

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR MEETING MAY 20, 2025

The Harrison Township Trustees met in regular session on May 20, 2025 at the Township Hall. The Chairman, Mark Van Buren, called the meeting to order at 9:00 a.m. and lead those present in the Pledge of Allegiance. The Fiscal Officer called the roll, and the following members and guests were present. Trustee Ray Foor was absent at roll call but was present at 9:21 a.m.

Trustee	Mark Van Buren
Trustee	Eric Smith
Trustee	Ray Foor
Fiscal Officer	Carolyn Elder
Zoning Inspector	Valerie Hans
Road Superintendent	Pete Sigman
Guest	Vickie Noble
Guest	Andy Leitch, OTARMA

From the floor – Andy Leitch, OTARMA

Mr. Leitch reviewed the township’s insurance policy with the trustees and answered questions. Line item 1 – 4, the road department maintenance garage. Personal property coverage was \$353,400, which was felt to be very high. The Road Superintendent will add values to the inventory list and come up with an actual value of contents. This information will be submitted to OTARMA and the renewal policy will be discussed at the next meeting. The renewal premium currently is \$19,852.00 effective 6/16/2025.

Road Report – Pete Sigman, Road Superintendent

Pete reported that the first load of mulch for the playground has been applied. He will let the mulch settle and then see how much more is needed.

Pete presented a quote from Henderson Products to upfit the new 2026 International HV507 Cab and Chassis. The 2025 snow and ice package quote came in at \$121,624.00 for the upfit package with applicable NPPGov discount. There was an option to receive a 3.5% discount, \$4,256.84 with a 100% down payment. Henderson is ten to eleven months out to a build date once the order is placed. The trustees are not interested in paying 100% of the cost at this time, since Henderson would have the township’s funds until next year with no product. This purchase would be on the NPPGov Contract #PS22170.

The original package price without the NPPGov discount would have been \$132,282.00.

Assistant Prosecuting Attorney, Carolyn J. Carnes, with the Licking County Prosecutors office reviewed the NPPGov intergovernmental agreement and stated that the township is free to purchase on the NPPGov contracts. She cited R.C. 9.48(B)(2).

**-Eric Smith moved to approve a purchase order to Henderson Products, Inc. in the amount of \$130,000.00 for the 2025 Snow and Ice Package to upfit the new 2026 International HV507**

**Cab and Chassis. The package includes a reversible snow plow, snow plow hitch, salt/sand spreader and installation. This purchase is on the NPPGov Contract #PS22170 and Harrison Township, Licking County's NPPGov number is M-5727165. The Intergovernmental Cooperative Purchasing Agreement with the participating agency endorsement and authorization was signed by Trustee Mark Van Buren on March 24, 2025 in preparation for this purchase. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

Pete would like to crack seal all of the subdivisions. Craftco Inc. offers the use of a crack seal machine with the purchase of product. Sealant costs \$0.84 per pound. The product comes on a pallet weighing 2250 pounds at a cost of \$1,890.00 per pallet. Pete checked with the Licking County Engineer and he stated that this project would not be eligible to meet the requirements of a force account. Pete is estimating the use of ten to fifteen pallets.

**-Eric Smith moved to approve a purchase order to Craftco Inc. for \$30,000.00 to cover the cost of the sealant to crack seal subdivisions in Harrison Township. With the purchase of the sealant, Craftco will provide the diesel melter with electric hose and compressor and training for the road crew. Ray Foor seconded the motion. Discussion: Trustee Van Buren ask Pete to check with Craftco and verify that the township does not need to have insurance to cover the crack seal machine while it is in the township's possession. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

**-Eric Smith moved to adopt Resolution 2025 05 20 01 which states: IN THE MATTER OF DECLARING THE NECESSITY FOR CONSTRUCTION, RECONSTRUCTION, RESURFACING, OR IMPROVEMENT OF The Keller Road Resurfacing Project in Harrison Township. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.**

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

- 1. The minutes of the May 5, 2025 regular meeting.**
- 2. Payment advice #192-2025 through 196-2025.**
- 3. Warrants 19376 through 19387.**

**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 reported on the following items.
- The Rumpke garage truck needed maintenance after there were reports in Beechwood Trails and Jefferson Ridge that the truck was losing trash items.
- Cell phone tower in the park area was discussed. The trustees are not interested.
- 215 Ashcraft, Oppy, junk motor vehicle violation, will wait until the June meeting to move forward.

- 9580 Refugee Road, Watson, junk motor vehicle violation. Requested the first resolution.

**-Eric Smith moved to adopt Resolution 2025 05 20 02 which states: RESOLUTION TO REMOVE JUNK MOTOR VEHICLE, OHIO REVISED CODE SECTION 505.871, 9580 Refugee Road, Pataskala, Ohio 43062, Yvonne M. Watson. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.**

- 46 Nashua Court – Nuisance violation, review at next meeting.
- 150 Madison – Nuisance violation, review at next meeting.

From the floor – Vickie Noble, Zoning Secretary

Vickie shared that the Zoning Commission has been working on major changes to Article 26 and minor changes to Article 18. She thought that the ZC would be finished by the June meeting, sending the changes to the LCPC in June, ZC would hold their public hearing in July and then proposed amendments would be presented to the Board of Trustees.

**-Eric Smith moved to adopt Resolution 2025 05 20 03 which states: RESOLUTION DECLARING IT NECESSARY TO LEVY A TAX IN EXCESS OF THE TEN MILL LIMITATION ORC § 5705.19(G). 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 ACE Audit is close to being completed in draft form. The Licking Park District has five community engagement meetings coming up to provide ideas towards a future park with kayak/canoe access to the Licking River.

The fiscal officer read various pieces of correspondence and passed out Financial Reports for the trustees to review.

Being no further business, Chairman Mark Van Buren adjourned the meeting at 10:10 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 May 20, 2025 regular meeting minutes.  
Resolution 2025 05 20 01  
Resolution 2025 05 20 02  
Resolution 2025 05 20 03