

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF REGULAR/ORGANIZATIONAL MEETING JANUARY 2, 2018

The Harrison Township Trustees met in regular session on January 2, 2018 at the Township Hall. The meeting was called to order at 6:00 p.m. by the Fiscal Officer, Carolyn Elder and she led those present in the Pledge of Allegiance. The Fiscal Officer called the roll, and the following members and guests were present. Trustee Ray Foor was absent.

Trustee	Eric Smith
Trustee	Mark Van Buren
Fiscal Officer	Carolyn Elder
Zoning Inspector	Tom Frederick
Road Superintendent	Ben Patterson
Guest	Tony Sharp
Guest	Vickie Noble
Guest	Charlie Walters
Guest	Brandon Menninger
Guest	Larry Kretzmann, SWLCW&SD

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2018 Harrison Township Board of Trustees.

-Mark Van Buren moved to nominate Eric Smith as Chairman. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

The meeting was turned over to Chairman Eric Smith.

-Eric Smith moved to nominate Mark Van Buren as Vice President. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

Trustee Eric Smith and Trustee Mark Van Buren presented their bonds and stated that they both had been sworn into office for their new terms on the Board of Trustees.

Zoning Report – Tom Frederick, Zoning Inspector

The December zoning permit and fee total was \$4,006.32.

Tom reported that he had contacted Energy Cooperative concerning an agreement on the Harrison Meadows Lights. No information yet.

Tom felt that the zoning fee schedule needed no changes for 2018.

-Eric Smith moved to approve the following:

- 1. The minutes of regular meeting on December 28, 2017**
- 2. The minutes of the Public Hearing on December 28, 2017**

3. Payment advice, 204-2017, 2-2018, 3-2018 and 4-2018

4. Bills and payroll, warrants 16065 through 16081

Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

Road Report – Ben Patterson, Road Superintendent

Trustee Smith reported that the Sanitary Sewer Bid packet should be ready by Wednesday of this week.

-Mark Van Buren moved to request all three Road Department employees and the Zoning Inspector obtain driver abstracts. The township will reimburse them for the cost. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Eric Smith moved to approve the following purchase orders in effect until December 31, 2018:

1. Anthem Blue Cross & Blue Shield OH Group	\$115,000.00
2. Columbia Gas	\$12,000.00
3. HRA	\$60,000.00
4. Conkle’s Truck Repair, Inc.	\$5,000.00
5. Co-Alliance LLP	\$15,000.00
6. The Dexter Company	\$5,000.00
7. E.L.M. Concrete Recycling Yard	\$10,000.00
8. Shelly Materials, Inc.	\$5,000.00
9. Osburn Associates, Inc.	\$10,000.00
10. Asphalt Materials, Inc.	\$5,000.00
11. Edwards Sheet Metal Works Inc.	\$10,000.00
12. Jess Howard Electric Company	\$2,000.00
13. MD Solutions Inc.	\$1,500.00
14. Jae’s Towing & Recovery	\$10,000.00
15. Ischy Technology Solutions, LLC	\$5,000.00
16. McDonald Auto & Truck Repair	\$5,000.00
17. Project Architecture LTD.	\$5,000.00
18. Lucas Truck Sales, Inc.	\$5,000.00

Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

Ben presented a list of township roads for paving in 2018 and 2019. Discussion took place and the list will be reviewed again after more evaluation of the roads.

Ben will dura patch the roads this year, that are going to be paved in 2019.

The estimate showed 5.73 miles in 2018 and 4.69 miles in 2019.

Ben presented an estimate from Tree King as follows.

Trees to be cleared from the road right of way costs were \$23,760.00 and dead trees to be

cleared from the York Street Cemetery costs were \$2,975.00.

-Mark Van Buren moved to approve a purchase order to Tree King Tree Services Inc. for \$29,000.00. \$3,475.00 from the General Fund for the York Street Cemetery and \$25,525.00 from the Road & Bridge Fund for cutting trees in the road right of way. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

Ben presented an article from the OTA newsletter talking about plowing snow without a CDL. The trustees were very clear that they do not want anyone driving without a CDL when required.

-Mark Van Buren moved to approve a new purchase order to Cargill, Incorporated for \$18,000.00 for Road Salt. PO 63-2017 will replace PO 57-2017 which was approved on October 2, 2017. Note: PO 57-2017 had an expiration date of 12/31/2017 and should have been 6/1/2018 to cover the Road Salt ODOT Contract. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

The fiscal officer received the annual flood plain information from the Licking County Planning Commission.

