

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF REGULAR/ORGANIZATIONAL MEETING JANUARY 6, 2020

The Harrison Township Trustees met in regular session on January 6, 2020 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.

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| 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 |
| Guest | Mike Fox, 11540 E. Broad Street |
| Guest | Cathy Bisutti, 454 Middle Ground Road |
| Guest | Lenny Bisutti, 454 Middle Ground Road |
| Guest | Justin Bisutti, 454 Middle Ground Road |
| Guest | Richard Ricketts, 50 Hill Road South |
| Guest | Jeff Monebrake |
| Guest | Tom & Joanne Ispan, 168 Mannaseh Drive E |
| Guest | Mark Schaff, 7461 National Road, Etna |
| Guest | Karla Somar, 6767 Palmer Road, Etna |
| Guest | Larry Kretzmann, SWLCW&SD |

The Board accepted bonds from newly re-elected Trustee Ray Foor and Fiscal Officer Carolyn Elder.

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2020 Harrison Township Board of Trustees.

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

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

From the floor – Mike Fox

Mr. Fox stated that the Water and Sewer Board has placed the General Manager on paid administrative leave. He wanted the trustees to know the facts about the four things that the Board wanted to investigate. He presented the three trustees with a packet of papers.

From the floor – Cathy Bisutti

Ms. Bisutti stated that she had the same concerns as Mike Fox. She is concerned because Larry Kretzmann's son is married to John Carisle's daughter. She thinks it is a witch hunt.

From the floor – Lenny Bisutti

Mr. Bisutti feels it is a conflict of interest and hopes the matter is looked at and investigated.

From the floor – Justin Bisutti

Mr. Bisutti stated that it is a disgrace to spend funds this way. The Water and Sewer District will have to pay. Taxpayers and customers are burdened with the wasteful spending.

From the floor – Richard Ricketts

Mr. Ricketts inquired about cashier checks required by the township. They are needed to proceed with right of way permits for the project at Hardwoods and Citation.

-Mark Van Buren moved to accept one cashier's check for \$17,500.00 payable to Harrison Township. This check will be held to the completion of the 310 Investments, Ltd. project. The project includes sewer improvements and road improvements at Hardwoods Drive and Citation. The check will be accepted by the township once all required permits are obtained. The check will be forfeited if the project is delayed. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

The Road Superintendent, Ben Patterson, stated that he will issue permits for sewer construction and road construction at Hardwoods Drive and Citation.

Mr. Monebrake, with 310 Investments, stated that the sewer improvements at Hardwoods Drive will be first, second will be sewer improvements at Citation and third will be road improvements (stone) at Citation. Mr. Monebrake offered the cashier's check. It will not be accepted until the permits are applied for and issued.

From the floor – Tom Ispan

Mr. Ispan was in attendance to check on the status of the Parking Prohibition Resolution. Trustee Van Buren explained that the township adopted a resolution that is a criminal violation, not a civil – non criminal violation. The Licking County Sheriff can issue a ticket with a fine of \$89.00 for parking violations. The resolution is currently in effect. Mr. Ispan stated that it is not happening and there is no enforcement.

From the floor – Mark Schaff

Mr. Schaff lives in the Water and Sewer District. He was in attendance to provide feedback to the Board of Trustees. His concerns are that the W&S Board holds meetings during the day and not on evenings or weekends. He attended a meeting and ask the Chairman, Larry Kretzmann, a question and no one would answer. He stated that John Carlisle is qualified for the position and that Mr. Kretzmann and Mr. Platt should get out of the way. They are recklessly spending funds on legal fees. Taft Law Firm was hired for over \$300.00 per hour without a cap. He ask the trustees to advise Larry Kretzmann to stop wasting public funds.

From the floor – Karla Somar

Ms. Somar lives in Etna Township. She stated that John Carlisle is qualified for the position and that the four allegations are false.

Statements by the public speaking about issues with the Southwest Licking Community Water and Sewer Board may seem incomplete if you are not aware of the situation. For more information on the subject, visit their website for details.

From the floor – Larry Kretzmann, SWLCW&SD

Mr. Kretzmann spoke to Mr. Mark Schaff, stating that he answered his questions in the hallway and that public meetings were for public business.

Trustee Smith responded that questions should be answered in public session.

Mr. Kretzmann stated that meetings will be held at 4:00 p.m. and that the law firm was hired on November 27th. A report should be available in January from the law firm.

