

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR MEETING JANUARY 4, 2016

The Harrison Township Trustees met in regular session on January 4, 2016 at the Township Hall. The meeting was called to order at 6:00 p.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	Tony Sharp, 77 Millstone
Guest	Jarrold Mahaffey
Guest	Larry Kretzmann, SWLCW&SD

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2016 Harrison Township Board of Trustees.

**-Ray Foor moved to nominate Eric Smith as Chairman and Mark Van Buren as Vice President. Mark Van Buren 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.

Zoning Report - Tom Frederick, Zoning Inspector

The December permit and fee total was \$3,091.00. Tom presented quotes for Architectural Services for the Architectural Standards Project as follows:

CESO	Alternate #1	\$2,200.00
	Alternate #2	6,500.00

Project Architecture Ltd. Hourly rates of \$110.00, \$200.00 and \$110.00.

Tom has prepared the groundwork for the Architectural Standards and feels that Project Architecture might be a better fit on an hourly basis. They are located in Hebron and CESO is located in Akron.

**-Mark Van Buren moved to hire Project Architectural Ltd. to review and provide service for the Harrison Township Architectural Standards. The motion further states that no more than \$8,000.00 be spent on this project. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to adopt Resolution 2016 01 04 01 which states: RESOLUTION EMPLOYING TOWNSHIP'S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2016. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to appoint Douglas Harned to a five year term (starting 1/1/2016) on the Harrison Township Board of Zoning Appeals. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Road Report - Ben Patterson, Road Superintendent

The Fiscal Officer presented the 2016 BWC coverage certificates to be posted at the township offices and road department garage.

**-Mark Van Buren moved to sign a 2016 price list from Shelly Materials for asphalt material to patch roads. Ray Foor seconded the motion. Chairman Eric Smith signed the price agreement. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to approve the Annual Harrison Township Inventory as presented by the Road Superintendent. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Ben Patterson also presented the 2016 Annual Culvert Report and the 2016 updated road surface list to the trustees for review.

Ben Patterson presented his log records for the PERRP 300AP form to be filed by the Fiscal Officer.

A discussion was held concerning paving roads this year. More crack seal will be completed to preserve the roads and hold off on paving.

**-Mark Van Buren moved to receive sealed bids for a contract to supply the specified stone material for use in the maintenance of Harrison Township roads. The contract period shall be from April 1, 2016, through March 31, 2017. Bids will be received by the Harrison Township Trustees at 3886 Outville Road, Granville, Ohio 43023, until March 7, 2016 at 4:00 p.m. Bids will be publicly opened at 7:00 p.m. during the Harrison Township Trustees monthly meeting on March 7, 2016. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to request driver abstracts and a copy of drivers license from all employees that drive a township vehicle. Ray Foor seconded the motion. All will be reimbursed for the cost. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Ray Foor moved to approve the following:**

1. minutes of the December 29, 2015 special meeting
2. payroll and bills, warrants 14424 through 14437 and V30

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

**-Ray Foor moved to approve the following purchase orders effective January 4, 2016:**

1. Conkle's Truck Repair, Inc.	Truck Repairs	\$15,000.00
2. Co-Alliance LLP	Fuel	\$25,000.00
3. The Dexter Company	Equipment Parts	\$5,000.00
4. E.L.M. Concrete Recycling Yard	Culverts	\$15,000.00
5. Shelly Materials, Inc.	Material to patch roads	\$5,000.00
6. Osburn Associates, Inc.	Road Signs	\$20,000.00
7. Lacial Equipment, Inc.	Equipment Parts	\$5,000.00
8. Edwards Sheet Metal Works Inc.	Culverts	\$15,000.00
9. Asphalt Materials Inc.	Liquid Asphalt	\$10,000.00
10. Jess Howard Electric Co.	Tornado Siren Maintenance	\$2,000.00
11. HRA	HRA	\$60,000.00
12. Anthem	Health Ins. Premiums	\$95,000.00
13. Columbia Gas	Gas service	\$14,000.00

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

Ben presented three quotes to remove the cherry and ash trees in the road right of way along the York Street Cemetery as follows:

1. Tree King Services, Inc.	Ash Tree	\$2,025.00	
	Cherry Tree	\$750.00	
2. Mid-Ohio Tree Service, Ltd.	Ash Tree	\$2,400.00	
	Cherry Tree	\$1,500.00	
3. CROUSE Tree Service LLC	Ash Tree	2,750.00	
	Cherry Tree	\$2,200.00	If both \$1,875.00

**-Mark Van Buren moved to hire Tree King to remove the cherry tree and ash tree in the road right of way along the York Street Cemetery at a cost of \$2,775.00. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

Ben reported that he is scheduling a meeting with a resident at 20 Grand and Trustee Mark Van Buren will attend.

