

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR/ORGANIZATIONAL MEETING JANUARY 7, 2019

The Harrison Township Trustees met in regular session on January 7, 2019 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	Eric Smith
Trustee	Mark Van Buren
Trustee	Ray Foor
Fiscal Officer	Carolyn Elder
Zoning Inspector	Tom Frederick
Road Superintendent	Ben Patterson
Guest	Vickie Noble
Guest	Joe Skaggs
Guest	Scott Dunbar

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2019 Harrison Township Board of Trustees.

**-Mark Van Buren moved to nominate Eric Smith as Chairman of the Harrison Township Board of Trustees. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

The meeting was turned over to Chairman Eric Smith.

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

Tom Frederick reported that Mr. Dunbar (in attendance) is planning to tear down the house next to the railroad tracks in February.

**-Ray Foor moved to approve the following:**

- 1. Minutes of the December 18, 2018 regular meeting**
- 2. Payroll and bills, warrants 16724 through 16748**
- 3. Payment advice, 99-2018, 3-2019, 4-2019 and 5-2019**
- 4. Purchase order to Medical Mutual for 2019 premiums in the amount of \$116,000.00**

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

Zoning Report – Tom Frederick, Zoning Inspector

The December permit and fee total was \$5,328.72.  
Tom reviewed zoning issues that he is working on.

Road Report – Ben Patterson, Road Superintendent

**-Ray Foor moved for Harrison Township, Licking County, Ohio to receive sealed bids for a contract to supply the specified stone material for use in the maintenance of Harrison Township roads. The contract period shall be from April 1, 2019, through March 31, 2020. Bids should be sealed in an envelope and marked, "Stone Material Bid" on the outside. Bids will be received by the Harrison Township Trustees at 3886 Outville Road, Granville, Ohio 43023, until February 4, 2019 at 4:00 p.m. Bids will be publicly opened at 7:00 p.m. during the Harrison Township Trustees monthly meeting on February 4, 2019. The contract will have a maximum amount of \$55,000.00, \$50,000.00 from the Road & Bridge Fund and \$5,000.00 from the General Fund. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to approve the annual Harrison Township Inventory. Eric Smith seconded the motion. Ben Patterson will file with the Licking County Engineer. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Eric Smith moved to adopt Resolution 2019 01 07 01 which states: Personal Property, discarding items from the annual inventory (Discard/Salvage). Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

The Board reviewed the Licking County map of the Marathon Pipe Line.

**-Mark Van Buren moved to approve the 2018 Township Highway System Mileage Certification. Harrison Township is responsible for maintaining 48.996 miles of public roads. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Ben reported that the Licking County Engineer has informed him that Harrison Township's frost law signs are not in compliance (wrong size). The signs should be 30" x 30" and posted on their own post. Ben shared ODOT's standard sign design as well as a copy of ORC 5577.07. The township has 65 signs posted.

Ben obtained estimates from the following:

1. Osburn Associates, Inc. \$4,940.40
2. MD Solutions, Inc. \$5,250.00

The trustees agreed to purchase from Osburn Associates, Inc. with the purchase order already in place.

Ben stated that the F-150 pickup truck needs new tires and shared an estimate from Larry Harer, Inc. for \$562.51.

Ben reported a dead ash tree in the road right of way at 3190 Watkins Road that needs taken down. Estimates were as follows:

1. McCullough's Tree Service Inc. \$750.00
2. Tree King Tree Services, Inc. \$525.00

**-Mark Van Buren moved to approve a purchase order for \$525.00 to Tree King Tree Service, Inc. to remove the dead ash trees located at 3190 Watkins Road. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Discussion took place concerning the need to have a purchase order open to take care of dead trees in case of an emergency situation.

**-Ray Foor moved to approve a purchase order for \$5,000.00 to Tree King Tree Service, Inc. to cut trees in the road right of way. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Ben reported that two culverts on Beaver Run Road need replacing.

**-Mark Van Buren moved to request engineering from the Licking County Engineer for a culvert on Beaver Run Road (address 5188) between Outville Road and Gale Road identified as #2. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to request engineering from the Licking County Engineer for a culvert on Beaver Run Road between Outville Road and Gale Road identified as #1. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Ben detailed a drainage issue at 41 Jeremy Court. The yard is lower than the road. The township cannot go onto private property, they can open the ditch in the road right of way.

The trustees reviewed and signed the purchase orders that were approved at the December 18<sup>th</sup> meeting.

The current Electric Aggregation Contract was signed on December 18, 2018. The trustees entered into an agreement with Volunteer Energy to provide electric at the rate of \$0.0498 per kWh from March 1, 2019 to November 30, 2021. There will be a two month stage where residents are in an open period, supplied by the utility, until March 1<sup>st</sup>. All residents should be receiving notices in the mail from Trebel LLC and Volunteer Energy shortly.

**-Mark Van Buren moved to request driver abstracts and a copy of their driver license for all drivers of the township. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to approve all necessary expenses for the Zoning Inspector and the Road Department employees to attend the Ohio Township Winter Conference. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to adopt Resolution 2019 01 07 02 which states: Harrison Township Credit Card Account Policy. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

### **Organizational Business for Fiscal Year 2019**

**-Mark Van Buren moved to appoint the following positions:**

- 1. Appoint Ben Patterson as 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.**
- 2. Appoint Tom Frederick as the Harrison Township Zoning Inspector.**
- 3. Appoint Vickie Noble as the Harrison Township Assistant Zoning Inspector earning \$12.50 per hour.**
- 4. Appoint Vickie Noble as the Zoning Secretary of the Zoning Commission and the Board of Zoning Appeals with a monthly salary of \$240.00 and \$110.00 per meeting pay.**

**Eric Smith second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to continue paying the Zoning Commission and the Board of Zoning Appeals at a per meeting rate of \$60.00. Ray Foor second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to approve employee vacation hours for 2019 according to the Harrison Township Personnel Policies and Procedures Manual as follows: Ben Patterson – 120 hours, Michael Stickle – 160 hours (trustees verified that Mr. Stickle started his employment as a full time employee), Brandon Menninger – 120 hours. Each employee will receive three days of personal time. Eric Smith second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to approve the 2019 meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2019 at the Harrison Township Hall located at 6750 Outville Road, Pataskala, Ohio 43062. Monthly meetings starting at 6:00 p.m. will be held on Jan. 7, Feb. 4, March 4, April 1, May 6, June 3, July 1, August 5, Sept. 3, Oct. 7, Nov. 4 and Dec. 2. A second monthly meeting starting at 9:30 p.m. will be held on May 21, June 18, July 16 and Dec. 30. All meetings and any changes will be posted at the**

Township Hall and on the website at [www.harrisontownship.net](http://www.harrisontownship.net). All meetings are open to the public and everyone is encouraged to attend. Ray Foor second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. 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. and to pay the trustees and fiscal officer on a salary basis according to the Ohio Revised Code, in equal monthly payments from the general fund. Eric Smith second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Mark Van Buren moved to approve the following items:

1. Approve signing of checks for payroll, regular monthly bills and all previously approved expenditures and purchase orders outside of meetings as needed.
2. Approve the IRS business mileage rate for all township travel expenses.
3. Approve reimbursing internet cost for the Fiscal Officer and the Zoning Secretary.
4. Approve the Fiscal Officer using The Pataskala Standard and The Advocate as the designated township media for public notices.
5. Approve contracting with Ohio Health Consortium for random employee drug and alcohol testing for 2019 and designate Carolyn Elder, Fiscal Officer as the township contact.
6. Approve the use of township cell phones for employees as needed and percentage of use statement signed by employees for audit purposes.
7. Approve credit accounts with True Value, Washington NAPA, Lucas Truck Sales, Jae's Towing & Recovery, Conkle's, McDonald Auto & Truck Repair and VISA account with PNB.
8. Approve that all purchases over \$1,500.00 shall require a purchase order approved by the trustees.

Eric Smith second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Mark Van Buren moved to approve the 2019 Harrison Township Holiday Schedule as follows:

January 1, New Year's Day	October 14, Columbus Day
February 18, Presidents Day	November 11, Veteran's Day
May 27, Memorial Day	November 28, Thanksgiving Day
July 4, Independence Day	November 29, Day after Thanksgiving Day
September 2, Labor Day	December 25, Christmas Day

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

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

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

**-Ray Foor 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, LGOC, OHC, CPIM, UAN and any county and state training seminars. Mark Van Buren second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to go into Executive Session at 7:31 p.m. under RC 121.22(G), for the purpose of appointment, employment, dismissal, discipline, promotion, demotion, compensation or the investigation of charge against a public employee or official, etc. Ray Foor second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to return to Regular Session from Executive Session at 8:44 p.m. Ray Foor second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

The trustees discussed raises for the Road Department employees and the Zoning Inspector.

**-Mark Van Buren moved to approve a 2% pay increase for the following employees:**

- 1. Ben Patterson, Road Superintendent, currently earning \$24.51 per hour, increases to \$25.00 per hour.**
- 2. Mike Stickle, Road Department, currently earning \$19.64 per hour, increases to \$20.03 per hour.**
- 3. Brandon Menninger, Road Department, currently earning \$17.78 per hour, increases to \$18.14 per hour.**
- 4. Tom Frederick, Zoning Inspector, currently earning \$20.70 per hour, increases to \$21.11 per hour.**

**Pay raise will start with the 1/13/2019 – 1/26/2019 pay period. Eric Smith second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

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 9:07 p.m. Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

Resolution 2019 01 07 01 and  
Resolution 2019 01 07 02 are a part of the January 7, 2019 minutes.