

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR MEETING SEPTEMBER 8, 2020

The Harrison Township Trustees met in regular session on September 8, 2020 at the Township Hall. The Chairman, Eric Smith, called the meeting to order at 6:00 p.m. and he 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	Valerie Hans
Road Superintendent	Ben Patterson
Guest	Greg & Gladious Stout
Guest	Theresa Jeffers, 107 Castleton Ct.
Guest	Matt Walter
Guest	Mike Leitwein, 51 Ohio Ave.
Guest	Laney McLaughlin, 4906 Outville Road
Guest	Larry Kretzmann, SWLCW&SD

From the floor – Ray and Gladious Stout, Yorkshire Village

Mr. Ray Stout explained that he was approached by a neighbor to sign a petition. He was in attendance to receive the facts concerning the no parking resolution that was enacted on September 3, 2019. Trustee Smith explained no parking on cul-de-sacs and on the side of the road with fire hydrants. Trustee Van Buren sited several vehicles that he has observed in Yorkshire Village parked on the streets and how emergency vehicles need to get through. Trustee Smith read the fire department codes. Discussion took place concerning no parking signs that are to be installed soon.

From the floor – Theresa Jeffers, 107 Castleton Ct.

Ms. Jeffers stated that no one knew about the no parking resolution and that there should be better communication. She submitted a letter for the Yorkshire Subdivision as well as a signature list of twenty four (24) residents. The letter states that the residents are against the signage installation. They feel that the sign currently posted at the entrance is sufficient. The letter also stated that limited parking will have a negative impact on their families and clutter their neighborhood with signage. Restricting parking will leave minimal parking for homeowner's guest. The letter respectfully request that the trustees reconsider the signage for the Yorkshire Subdivision.

Ms. Jeffers inquired if the trustees could paint the curbs or place stripes on the road. Trustee Van Buren stated that the township will not install any more no parking signs and for Ms. Jeffers to speak with her neighbors. If there is a problem in the future, signs will be installed.

From the floor – Matt Walter

Mr. Walter was in attendance to inquire about an architectural review application that is in the process of review. The building is at Terrier and Hazelton Etna Road. His concern is the extra six inches of hardy plank that is being required. The Zoning Inspector explained the requirements and that they must be met. The trustees reminded Mr. Walter that the Zoning Commission approves the architectural reviews, not the Board of Trustees.

From the floor – Mike Leitwein, 51 Ohio Ave

Mr. Leitwein stated that he had cut his weeds. He has drainage issues because there is no ditch in front of his house. He attended the meeting because the Zoning Inspector was going to the next level. The Zoning Inspector reviewed his violations which were running a business in a R15 zoning district, business vehicles on property and in the public ROW, and debris. Discussion took place.

From the floor – Laney McLaughlin

Ms. McLaughlin inquired about water being run down Hollow Road. She inquired if there will be assessments from the SWLCW&SD and can you tap on to water without having sewer. Larry Kretzmann, Harrison Township's representative to the Southwest Licking Water and Sewer District was in attendance. He responded no assessments, only if you hook up to water (tap fee) and that you may have water without sewer.

Mr. Kretzmann explained the Hollow Road water project. He stated that the most economical way to get water to State Route 161 was to run south of Hollow Road, turning to get water up State Route 310 to State Route 161. Ms. McLaughlin ask how long until the project starts? Mr. Kretzmann responded, eighteen months.

From the floor – Larry Kretzmann, SWLCW&SD

Mr. Kretzmann reported that no shut offs have been allowed since April. In August there were twenty customers with shut offs. He reported that the district is still looking for water. He read a letter from a township resident with concerns for being charged for water that is not going into the sewer (garden use).

The Zoning Inspector reviewed Mr. Kretzmann's zoning violations at 5163 York Road, nuisance violation and 5189 York Road, auto body shop not allowed in B-1 District.

- Zoning Report – Valerie Hans, Zoning Inspector

Valerie Hans, Harrison Township Zoning Inspector reported on the following items.

- The August permit and fee total was \$1,493.90.
- New Website

The redesigned and updated website is live, the web builder package is no longer needed and she will submit for a refund.

- Phone and Internet Service

If the township would switch from Century Link to Spectrum there would be approximately \$170.08 savings per month. The monthly cost for Spectrum would be \$159.97 with a one-time installation charge of \$198.00.

- Wireless update and wireless bridge project.

Ischy Technology Solutions, LLC estimated 8-12 hours of time to build the project, \$840 - \$1260. The equipment from ITsavvy LLC will cost \$1,353.04.

**-Ray Foor moved to approve the wireless upgrade and the wireless bridge project. A purchase order to Ischy Technology Solutions, LLC was approved for \$1,500.00. A purchase order to ITsavvy LLC for the equipment was approved for \$1,500.00. A 30 day credit account with ITsavvy was approved. The motion further states that PO's 48-2020 and 51-2020 will be closed (scope of work changed since original PO's were issued). Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to grant Valerie Hans the authority to change the township phone/internet service from Century Link to Spectrum. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

- All applications for administrative use.

Valerie has reviewed and revised the following township forms:

1. Application for Zoning Permit
2. Application for Certificate of Occupancy
3. Application for Architectural Standards Review Article 26
4. Application for Home Occupation Permit
5. Application Agricultural Building Exemption
6. Minor Land Division/Lot Split
7. Application for Sign Permit
8. Application for Conditional Use Permit
9. Application for Variance
10. Zoning District Setbacks/Height/Minimum Lot Size/Road Frontage
11. Schedule of Expenses for the Harrison Township Board of Zoning Appeals
12. Harrison Township Zoning Department Receipt
13. Community Meeting Room Use Request Form
14. Park Reservation Application
15. Application for the Use of Public Right-Of-Way

Trustee Foor inquired about the application for agricultural building exemption. Valerie stated that it is a new form she developed to document the use. Trustee Van Buren and Trustee Smith both felt the form is important and should be included.

**-Mark Van Buren moved to approve the use of the following updated and revised Harrison Township Administrative Forms:**

- 1. Application for Zoning Permit**
- 2. Application for Certificate of Occupancy**
- 3. Application for Architectural Standards Review Article 26**
- 4. Application for Home Occupation Permit**
- 5. Application Agricultural Building Exemption**
- 6. Minor Land Division/Lot Split**
- 7. Application for Sign Permit**
- 8. Application for Conditional Use Permit**
- 9. Application for Variance**
- 10. Zoning District Setbacks/Height/Minimum Lot Size/Road Frontage**
- 11. Schedule of Expenses for the Harrison Township Board of Zoning Appeals**
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- 15. Application for the Use of Public Right-Of-Way**

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

- Lease on Copier/printer/scanner.

The new machine was installed on August 17<sup>th</sup> and is cutting time spent on zoning permits.

**-Mark Van Buren moved to approve a purchase order to U.S. Bank Equipment Finance for \$600.00 to cover the lease payment on the new copier/printer/scanner through the end of the year. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

- Subdivision Plats.

Valerie has organized and labeled file drawers and sorted out duplicate map copies for disposal.

- York Road Cemetery.

Valerie has reviewed and revised the cemetery regulations, indigent burial policy and indigent burial application.

**-Mark Van Buren moved to adopt Resolution 2020 09 08 01 which states: The Board of Trustees of Harrison Township, Licking County, Ohio, have updated the York Road Cemetery Rules and Regulations as well as the Harrison Township Indigent Burial Policy and Harrison Township Application for Indigent Burial. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren**

**YES and Foor YES. The resolution was adopted.**

**-Mark Van Buren moved to approve the following:**

- 1. The minutes of the August 3, 2020 regular meeting**
- 2. Payment advice # 246-2020 through 275-2020**
- 3. Warrants 17599 through 17638**
- 4. The August Bank Reconciliation**

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

➤ Ellington Village

Valerie reported that she issued ten new house permits for Ellington Village this week

➤ Junk Motor Vehicle Violations

Valerie reviewed several junk motor vehicle violations in the township and recommended the following properties for the trustees to officially declare the junk motor vehicles.

