amount \$6,516.00. Seconded by Trustee Paul. VOTE: All Yes

TRUSTEE BUSINESS

CEMETERY

RES.# 23-1018T003 Approval for solar light on flag poles at cemeteries

Trustee Richison moved to install lights on both flagpoles at Fancher and Maple Grove Cemeteries. Solar lights and new flags not to exceed \$800.00. Trustee Jackson seconded. All Yes

FACILITIES

RES. 23-1018T-004 APPROVAL OF B&R CLEANING, LLC TO CLEAN THE GRANGE HALL

Trustee Richison moved to approve B & R Cleaning, LLC to clean the Grange Hall. Cost is the same as it was in April 2023 of \$250.00. Trustee Paul seconded. VOTE: All Yes

Carl discussed having Kendra to look into getting quotes for painting the entire interior of the Grange Hall to include repainting the main meeting hall and painting the unfinished hallway and bathrooms. There would be minor repairs to patch holes in the walls in both bathrooms prior to painting.

ADMINISTRATIVE OFFICES

RES. 23-1018T-005 APPROVAL BURNHAM & FLOWER COSE BENEFIT PLAN RENEWAL 2024

Trustee Richison moved to approve the 2024 COSE Benefit Plan annual renewal at a 6.7% increase, raising our current funding amount from \$11,071.94 to a renewal rate of \$11,814.20 that covers 11 full-time employees. This plan is the SuperMed Plus PPO \$6550/\$13,100 with a \$500/\$1000 out of pocket deductible plan and will come with a pre-loaded credit card. Trustee Paul seconded. VOTE: All Yes

RES. 1018T-006 APPROVAL PREMIER OFFICE MOVERS CONTRACT

Trustee Richison moved to approve for Priemer Office Movers to move office furnishings from DCRPC to Harlem Township Building to include but not limited to Fire King Ultra Lateral fireproof filing cabinets for a cost quoted at \$1,760.00 naming Dave Jackson to sign the contract on behalf of the trustees. Trustee Paul Seconded. VOTE: All Yes

RES. 1018T-007 APPROVAL TO REPLACE CONFERENCE ROOM TABLES

Trustee Richison moved to approve replacing 9 tables for the Conference/Community Room at the Administration Building at a cost of \$178.19 each totaling \$1519.51 including shipping if ordered by 10/31/2023. Trustee Paul seconded. VOTE: All Yes

A/V system is now complete. Out of the \$7000.00 budget, our final cost was \$3902.02, saving the Township \$3,197.98.

DIVISION OF FIRE

Total runs 495
EMS 311 63%
Fire 184 37%

MAINTENANCE / PARKS

ROADS

2024 Road Improvements Program through Delaware County Engineers list is being compiled by Bart Walker and Dave Jackson.

RES. # 23-1018T-008 APPROVAL OF EVANS ROAD CULVERT REPLACEMENT

Trustee Paul moved to approve the culvert on Evans Road; Crossover Drainage Culvert at west end of Road located in the 90° curve in dire need of replacement. The existing culvert is a 14"x21"x 50' metal squash pipe. I recommend twin 15" double wall plastic or triple 12"double wall plastic. There won't be much cover on top of these pipes so we might end up having to go with the 12". Trustee Richison Seconded, VOTE: All Yes

PARKS

Crack repair to track at the park, Bart Walker recommends to revisit in spring (March or April).

Electric repairs were completed at the park.

Recess regular meeting at 7:15 pm moved to Zoning hearing.

ZONING HEARINGS

RES. 23-1018T-009 DENIAL OF ZONING APPLICATION HTZC 23-08 REZONING FOR CJT DEVELOPMENT

Trustee Richison made a motion to deny zoning application HTZC 23-08 CJT Development, 11380 Fancher Rd, Westerville, OH 43082 is seeking to rezone 5.71700 acres from current zoning AR-1 Agricultural Residential to I Industrial District. Located at 11380 Fancher Rd, Westerville, OH 43082. Parcel ID # 316-340-02-019-000. The DCRPC met on this application on August 31st, Zoning Commission met on this application on Sept 11th. Trustees received on Sept 20th. This proceeding was publicized in the Delaware Gazette on Oct. 4th and notices were posted at the Township back door, on our website, the community calendar, the community sign, and social media for the required time. Seconded by Trustee Paul. Roll Call Vote: Richison – Aye, Paul – Aye, Jackson – Aye. Motion Passed.

Conclude hearing at 7:18 pm, returned to regular session.

ZONING / DEVELOPMENT

ZONING PERMITS & COMPLIANCE ISSUES

	2023	LY+/-	2022	2021	2020
Total Permits September:	77	=	77	89	67
Single Family Res:	19	-7	27	44	28

Accessory Building:	24	-1	25	20	22
Remodeling/Addition:	9	0	10	6	5
Signage:	0	=	0	1	0
Pool:	13	+4	10	11	6
Deck/Porch:	10	+7	3	5	6
PCD:	0	-2	2	2	0
Revision	2	+2	0	0	0
Total Permits			86	104	107

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 9/5/23.**
- 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 new letter sent to resident.
- New -12039 Center Village- Poured Walls business in a residential area. Met with Resident and Lawyer, They are formulating next step and will contact me in 2 weeks.
- 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.
- 5801 Miller Paul Rd.- Resident building within setback. Residents are getting a new survey and will send the info to me for review of next steps.
- Ivy Ridge- New signage will be requested through the BZA.
- Mayfield Drive- Commercial business being operated out of residence. Awaiting formal complaint.

New Enforcement Issues

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

EXECUTIVE SESSION

Executive Session

Trustee Richison motioned to move to Executive Session at 7:27pm to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee. Seconded by Mr. Paul VOTE: Richison, Aye; Paul, Aye; and Jackson, Aye. Motion Passed

- Invited into Executive Session: Mike McKeen

Trustee Richison moved to return from Executive Session to the Regular Trustee Meeting at 8:00 pm. Seconded by Mr. Paul. VOTE: Richison, Aye; Paul, Aye; and Jackson, Aye. Motion Passed

Executive Session

Trustee Richison motioned to move to Executive Session at 8:00 pm to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee. Seconded by Mr. Paul VOTE: Richison, Aye; Paul, Aye; and Jackson, Aye. Motion Passed

- Invited into Executive Session: Mike Cannon & Jim Steelesmith

Trustee Richison moved to return from Executive Session to the Regular Trustee Meeting at 8:52 pm. Seconded by Mr. Paul VOTE: Richison, Aye; Paul, Aye; and Jackson, Aye. Motion Passed

RES. 23-1018T-010 APPROVAL OF CONSULTANT CONTRACT WITH JIM STEELESMITH

Trustee Richison moved to approve the consultant contract with Jim Steelesmith for economic development services on a month-to-month basis in the amount of \$1,500.00 per month with a yearly renewal, retroactive to 10/1/2023. Seconded by Trustee Paul. Roll Call Vote: Richison -Aye, Paul – Aye, Jackson - Aye. Motion Passed.

There was no more business to come from the Board

Trustee Richison Moved to Adjourn this meeting at 9:00 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: 11/15 /2023