

HARPERSFIELD TOWNSHIP

ORGANIZATIONAL MEETING

Held on January 3, 2025

The Board of Harpersfield Township convened in special session in the Harpersfield Township Administration Building. James Pristov, Chairman, called the meeting to order at 3:00 pm with the following members and visitors present:

James Pristov	Present	Mickey Mihalick	Present
Edwin Spoor	Present	Kanda O'Dell	Present

Employees: Larry Lister Zoning Administrator; Cody Craine Road Dept Supervisor;

Community members: Patrick Linehan; Lisa Linehan

Jim moved to go into executive session at 3:03 PM to discuss personnel issues, Ed second; the Board voted unanimously in favor.

Jim moved to come out of executive session at 3:25 pm, Ed second; the Board voted unanimously in favor.

The meeting reconvened at 3:23 pm. Jim explained they had received a resignation letter from Micky Mihalick in regards to her position as Harpersfield Trustee. Ed moved to accept the resignation effective Monday January 3, 2025, Jim seconded; Pristov aye, Spoor aye.

Ed moved to appoint Mickey Mihalick as the Fiscal Officer do to the passing of Sharon Rohrbaugh effective Monday January 3, 2025, Jim seconded. Pristov aye, Spoor aye. Kanda O'Dell the acting Deputy Fiscal Officer for Harpersfield did the swearing in of Mickey Mihalick as the Harpersfield Fiscal Officer.

Jim opened the meeting thanking and recognizing Sharon Rohrbaugh for her 29 years of service as the Fiscal Officer for Harpersfield Township. He also thanked the Rohrbaugh family for all their support and involved in the community.

Jim announced that they will be looking to fill the vacant Trustee spot by reviewing the previous applications turned in. An appointment to that spot will be announced at the next meeting in January.

It was moved by James Pristov; seconded by Ms. Mihalick to appoint Ed Spoor as Chairman and Jim Pristov as Vice Chairman for the year 2025; Pristov aye, Spoor aye.

The Trustees will be representatives to the following:

Jim: Northwest Ambulance District, Fire Department liaison, Fire Department Dependent Board, JEDD Board; PACE vice chairman

Ed: Health Department, Road Department, Fire Department Dependent Board; Chamber of Commerce; PACE chairman; bike trail; JEDD board alternate, OTARMA

Newly Appointed Trustee: Cemetery Department liaison; NOPEC; grant writer; zoning department liaison

Ed made a motion to retain Renee Hanyok as Editor of the Township newsletter to be compensated \$200 per newsletter; the newsletter will be published twice per year in March and September; Jim seconded, Pristov aye, Spoor aye.

The Trustees 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.

Jim made a motion to hold the Board of Trustee's regular meetings on the second and fourth Monday of each month with exception if there is a federal holiday then the meeting will be on the following Tuesday. The following months will only have one meeting January; June; July; August and December. The following are the dates for the 2025 meetings:

January 13

February 10 and 24

March 10 and 24

April 14 and 28

May 12 and 27

June 9

July 14

August 11

September 8 and 22

October 14 and 27

November 10 and 24

December 8 and organizational meeting

Ed seconded, Pristov aye, Spoor aye,

Jim made a motion to retain Cody Craine as Road Supervisor; Jared Petro as Assistant Road Supervisor and Frank Benetka as Road Maintenance; Ed seconded, Pristov aye, Spoor aye.

Discussion on the road department employee's salary changes were tabled until next meeting because of needing time to look at the road department budget.

Jim made a motion that normal Road Department hours will be 7 AM to 3:30 PM except from Memorial Day through Labor Day normal hours will be 6 AM through 2:30 PM; Ed seconded, Pristov aye, Spoor aye,

The Cintas for Road Dept uniforms is under a 5-year contract.

Jim moved that the Township will compensate up to \$200 per year per full time employee for a pair of work shoes or boots, Ed seconded, Pristov aye, Spoor aye.

