

# HARPERSFIELD TOWNSHIP

## REGULAR SESSION

Held on January 16, 2017

The Board of Harpersfield Township convened in regular session from 7 PM to 8:05 PM in the Harpersfield Township Administration Building. Raymond Gruber Jr, Chairman, called the meeting to order with the following members and visitors present:

Raymond Gruber Jr	Present	Clifford Henry	Present
James Pristov	Present	Sharon Rohrbaugh	Present

Employees: Peggy Miller, Cody Craine, Steve Opron, Everett Henry

Visitors: Ron Valitsky, Jeff Lang, Patrick Vautrin

The minutes from the regular session held on December 12, 2016 and the minutes from the Organizational Meeting held on December 30, 2016 were reviewed. Cliff made a motion to approve the minutes for both meetings as written; Jim seconded; the Board voted unanimously in favor.

Peggy reported that she issued four zoning permits. She informed the Board that she sent an email to Catherine Colgan, Assistant County Prosecutor, attaching a copy of the letter that she had sent to Best Motors regarding the van body on their premises.

Steve requested that the Board establish a policy for "mailbox damage". Cliff made a motion: Mailbox damaged by DIRECT contact with a snow plow vehicle or its plow blade while performing Township snow plow operations will be repaired or replaced with a mailbox approved by the United States Postal Service. Mailbox damaged by thrown or pushed snow DOES NOT warrant replacement or repairs. In the event that the mailbox is of a specialty type, the Township liability per occurrence is limited to a mailbox unit as described above and not to exceed \$50. An inspection of the damaged mailbox by the Township Road Department will take place before the damaged mailbox will be replaced or repaired.

Jim seconded, the Board voted unanimously in favor.

Everett informed the Board that the firemen are working on cosmetic repairs to the "kitchen and meeting room areas" including painting, flooring, replacing counter top with a total cost of \$5,000. Following a discussion, Jim made a motion to pay \$2,000 toward the project, Cliff seconded with an amendment to the motion of reimbursing the \$2,000 to HVFD after the project is complete, the Board voted unanimously in favor.

Everett stated that there are bulbs burned out in the bay area and they would like to replace with LED at a cost of \$30 each and approximately 30 lights. The Board agreed to cover this expense.

Everett commented that he will order portable radios and pagers and will submit this expense to CEI for payment.

Everett informed the Board that he would like to purchase some fittings (reducers) that are needed when responding to a call with Geneva City equipment. He would like to order drum of oil and antifreeze etc. to have in the fire stations now that they are separate from the Road Dept building. The Board agreed to these purchases.

Everett commented on the firemen responding to mutual aid to assist Geneva City at Rae Ann Nursing Home facility fire.

Jim made a motion to pay the bills totaling: \$37,988.76; #2-2017 through #9438; Cliff seconded; the Board voted unanimously in favor.

Cliff reported that he received a resignation letter from Margaret (Peggy) Miller from the positions of Zoning Administrator and the Zoning Clerk effective January 16, 2017. Cliff made a motion to accept the resignations; Jim seconded; the Board voted unanimously in favor.

Cliff made a motion to pay Peggy's salary from January 1, 2017 through January 16, 2017 (two weeks of monthly regular pay); Jim seconded; the Board voted unanimously in favor.

Sharon noticed that OTARMA has changed three of the fire equipment to "stated amount" instead of "replacement cost". Sharon contacted OTARMA to find out procedure to re-instate the replacement cost. Everett did the homework and presented the figures to the Board.

2006 International is listed as SA of \$175,000 – voted to increase to \$280,000

2000 Mack listed as SA of \$250,000 – voted to increase to \$450,000

2004 Ford (equipment truck) listed as SA of \$60,000 – voted to increase to \$139,000

The increase will be a cost of \$540 for every \$100,000 of increased value but will re-instate us to replacement cost.

Jim made a motion to increase the value of these three pieces of fire equipment at the recommended values; Cliff seconded; the Board voted unanimously in favor.

Jim reported that Bob Schiemann will request reimbursement for the fire hydrant at a cost of \$1950. He will get the bill to Sharon by the next meeting.

Ray reported that he received the signed copy of the "Road Agreement between Harpersfield Township and Trumbull Township for Matson Road and Leslie Road:

This agreement is made and entered into by and between the Board of Township Trustees for Harpersfield Township and Trumbull Township.

Whereas, Matson Road and Leslie Road serve as a boundary line road between Harpersfield Township and Trumbull Township, and

Whereas, both parties have agreed to apportionment of the maintenance and improvement of these roads between both townships,

Now therefore, be it resolved that:

Harpersfield Township shall do the following:

Apply dust control and stones as needed to Matson Road and Leslie Road,

Plow snow for both Matson Road and Leslie Road

Trumbull Township shall do the following:

Shall allow the use of mower, tractor and manpower for a total of either (80) hours for work to be done within Harpersfield Township during the year 2017

Both Townships shall:

Each township will give their road supervisor the authority to coordinate the above mentioned efforts.

Any maintenance/replacement, road sign, lighting, drainage and routine repairs that are needed to Matson Road or Leslie Road (outside of dust control and stone and plowing) will be conducted by each township. Trumbull shall maintain their portions of the roads and Harpersfield will maintain their portions of the roads.

Each township shall be responsible for compensating their employees for work done in either township.

Responsibility in the event where damage occurs to snow plow or trucks will be the responsibility of Harpersfield Township and damage to tractor or mower will be the responsibility of Trumbull Township.

In the event of an emergency, any emergency personnel have the right to close the roads for the safety of the public.

This Agreement shall become effective January 1, 2017 and shall expire on December 31, 2017.

Ray gave an update on the Spire property tax valuation situation – the Ashtabula County Auditor has requested that they hire an appraiser to determine the property valuation.

Ray made a motion to amend the Employee Handbook:

4.2 Vacation

Add: "Vacation year shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of that year."

Jim seconded; the Board voted unanimously in favor.

Ray reviewed the quotes received from NAPA and O'Reilly for the new air compressor. Upon Ray's recommendation, Cliff made a motion to purchase the unit from NAPA at a cost of \$2099; Jim seconded; the Board voted unanimously in favor.

Ray commented that road crew was able to put up the "no outlet" sign on Wildwood Drive and Ray has received positive comments and "thank you" from the residents.

Meeting adjourned until February 6, 2017

Raymond Gruber Jr

James Pristov

Clifford Henry

Sharon Rohrbaugh