

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF REGULAR/ORGANIZATIONAL MEETING JANUARY 6, 2025

The Harrison Township Trustees met in regular session on January 6, 2025 at the Township Hall. The Fiscal Officer, Carolyn Elder, called the meeting to order at 6:00 p.m. 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	Mark Van Buren
Trustee	Eric Smith
Trustee	Ray Foor
Fiscal Officer	Carolyn Elder
Zoning Inspector	Valerie Hans
Guest	Bill Ischy
Guest	Vickie Noble

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2025 Harrison Township Board of Trustees.

-Eric Smith moved to nominate Mark Van Buren as Chairman and Eric Smith as Vice Chairman of the Harrison Township Board of Trustees for 2025. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

The meeting was turned over to Chairman Mark Van Buren.

From the floor – Bill Ischy, Ischy Technology Solutions, LLC
Bill Ischy proposed moving the township to an annual contract instead of a per hour basis. He reviewed some of the upgrades that the township needs. He proposed \$3,500 annually. Discussion was held.

-Mark Van Buren moved to approve a purchase order to Ischy Technology Solutions, LLC in the amount of \$3,500.00 to cover the 2025 contract for services. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

Pete Sigman, Road Superintendent was not able to attend the meeting because of the winter snow storm. Pete did have the annual inventory ready for the trustee’s review.

-Eric Smith moved to approve the 2024 Harrison Township Annual Inventory as presented. Ray Foor seconded the motion. A copy will be on file with the Fiscal Officer. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

The trustees discussed the annual stone material contract and decided to have the Road Superintendent speak with Martin Trucking and get a price list for 2025.

Zoning Report – Valerie Hans, Zoning Inspector

- The Zoning Inspector reported on the following items.
- The December zoning permit and fee total was \$2,135.50.
- The 2024 total for zoning permits and fees was \$32,473.74.
- 7910-7911-7921-7941 Blacks Road - Edward J. Stiles Parcel #s 025-073608-00.000, 025-073614-00.000, 025-078036-00.000, 025-078030-00.000, 025-077094-00.000
Judge Marcelain scheduled a status conference for 3/19/2025 at 1:30 p.m. The LCPO will be filing a motion to authorize the township to move forward with cleanup of the properties prior to the court date.
- 28 Donau Road – Kretzmann – Parcel #025-067824-00.001 - Connie Klema has not filed a variance application on this case. Prosecutor will send a 7-day letter notifying of filing legal action.
- 150 Madison Street – Conn – Parcel #025-079080-00.000 - Several complaints received on this property. Attempting to get additional potential bidders on the list of contractors before resending.
- The BZA met on 12/10/2024 to hear a conditional use application for 5495 Columbus Road (Corner of Route 16 & Amanda Drive). The applicant requested permission to build a dog daycare and grooming business at this location. The BZA approved the application with an extensive list of conditions to help ensure that the business will be a good neighbor to surrounding properties.
- The TRC met on 12/19/2024 to discuss the Tri-Village Church of Christs plans to add a Sunday school building for young children attached to the west side of the existing building. This project is continuing to move ahead through the LCPC approval process.
- Dollar General Market is in the process of resubmitting for their fourth round of Architectural Review. They have revised the landscaping, color of the building and pitched the roof in an attempt to make the building meet the requirements of the code.

The Chairman, Mark Van Buren filled out the Quarterly Credit Card Compliance Report.

-Ray Foor moved to request driver abstracts and copies of driver's license from all employees of the Road Department and the Zoning Inspector. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve the following:

- 1. The minutes of the December 17, 2024 regular meeting.**
- 2. Payment advice 450-2024 through 474-2024.**
- 3. Warrants 19266 through 19272.**
- 4. Payment Advice 1-2025 through 6-2025.**

5. Warrants 19270 and 19273 through 19283.

6. The December 2024 Bank Reconciliation Report.

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

-Ray Foor moved to approve paying the Licking County Township Assn. dues for 2025. Total \$390.00, \$85.00 each for elected officials and \$50.00 for the Zoning Inspector. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

7:00 p.m.

The regular meeting was placed on hold to start the Public Hearing to consider proposed revisions to the Harrison Township Zoning Resolution. The Article with proposed revisions to be presented, discussed and acted upon are:
Article 10 District and General Provisions.

7:10 p.m.

The regular meeting was back in session.

Organizational Business for Fiscal Year 2025

-Ray Foor moved to appoint the following:

1. Pete Sigman, Road Superintendent in charge of all maintenance and repair of the roads within the township and the supervisor of all township road employees.
2. Valerie Hans, Zoning Inspector
3. Vickie Noble, Zoning Secretary

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

-Ray Foor moved to continue paying the Harrison Township Zoning Commission and the Board of Zoning Appeals \$60.00 per meeting pay (BZA alternates receive pay for hearings when they are a voting member). Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve vacation leave hours for 2025. 80 hours for Pete Sigman, 120 hours for Terry Perkins as per handbook. The motion further approves 120 hours for Hunter Skaggs and 160 hours of vacation for Valerie Hans. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve the 2025 regular meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2025 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 January 6, February 3, March 3, April 7, May 5, June 2, July 7, September

2, October 6, November 3 and December 1. A second monthly meeting starting at 9:00 a.m. will be held on May 20, June 17, July 22, August 19 and December 16. There will be no meeting on August 4, 2025. All meetings and any changes will be posted at the Township Hall and on the website at www.harrisantownship.net. All meetings are open to the public. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to establish the annual salary of the Trustees and Fiscal Officer as the maximum amount permitted under R.C. 505.24 and R.C. 507.09. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

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

-Ray Foor moved to approve the signing of payment advice and warrants/EFT for payroll, regular monthly bills and all previously approved expenditures and purchase orders outside of meetings. To avoid late fees and ensure timely payments, bills can be paid electronically and presented to the board for formal approval at the next meeting. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve the IRS business mileage rate for all township travel expenses. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve reimbursing internet cost for the Fiscal Officer and the Zoning Secretary. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve the Fiscal Officer using The Advocate and/or The Pataskala Standard as the designated township media for public notices. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve contracting with Ohio Health Consortium for random employee drug and alcohol testing for 2025 and designate the Fiscal Officer Carolyn Elder as the township contact. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve the use of township cell phones (road department cell phones, paid for by township) for employees and percentage of use statement signed for audit purposes. Valerie Hans, Zoning Inspector's cell phone will be on the township contract and she will pay 100% of the portion of the bill associated with her cell phone number. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve township credit accounts with True Value, NAPA, Lucas Truck, Jae's Towing & Recovery, Koenig Equipment, Decker Construction, Advance Auto Parts, Shelly Materials and Visa at PNB. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve that any and all purchases over \$1,500.00 shall require a purchase order approved by the trustees. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to approve the official 2025 Holiday Schedule for full time employees as follows:

2025 Holidays

January 1, New Year's

February 17, Presidents Day

May 26, Memorial Day

June 19, Juneteenth

July 4, Independence Day

September 1, Labor Day

November 11, Veteran's Day

November 27, Thanksgiving Day

November 28, Day after Thanksgiving Day

December 24, Christmas Eve

December 25, Christmas Day

The motion further states that an employee must be employed by the township on the date of the Holiday to receive Holiday pay. The motion further states that in 2025 payrolls that fall on holidays, Thanksgiving and Christmas, should be paid on the day prior to the normal payday. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to appoint Eric Smith, Jennifer Noble and Steve Rauch to the Depot Board for a one year term. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

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

-Ray Foor moved to authorize the Fiscal Officer to adjust departmental line item funds as needed during the year 2025. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith 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, Sedgwick, LGOC, OHC, CPIM, UAN and any county and state training seminars. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved for the township to pay 75% of family insurance premiums for employees with children up to the age of 18. The employee will pay 25% of the family insurance premiums. The motion further approves deducting from eligible employees' pay each month for family insurance benefits. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

The zoning permit and zoning fee schedule was discussed.

The board felt that the Architectural Review fee should be increased due to increased rates from the Architect. The Zoning Inspector stated that she is spending increased amounts of time on solar permits.

The trustees decided to increase the Architectural Review fee from \$250.00 to \$500.00 and the Solar Permit base fee from \$50.00 plus \$0.20/S.F. to \$300.00 plus \$0.20/S.F.

-Ray Foor moved to approve the following 2025 Zoning Fee Schedule.

HARRISON TOWNSHIP ZONING FEES 2025

- 1. ZONING CERTIFICATE \$35.00 MINIMUM CHARGE**
- 2. RESIDENCE SINGLE FAMILY AND/OR PER UNIT \$100.00 PLUS \$0.20/S.F.**
- 3. CONVERSION TO DWELLING \$50.00 PER UNIT**
- 4. ADDITION TO ANY STRUCTURE \$100.00 PLUS \$0.20/S.F.**
- 5. COMMERCIAL & MANUFACTURING BUILDING \$500.00 DEPOSIT***
ARCHITECTURAL STANDARDS REVIEW DEPOSIT
- 6. GARAGE/SHED/ACCESSORY BUILDING LESS THAN 100 S.F. \$20.00**
UP TO 576 S.F. \$35.00 + \$0.20/S.F.
OVER 576 S.F. \$50.00 + \$0.20/S.F.
- 7. SOLAR PANEL INSTALLATION \$300.00 PLUS \$0.20/S.F.**
- 8. SWIMMING POOL \$50.00**
- 9. DECK, PORCHES, GAZEBOS, PAVILIONS \$50.00**

- 10. MOBILE HOME *CONDITIONAL USE* \$150.00
TEMPORARY RESIDENCE OR VISITORS
- 11. CHANGE IN USE (COMMERCIAL & MANUFACTURING) \$100.00
- 12. REZONING APPLICATION \$1,500.00 DEPOSIT*
PUD REZONING APPLICATION
- 13. VARIANCE, CONDITIONAL USE OR APPEAL \$1,000.00 DEPOSIT*
- 14. PUD APPLICATION \$1,500.00 DEPOSIT*
- 15. OCCUPANCY PERMIT – RESIDENTIAL \$50.00
COMMERCIAL OR MANUFACTURING \$200.00
- 16. CONSTRUCTION TRAILER \$200.00
- 17. SIGNS \$150.00 PLUS \$0.50/S.F. PER SIDE
- 18. REVISION OR CHANGE OF PERMIT \$25.00
- 19. HOME OCCUPATIONS \$50.00
- 20. RETURNED CHECKS \$35.00
- 21. ZONING BOOK COPY \$30.00
- 22. COMPREHENSIVE PLAN COPY \$30.00

***FOR APPLICATIONS REQUIRING ARCHITECTURAL STANDARDS REVIEW, REZONING, BOARD OF APPEALS CONDITIONAL USE, OR VARIANCE, THE DEPOSIT IS THE BASE FEE. IF EXPENSES FOR SUCH AN APPLICATION ARE MORE THAN THE DEPOSIT, THE APPLICANT WILL BE BILLED FOR THE ADDITIONAL EXPENSES. IF EXPENSES ARE LESS THAN THE DEPOSIT, THE REMAINING AMOUNT WILL BE RETURNED TO THE APPLICANT.**

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 December Bank Reconciliation was signed.

Being no further business, Chairman Mark Van Buren adjourned the meeting at 7:40 p.m. Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder
Harrison Township Fiscal Officer