

**Harlem Township Board of Trustees
Delaware County, Ohio
Regular Trustee Meeting December 20, 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
Lisa Hursey, Fiscal Officer

Staff Present: Kendra Borrer Assistant Administrator
Thomas O'Brien Fire Chief
Mike McKeen Assistant Fire Chief

Absent: Mike Cannon Director of Zoning & Development

Also Present: Matt Jaeger, Dave Snyder, Joni Manson, Tom Nied, Bob Singer, Carroll Cahoon, Bruce McClary, Ray Thrash, Roger Neibarger, Ed Valeska & Maggie Hartzler

Via Zoom: Jim Steelesmith

Pledge of Allegiance.

ZONING APPLICATION

RES. 23-1220T-001 RECEIPT OF ZONING APPLICATION HTZC 23-09 REZONING FOR CONNIE M. & DEVIN N. WESOLOWSKI

Trustee Richison made a motion to receive zoning application HTZC 23-09 Connie M. & Devin N. Wesolowski, 1500 Green Cook Rd, Sunbury, Oh, 43074 are seeking to rezone 5.034 acres from current zoning AR-1 Agricultural Residential to FR-1 Farm Residential. Located at 1500 Green Cook Rd, Sunbury, Oh 43074. Parcel ID # 316-110-02-017-001. The DCRPC met on this application on November 30th, Zoning Commission heard on December 4th. The hearing will be held during the regular meeting **January 17, 2024, at 7:15 p.m.** at the Harlem Township Firehouse, 3883 South State Route 605, Galena, Ohio 43021. Trustee Paul seconded. VOTE: All Yes

FISCAL OFFICE REPORT

December 2023 FINANCIALS

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

RES. 23- 1220T-002 APPROVAL OF TRUSTEE MINUTES

Trustee Richison moved to approve the following minutes.

- November 15, 2023, Regular meeting

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

RES. 23-1220T-003 APPROVE WARRANTS & VOUCHERS

Trustee Paul 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#13234 through Warrant#13260 Voucher #156-2023 - Voucher #166-2023. Total amount \$156,058.08. Seconded by Trustee Richison. VOTE: All Yes

Trustees to discuss authorizing Matthew Jaeger for a Township Credit Card to use for the cemetery and parks.

RES. 23-1220 T-004 APPROVE REMOVAL OF CREDIT CARD USER JERRY PAUL

Trustee Richison moved to authorize removal of card holder, Jerry Paul, from First Commonwealth Bank Credit Card Account. Authorize Lisa Hursey on behalf of the Trustees to complete removal from the credit card account and destroy Jerry Paul's credit card. Seconded by Trustee Paul. VOTE: All Yes

Discussion with Trustees of raising the credit limit from \$2,000.00 to \$5,000.00 for Fiscal Officer's First Commonwealth Bank credit card only. The Fiscal Officer would like to make some electronic payments with the First Commonwealth Bank Credit card such as Del-Co Water, NAPA, Spectrum, Rumpke, Advance Auto, etc... The credit card is more secure than entering our checking account information online. If the credit card number is stolen for unauthorized use, it would not affect our checking account. We would get notification of unauthorized use and work with the credit card company to receive the funds back then be issued a new credit card. With the cost of checks, envelopes and stamps rising, the Township would not incur any additional cost by using the credit card for electronic vouchers.

After reading Lisa’s question Trustee Richison asked instead of putting shouldn’t the trustees look at increasing the Fire Chief’s and Maintenance department credit limits to \$5000.00 as well as getting an additional card for Kendra Borrer, then Fiscal only would have to pay their credit card bill.

RES. 23-1220T-005 APPROVE NEW CREDIT CARD USER

Trustee Richison moved to authorize additional card holders, Matthew Jaeger, Kendra Borrer, Richard Thrash, Bart Walker, Thomas O’Brien, Lisa Hursey to have a \$5,000 limit with First Commonwealth Bank Credit Card, in accordance with the Township Credit Card Policy. Authorizing Lisa Hursey on behalf of the Trustees to complete. Seconded by Trustee Paul. ROLL CALL VOTE: Richison - Yes, Paul - Yes, Jackson-Yes

RES. 23-1220T-006 APPROVE 2024 TEMPORARY APPROPRIATIONS

Trustee Richison moved to approve the 2024 Temporary Appropriations in the amount of \$4,950,296.74. Seconded by Trustee Paul VOTE: All Yes

TRUSTEE BUSINESS

ROADS

RES. 23-1220T-007 APPROVAL OF 2024 ROAD IMPROVEMENT PROGRAM

Trustee Richison moved to approve the 2024 Road Improvement Program through Delaware County Engineers Office recommending a 2” asphalt overlay on Gorsuch, Center Village Road to be crack sealed and 1.5” overlay on Ivy Ridge Place for an estimated project cost of \$245,600.00. Trustee Paul seconded. VOTE: All Yes

GENERAL BUSUINESS

Carl Richison opened discussion for township cell phones for employees/trustees. iPhone 15 for everyone except phone being used for photos to be used on website, social media, newsletter and so on should be the iPhone 15 pro. Pricing 15 @ \$799, 15 pro \$999 or pro max for \$1199.99 per phone.

RES. 23-1220T-008 APPROVAL FOR TOWNSHIP CELL PHONES

Trustee Richison moved to approve the purchase and service set up on cell phones for elected officials & department heads as desired ie: Trustees, Fiscal Officer, Director of Zoning & Development, Assistant Administrator along with the 2 already in use by the Maintenance Department. Cell service through First Net for a cost of \$32.99 per line per month plus the cost of the phone. Purchase of 3-iPhone 15 at \$799 and 1-iPhone 15 pro at \$999. Cost for 4 phones, one time charge of \$3396.00 and line fees of 131.96 per month. Effective when permanent appropriations are open for business (fiscal is projecting February). Authorize the Fire Department on behalf of the Trustees to complete the purchase and set up of the new lines. Trustee Paul seconded. VOTE: All Yes

ADMINISTRATIVE OFFICES

RES. 23-1220T-009 APPROVAL HARLEM TOWNSHIP EMPLOYEE HANDBOOK PERSONNEL POLICIES AND PROCEDURE MANUAL

Trustee moved to approve the revised Harlem Township Employee Handbook Personnel Policies and Procedures Manual. Trustee effective January 1, 2024. Trustee seconded. VOTE: **Tabled to 1/3/2024 for clean copy after corrections.**

RES. # 23-1220T-010 APPROVAL TO REIMBURSE HARLEM TOWNSHIP HERITAGE FOR DUMPSTER USED FOR HERITAGE DAY

Trustee Richison moved to approve the reimbursement to HTH of \$325.00 for the dumpster for Heritage Day. Trustee Paul seconded. VOTE: All Yes

RES. 23-1220T-011 APPROVAL FOR TOWNSHIP TO ACCEPT CREDIT CARD PAYMENTS

Trustee Richison moved to approve to accept Credit Card payments for Zoning Permits, Cemetery, Fire Department Permits & Facility rentals through Point & Pay with a one-time set up fee of \$2000 and a transaction fee of 3% that will be charged to user at time of transaction. No cost to set up on the website. Authorize Kendra Borrer on behalf of the Trustees to initiate set up. Trustee Paul seconded. VOTE: All Yes

RES. 23-1220T-012 APPROVAL FOR NEW TOWNSHIP SECURITY CAMERAS

Trustee moved to approve the proposal from Buckeye cloud on the purchase and installation of security cameras, network cabinet, EMS door access control, video recorder, and Firewall at a cost of \$11468.00. cost share with the Fire Department. Naming Kendra Borrer on behalf of the Trustees to facilitate this project. Trustee seconded. VOTE: **Hold for permanent appropriations. May add additional cameras. Get updated quote.**

DIVISION OF FIRE

YTD 2023

Total runs - 609; EMS = 382, 63%; Fire = 227, 37%

Final 2022 – 538 = EMS - 328; Fire - 210;

As of now a 13% increase over 2022.

Chief O’Brien requesting permission to apply for a Grant from the State Fire Marshall office.

RES. 23-1220T-013 APPROVAL FOR EMS 2024 RATE INCREASE

Trustee Paul moved to approve the EMS rate increase for 2024 to comply with the 2024 Medicare increase per exhibit FD 1. Trustee Richison seconded. VOTE: All Yes

RES. 23-1220T-014 APPROVAL OF PERMANENT APPOINTMENT OF PAUL CADE AS FULL-TIME LIEUTENANT

Trustee Richison moved to approve the permanent appointment of Paul Cade as full-time Lieutenant effective 12/01/2023. Trustee Paul seconded. VOTE: All Yes

RES. 23-1220T-015 APPROVAL Declaring intent to conduct an internet auction through GovDeals for the sale of unneeded, obsolete, unfit Township personal property effective until December 31, 2024

Trustee Richison made a motion for the approval Declaring intent to conduct an internet auction through GovDeals for the sale of unneeded, obsolete, unfit Township personal property effective until December 31, 2024

WHEREAS Section 505.10(D) of the Ohio Revised Code permits a board of township trustees to sell personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is not needed for public use, is obsolete, or is unfit for the use for which it was acquired, by internet auction; and

WHEREAS, that statute requires the Board to adopt, during each calendar year, a resolution expressing its intent to sell personal property by internet auction.

