

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR/ORGANIZATIONAL MEETING DECEMBER 27, 2016

The Harrison Township Trustees met in regular session on December 27, 2016 at the Township Hall. The meeting was called to order at 9:00 a.m. by the Fiscal Officer, Carolyn Elder 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	Eric Smith
Trustee	Mark Van Buren
Trustee	Ray Foor
Fiscal Officer	Carolyn Elder
Zoning Inspector	Tom Frederick
Road Superintendent	Ben Patterson
Guest	Vickie Noble, 4774 Outville Road
Guest	Dwight C. Gibson, Jr.
Guest	Joe Garrett, 614-206-4829

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2017 Harrison Township Board of Trustees.

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

The meeting was turned over to Chairman Eric Smith.

From the floor – Vickie Noble, Zoning Secretary  
Vickie stated that the Zoning Resolution has been updated and she will work with the webmaster to update the township website.

From the floor – Joe Garrett, Trebel  
Mr. Garrett reviewed issues with opt out letters that were mailed to residents. Gas and electric aggregation will start in January or February (depending on residents billing cycle). They will see the change on their February or March gas and electric bills.

**-Mark Van Buren moved to approve the following:**

- 1. Minutes of the December 5, 2016 regular meeting**
- 2. Mid month and current payroll, warrants 15037 -15049 OTAS (Payment Advice #64-2016 through 76-2016 UAN)**
- 3. Payments, warrants 15474 through 15511**

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

Zoning Report – Tom Frederick, Zoning Inspector

Tom reported that the Licking County Planning Commission has met and approved Application 2016-012-SDF for Ellington Village Section 3, Part 2.

Tom will take care of reporting to the BAS Annual Response for the government census.

**-Mark Van Buren moved to adopt Resolution 2016 12 27 01 which states: Resolution Employing Township’s Attorneys on an Annual Basis for the Year 2017. The trustees approved \$5,000.00 effective January 1, 2017. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

Tom reported that the application was complete for the MS4 program and he will mail the application and fee by certified mail.

Road Department – Ben Patterson, Road Superintendent

Ben reviewed the annual inventory and items that were no longer of use.

**-Mark Van Buren moved to adopt Resolution 2016 12 27 02 which states: PERSONAL PROPERTY (DISCARD/SALVAGE), items removed from annual inventory. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.**

**-Mark Van Buren moved to approve the Annual Inventory and for Ben Patterson to file it with County. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Ben discussed paving roads in 2017 with the Board. He will have a list of roads finalized for the January meeting. At this time the Board is considering Indian Hills, Beecher Road from York Road to State Route 16, Smoke Road, Lexington Woods, and Rolland Estates.

Be stated that he will obtain estimates to present at the January meeting for the following:

1. Tree Removal in right of ways
2. Garage Door opener
3. Sweeping roads with curb and gutters (spring project)

**-Mark Van Buren moved to request copies of drivers license and drivers abstracts from all employees driving a township vehicle. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Trustee Van Buren discussed a Local Government Efficiency Grant awarded to Licking County Planning & Development. There is training available on January 19, 2017 from 9:00 a.m. to 4:00 p.m. at the Licking County Administration Building.

The Fiscal Officer reported that no reply was received from Local Government Services, meaning the township is allowed to open a new Special Revenue Fund in addition to the current Special Revenue Fund. The lighting assessments for Indian Hills Subdivision and the Village of Outville would be tracked separately in two different funds.

**-Mark Van Buren moved to transfer the appropriate funds from Special Revenue Fund 2901 to Special Revenue Fund 2902. The purpose is to allow the lighting assessments for the Village of Outville and the Indian Hills Subdivision to each have a separate fund to track revenue and expenses. As of December 27, 2016 the Village of Outville has a balance of \$3,352.53 and the Indian Hills Subdivision has a balance of \$898.33. Special Revenue Fund 2901 will be for the Village of Outville with a fund balance of \$3,352.53 and \$898.33 will be transferred from Special Revenue Fund 2901 to Special Revenue Fund 2902 for the Indian Hills Subdivision. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to approve transferring funds from the main sweep account into the secondary Health Reimbursement sweep account to start January 1, 2017 with a balance of \$60,000.00 in the HRA account. The motion further states that Burnham & Flowers will continue to administer the HRA account. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to approve paying the township dues of \$280.00 plus \$50.00 associate member dues for Tom Frederick, Zoning Inspector to the Licking County Township Association. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

The trustees reviewed the ongoing BWC case.

Fiscal Officer, Carolyn Elder reviewed the estimated revenue for 2017 as well as appropriations and a list of blanket purchase orders.

