

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF REGULAR/ORGANIZATIONAL MEETING JANUARY 4, 2021

The Harrison Township Trustees met in regular session on January 4, 2021 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.

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| Trustee | Eric Smith |
| Trustee | Mark Van Buren |
| Trustee | Ray Foor |
| Fiscal Officer | Carolyn Elder |
| Zoning Inspector | Valerie Hans |
| Road Superintendent | Ben Patterson |

No guests were in attendance.

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2021 Harrison Township Board of Trustees.

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

The meeting was turned over to Chairman Mark Van Buren.

Road Department Report – Ben Patterson, Road Superintendent

-Ray Foor moved to approve the Road Department purchasing three safety jackets, maximum value \$70.00 each. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

Ben reviewed a list of township roads that need resurfaced. Discussion took place and the trustees felt that a request for engineering should be filed for the resurfacing project.

-Eric Smith moved to adopt Resolution 2021 01 04 01 which states: IN THE MATTER OF DECLARING THE NECESSITY FOR CONSTRUCTION, RECONSTRUCTION, RESURFACING, OR IMPROVEMENT OF the 2021 Resurfacing Project on Various Roads in Harrison Township. The motion further requests that the Licking County Engineer provide a cost estimate for the township. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.

Ben reviewed quotes from Strawser Construction Inc. (ODOT Contract 101G-21) for crack seal:
Crack Seal – ODOT Type II quantity 259,660 SY \$106,460.60
Crack Seal – ODOT Type III quantity 259, 660 SY \$106,460.60
Ben stated that Type II has fiber in the product.

-Ray Foor moved to approve a purchase order for Crack Seal – ODOT Type II from Strawser Construction Inc. in the amount of \$120,000.00. This purchase is on the ODOT 101G-21 state contract. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

Ben presented an updated Engineer's estimate for the Wesleyan Church Road Culvert Project. The trustees are still in favor of proceeding with the project. The project will be advertised immediately.

-Ray Foor moved to add "Maximum of sixty days start to finish of project" to the Wesleyan Church Road Culvert Replacement Project bid packet. The motion further states that the new Engineer's estimate was reviewed and all agreed to proceed with the project. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

Ben reported that the new snowplow truck has arrived and that insurance, title and tags are being taken care of.

Ben will obtain estimates for a new pickup truck for the road department.

Trustee Foor ask Ben to check on the northwest corner bridge on Smoke Road and report on its condition. Ben will also check and see if it is the township's or the county's responsibility.

Zoning Report – Valerie Hans, Zoning Inspector

Valerie Hans, Zoning Inspector reported on the following items.

- The December zoning permit and fee total was \$7,638.95.
- Total for 2020 zoning permits and fees totaled \$45,046.05.
- The Verizon contract, she is looking into a NASPO or GSA contract.
- Residents have been calling in, concerning pickup issues with Waste Management. Recycling pick up is being skipped. Valerie is logging all complaints and finding resolution.
- 110 Ford Ave., Valerie is waiting on an updated status as to when the second trailer will be removed from the property.
- 120 Ford Ave., an unoccupied trailer that is not in compliance with the minimum square footage requirements.
- 565 Forward Pass, 12' x 28' shed installed in the front and side yard setbacks without zoning permits. Was going to be moved by 11/15/2020. Still not moved.
- 4880 York Road, home occupation with tall banners posted. Owner removed the banners.

- Junk Motor Vehicles
- Valerie will be re-citing 150-170 Ford Ave. for Junk Motor Vehicles due to a technicality.
- 117 Chevrolet Ave., Junk Motor Vehicle violation, township is ready to tow.

-Ray Foor moved to approve a purchase order to Crispin Iron & Metal Company, LLC for \$700.00. This purchase order is to tow Junk Motor Vehicles from 117 Chevrolet Ave., Pataskala, Ohio 43062, Parcel #025-079074-00.000. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

- 6652 Outville Road, Junk Motor Vehicle has been towed.

-Ray Foor moved to adopt Resolution 2021 01 04 02 which states: RESOLUTION DIRECTING THE FISCAL OFFICER TO CERTIFY THE EXPENSES FOR REMOVING JUNK MOTOR VEHICLES. 6652 Outville Road, Pataskala, Ohio, Parcel #025-078936-00.000. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.

- Estimates to dispose of township records are as follows:

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| Allshred Services | \$338.00 |
| Royal Document Destruction | \$425.00 |
| Shred-It | \$560.00 |

 The trustees will go with Allshred Services.
- Discussion was held concerning the need for the ZC and BZA to meet only to elect officers. The trustees would prefer that organizational business be taken care of at their first business meeting and not hold a January organizational meeting due to Covid-19. The trustees would like to see the Zoning Commission working on the zoning resolution. Trustee Van Buren suggested Go To Meetings or Zoom Meetings so that needed updates in the zoning resolution could move forward.
- There will be a TRC meeting on January 28th for 1 Nation Storage Inc.
- A zoning permit was issued to J&M Rentals following an approved architectural review on 12/29/20.
- Valerie presented a contract from Crystal Davis for website maintenance and management for 2021, fee \$599.00.