Jim made a motion that the road department employees will perform their jobs following the Employee Handbook Policy under the supervision of the Road Supervisor; Ed seconded; Pristov aye, Spoor aye.

Jim made a motion to retain Frank Henry as Fire Chief; Ed seconded, Pristov aye, Spoor aye. The fire chief salary was tabled until the next meeting along with the other funds used to pay the firemen. We need time to look over the fire fund budget.

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Ed made a motion to retain Larry Lister as Zoning Administrator. Larry salary was tabled until the next meeting because of needing time to look at the zoning fund budget however Travel expense will be compensated \$200 per month; Jim seconded, Pristov aye, Spoor aye.

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 2025.

Larry Lister informed the Trustees that Angela Riffle will be stepping down from the BZA board. The BZA board will meet Monday Jan. 6 at 7:00 pm.

Ed made a motion to retain Debbie Riffle in the position of Zoning Clerk; Jim seconded, Pristov aye, Spoor aye. The compensation for Debbie as far as being the Zoning Clerk was tabled for next meeting because we need to look at the Zoning funds. Also tabled was meeting compensations for zoning for the same reasons listed above.

Cemetery Fees will remain the same for 2025. There will be an add on to the fee schedule once the cremation wall has been put up.

Misc. expenses such as travel, lodging cost, etc. was tabled until the next meeting because of the need to look at the budget.

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. With a new Fiscal Officer, the records retention policy may change.

It was moved by Jim to adopt the temporary appropriation resolution for the year 2025 for \$1,737,334.80; Ed seconded, Pristov aye, Spoor aye.

Jim made a motion to retain Gary Somnitz to monitor and update the web page for the Township, Ed seconded; Pristov aye, Spoor aye.

Renewal information to renew the property liability insurance with OTARMA for 2025 had not been received as of this meeting.

Volunteer Fire Dependent's Board members to serve are as follows: Trustees: Jim & Ed; fire department: Greg Henry, Chairman and Monte Stoltz, Secretary; Larry Lister as the outsider.

It was tabled for the next to vote on the rooster for the fire department.

Ed made a motion to allocate \$4,500 for various organizations that the Board chose to donate to; Jim seconded; Pristov aye, Spoor aye. There is a separate line item in the General Fund to keep track of the donation funds. Jim seconded; Pristov aye, Spoor aye.

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The discussion in regards to the bike trail was tabled until the budget could be looked at as well as getting a list together as to what will need done for the year of 2025.

The cemetery mowing contract was tabled until the next meeting to so the budget good be looked at.

Jim made a motion to allow the newly elected Trustee and Fiscal Officer to participate in the healthcare reimbursement plan or the Township medical plan (that includes eye and dental); ED seconded; Pristov, aye, Spoor aye.

Jim made a motion to use State Road Occupational Medical Facility LLC for their DOT physicals and exams, Ed seconded; Pristov aye, Spoor aye.

Kanda reported that the Township received an email that the medical insurance is going to go up 47%. Ed is going to reach out the rep and Kanda will email them as well. Kanda reported that there is a worker's comp hearing for Fire Fighter Harry Hyde. Jim said they weren't going to contest anything so no contact was required. Kanda suggested we were visit the ARPA fund resolution just in case the paperwork is not found do to the circumstances of losing Sharon.

Ed moved to use the American Relief Funds for salaries for the Trustees, Fiscal Officer and Road Dept employees, Jim seconded; Pristov aye, Spoor aye.

Ed moved to hire Kanda O'Dell for \$30.00 an hour to help Mickey Mihalick with the transition to Fiscal Officer as need for the rest of the year, Jim seconded; Pristov aye, Spoor aye.

Motion to adjourn by Ed seconded by Jim; Pristov aye, Spoor aye. Meeting adjourned at 4:53 pm. The next meeting will be January 13, 2025 at 7:00 pm.

James Pristov

Edwin Spoor

Mickey Mihalick

Kanda O'Dell