**-Mark Van Buren moved to approve the Revenue Status projections for use in the 2017 budget. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

***-Eric Smith moved to adopt Resolution 2016 12 27 03 which is the TOWNSHIP ANNUAL PERMANENT APPROPRIATION RESOLUTION FOR FISCAL YEAR ENDING DECEMBER 31, 2017. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The Resolution was adopted.***

**-Mark Van Buren moved to approve Regular Blanket and Super Blanket Purchase Orders numbers 1-2017 through 31-2017 that will be effective January 1, 2017 through December 31, 2017. Regular Blanket Purchase Orders will have a maximum amount of \$5,000.00. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

#### **ORGANIZATIONAL BUSINESS FOR FISCAL YEAR 2017**

**-On a motion by Ray Foor and a second by Eric Smith, by a unanimous affirmative vote appointed Tom Frederick as the Harrison Township Zoning Inspector.**

**-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote appointed Ben Patterson the Harrison Township Road Superintendent in charge of all maintenance and repair of the roads within the township and the supervisor of all township road employees.**

**-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote appointed Vickie Noble as the Harrison Township Assistant Zoning Inspector earning \$12.50 per hour.**

**-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote appointed Vickie Noble the Zoning Secretary of the Zoning Commission and the Board of Zoning Appeals with a monthly salary of \$240.00 and \$110.00 for per meeting pay.**

**-On a motion by Eric Smith and a second by Mark Van Buren, by a unanimous affirmative vote approved the per meeting pay of \$60.00 to remain the same for members of the Zoning Commission and the Board of Zoning Appeals.**

**-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote approved vacation hours for 2017 according to the Harrison Township Personnel Policies and Procedures Manual as follows: Ben Patterson – 120 hours, Mike Stickle – 120 hours and Brandon Menninger – 120 hours. Each employee will have three days of personal time also.**

**-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote the Board establishes the annual salary of trustees and fiscal officer as the maximum amount permitted under R.C. 505.24 and R.C. 507.09.**

**-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote the Board will be paid on a salary basis from the general fund, according to the Ohio Revised Code, equal monthly payments to be paid at the first regular meeting each month following the month earned.**

**-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote approved the signing of checks for payroll, regular monthly bills and all previously approved**

expenditures and purchase orders outside of meetings.

-On a motion by Mark Van Buren and a second by Eric Smith, by a unanimous affirmative vote approved the IRS business mileage rate for all township travel expenses.

-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote approved reimbursing internet cost for the Fiscal Officer and the Zoning Secretary.

-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote approved the Fiscal Officer using The Pataskala Standard and The Advocate as the designated township media for public notices.

-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote approved to continue contracting with Ohio Health Consortium for random employee drug and alcohol testing for 2017 and designate Carolyn Elder, Fiscal Officer as the township contact.

-On a motion by Mark Van Buren and second by Ray Foor, by a unanimous affirmative vote approved to continue the use of township cell phones for employees and percentage of use statements signed by employees for audit purposes.

-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote approved credit accounts with True Value, Washington NAPA, Lucas Truck Sales, Jae's Towing & Recovery, Conkle's and VISA accounts with PNB.

-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote approved that any and all purchases over \$1,500.00 shall require a purchase order approved by the trustees.

-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote designated the following dates as the official Harrison Township Holiday Schedule for 2017 for full time AND part time employees (part time on call employees are not eligible for Holiday pay):

New Years Day	January 2, 2017
Presidents Day	February 20, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Columbus Day	October 9, 2017
Veterans Day	November 10, 2017
Thanksgiving Day	November 23, 2017

Day after Thanksgiving  
Christmas Day

November 24, 2017  
December 25, 2017

-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote appointed Eric Smith, Jennifer Noble, Doug Smith, Martha Tykodi and Phil Gurile to the Depot Board for a one year term.

-On a motion by Ray Foor and a second by Eric Smith, by a unanimous affirmative vote appointed Mark Van Buren to a one year term on the West Licking Fire Board.

-On a motion by Mark Van Buren and a second by Eric Smith, by a unanimous affirmative vote appointed Ray Foor to a one year term on the Pataskala JEDD Board.

-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote approved to pay all actual and necessary expenses for elected officials to attend OTA Conferences, any seminars offered by the Auditor of State, the State Treasurer, BWC, Care Works Comp, OTAS, LGOC, OHC, CPIM and any county and state training seminars.

-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote set the 2017 meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2017 at the Harrison Township Hall located at 6750 Outville Road, Pataskala, Ohio. Monthly meetings starting at 6:00 p.m. will be held on Jan. 3, Feb. 6, March 6, April 3, May 1, June 5, July 10, Aug. 7, Sept. 5, Oct. 2, Nov. 6 and Dec. 4. A second monthly meeting starting at 9:00 a.m., will be held on May 16, June 20 and Dec. 28. All meetings and any changes will be posted at the Township Hall and on the website at [www.harrisontownship.net](http://www.harrisontownship.net). All meetings are open to the public and everyone is encouraged to attend.

-Mark Van Buren moved to approve a 2% pay increase for the following employees:

1. Ben Patterson, Road Superintendent, currently earning \$23.56 per hour, increases to \$24.03 per hour.
2. Mike Stickle, Road Department currently earning \$18.87 per hour, increases to \$19.25 per hour.
3. Brandon Menninger, Road Department currently earning \$17.09 per hour, increases to \$17.43 per hour.
4. Tom Frederick, Zoning Inspector currently earning \$19.89 per hour, increases to \$20.29 per hour.
5. Part time on call road department employees will continue to earn \$15.00 per hour with no increase.

Ray Foor seconded the motion. Pay increases will be effective January 1, 2017. Roll call: Smith YES, Van Buren 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.

Being no further business, Chairman Eric Smith adjourned the meeting at 12:06 p.m.  
Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

Resolution 2016 12 27 01, Resolution 2016 12 27 02 and Resolution 2016 12 27 03 is a part of the December 27, 2016 minutes.