

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF SPECIAL MEETING APRIL 23, 2024

The Harrison Township Trustees met in special session on April 23, 2024 at the Township Hall. The Chairman, Mark Van Buren, called the meeting to order at 9:14 a.m., following the public hearing. The purpose of the meeting was to discuss and act on the “Harrison Township Road Maintenance Project” contract as well as a change order, the ODOT Salt Contract Resolution and approve minutes and warrants/bills. 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	Pete Sigman
Guest	Ross Kirk, <a href="mailto:rkirk@shellyco.com">rkirk@shellyco.com</a>

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

- 1. The minutes of the April 1, 2024 regular meeting.**
- 2. Payment advice #129-2024 through 140-2024.**
- 3. Warrants 19051 through 19065.**

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

The Harrison Township Road Maintenance Project bids were opened on April 1, 2024. Results were as follows:

1. The Shelly Company \$960,633.60
2. Chemcote, Inc. \$1,102,115.30

The Licking County Engineers estimate was \$1,252,995.95.

After the bids were opened, the trustees thought that maybe Gale Road could be added on as a change order. Gale Road was part of the original project, but was removed to stay in budget. The change order request came in over the bidding threshold. The trustees felt that they should bid Gale Road out as its own project and not add a change order to the original contract. It would be better for the township and its residents.

**-Eric Smith moved to request engineering from the Licking County Engineer to resurface Gale Road. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES.  
The motion passed.**

The fiscal officer stated that The Shelly Company contract has been signed and all requirements were met. The trustees awarded the bid to The Shelly Company pending review by the Licking County Prosecutor. The Licking County Prosecutor reviewed and approved the contract. The trustees need to officially approve awarding the contract and approve the purchase order for the project.

**-Eric Smith moved to approve Resolution 2024 04 23 01 which states: The Board of Township Trustees of Harrison Township, Licking County, Ohio hereby awards the Harrison Township Road Maintenance Project bid to the lowest bidder, The Shelly Company in the amount of \$960,633.60. A purchase order will be issued in this amount as follows:**

- **\$792,976.14 from the American Rescue Plan Act Fund Number 2272**
- **\$167,657.46 from the Road & Bridge Fund Number 2031.**

**100% of the township's ARPA funds are being allocated to this project to be obligated and spent in 2024. The Trustees have complied with all State and Federal Procurement Provisions by publicly bidding this project.**

**This Resolution number will be used as the project number for this contract.**

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

**The resolution was adopted.**

Pete Sigman, Road Superintendent reported that he would like to order 300 Ton of road salt on the ODOT Winter Salt Contract.

**-Eric Smith moved to adopt Resolution 2024 04 23 02 which states: RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2024. The trustees authorize 300 Ton of Road Salt to be purchased on the ODOT Winter Salt Contract Number 018-25. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.**

Discussion moved back to the Gale Road project.

The trustees want to bid out this project.

**-Eric Smith moved to adopt Resolution 2024 04 23 03 which states: IN THE MATTER OF CONSTRUCTING, RECONSTRUCTING, RESURFACING, OR IMPROVING the 2024 HARRISON TOWNSHIP Gale Road Maintenance Project. The trustees will proceed to bid the project. Bids will be accepted until May 20, 2024 at 3:00 p.m. and opened on May 21, 2024 at 9:30 a.m. during the Board of Trustees regular meeting. If timing of notification is not sufficient, the following dates will apply. Bids will be accepted until June 3, 2024 at 3:00 p.m. and opened on June 3, 2024 at 6:30 p.m.**

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

Being no further business, Chairman Mark Van Buren adjourned the meeting at 9:30 a.m.  
Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

The following resolutions are a part of the April 23, 2024 special meeting minutes.

Resolution 2024 04 23 01, entire resolution contained within the minutes.

Resolution 2024 04 23 02

Resolution 2024 04 23 03