1. 150-170 Ford Ave., Edward J. Stiles Parcel #s 025-075654-00.000, 025-075642-00.000, 025-075648-00.000, 025-075636-00.000, 025-075630-00.000, & 025-075624-00.000

1986-1992 silver Jeep Comanche truck, 1971-1989 white Mercedes-Benz R107/C107 2-door convertible, 1989-1992 red Ford Ranger XLT extended cab truck, 1980-2000 white/gray Chevy heavy duty truck with black steel dump bed, 1973-1997 red, white and black Ford F150 truck, and 1975-1994 white Ford Econoline/Club conversion van (Chariot Vans on back tire cover)

2. 117 Chevrolet Ave., Shawn Locke/Hollie Adams Parcel# 025-079074-00.000

2003-2009 Black Dodge Ram extended cab dual rear wheel truck, 1999-2009 Red Ford F150 truck and a 2002-2011 Tan Suzuki Forenza

3. 6652 Outville Rd., Jesus L. & Elba L. Monge Parcel # 025-078936-00.000

1992-1997 Red Ford F150-F350 truck with black raised bed, 1997-2004 Red Ford F150 truck, 1992-1999 White Oldsmobile Cutlass, 1991-2000 Black and Silver Honda Civic/Accord 4-door car, and a 1999-2005 Subaru Impreza/WRX 4-door compact car.

4. 5738 Outville Rd., James W. Daley Jr. Parcel # 025-068640-00.002

1970-1996 Red Chevy/GMC, Ford or Dodge pickup truck with motor & hood removed.

**-Mark Van Buren moved to adopt Resolution 2020 09 08 02 which states: RESOLUTION TO REMOVE JUNK MOTOR VEHICLE, OHIO REVISED CODE SECTION 505.871. 150-170 Ford Ave., Pataskala, Ohio 43062. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

**-Ray Foor moved to adopt Resolution 2020 09 08 03 which states: RESOLUTION TO REMOVE JUNK MOTOR VEHICLE, OHIO REVISED CODE SECTION 505.871. 117 Chevrolet Ave., Pataskala, Ohio 43062. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

**-Mark Van Buren moved to adopt Resolution 2020 09 08 04 which states: RESOLUTION TO REMOVE JUNK MOTOR VEHICLE, OHIO REVISED CODE SECTION 505.871. 6652 Outville Road, Pataskala, Ohio 43062. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

**-Mark Van Buren moved to adopt Resolution 2020 09 08 05 which states: RESOLUTION TO REMOVE JUNK MOTOR VEHICLE, OHIO REVISED CODE SECTION 505.871. 5738 Outville Road, Pataskala, Ohio 43062. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

➤ Junk RV at 5513 Beecher Road

Valerie reported that the RV has been towed. There is a problem with the title (owner deceased). She is working with the Prosecutor's office to resolve the problem.

➤ Nuisance Violations

Valerie has cited 21 properties over the last month, 8 have been resolved and 13 are pending. She recommended the following two properties for the trustees to move forward with the first resolution.

1. 110 Ford Ave., Angelia M. Rice Parcel # 025-076506-00.000 (trash and debris)
2. 7945 Blacks Rd., Jonathan M. & Joan L. Studer and Jason & Taylor Studer Parcel # 025-068382-00.000 (grass and debris)

**-Ray Foor moved to adopt Resolution 2020 09 08 06 which states: RESOLUTION TO DECLARE AND ABATE NUISANCE OHIO REVISED CODE SECTION 505.87, 110 Ford Ave., Pataskala, Ohio 43062. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

**-Mark Van Buren moved to adopt Resolution 2020 09 08 07 which states: RESOLUTION TO DECLARE AND ABATE NUISANCE OHIO REVISED CODE SECTION 505.87, 7945 Blacks Road, Pataskala, Ohio 43062. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

➤ Credit Card Payment for Zoning Permits

Valerie stated that more customers are requesting to pay for a zoning permit with a credit card. She checked with Elavon through Park National Bank. There would be a 2.75% charge per transaction paid for by the customer plus a one-time \$49.00 license fee. The trustees are not interested at this time.

➤ OTA Training

Valerie reported that she attended the OTA zoning inspector's training and the topic of discussion was overlay districts.