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

Section 1: That pursuant to Section 505.10(D), the Board of Trustees of Harlem Township hereby expresses its intent to sell personal property, including motor vehicles, road machinery, equipment, tools, or supplies which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired by internet auction during calendar year 2024.

Section 2: The Internet Auction will be conducted in such manner and under such general terms and conditions as are set forth and incorporated into this Resolution.

Section 3: All auctions shall be conducted on a continuous basis by the Township through GovDeals on its website which can be located at <http://www.govdeals.com>.

Section 4: After adoption of this resolution, the Board shall publish, in a newspaper of general circulation in the Township, notice of its intent to sell obsolete, unfit-for-use or not needed for public use Township personal property by internet auction. The notice shall include a summary of the information provided in the resolution and shall be published at least twice. A similar notice also shall be posted continually throughout the calendar year in a conspicuous place in the Administrative Offices. The Board shall also post the notice on the Township website, which eliminates the need for the second notice otherwise required to be published in a newspaper of general circulation in the township, provided that the first notice published in such newspaper meets all the following requirements:

- (1) It is published at least two weeks before the internet auction begins.
- (2) It includes a statement that the notice is posted on the board's internet web site.
- (3) It includes the internet address of the board's internet web site.
- (4) It includes instructions describing how the notice may be accessed on the board's internet web site.

Section 5: That the Township Assistant Administrator and/or the Harlem Township Fire Chief are hereby appointed as the Board's representative for purposes of administering the Internet Auction Program and are hereby given the authority needed to effectuate the same.

Section 6: That the Township Assistant Administrator is hereby directed to prepare and submit to the Board, as the Board may request, a report which details the sale of obsolete, unneeded, or unfit personal property by internet auction as well as any other information which this Board may request from time to time.

Section 7: It has been determined that all formal actions of the Board of Trustees of Harlem Township concerning the adoption of this Resolution were adopted in an open meeting of the Board of Trustees of Harlem Township and that all deliberations of the Board of Trustees of Harlem Township which resulted in formal action were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio

Revised Code.

Trustee Paul seconded the motion. Vote: All Yes

MAINTENANCE / PARKS

MAINTENANCE

Bart Walker reported that the Maintenance Department has received delivery of 65.76 tons of road salt from American Rock Salt Co. The salt shed is full for now.

ZONING / DEVELOPMENT

ZONING COMMISSION

RES. 23-1220T-016 APPROVAL ON WAIVER OF ZONING FEES

Trustee Richison moved to approve to waive Zoning Fees for the Request to Modify the PRD Development Plan on the Property at 11225 & 11229 Gorsuch Rd. Trustee Paul seconded. VOTE: All Yes

RES. 23-1220T-017 APPROVAL OF CONTRACT EXTENTION FOR DCRPC

Trustee Richison moved to approve for the Contract Extension for DCRPC to Continue Work with the Zoning Commission to update and revise the Township Zoning Resolution cost not to exceed \$3000.00. Trustee Paul seconded. VOTE: All Yes

RES. 23-1220T-018 ACCEPT RESIGNATION OF BRUCE HAMILL AS ALTERNATE FROM ZONING COMMISSION

Trustee Richison move to accept the resignation of Bruce Hamill as alternate from the Zoning Commission effective 12/1/2023. Trustee Paul seconded. VOTE: All Yes

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

PUBLIC COMMENTS

Joni Manson – HTH – Request for facility use for 2024.

RES. 23-1220T-019 ACCEPT HTH 2024 FACILITY USE SCHEDULE

Trustee Paul made a motion to accept the facility use schedule for 2024 presented by HTH to the board. Trustee Richison Seconded. VOTE: All Yes

Ray Thrash - kitchen conversion to office space use question. Maintenance department restroom questions.

Dave Snyder – Parks Planning Committee – Thanked Jerry Paul for all he has done to serve this community.

EXECUTIVE SESSION

Jake Wayt cemetery contract.

Chief O’Brien requested an executive session to discuss Firefighter contracts.

Executive Session

Richison motioned to move to Executive Session at 8:03pm 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. All Yes

- Invited into Executive Session: Jake Wayt, Chief O’Brien, Mike McKeen, Kendra Borrer & Matt Jaeger

Richison moved to return from Executive Session to the Regular Trustee Meeting at 9:23 pm. Seconded by Mr. Paul. VOTE: All Yes

There was no more business to come from the Board.

Trustee Richison Moved to Adjourn this meeting at 9:29 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: 1/3/2024