

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR MEETING SEPTEMBER 3, 2024

The Harrison Township Trustees met in regular session on September 3, 2024 at the Township Hall. The Chairman, Mark Van Buren, called the meeting to order at 6:00 p.m. and ask Sid Smyers to lead 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	Pete Sigman
Guest	Sid Smyers
Guest	Bill Smyers
Guest	Gary Hutchinson, 4720 National Road
Guest	Larry Kretzmann, SWLCWSD

From the floor – Gary Hutchinson, 4720 National Road, Hebron  
Mr. Hutchinson stated that the business across from his property has been a problem. It has sold to L & W Supply Corporation. There are several items that are not following the townships zoning code. Their lot is gravel and creates lots of dust in the area. There are constant semi-trucks in and out all summer. Mr. Hutchinson spoke with the Zoning Inspector last fall and nothing has changed. He had hoped for results before his daughter’s wedding, which was held on his property in early summer. There has been shipping materials and other trash that blows onto his property. Valerie Hans, Zoning Inspector, stated that she is working with the Licking County Prosecutor concerning the next steps to resolve the issues.

Road Report – Pete Sigman, Road Superintendent  
Pete reported that he will obtain quotes for the right of way tree clearing project. Areas to clear are Refugee Road between Outville Road and York Road and a section on Wesleyan Church Road.  
Pete reviewed the Gale Road Maintenance Project invoice from The Shelly Company and is ready to approve the invoice for payment. The work is complete.

**-Eric Smith moved to approve warrant #19170 to The Shelly Company in the amount of \$445,370.94 for the Gale Road Maintenance Project. The work is complete and all charges verified. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

The Harrison Township Road Maintenance Project invoice from The Shelly Company has a few issues that need addressed. Pete will work with them to resolve before the invoice is approved.

**-Eric Smith moved to approve an additional 40 hours (5 days) of vacation, as per handbook, for road employee Terry Perkins. Terry has five years of continuous service as of July 1, 2024 and has earned the additional vacation hours. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

Zoning Report – Valerie Hans, Zoning Inspector

- The Zoning Inspector reviewed the following items.
- The August permit and fee totals were \$1,408.80.
- 5103-3 York Road – Vehicles are still parked on the grass.
- 28 Donau Road – Mr. Kretzmann has hired an attorney. All further correspondence will be through the Licking County Prosecutors office and Harrison Township.
- The Zoning Commission approved an architectural review for a storage building at 4663 Columbus Road.
- 5457 York Road – The LCPC issued a follow up violation requesting a meeting with the property owners.
- DG Market building on Ephriam Drive at Columbus Road – The architectural review is scheduled to be on the 9/17/24 ZC agenda.
- Approved one lot split with adjacent land transfer for property located at 0 Columbus Road.
- Valerie attended the LCPC meeting on 8/26/2024 where the Scotland Terrace preliminary plan phases 2-4 was discussed and conditionally approved. The conditions are as follows:
  1. “Terrier Court from SR 310 to the end of Phase 1 where it will connect with Phase 2 and the Moor Lane stub road must have a public road petition approved by the Licking County Commissioners before any final plat for Scotland Ridge Sections 2-4 will be considered by the Licking County Planning Commission Board.”
  2. “All comments from the Licking County Technical Review Committee shall be complied with. Each Licking County Technical Review Committee agency shall provide a written (email or letter) correspondence stating that their review is complete and the final plat complies with the regulations they administer or assist in administering.”
- Valerie has been reviewing the parking lot and site plans for the DG Market site at Ephriam and Columbus Rd. The property has installed a 6-foot-high privacy fence along the north property line. The new site plan shows a 30-foot proposed landscape buffer on all four sides of the property; however, the landscape buffer does not appear to have enough landscaping to be considered 70% opaque during the winter months. The parking lot revisions now show 63 code compliant parking spaces with three of those spaces being ADA accessible. This meets our parking requirements for zoning code.
- Valerie is working with DMO Security to arrange a mag lock switch installed in the Zoning Inspector’s office.

The trustees reviewed the driver's policy, recommended by OTARMA, that the Zoning Inspector presented. A few minor changes were addressed. The policy will be sent to the Licking County Prosecutor for review.

**-Eric Smith moved to approve the following:**

- 1. The minutes of the August 20, 2024 regular meeting.**
- 2. Payment advice 292-2024 through 322-2024.**
- 3. Warrants 19168 through 19177.**
- 4. The August Bank Reconciliation.**

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

**-Mark Van Buren moved to appoint Eric Smith as Harrison Township's representative to the Pataskala JEDD Board effective January 1, 2025. Ray Foor is the current representative and will serve until the end of the year. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

From the floor - Bill Smyers

Mr. Smyers was concerned about a detached garage near him that someone is living in the building. The Zoning Inspector explained that Mr. Ashton owns several parcels and that the garage is on its own parcel and is grandfathered.

**-Ray Foor moved to approve reallocating tax settlement fees in the amount of \$26.42 in fund 2901, Outville Street Lights, creating a supplemental appropriation. The motion further approves reallocating tax settlement fees in the amount of \$45.31 in fund 2902, Indian Hills Street Lights, creating a supplemental appropriation. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

**-Ray Foor moved to approve a purchase order to Aetna AFA for health insurance premiums in the amount of \$48,000.00 for the remainder of the year. \$25,000.00 from the general fund and \$23,000.00 from the road and bridge fund. The current purchase order 24-2024 will be closed. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

The fiscal officer reported that our current VSP plan will renew with no increase in rates for the next four years.

**-Eric Smith moved to adopt Resolution 2024 09 03 01 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: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.**

The fiscal officer reported that the itemized report on distribution of estimated undivided local government fund for calendar year 2025 indicates that Harrison Township will receive \$21,987.85.

From the floor – Larry Kretzmann, SWLCWSD  
A discussion was held concerning a four member board.  
Mr. Kretzmann reviewed other activities of the district.

**-Ray Foor moved to approve extending the deadline to accept letters of interest for a position on the Southwest Licking Community Water & Sewer District Board. Resumes will be due to the fiscal officer by September 30, 2024 and interviews will be held on October 7, 2024 during the trustee's regular meeting. Eric Smith 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 August bank reconciliation was signed.

Being no further business, Chairman Mark Van Buren adjourned the meeting at 6:56 p.m.  
Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

Resolution 2024 09 03 01 is a part of the September 3, 2024 minutes.