➤ Mowing and Debris Removal

Valerie stated that she is looking for contractors to mow and clean up nuisance properties.

Road Report – Ben Patterson, Road Superintendent

Ben shared the Engineer Estimate for the Harrison Township Culvert Replacement Project – Wesleyan Church Road. The trustees decided to proceed with the project.

**-Eric Smith moved to adopt Resolution 2020 09 08 08 which states: IN THE MATTER OF CONSTRUCTING, RECONSTRUCTING, RESURFACING, OR IMPROVING RESURFACING VARIOUS ROADS IN HARRISON TOWNSHIP the 2020 "Harrison Township Culvert Replacement Project – Wesleyan Church Road" will proceed. The motion further states that the project will be completed by November 15, 2020 and the Pre-bid meeting will be September 23, 2020, 9:00 a.m. at the Harrison Township Hall. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

**-Ray Foor moved to approve a purchase order to Cargill, Incorporated for \$15,000.00 for road salt. Rock salt (Sodium Chloride) for the 2020-2021 winter season is on the ODOT State Contract 018-21 at \$67.39 per ton. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to accept road department employee (part time-on call), Arron Hollis resignation from employment with Harrison Township. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Ben shared estimates for a wet brine system to add to three plow trucks as follows (priced individually):

- |                          |            |
|--------------------------|------------|
| 1. ACE Truck Equipment   | \$3,850.00 |
| 2. Superduty Truck Parts | \$1,824.00 |
| 3. Dexter Company        | \$2,385.00 |

Ben also found a brine tank, pump and plumbing set at Agro Chem East on ODOT State Contract for \$5,376.75.

**-Mark Van Buren moved to approve a purchase order to Superduty Truck Parts for three wet systems for the plow trucks for \$5,472.00. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to approve a purchase order to Agro Chem East for a brine tank, pump and plumbing set for \$5,376.75. The purchase is on ODOT State Contract 024-21. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

The fiscal officer received a letter from Amick Municipal announcing the next round of Ohio Public Works Commission funding.

**-Mark Van Buren moved to approve a purchase order to Medical Mutual for health insurance premiums in the amount of \$50,000.00 (\$25,000 General Fund and \$25,000 Road & Bridge Fund). The motion further states that PO 18-2020 will be closed. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Ray Foor moved to approve 40 hours (5 days) of additional vacation for the Road Superintendent Ben Patterson. Ben has 12 years of continuous service to the township as of August 18, 2020. Vacation granted as per handbook. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to classify employee Tom Frederick, Zoning Inspector, as a part time, on call employee instead of a part time employee. Tom Frederick will no longer be paid Holiday time including Labor Day. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

The fiscal officer shared Schedule A from the Licking County Auditor. It is a summary of amounts required from general property tax approved by budget commission and County Auditor's estimated tax rates for 2020 tax year collected in 2021. Inside 10 mill limitation is \$708,047.00 and outside 10 mill limitation (levies) is \$515,908.00.

**-Mark Van Buren moved to adopt Resolution 2020 09 08 09 which states: Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

The fiscal officer shared the ballot language for the levy on the November ballot.

Valerie Hans notarized the trustee's signatures on the following Cemetery Deeds:

1. Lot Number A, Section 61, Paul Ray Hammond
2. Lot Number B, Section 61, Beverly Sue Hammond
3. Lot Number C, Section 61, Barbara May Hammond
4. Lot Number D, Section 61, Frank and Betty Gieseck

The Fiscal Officer read various pieces of correspondence and passed out Financial Reports for the trustees to review. The August Bank Reconciliation was signed.



Being no further business, Chairman Eric Smith adjourned the meeting at 9:08 p.m.  
Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

The following resolutions are part of the September 8, 2020 minutes.

RESOLUTION 2020 09 08 01

RESOLUTION 2020 09 08 02

RESOLUTION 2020 09 08 03

RESOLUTION 2020 09 08 04

RESOLUTION 2020 09 08 05

RESOLUTION 2020 09 08 06

RESOLUTION 2020 09 08 07

RESOLUTION 2020 09 08 08

RESOLUTION 2020 09 08 09