

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR MEETING NOVEMBER 1, 2021

The Harrison Township Trustees met in regular session on November 1, 2021 at the Township Hall. The Chairman, Mark Van Buren, 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	Mark Van Buren
Trustee	Eric Smith
Trustee	Ray Foor
Fiscal Officer	Carolyn Elder
Zoning Inspector	Valerie Hans
Road Superintendent	Ben Patterson
Guest	Jim Organ, One Source Advisors
Guest	Larry Kretzmann, SWLCW&SD
Guest	Vickie Noble, Zoning Secretary
Guest	Tom Frederick

From the floor – Jim Organ, One Source Advisors

Mr. Organ presented the Board with the renewal rate of \$16,307.04 for health insurance for the township with Medical Mutual. He explained that the township could enroll in a new Medicare supplement policy that would save monthly on the premiums for those who qualify for Medicare. The Board will review the information and decide at the next meeting.

Road Department Report – Ben Patterson, Road Superintendent

Ben reported on the Refugee Road Retaining Wall Project. The topo survey has been completed but the report is not available yet.

Ben reported that the Engineer’s estimate is not complete for the ODOT Stimulus Grant at this time. The deadline to file the grant is November 19, 2021.

Ben reported that he would like to clear cut trees on several roads in the township. The trustees ask him to obtain several estimates for the project.

Ben has spoken with Arron Hollis and he is interested in working for the township.

**-Eric Smith moved to hire Arron Hollis for a part time on call position with the road department pending pre-employment testing. He will be paid \$17.00 per hour. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

Zoning Report – Valerie Hans, Zoning Inspector

- Valerie Hans reported on the following items.
- The October permit and fee totals were \$6,210.61.

- Edward J. Stiles parcels on Watkins Road. Valerie has an inspection tentatively scheduled for 12/6/2021, with a Licking County Sherriff escort to check on the clean up progress on this property.
- 110 Ford Ave. – Still no progress on moving the second trailer off the property.
- 150-170 Ford Ave. – Valerie would like to move forward with a junk motor vehicle violation resolution. Trustee Van Buren stated that the Board will not act at this meeting.
- 7720 York Road – Scott Hutchison is selling the property to the Williams Family and clean up progress has slowed. Discussion took place. Once the property is sold, the nuisance violations will be the responsibility of the new property owner.
- The Comprehensive Plan committee will meet in public session to work on the plan update. All meetings will be advertised and open to the public.
- The plats for Ellington Village section 9 and 10 are under review.
- Valerie has found several properties that have installed a swimming pool with no permit. She will send violation letters.

At 7:05 p.m. the Board placed this meeting on hold to start a Public Hearing.

At 7:55 p.m. the Board was finished with the Public Hearing and the regular meeting resumed.

- Valerie ask the Board how they would like to proceed with legal action concerning Front Porch Investments and their BZA hearing.

**-Eric Smith moved to approve zero-dollar fees for Front Porch Investments second application for a BZA hearing. Discussion: Remaining fees from the first hearing would not be forgiven. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

Discussion was held concerning a settlement agreement and the recommendations of the Licking County Prosecutor's Office.

**-Eric Smith moved to rescind the prior motion which stated: *Eric Smith moved to approve zero-dollar fees for Front Porch Investments second application for a BZA hearing. Ray Foor seconded the motion.* The motion further states that the Board will add another purpose to the special meeting scheduled for November 10, 2021 at 9:00 a.m. (Meeting authorized 11/01/2021 Public Hearing minutes). The purpose added will be: Legal options for Front Porch Investments BZA Hearing. Someone from the Licking County Prosecutor's officer will be invited to the meeting on 11/10/21. Ray Foor seconded rescinding the prior motion. Roll call: Van Buren YES, Smith YES and Foor YES. The prior motion was rescinded and additional purpose added to special meeting. The motion passed.**

**-Eric Smith moved to advertise for interested residents to serve on the ZC and BZA. Notices will be posted at the township hall and on the website at [www.harrisontownship.net](http://www.harrisontownship.net).**

Interested individuals should submit a letter of interest to Carolyn Elder, Fiscal Officer at [celder@harrisantownship.net](mailto:celder@harrisantownship.net) by December 3, 2021 with interviews being held on December 6, 2021. Mark Van Buren seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

From the floor – Larry Kretzmann, SWLCW&SD

Mr. Kretzmann reported that the State Route 310 lift station is finished. In 2020, the district collected over three million dollars in tap fees. This year through September they have collected over four million dollars in tap fees. He reviewed other activities of the district.

-Eric Smith moved to reappoint Larry Kretzmann as Harrison Township’s representative on the Southwest Licking Community Water & Sewer District Board for a three-year term. Mark Van Buren seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to approve the following:

1. The minutes of the October 4, 2021 regular meeting
2. Payment advice 284-2021 through 311-2021
3. Warrants 18073 through 18097
4. The October Bank Reconciliation

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

The fiscal officer reviewed the revenue status and explained the extra revenue received.

-Ray Foor moved to revise the 2021 revenue budget as follows:

**General Fund**

1000-101	General Property Tax	+\$38,812.93	
1000-199	Other – Local Taxes	+\$700.00	
1000-302	Fees	+\$59,000.00	
1000-532	Local Government	+\$11,000.00	
1000-535	Property Tax Allocation	+\$6,984.34	
1000-701	Interest	+\$500.00	
1000-891	Other-Misc. Operating	+\$5,274.00	(BWC refund)
<b>Total Increase of revenue for the General Fund</b>		<b>+\$122,271.27</b>	

**Road and Bridge Fund**

2031-101	General Property Tax	+\$101,579.55	
2031-535	Property Tax Allocation	+\$10,303.38	
2031-891	Other – Misc. Operating	+\$528.10	(BWC refund & sold scrap)
2031-951	Sale of Fixed Assets	+\$59,000.00	(Sold Snow Plow Truck)
<b>Total Increase of revenue for the Road &amp; Bridge Fund</b>		<b>+\$171,411.03</b>	

**Cemetery Fund**

<b>2041-302</b>	<b>Fees</b>	<b>+\$3,250.00</b>
<b>2041-804</b>	<b>Sale of Cemetery Lots</b>	<b>+\$3,500.00</b>

**Total Increase of revenue for the Cemetery Fund      +\$6,750.00**

**Eric Smith second the motion. NO APPROPRIATIONS WERE CHANGED.**

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

The fiscal officer presented a letter from Licking County Planning and Development Department notifying the Board of a Public Hearing for a proposed amendment to the Licking County Subdivision Regulations and the Licking County Subdivision Improvement Regulations regarding street and walkway lights standards. The hearing is Monday, November 22, 2021 at 6:00 p.m. The fiscal officer received Resolution 111-46 from the Licking County Commissioners' approving the Ellington Village Section 9 Part 1 and Part 2 single-family residential subdivision ditch maintenance petition.

OTARMA would like for the township to develop an acceptable use policy as well as a Wi-Fi security plan. The trustees would like the Zoning Inspector to work on these policies to present at the January meeting. The Business Continuity Plan and the Password Policy have been prepared.

**-Eric Smith moved to adopt the following policies effective November 1, 2021:**

- 1. Harrison Township Business Continuity Plan**
- 2. Harrison Township Password Policy for Information Technology**

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

The fiscal officer has the MORE Grant application prepared to submit.

**-Ray Foor moved to submit the MORE Grant application to OTARMA for \$500.00 to cover safety equipment/education purchases by the township. Eric Smith second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Ray Foor moved to approve a blanket purchase order for electricity for Harrison Meadows Street Lights expiring December 31, 2021 in the amount of \$400.00. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith 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. The October Bank Reconciliation was signed.

Being no further business, Chairman Mark Van Buren adjourned the meeting at 8:48 p.m. Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer