

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF REGULAR MEETING DECEMBER 28, 2017

The Harrison Township Trustees met in regular session on December 28, 2017 at the Township Hall. The meeting was called to order at 9:00 a.m. by the Chairman, Eric Smith and he 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	Joel Paulin and Parents, 7747 Outville Road

From the floor – Joel Paulin, Troop 21

Joel Paulin presented his Eagle Scout Project to the Board of Trustees. Joel proposed building a Gaga Pit for his Eagle Scout Service Project. He shared the rules of the game, area needed is 25'x25', possible locations for the Gaga Ball Pit, bench ideas, construction of project, materials needed, drainage and estimated completion of April 2018. The estimated price would be \$1,731.18 plus an optional Gaga Pit kit at a cost of \$520.00. Total estimated cost with the Gaga Pit kit (minus poles not needed if you use kit) would be \$2,201.46. Joel stated that he would hold pancake breakfasts, take donations, sell snacks at military training sites, and ask area businesses for donations to fundraise for this project. Discussion was held concerning the details of the drain and construction of the project.

Trustee Van Buren thought that the township could install the French drain and furnish the material and labor.

The trustees feel that the Gaga Pit kit would be beneficial for the township and help with future maintenance.

It was stated that Etna Elementary School has a Gaga Ball Pit.

-Eric Smith moved to grant permission for Joel Paulin to build a Gaga Ball Pit in the playground area of Harrison Township Park which is part of the Harrison Township Complex. Harrison Township will furnish the material and labor to install the French drain and purchase the Gaga Ball Pit kit. These funds will be encumbered once Joel Paulin has displayed to the Board that he is ready to move forward with the project. This project is pending approval of The Ohio Plan (Township insurance provider). Ray Foor seconded the motion. Discussion: Trustee Van Buren stated there is a possibility that the township could purchase nicer benches once the budget is evaluated since this would be general fund money. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Ray Foor moved for the Board to temporary adjourn and start the Harrison Meadows Public Hearing at 9:30 a.m. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Eric Smith moved to reconvene the regular meeting of the Board of Trustees at 9:47 a.m. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Mark Van Buren moved to approve the following:

- 1. Minutes of the December 4, 2017 regular meeting**
- 2. Minutes of the December 4, 2017 Harrison Meadows Public Hearing**
- 3. Bills and payroll, warrants 16031 through 16064**

Eric Smith 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 Connie Klema, Attorney for Al Coughlin has filed an application for variance for lot sizes. Tom presented the details of the variance. The BZA will hear this application on January 4, 2017 at 7:00 p.m. and the Licking County Planning Commission (Application Number: 2017-010-SDR, Pataskala Town Center and 2017-011-SDR, Combs Subdivision) will be heard on January 22, 2017.

Tom stated that he would like for Ellington Village to address the sidewalks in their deed restrictions.

Tom reported that the Licking County Planning Commission approved application number 2017-008-SDR for replat for Ken Roslan.

Tom has received two resumes for the open position on the Harrison Township Board of Zoning Appeals. Resumes were received from Jeremy Nestor and Curt Painter. Tom stated that he feels there needs to be a second alternate on the BZA since the first alternate travels often with his job.

-Ray Foor moved to appoint Jeremy J. Nestor to a 5 year term starting January 1, 2018 on the Harrison Township Board of Zoning Appeals. The motion further states that Curt Painter will be appointed as the second alternate to the Harrison Township Board of Zoning Appeals for a 5 year term starting January 1, 2018. The second alternate will be paid for meetings and hearings that the member is a voting member. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

Current BZA member George Snider has notified the Board that he was not interested in being reappointed. His term ends December 31, 2017 and he will no longer be employed by the township.

Road Department Report – Ben Patterson, Road Superintendent

Ben presented and discussed the annual inventory report.

-Mark Van Buren moved to adopt Resolution 2017 12 28 02 which states: the Board of Harrison Township Trustees, pursuant to R.C. §505.10, is authorized to dispose of Township property that is no longer needed for public use, is obsolete, or is unfit for the purpose for which it was acquired. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.

-Eric Smith moved to approve the Annual Inventory that the Road Superintendent has presented and will send to the Licking County Auditor. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

Ben stated that the bid packet from Leo Conkel, Engineer for the Sanitary Sewer Project is ready and the estimated cost is \$50,000.00. Any changes in the document will be made by Leo Conkel.

-Mark Van Buren moved to adopt Resolution 2017 12 28 03 which states: PROCEED IN THE MATTER OF CONSTRUCTING, RECONSTRUCTING, RESURFACING, OR IMPROVING Harrison Township Sanitary Sewer Service Improvement 2017 Project.

The bid packets will be due back to the Fiscal Officer by February 5, 2018 at 4:00 p.m.

The bid packets will be opened during the regular meeting on February 5, 2018 at 7:00 p.m.

A pre-bid meeting will be held on January 29th at 10:00 a.m. at the Township Hall.

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

Ben presented the 2018 Annual Culvert Report to the Board and will file a copy with the Licking County Engineer.

-Mark Van Buren moved to reduce purchase order number 23-2017 from \$41,401.36 to \$13,000.00 (\$3,000.00 general fund and \$10,000.00 road & bridge fund) to carry over into fiscal year 2018. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

The fiscal officer noted that the township needs to attend safety classes to stay eligible for the one claim program through the Bureau of Workers Compensation. Ben Patterson will meet these requirements.

During the Harrison Meadows Public Hearing held earlier on December 28th the trustees approved a new Lighting District for the Harrison Meadows Subdivision. Funds will be paid to the township in March from tax assessments collected by Licking County. In order to keep these funds separate and used only for the Harrison Meadows Subdivision a new fund should be established.

-Eric Smith moved to adopt Resolution 2017 12 28 04 which states: The fiscal officer shall apply to the Auditor of State to open Special Revenue Fund number 2903. This fund will be used for the Harrison Meadows Lighting District only. Revenue will come from tax assessments and expenses will be the electric bill and fees to the Licking County Auditor. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.

The fiscal officer presented revenue projections and appropriations for the fiscal year 2018.

-Eric Smith moved to approve the revenue projections presented by the fiscal officer for the fiscal year 2018 budget. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Eric Smith moved to adopt Resolution 2017 12 28 05 which states: 2018 TOWNSHIP ANNUAL PERMANENT APPROPRIATION RESOLUTION. 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 Blanket and Super Blanket Purchase Orders, number 1-18 through 43-18, issued January 1, 2018 with an expiration date of December 31, 2018. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Mark Van Buren moved to allow the fiscal officer to transfer funds from the main checking account to the HRA checking account to bring the balance up to \$60,000.00 to start fiscal year 2018. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Ray Foor moved to approve paying dues to the Licking County Township Association in the amount of \$260.00 for the township and \$50.00 associate dues for Tom Frederick, Harrison Township Zoning Inspector. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

The fiscal officer reported that the Licking County Prosecutors Office has reviewed the township's health insurance Resolution 2015 12 29 01 and no updates are needed.

-Ray Foor moved to approve paying eligible employees Holiday pay for New Years Day. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

The fiscal officer received a letter from Charter Communications stating that Time Warner Cable Midwest LLC, now a subsidiary of Charter Communications, recently applied for the renewal of its state video service authorization. On December 4, 2017 the Ohio Department of Commerce issued the reauthorization which is in effect until December 4, 2027. The township

will continue to collect Video Service Provider Fees.

The trustees and fiscal officer have been working together on updating the Harrison Township Personnel Policies and Procedures Manual 2011 Edition for several months. The updates and changes have been approved by the Licking County Prosecutors Office. The fiscal officer reviewed all changes for final approval.

-Mark Van Buren moved to adopt the new Harrison Township Personnel Policies and Procedures Manual 2018 Edition which will take effect January 1, 2018.

The changes are as follows:

- 1. 7.2.4 Personal Leave – Delete sentence – For payroll purposes personal days are considered vacation.**
- 2. 7.8 Sick Leave – Example: An employee earns sick leave time at a rate of (twelve hours for each month – deleted) five and one half (5.5) hours for each pay period. Note: This change was effective May 1, 2017.**
- 3. 7.8.1 Reasons – 2 hours of paid sick leave will be changed to 4 hours of paid sick leave and concerning a medical excuse the words “if requested by the supervisor” will be inserted after employee provides some form of documentation.**
- 4. 9.1 PERS Contribution – The first sentence – All employees are required to be a member of the State of Ohio Public Employee Retirement System, (insert) “if eligible”.**
- 5. 14.16 Social Media Policy – New policy added in its entirety.**

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

The trustees discussed raises for the Road Department employees and the Zoning Inspector.

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

- 1. Ben Patterson, Road Superintendent, currently earning \$24.03 per hour, increases to \$24.51 per hour.**
- 2. Mike Stickle, Road Department currently earning \$19.25 per hour, increases to \$19.64 per hour.**
- 3. Brandon Menninger, Road Department currently earning \$17.43 per hour, increases to \$17.78 per hour.**
- 4. Tom Frederick, Zoning Inspector currently earning \$20.29 per hour, increases to \$20.70 per hour.**

Ray Foor seconded the motion. January 1, 2018 is the effective date of the approved pay change. Pay raise will start with the 1/14/18-1/27/18 pay period. 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. The trustees reviewed and signed the CDARS November bank statements.

Being no further business, Chairman Eric Smith adjourned the meeting at 12:33 p.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 December 28, 2017 minutes:

Resolution 2017 12 28 02

Resolution 2017 12 28 03

Resolution 2017 12 28 04

Resolution 2017 12 28 05