ORGANIZATIONAL BUSINESS FOR FISCAL YEAR 2017

-Mark Van Buren moved to appoint Ben Patterson the Harrison Township Road Superintendent in charge of all maintenance and repair of the roads within the township and the supervisor of all township road employees. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to appoint Tom Frederick as the Harrison Township Zoning Inspector. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to appoint Vickie Noble as the Harrison Township Assistant Zoning Inspector earning \$12.50 per hour. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to appoint Vickie Noble the Zoning Secretary of the Zoning Commission and the Board of Zoning Appeals with a monthly salary of \$240.00 and \$110.00 for per meeting pay. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to continue per meeting pay for the Zoning Commission and the Board of Zoning Appeals at \$60.00 per meeting. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve vacation hours for 2018 according to the Harrison Township Personnel Policies and Procedures Manual as follows: Ben Patterson - 120 Hours, Michael Stickle – 120 Hours and Brandon Menninger – 120 Hours. Each employee will receive three days of personal time. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to establish the annual salary of trustees and fiscal officer as the maximum amount permitted under R.C. 505.24 and R.C. 507.09. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved that the Board will be paid on a salary basis from the general fund, according to the Ohio Revised Code, equal monthly payments to be paid at the first regular meeting each month following the month earned. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve the signing of checks for payroll, regular monthly bills and all previously approved expenditures and purchase orders outside of meetings to prevent late fees. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve the IRS business mileage rate for all township travel expenses. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve reimbursing internet cost for the Fiscal Officer and the Zoning Secretary. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve the Fiscal Officer using The Pataskala Standard and The Advocate as the designated township media for public notices. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to set the 2018 meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2018 at the Harrison Township Hall located at 6750 Outville Road, Pataskala, Ohio. Monthly meetings starting at 6:00 p.m. and will be held on Jan. 2, Feb. 5, March 5, April 2, May 7, June 4, July 2, Aug. 6, Sept. 4, Oct. 1, Nov. 5 and Dec. 3. A second monthly meeting starting at 9:30 a.m. will be held on May 22, June 19, July 24 and December 18. All meetings and any changes will be posted at the Township Hall and on the website at www.harrisantownship.net. All meetings are open to the public and everyone is encouraged to attend. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve contracting with Ohio Health Consortium for random employee drug and alcohol testing for 2017 and designate Carolyn Elder, Fiscal Officer as the township contact. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve the use of township cell phones for employees and percentage of use statements signed by employees for audit purposes. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve credit accounts with True Value, Washington NAPA, Lucas Truck Sales, Jae's Towing & Recovery, Conkle's, McDonald Auto & Truck Repair and VISA accounts with PNB. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve that all purchases over \$1,500.00 shall require a purchase order approved by the trustees. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to designate the following dates as the official Harrison Township Holiday Schedule for 2018 for full time employees and part time employee, Tom Frederick, Zoning Inspector (only part time employee eligible).

New Years Day	January 1, 2018
Presidents Day	February 19, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Columbus Day	October 8, 2018
Veterans Day	November 12, 2018
Thanksgiving Day	November 22, 2018
Day after Thanksgiving	November 23, 2018
Christmas Day	December 25, 2018

The motion further states that you must be employed by the township on the date of the Holiday to receive Holiday pay. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to appoint Eric Smith, Jennifer Noble, Doug Smith, Martha Tykodi and Phil Gurile to the Depot Board for a one year term. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Eric Smith moved to appoint Mark Van Buren to the West Licking Fire Board for a one year term. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to appoint Ray Foor to a one year term on the Pataskala JEDD Board. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to appoint Eric Smith and Mark Van Buren for a two year term (starting 1/1/2018) on the Tax Incentive Review Council. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

-Mark Van Buren moved to approve paying all actual and necessary expenses for elected officials to attend OTA Conferences, any seminars offered by the Auditor of State, the State Treasurer, BWC, OTAS, LGOC, OHC, CPIM and any county and state training seminars. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor ABSENT. The motion passed.

From the floor – Larry Kretzmann, SWLCW&SD
Larry presented a brief update of activities in the district.

The Fiscal Officer read various pieces of correspondence and passed out Financial Reports for the trustees to review.

Being no further business, Chairman Eric Smith adjourned the meeting at 7:22 p.m.

Minutes are unofficial until approved by the trustees.
Respectively Submitted,

Carolyn I. Elder
Harrison Township Fiscal Officer