Trustee Van Buren stated that having Rob Platte (appointed by City of Pataskala) negotiating with the City of Pataskala, just does not look good. Trustee Van Buren encouraged Mr.

Kretzmann to negotiate lower surge charges for Harrison Township residents in Beechwood Trails. The Water and Sewer District is helping Pataskala, so help our residents.

Mr. Kretzmann stated that the district spent \$153,000 on legal fees in 2019. He mentioned that the biggest budget problem is keeping good employees.

Trustee Smith ask Mr. Kretzmann to be responsive.

-Eric Smith moved to approve the following:

- 1. The minutes of the December 30, 2019 regular meeting**
- 2. Payment advice 6-2020 through 15-2020**
- 3. Bills, warrants 17378 through 17392**
- 4. The December Bank Reconciliation**

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

The motion passed.

Zoning Report – Tom Frederick, Zoning Inspector

The December 2019 zoning permit and fee total was \$3,247.68.

Tom reviewed the status of the property at 5513 Beecher Road. Mr. Adams has removed all

but two of the junk motor vehicles from his property. Remaining are a 1956-1960 Ford Pickup and a 1985-1990 Winnebago. Mr. Adams informed Tom that he will cover the pickup truck until spring when he can move it into his garage for restoration. He gave the Winnebago away and they will be moving it. Tom explained that the next step for the trustees would be to adopt the resolution "Notice of Intention to Remove".

-Mark Van Buren moved to grant Greg and Louise Adams, parcel #025-072756-00.000, more time instead of adopting the Notice of Intention to Remove. Action must be taken by February 3, 2020 and the Winnebago must be removed from the property or action will move forward. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

Tom reviewed the status of the property at 96 Hillgail Road, Pataskala. There is a 2002-2006 Kia Acclaim junk motor vehicle that has not been removed.

-Eric Smith moved to adopt Resolution 2020 01 06 01 which states: RESOLUTION TO REMOVE JUNK MOTOR VEHICLE, OHIO REVISED CODE SECTION 505.871. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.

Tom is working on obtaining contracts from the Prosecutor for Speedy Towing and Crispin Iron and Metal.

Tom expressed to the trustees a need to hold a training/informational meeting for the Board of Zoning Appeals. A BZA meeting will be held on January 28, 2020 and is a public meeting.

Road Department – Ben Patterson, Road Superintendent

Ben stated that he would like to be prepared for the paperwork and permits needed for Scenic View, the stub streets off of Beechwood Trails. The trustees responded that the county should be the lead on this project and the improvements should be approved by the Engineer. There will be a need for permits from Harrison Township. Trustee Smith suggested T turns for room to push snow and over all safety.

Ben reported that the Refugee Road sewer project will be 90% bored.

Ben expressed his personal views concerning the Benistar Medicare supplement policy.

The trustees will not move forward with the Benistar policy at this time.

Discussion took place about roads to pave in 2020. Ben stated that Highland Hills is in the worst condition.

-Mark Van Buren moved to request engineering from the Licking County Engineer for a speed study for Forward Pass, Carryback Drive and Citation. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

Ben reported that a tree fell from the cemetery on Blacks Road onto a neighboring property. Ben will investigate the damage and report to the trustees.

Ben has received an employment application from Arron L. Hollis. The trustees will meet with him for an interview.

-Eric Smith moved to approve paying \$12,848.75 per month health insurance premium to Medical Mutual (increase due to tobacco use). Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

The trustees requested that all township drivers obtain a driver abstract and they will be reimbursed.

Organizational Business for Fiscal Year 2020

-Eric Smith moved to appoint Ben Patterson as 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. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Ray Foor moved to appoint Tom Frederick as the Harrison Township Zoning Inspector. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Eric Smith moved to appoint Vickie Noble as the Assistant Zoning Inspector. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Ray Foor moved to appoint Vickie Noble as the Zoning Secretary. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Ray Foor moved to continue paying the Harrison Township Zoning Commission and the Board of Zoning Appeals \$60.00 per meeting pay (BZA alternates receive pay for hearings when they are a voting member). 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 vacation hours for 2020. 120 hours for Ben Patterson and 160 hours for Mike Stickle, other vacation hours will be granted throughout the year according to the Personnel Policies and Procedures Manual. The motion further approves three (3) personal days for all three road department employees (as per handbook). Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Eric Smith moved to approve the 2020 regular meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2020 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 6, February 3, March 2, April 6, May 4, June 1, July 6, August 3, September 8, October 5, November 2, and December 7. A second monthly meeting starting at 9:30 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.harrisontownship.net. All meetings are open to the public and everyone is encouraged to attend. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Mark Van Buren 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: Smith YES, Van Buren YES and Foor YES. The motion passed.

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

-Mark Van Buren moved to approve the signing of checks/EFT for payroll, regular monthly bills and all previously approved expenditures and purchase orders outside of meetings. 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 IRS business mileage rate for all township travel expenses. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

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

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

-Mark Van Buren moved to approve contracting with Ohio Health Consortium for random employee drug and alcohol testing for 2020 and designate the Fiscal Officer as the township contact. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Ray Foor moved to approve the use of township cell phones for employees and percentage of use statements signed for audit purposes. 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 township credit accounts with True Value, Washington Napa, Lucas Truck, Jae's Towing & Recovery, Conkle's, Koenig Equipment, Decker Construction and Visa at PNB. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren 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. 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 official 2020 Holiday Schedule for full time and part time employee Tom Frederick, Zoning Inspector:

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| New Year's Day | January 1, 2020 |
| Presidents Day | February 17, 2020 |
| Memorial Day | May 25, 2020 |
| Independence Day | July 3, 2020 |
| Labor Day | September 7, 2020 |
| Columbus Day | October 12, 2020 |
| Veteran's Day | November 11, 2020 |
| Thanksgiving Day | November 26, 2020 |
| Day after Thanksgiving Day | November 27, 2020 |
| Christmas | December 25, 2020 |

The motion further states that an employee must be employed by the township on the date of the Holiday to receive Holiday pay. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Mark Van Buren moved to appoint Eric Smith, Jennifer Noble, Doug Smith, Martha Tykodi and Phil Gurile to the Depot Board for a one year term. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren 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 second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Mark Van Buren moved to appoint Ray Foor to a one year term on the Pataskala JEDD Board. Eric Smith second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Ray Foor moved to appoint Trustee Mark Van Buren and Trustee Eric Smith to the Tax Incentive Review Council (2 year term starting 1/1/20). Mark Van Buren second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Mark Van Buren 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, LGOC, OHC, CPIM, UAN and any county and state training seminars. Eric Smith second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

The trustees were ready to conduct employee evaluations.

-Eric Smith moved to go into Executive Session at 8:47 p.m. under RC 121.22(G), for the purpose of appointment, employment, dismissal, discipline, promotion, demotion, compensation or the investigation of charge against a public employee or official, etc. Ray Foor second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Ray Foor moved to return to Regular Session from Executive Session at 9:55 p.m. Mark Van Buren second the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

The trustees discussed raises for the Road Department employees, the Zoning Inspector as well as the Zoning Secretary.

A job description was discussed for a new Zoning Inspector or the creation of a new position which would include expanded zoning duties as well as a possible assistant.

-Eric Smith moved to approve a 3% pay increase for the following employees:

- 1. Ben Patterson, Road Superintendent, currently earning \$25.00 per hour, increases to \$25.75 per hour.**
- 2. Mike Stickle, Road Department, currently earning \$20.03 per hour, increases to \$20.63 per hour.**
- 3. Terry Perkins, Road Department, currently earning \$17.50 per hour, increases to \$18.03 per hour.**
- 4. Tom Frederick, Zoning Inspector, currently earning \$21.11 per hour, increases to \$21.74.**

Pay increases will take effect with the 1/12/2020 – 1/25/2020 pay period.

The motion further approved pay for Vickie Noble, Zoning Secretary as follows:

- 1. Salary, currently earning \$240.00 per month, increases to \$400.00 per month.**
- 2. Per meeting pay, stays at \$110.00 per meeting.**
- 3. Assistant Zoning Inspector, per hour pay, stays at \$12.50 per hour.**

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

-Mark Van Buren moved to approve a maximum of \$150.00 per Road Department employee, Ben Patterson, Mike Stickle and Terry Perkins to purchase safety work boots and/or safety jacket/coats. Ray Foor second the motion. 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 December bank reconciliation was signed.

Being no further business, Chairman Eric Smith adjourned the meeting at 10:23 p.m. Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder
Harrison Township Fiscal Officer

Resolution 2020 01 06 01 is a part of the January 6, 2020 minutes.