

HARPERSFIELD TOWNSHIP

REGULAR SESSION

Held on February 8, 2021

The Board of Harpersfield Township convened in regular session from 7 PM to 9:05PM in the Harpersfield Township Administration Building. James Pristov, Chairman, called the meeting to order with the following members and visitors present:

James Pristov	Present	Raymond Gruber Jr	Present
Edwin Spoor	Present	Sharon Rohrbaugh	Present

Employees: Cody Craine; Tim Bowling; Frank Henry

Visitors: Richard Leskovec; Sara Ackerman; Jeff Lang

The minutes from the regular session held on January 18, 2021, were reviewed. Ed made a motion to approve the minutes as written; Ray seconded; the Board voted unanimously in favor.

Frank requested that his cell phone number and email be put on the Township website so residents can contact him for non-emergency calls.

Frank reported that the 36 hour class will be held at Atech instead of Auburn Career Center for the 3 firemen that need to take it and it is scheduled for April.

Frank informed the Board that we were awarded a grant (\$23,500) for new MARCS radios. He thanked Fire Chief Gruber for including surrounding fire departments when he applied for the grant.

Jeff Lang brought it up to Frank for the fire department to bill residents for fire calls. Frank stated that they only bill for expenses at hazmat spills.

Cody asked the Board to authorize him accept the quote from Bunn Enterprises, Inc. to trench and install 4" perforated pipe for underdrains on Claymill Drive (Issue 2 project). Ray made a motion to accept the quote for Bunn Enterprises to install the underdrains at a cost of \$3.50 per L.F. (at approximate quantity 4500 L.F.) - \$\$15,750; Ed seconded; the Board voted unanimously in favor.

Cody informed the Board that they can make updates to their current welder to allow them to weld stainless steel at a cost of \$600; Ed made a motion to allow this expense; Ray seconded; the Board voted unanimously in favor.

Cody met with Amir, Ashtabula County Engineer's office, to examine a 36" culvert pipe on Matson Road; Amir recommended replacing it with a 48" culvert pipe, the township buys the pipe, the county will install it and then they will be responsible for the maintenance of the culvert pipe.

Cody spoke with Sievers Security and they are again requesting we do an annual inspection; Cody was able to get a reduction in the cost and this year they will do it for \$470, Cody checked with Frank and he recommends that we have the inspection done. Ed made a motion to have Sievers Security do the annual inspection at the cost of \$470; Ray seconded; the Board voted unanimously in favor.

Cody commented that the old chipper sold on GovDeals for \$1391. He received a quote from Morbark for a chipper that can take up to 30" diameter branch, it is gas powered. Ed made a motion to purchase the chipper from Morbark at a cost of \$45,500; Ray seconded; the Board voted unanimously in favor.

Cody reported that he had the drains cleaned and the septic tank pumped at the road garage.

Tim informed the Board that another issue has come up and he needs guidance from the Board; he was contacted by an individual that questioned how many plots are available for her family in the old section of the Unionville Cemetery. The township acquired that part of the cemetery from the Unionville Church and there are no records except an old map that Tim thinks show eight plots available. He wants to wait until spring to probe to be sure. Tim showed the Board the map and they discussed the situation and agreed to wait to be able to verify and let her know if the eight plots are available.

Tim commented that the new cement mixer is in and the cost was \$3600.

Jeff Lang voiced that snowmobiles are riding through the Harpersfield Cemetery; the Board instructed Cody to put up signs posting “no snowmobiles”.

Ray made a motion to pay the following bills: #12147 through #12178; totaling \$28,138.51; Ed seconded; the Board voted unanimously in favor.

Sharon reported the following receipts: #10-2021 through #17-2021; totaling \$13,879.50.

Ray made a motion to waive the formal exit conference to discuss the 2018 and 2019 audit results as we received a clean audit with no findings; Ed seconded; the Board voted unanimously in favor.

Sharon attended 13 classes (virtually) sponsored by the OTA and gave the Board a brief summary and a few highlights from them.

Ray contacted Attorney Lucas and it is possible for us to amend our TIF district to include the Pizza Hut property. We have to pass a resolution at our next meeting to start the process.

Ray spoke with Ashtabula County Engineer to get information on how to repair Bishop Road (concrete); he was told that it cannot be paved on top of the concrete and that it has to be cracked and that could then be used as a base material. There are very few machines that can do this and the County plans to do the concrete section of Footville-Richmond Rd as an Issue 2 project in two years and because it is so expensive to rent the machine it was suggested we do our project in two years when the County has the machine in the area.

Ray was given info that the roundabout will be constructed in 2022 through 2023 and the Harpersfield bridge will be 2021 through 2022.

In one of the classes that Sharon attended, it was recommended to add “social discipline” to our employee handbook; therefore, Ray made a motion to amend Section 6.4:

Employees are held accountable for their personal appearance; their friendly, courteous, and helpful attitude toward the public; their loyalty to the Township, loyalty shall also include off-duty conduct. Off duty conduct can still result in violation of policies.

1) Off duty includes forms of social media and harassment, bullying, leave abuse/fraud

2) The spreading of false allegations against the Township officials or other employees

Employees must have a willingness to cooperate with their Road Superintendent, the Trustees, Fiscal Officer and co-workers.

Violation of this policy may result in corrective action up to and including termination.

Ed seconded; the Board voted thusly: Gruber, yes; Spoor, yes; Pristov, yes

Ray informed the Board that he has obtained a Zoom account and has tested the link so next will be learning how to use the TV to hold our meetings virtually.

Ray contacted NOPEC and asked if a generator could be purchased with their energy grant and the answer was yes but has to be applied for under a different section.

When Ray was on a tour at the Spire, he questioned Jonathan about taking over the bike trail, he is interested, now we have to find out if we can legally give the bike trail to Spire as it was paid for with ODOT grant funds.

Ed gave a report on the zoning commission meeting because of a request to put tent/sheds on a parcel to rent out as “air bnb”; informed that this is not a permitted use and what the next step would be; these would be called transient air bnb rentals and would need a occupancy permit from the building department.

Ed informed the Board that there is enough interest to pursue a grant to install a water line on South River Road (between Rt. 534 and Atkins Rd).

The Board received a request from newly elected County Prosecutor Colleen O’Toole to attend one of our meetings; the Board decided to invite her to our March 8th meeting.

Ray made a motion to enter into executive session to discuss personnel matters; Ed seconded; roll call: Gruber, yes; Spoor, yes; Pristov, yes

Ray made a motion to adjourn the executive session; Ed seconded; roll call: Gruber, yes; Spoor, yes; Pristov, yes

Ray made a motion to resume the regular session; Ed seconded; vote unanimous

Ray received a request from Tim Bowling to allow him to take vacation at the same time as another employee twice in 2021. This is a concern for the Board as this leaves only one employee in the road department for a week. After discussing the matter, the Board decided to allow Tim to take one week with the other employee and informed Tim that they preferred if he took it in September and not in April. Tim agreed. Ray made a motion to allow Tim to take the week of September 13 through 17 with the other employee; Ed seconded; the Board voted unanimously in favor.

Meeting adjourned until February 22, 2021

James Pristov

Raymond Gruber Jr

Edwin Spoor

Sharon Rohrbaugh