

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR/ORGANIZATIONAL MEETING JANUARY 5, 2026

The Harrison Township Trustees met in regular session on January 5, 2026 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
Road Superintendent	Pete Sigman
Guest	Kevin Bollo, 277 Key Blvd.
Guest	Peter & Jean Cea, 4356 Gale Road
Guest	Vickie Noble, 4774 Outville Road
Guest	Janet Steele, 7259 Watkins Road SW

Trustee Mark Van Buren and Trustee Eric Smith have presented their Oath of Office papers to the Fiscal Officer Carolyn Elder.

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2026 Harrison Township Board of Trustees.

**-Ray Foor moved to nominate Mark Van Buren as Chairman of the Harrison Township Board of Trustees for 2026. Eric Smith 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.

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

From the floor – Kevin Bollo

Kevin is a senior at Watkins Memorial High School and participates in soccer and track. He is interested in applying for the Ohio Township Association Scholarship. He attended the meeting as a requirement for the scholarship and to learn about township government.

From the floor – Janet Steele, 7259 Watkins Road SW

Ms. Steele is concerned with the solar project on Watkins Road. They are working early hours on the weekends. She would like to know the buffering requirements for the solar field. They have added lighting in the last month, behind her house that is shining directly on her house. Trustee Van Buren ask the Zoning Inspector to send a zoning violation for the lights and copy the Utilities Siting Board.

Road Report – Pete Sigman, Road Superintendent

Pete presented the 2025 Annual Township Inventory Report.

**-Eric Smith moved to approve the 2025 Annual Township Inventory Report prepared by Pete Sigman, Road Superintendent. The report will be on file with the fiscal officer. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

Pete reviewed the Culvert Report and the conditions of the culverts in the township.

Pete will research prices for a new front end loader.

Pete met with Bill Ischy concerning camera locations for security purposes within the township complex. Ischy Technology Solutions will prepare an estimate.

Pete asks again this month for residents to not park on the streets in subdivisions when snow is forecasted.

Zoning Report – Valerie Hans, Zoning Inspector

- The Zoning Inspector reviewed the following items.
- The December zoning permit and fee total was \$1,892.20.
- Edward J. Stiles properties – Court ordered cleanup. Project is nearing completion. As soon as the last two vehicles are removed, an invoice will determine the cost of the project.
- 4921 National Road – Gottwald – Deck and above ground pool built on the property without a zoning permit.
- 6550 Outville Road – Dunbar – Zoning violation letter sent and posted to the property for operating a junk yard on the property.
- 51 Ohio Ave. – Leitwein – Cleanup improvement.
- 138 Ford Ave. – Thomas – Ready to move forward with the agreement to remove the junk motor vehicles.

**-Eric Smith moved to approve a purchase order for \$500.00 to Crispin Iron & Metal Company, Inc. to remove junk motor vehicles at 138 Ford Ave., Robert A. & Paula M. Thomas, Resolution 2025 11 03 01. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

- The BZA will meet on 1/14/2026 at 7 p.m. for their organizational meeting. The BZA also has a Public Hearing scheduled for 1/20/2026 at 7 p.m. to consider an application for

variance for property located at 4663 Columbus Road. The applicant is requesting a variance to divide the property into 9 lots with varying road frontages less than the 100' required in an R-15 zoning district. They are proposing 7 lots with 13.6' of road frontage and 2 lots with 25' of road frontage.

- The Zoning Commission will meet on 1/6/2026 for their organizational meeting.
- A lot split application was received and denied for property located at 4663 Columbus Road. The applicant is requesting to split 9 lots with less than the 100 feet of road frontage required in an R-15 zoning district. This application was referred to the BZA for a variance request.
- Two Agricultural Building Exemptions for the month of December were received. 5775 Blacks Road - 30' x 30' carport/shelter to store farm equipment used to maintain the land and 5665 York Road - 34' x 48' livestock barn.

Trustee Van Buren reported that Scenic View will meet with the prosecutor to talk about the turn arounds for the township.

Chairman Mark Van Buren completed the quarterly credit card compliance report.

**-Eric Smith moved to request driver abstracts for all employees listed on the driver's roster. Ray Foor 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 December 16, 2025 regular meeting.
2. Payment advice 494-2025 through 518-2025 (fiscal year 2025).
3. Warrants 19504 through 19562 (fiscal year 2025).
4. Payment advice 1-2026 through 10-2026 (fiscal year 2026).
5. Warrants 19563 through 19576 (fiscal year 2026).