Trustee Foor ask Ben to check on the old Township Administration Building and if it needs cleaned to do so in their spare time.

Trustee Van Buren reported that he spoke with someone from the Welsh farm concerning a drainage issue at the "T" turnaround on Ashcraft Drive. He will follow up with Phil Watts.

Trustee Smith reported that the Depot committee met in December and the Depot is in need of

exterior paint. Ben will obtain estimates.

Trustee Smith contacted and spoke with a representative of the Genesee and Wyoming Railroad concerning the dead ash trees on the railroad property. These ash trees are in danger of falling onto the Historic Depot Building and need to be removed. The representative replied that he would look into the situation. Trustee Smith will send a certified letter to document the issue.

**-Eric Smith moved to accept the bonds of newly re-elected officials, Trustee Ray Foor (term starting 1/1/2016) and Fiscal Officer Carolyn Elder (term starting 4/1/2016). Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

The Fiscal Officer presented a letter from Licking County Recycling reporting the amount of recycling that took place in Licking County in 2015.

Licking County Commissioner Resolutions were reviewed. Resolution 82-192 concerns the County Engineer reducing load limits on county roads. Resolution 82-193 concerns the County Engineer reducing load limits on Harrison Township Roads. Resolution 82-230 states: In the matter of establishing an extension of Mannaseh Drive West (TR-1160), Woolard Park Drive (TR-1161) and Ambrosia Drive (TR-1162) in Ellington Village Subdivision in Harrison Township.

The Fiscal Officer received a letter that the Century Link contract will expire. Trustee Smith will take care of pricing a new contract.

**-Mark Van Buren moved to approve reimbursing all necessary costs for employees (Road Department, Zoning Inspector, Assistant Zoning Inspector as well as the members of the ZC and the BZA) to attend the Ohio Township Winter Conference to attend educational sessions. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to approve the Fiscal Officer transferring funds at Park National Bank to make the HRA Sweep Account start the year with a balance of \$60,000.00 to cover 2016 HRA reimbursements. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.**

The Fiscal Officer received the Delta Dental renewal and there will be no rate increase for 2016. No response was needed unless the township needed an EHB-complaint pediatric plan.

The Fiscal Officer reported that the Permanent Appropriations and the Certificate of Amounts Available have been filed with the Licking County Auditor. The budget was reviewed.

From the floor - Larry Kretzmann, SWLCW&SD

Mr. Kretzmann reported that arbitration with the City of Pataskala will end by March 1, 2016. Discussion was held concerning arbitration and the Deagle Fannin property.

## **ORGANIZATIONAL BUSINESS FOR FISCAL YEAR 2016**

**-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 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 Vickie Noble as the Harrison Township Assistant Zoning Inspector earning \$12.50 per hour (previous pay \$12.00 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 Mark Van Buren and a second by Ray Foor, 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 2016 according to the Harrison Township Personnel Policies and Procedures Manual as follows: Ben Patterson – 120 hours, Mike Stickle – 120 hours and Brandon Menninger – 80 hours.**

**-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote set the 2016 meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2016 at the Harrison Township Hall located at 6750 Outville Road, Pataskala, Ohio. Township meetings will be held on the first Monday of each month at 6:00 p.m., except when this falls on a legal holiday, then it shall be held the following evening, unless otherwise published or posted at the Township Hall. A second monthly meeting will be held at 9:00 a.m. on the following dates: May 17, June 21, July 19 and December 27. All meetings 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.**

**-On a motion by Mark Van Buren and a second by Ray Foor, by a unanimous affirmative vote the Board will be paid monthly by a salary payment, equal monthly payments paid the first meeting of each month.**

**-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 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, The Advocate or the Pataskala Post 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 2016 and designate the 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 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 2016 for full time AND part time employees (part time on call employees are not eligible for Holiday pay):**

<b>New Years Day</b>	<b>January 1, 2016</b>
<b>Presidents Day</b>	<b>February 15, 2016</b>
<b>Memorial Day</b>	<b>May 30, 2016</b>
<b>Independence Day</b>	<b>July 4, 2016</b>
<b>Labor Day</b>	<b>September 5, 2016</b>
<b>Columbus Day</b>	<b>October 10, 2016</b>
<b>Veterans Day</b>	<b>November 11, 2016</b>
<b>Thanksgiving Day</b>	<b>November 24, 2016</b>
<b>Day after Thanksgiving</b>	<b>November 25, 2016</b>
<b>Christmas Day</b>	<b>December 26, 2016</b>

**-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 the winter and summer OTA Conferences and any seminars offered by the Auditor of State, the State Treasurer, BWC, Frank Gates Co., OTAS, LGOC, OHC and CPIM.**

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 8:05 p.m.  
Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

Resolution 2016 01 04 01 is a part of the January 4, 2016 minutes.