-Ray Foor moved to approve a purchase order to Crystal Davis for \$599.00 to maintain and manage the township's website for 2021. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

- Valerie felt that the Board of Zoning Appeals needs an additional alternate member. The trustees thought that the township is good for now.

-Ray Foor moved to request that all township drivers obtain a drivers abstract and turn it in to the fiscal officer. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

Trustee Van Buren reported that the fire district is getting a new ladder truck. Trustee Van Buren suggested an idea to help with the storm water issues on Ashcraft Drive. If the township could obtain an easement from the Welsh property they might be able to control the storm water from damaging the township roads. Trustee Van Buren will pursue the idea. No official action was taken.

The Fiscal Officer shared a letter from the Public Utilities Commission. Booklets from Burnham & Flowers were passed out to employees of the township.

-Ray Foor moved to approve a purchase order for HRA reimbursements in the amount of \$54,250.00. The motion further grants the Fiscal Officer permission to transfer funds from the checking account to the HRA account to start a new year in the amount of \$47,300.00. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve the following:

- 1. The minutes of the December 22, 2020 regular meeting**
- 2. Payment advice 358-2020 through 372-2020**
- 3. Payment advice 1-2021 through 4-2021**
- 4. Warrants 17748 through 17773**
- 5. The December Bank Reconciliation**

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

Organizational Business for Fiscal Year 2021

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

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

-Eric Smith moved to appoint Vickie Noble as the Zoning Secretary, \$400.00 monthly salary and \$110.00 per meeting pay will stay the same. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith 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). 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 hours for 2021. 160 hours for Ben Patterson, 160 hours for Mike Stickle and 80 hours for Terry Perkins, as per handbook. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to approve the 2021 regular meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2021 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 4, February 1, March 1, April 5, May 3, June 7, July 6, August 2, September 7, October 4, November 1 and December 6. A second monthly meeting starting at 9:30 a.m. will be held on May 18, June 22 and July 20 and December 21. 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. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith 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. Ray Foor 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.

-Eric Smith moved to approve the signing of checks/EFT for payroll, regular monthly bills and all previously approved expenditures and purchase orders outside of meetings. The motion further states that the Fiscal Officer may pay necessary monthly bills electronically. Ray Foor 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 2021 and designate the Fiscal Officer as the township contact. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

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

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

-Eric Smith moved to approve that any and all purchases over \$1,500.00 shall require a purchase order approved by the trustees. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to approve the official 2021 Holiday Schedule for full time employees as follows:

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| New Year's Day | January 1, 2021 |
| Presidents Day | February 15, 2021 |
| Memorial Day | May 31, 2021 |
| Independence Day | July 5, 2021 |
| Labor Day | September 6, 2021 |
| Columbus Day | October 11, 2021 |
| Veteran's Day | November 11, 2021 |
| Thanksgiving Day | November 25, 2021 |
| Day after Thanksgiving Day | November 26, 2021 |
| Christmas Day | December 24, 2021 |

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

-Eric Smith moved to appoint Eric Smith, Jennifer Noble, Doug Smith and Larry Kretzmann to the Depot Board for a one year term. Ray Foor 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.

-Mark Van Buren moved to appoint Ray Foor to a one year term on the Pataskala JEDD Board. 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, Sedwick/CareWorks, 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.

The trustees were ready to discuss employee evaluations and pay rates.

-Mark Van Buren moved to go into Executive Session at 8:17 p.m. for the purpose of appointment, employment, dismissal, discipline, promotion, demotion, compensation or the investigation of charges against a public employee or official, etc. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to return to Regular Session from Executive Session at 8:21 p.m. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

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

- 1. Ben Patterson, Road Superintendent, currently earning \$25.75 per hour, increases to \$26.53 per hour.**
- 2. Mike Stickle, Road Department, currently earning \$20.63 per hour, increases to \$21.25 per hour.**
- 3. Terry Perkins, Road Department, currently earning \$18.03 per hour, increases to \$18.58 per hour.**
- 4. Valerie Hans, Zoning Inspector, current salary \$68,000.00 per year, no increase. Valerie Hans will receive 160 hours (4 weeks) vacation leave in 2021.**

Pay increases will take effect with the 01/10/2021 – 01/23/2021 pay period.

Ray Foor seconded the motion. Roll call: Van Buren YES, Smith 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 Mark Van Buren adjourned the meeting at 8:26 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 January 4, 2021 minutes.

Resolution 2021 01 04 01

Resolution 2021 01 04 02