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

**-Eric Smith moved to approve posting payroll dates that fall on a holiday in 2026, to the day before the holiday. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

The fiscal officer passed out W-2 forms for 2025.

The trustees signed the Driver Roster for the Harrison Township Driving Policy.

The township was awarded the 2026 Township Safety Sign Grant. This grant is federal funds coming through ODOT (the state of Ohio). The township was awarded \$34,125.65 in road signs and accessories. The township will receive the road signs and ODOT will pay the invoices.

**-Ray Foor moved to report supplemental revenue, in the amount of \$34,125.65, to the Licking County Auditor and add supplemental appropriations in the amount of \$34,125.65. The**

County Auditor will provide an Amended Certificate of Resources. The 2026 Township Safety Sign Grant is a pass through grant. The revenue and expenditures will pass through the Road & Bridge Fund. The fiscal officer will add revenue code 2031-599 Other-Other Intergovernmental and add appropriation code 2031-330-490 Other-Supplies and Materials in the UAN system. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

### Organizational Business for Fiscal Year 2026

-Eric Smith 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 and Zoning Assistant.

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

-Eric Smith moved the following:

1. Zoning Commission and Board of Zoning Appeals members per meeting pay will be \$60.00 (BZA alternates receive pay for hearings when they are a voting member).
2. Zoning Secretary per meeting pay will be \$160.00 and monthly salary will be \$600.00.
3. Zoning Assistant pay will be \$20.00 per hour.

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

-Eric Smith moved to approve vacation leave for 2026. 80 hours for Pete Sigman, 120 hours for Terry Perkins and 80 hours for Lee Morgan available on 9/29/2026, as per handbook. The motion further approves 160 hours of vacation for Valerie Hans. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to approve the regular meeting schedule for the fiscal year 2026 for the Harrison Township Board of Trustees. Meetings will be held 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 5, February 2, March 2, April 6, May 4, June 1, July 6, August 3, September 8, October 5, November 2, December 7, 2026 and January 4, 2027. A second monthly meeting starting at 9:00 a.m. will be held on May 19, June 16, July 21, and December 22. All meetings and any changes will be posted at the Township Hall and on the website at [www.harristownship.net](http://www.harristownship.net). All meetings are open to the public. Ray Foor 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.

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

-Ray Foor moved to approve the signing of warrants for payroll, regular monthly bills and all previously approved expenditures and purchase orders outside of meetings if needed. To continue allowing the fiscal officer the use of electronic fund transfers for certain payments, to streamline operations, avoid late fees and ensure timely transactions. All payments, as well as EFT payments will be submitted for approval at the next trustee meeting following the transaction. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

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

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

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

-Eric Smith moved to approve contracting with Ohio Health Consortium for random employee drug and alcohol testing for 2026 and designate the Fiscal Officer Carolyn Elder as the township contact. Ray Foor 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.

-Ray Foor moved to approve the official 2026 Holiday Schedule for full time employees as follows:

**2026 Holidays**

January 1, New Year's Day

February 16, Presidents Day

May 25, Memorial Day

June 19, Juneteenth

July 3, Independence Day

September 7, Labor Day

November 11, Veteran's Day

November 26, Thanksgiving Day

November 27, 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. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

The trustees decided that a Depot Board is no longer needed. The township is maintaining the Depot and will not appoint a Depot Board.

-Ray Foor moved to appoint Trustee Eric Smith to the Pataskala JEDD Board. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Mark Van Buren moved to appoint Trustee Eric Smith to the Harrison Township-Reynoldsburg JEDD District No. 1 JEDD Board. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Mark Van Buren moved to appoint Trustee Mark Van Buren and Trustee Eric Smith to the Tax Incentive Review Council. Ray Foor 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 fiscal year 2026. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith 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. Ray Foor 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. Pete Sigman is the only employee that this applies too. The motion further approves deducting from eligible employees' pay each month for family insurance benefits, which include Pete Sigman and Valerie Hans (vision & dental only). Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

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

Call in pay for hourly employees, from the Personnel Policies and Procedure Manual was discussed. Call in hours end up being overtime hours. No changes to the manual.

The fiscal officer passed out Financial Reports for the trustees to review.

Being no further business, the Chairman Mark Van Buren adjourned the meeting at 7:17 p.m. Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer