

## HARPERSFIELD TOWNSHIP

### ORGANIZATIONAL MEETING

Held on December 19, 2025

The Board of Harpersfield Township convened in special session in the Harpersfield Township Administration Building. Ed Spoor, Chairman, called the meeting to order at 4:55 pm with the following members and visitors present:

Employees Larry Lister; Cody Craine and Frank Henry

Community members: Ed Pristov; Everett Henry

Jim made a motion to accept Everett Henry as a member of the BZA Board; Lisa seconded; the Board voted unanimously in favor.

Ed made a motion to appoint Lisa Linehan as Chairman; and Ed Spoor as Vice Chairman; Jim seconded; the Board voted unanimously in favor.

The Trustees will be representatives to the following:

Ed Spoor: Northwest Ambulance District, Fire Department Dependent Board, JEDD Board Alternate, PACE Chairman, Road Department, Chamber of Commerce, Grant Writing.

Lisa: PACE Vice Chairman, Health Department, Cemetery, NOPEC, Grant Writing, Zoning Department Liaison.

Ed Pristov: Fire Department Liaison, Fire Department Dependent Board, JEDD Board, Bike Trail, OTARMA, Grant Writing.

The Trustees and Fiscal Officer will remain on the annual salary basis with the full amount allowed by State regulations according to the Township Budget to be paid entirely from the General Fund.

Lisa is going to talk to Gary about putting the newsletter on the website.

Ed made a motion to hold the Board of Trustee's regular meetings on the second Monday of each month with exception if there is a Federal Holiday then the meeting will be on the following Monday; Lisa seconded; the Board voted unanimously in favor. The following dates for the 2026 meetings:

January 12

February 9

March 9

April 13



May 11  
June 8  
July 13  
August 10  
September 14  
October 19  
November 9  
December 14

Jim made a motion to retain Cody Craine as Road Supervisor; Jared Petro as Assistant Road Supervisor and Frank Benetka as Road Maintenance; Lisa seconded; the Board voted unanimously in favor.

Jim made a motion to give each employee of the Road Department a \$1.00 an hour increase in pay. The new hourly rates will be: Cody at \$31.00/hr. Jared at \$29.00/hr. and Frank \$28.00/hr. Lisa seconded; The Board voted unanimously in favor. Cody will continue to receive a \$100.00 stipend check for duties as Road Supervisor; Jared will continue to receive a \$200.00 stipend check for duties as Sexton. Minimum over time call out will be 3 hours. Rate for extra labor will be adjusted accordingly as needed. Paychecks will be issued as direct deposit on the Wednesday following the pay period.

Lisa made a motion that normal Road Department hours will be 7:00 am to 3:30 pm (subject to change weather permitting) except from Memorial Day through Labor Day normal hours will be 6:00 am to 2:30 pm; Jim seconded; the Board voted unanimously in favor.

Cody is going to talk to Cintas about dropping the contract due to the increase in costs. The Board will discuss a clothing allowance at a later date.

Jim made a motion that the Township will compensate up to \$200.00 per year per full time employee for a pair of work shoes or boots, Jim seconded, the Board voted unanimously in favor.

Lisa made a motion that the road department employees will perform their jobs following the Employee Handbook Policy under the supervision of the Road Supervisor; Jim seconded; the Board voted unanimously in favor.

Jim made a motion to retain Frank Henry as Fire Chief at an annual salary of \$11,900.00; Frank will not be compensated for attending fire calls, training, drills, etc.; The Board set an amount of \$18,000.00 to be divided amongst the volunteer firemen for attending "fire calls and training sessions" and this will not include volunteer time spent working at fish fry dinners. Assistant Chief and four designated officers will receive \$500.00 (annually) plus attending fire calls. Road Dept employees will be paid out of the Fire Fund when repairing fire equipment. Lisa seconded; the Board voted unanimously in favor.

Lisa made a motion to retain Larry Lister as Zoning Administrator at \$12,000.00 per year. Travel expenses will be compensated at \$200.00 per month. Jim seconded; the Board voted unanimously in favor.



Office hours are to be: Monday 5 PM to 7 PM and Thursday 8 AM to 10 AM all year; when necessary to meet with residents by appointment. The office hours can be modified by the Zoning Administrator with approval of the Board of Trustees.

Zoning fee schedule will remain the same for 2026.

Lisa made a motion to retain Debbie Riffle in the position of Zoning Clerk; Jim seconded; the Board voted unanimously in favor. The compensation for Debbie will remain \$50.00 per meeting as well as a stipend of \$600.00 per year.

Cemetery Fees will remain the same for 2026. There will be an add on to the fee schedule once the cremation wall has been put up.

Jim made a motion that the following amounts for township officials and township employees to attend the convention or school of instruction will be as follows: Traveling \$.60 per mile; food at actual cost with receipt or a maximum of \$60.00 per day; actual lodging cost; actual parking or taxi fees. Receipts will need to be presented to the Fiscal Officer prior to reimbursement being issued. The above reimbursement will also include the Fire Chief, Road Supervisor, Zoning Board Members or any other person designated by the Trustees; Ed seconded; the Board voted unanimously in favor.

The Records Board will consist of the Chairman of the Trustees and the Fiscal Officer. It was stated that at this time no records will be destroyed and will remain in storage because that was past practice.

It was moved by Jim to adopt the permanent appropriation resolution for the year 2026 for \$2,485,328.00; Lisa seconded; the Board Voted unanimously in favor.

Jim made a motion to retain Gary Somnitz to monitor and update the web page for the Township; Lisa seconded; the Board voted unanimously in favor.

Lisa made a motion to allocate \$3,000 for various organizations that the Board chooses to donate to; Jim seconded; the Board voted unanimously in favor.

The discussion in regards to the bike trail was tabled. Cody is going to look at dimensions and pricing for sealing the path.


The road department is going to continue mowing cemeteries. Cody would like to update one of the lawnmowers if the money is available.

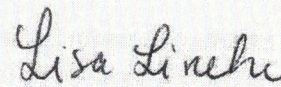
Jim made a motion to allow the newly elected Trustees and Fiscal Officer to participate in the healthcare reimbursement plan or the Township medical plan (that includes eye and dental); Lisa seconded; the Board voted unanimously in favor.

Jim made a motion to use State Road Occupational Medical Facility LLC for their DOT physicals and exams, Ed seconded; the Board voted unanimously in favor.



Jim made motion to adjourn; Lisa seconded; the Board voted unanimously in favor. Meeting adjourned.  
The next regular meeting will be January 12, 2026 at 7:00 p.m.

  
Ed Spoor

  
Lisa Linehan

Jim Pristov

Mickey Mihalick