

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF REGULAR/ORGANIZATIONAL MEETING JANUARY 3, 2022

The Harrison Township Trustees met in regular session on January 3, 2022 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.

Trustee	Mark Van Buren
Trustee	Eric Smith
Trustee	Ray Foor
Fiscal Officer	Carolyn Elder
Road Superintendent	Ben Patterson
Guest	Sarah & Sandra Gundler, 301 Brittany Court
Guest	Rod & Randal Archer
Guest	Larry Kretzmann, SWLCW&SD

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2022 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 ABSENT, Smith YES and Foor YES. The motion passed.

Trustee Van Buren arrived at the meeting. The meeting was turned over to Chairman Mark Van Buren.

Trustee Mark Van Buren and Trustee Eric Smith both presented their Oath of Office paperwork.

From the floor – Sarah Gundler

Sarah is a senior and was attending the meeting to learn about township government. She is applying for the OTA scholarship and needed the Board’s signatures for the application.

From the floor – Rod Archer, Archer Excavating Company

Mr. Archer attended the meeting at the trustee’s request, to resolve issues that have come up with the Wesleyan Church Road Culvert Project. Mr. Archer stated that the County Engineer did not realize there was a swoop in the road, due to one end of the culvert collapsing and the pavement settling. He added that the bump should not be grinded off because of the swoop and the fact that he placed rebar in the concrete. He stated that the culvert is off center due to the fiber optic cable. Discussion took place. As the contractor, he stated that they met the pavement on both sides of the culvert. The County Engineer wants ODOT specs on the guardrail. Mr. Archer had an estimate for approximately \$9,100.00. He stated that

guardrail was not part of the contract. He feels partly responsible since he did not stop all work and have the fiber optic cable moved. He placed the culvert off center instead and this is what required the guardrail. Mr. Archer stated that it took a long time to receive the necessary material, prices went up and he lost money on this job.

The trustees want this project to be safe and meet ODOT specifications. After much discussion, the trustees agreed to split the cost of the guardrail. Mr. Archer had not completed the seeding and finish work. The original contract was \$69,017.50 and \$45,000.00 has been paid. All agreed to subtract \$4,600.00 from the contract for guardrail and subtract \$1,500.00 from the contract for finish work.

-Ray Foor moved to make a final payment to Archer Excavating Company for \$17,917.50 and Archer Excavating will have no more responsibilities to the township on the Wesleyan Church Road Culvert Project.

\$69,017.50 Original contract
-\$45,000.00 Previous payment
-\$4,600.00 Credit towards guardrail (township will hire contractor to install)
-\$1,500.00 Credit towards finish work
\$17,917.50 Final Payment

The motion further states that the balance of the purchase order will be closed.

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

From the floor – Larry Kretzmann, SWLW&SD

Mr. Kretzmann reported that employees were given a five percent raise to retain workers. He reported on activities of the district. The district has closed on the Timmons farm land. Trustee Van Buren requested that someone in the district present a statement on the definition of the debt elimination on customers invoices and when it will expire. Trustee Van Buren receives many requests concerning this matter and would like to have a statement from the district to give residents.

Road Report – Ben Patterson, Road Superintendent

-Eric Smith 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, 2022, through March 31, 2023. Bids will be received by the Harrison Township Trustees at 3886 Outville Road, Granville, Ohio 43023, until March 7, 2022 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, 2022. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to approve up to \$150.00 for each of the three full time road department employees to purchase safety work shoes by February 28, 2022. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to adopt Resolution 2022 01 03 01 which states: RESOLUTION TO APPROVE THE SALE OF SALT TO SOUTHWEST LICKING SCHOOLS. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.

The trustees will conduct employee evaluations at the February meeting.

-Ray Foor moved to approve the following:

- 1. 3% raise for Ben Patterson, Road Superintendent, currently earning \$26.53 per hour, increases to \$27.33 per hour.**
- 2. 3% raise for Mike Stickle, Road Department, currently earning \$21.25 per hour, increases to \$21.89 per hour.**
- 3. 3% raise for Terry Perkins, Road Department, currently earning \$18.58 per hour, increases to \$19.14 per hour.**
- 4. 2% raise for Valerie Hans, Zoning Inspector, currently earning a salary of \$68,000.00, increases to a salary of \$69,360.00. Plus, four weeks (160 hours) of vacation for 2022.**

The motion further states that all raises will be effective starting with the January 9, 2022 pay period. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to approve the following:

- 1. The minutes of the December 21, 2021 regular meeting.**
- 2. Payment advice 349-2021 through 360-2021**
- 3. Payment advice 1-2022 through 10-2022**
- 4. Warrants 18152 through 18172**
- 5. The December Bank Reconciliation**

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

-Ray Foor moved to approve paying the \$390.00 membership dues for Licking County and Ohio Township Associations. All trustees and the fiscal officer as members and the Zoning Inspector as an associate member. Total of \$390.00. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Mark Van Buren moved to request driver abstracts from employees of the road department and the Zoning Inspector. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

The December zoning permit and fee total was \$3,197.76

The 2021 zoning permit and fee total was \$94,249.64

Credit card compliance officer, Trustee Van Buren, completed the 4th quarter report for 2021.

Organizational Business for Fiscal Year 2022

-Ray Foor moved to appoint the following:

1. Ben Patterson, Road Superintendent in charge of all maintenance and repair of the roads within the township and the supervisor of all township road employees.
2. Valerie Hans, Zoning Inspector
3. Vickie Noble, Zoning Secretary, \$400.00 monthly salary and \$110.00 per meeting pay will stay the same.

Eric Smith seconded the motion. Roll call: Van Buren YES, Smith 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). Eric Smith 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 2022. 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 2022 regular meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2022 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 3, February 7, March 7, April 4, May 2, June 6, July 5, August 1, September 6, October 3, November 7 and December 5. A second monthly meeting starting at 9:00 a.m. will be held on May 17, June 21 and July 19 and December 20. 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.

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

-Ray Foor moved to approve the IRS business mileage rate for all township travel expenses. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Ray Foor moved to approve reimbursing internet cost for the Fiscal Officer and the Zoning Secretary. Eric Smith 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.

-Ray Foor moved to approve contracting with Ohio Health Consortium for random employee drug and alcohol testing for 2022 and designate the Fiscal Officer as the township contact. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

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

-Ray Foor moved to approve township credit accounts with True Value, NAPA, Lucas Truck, Jae's Towing & Recovery, Koenig Equipment, Decker Construction and Visa at PNB. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith 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. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to approve the official 2022 Holiday Schedule for full time employees as follows:

New Year's Day	December 31, 2021
Presidents Day	February 21, 2022
Memorial Day	May 30, 2022
Independence Day	July 4, 2022
Labor Day	September 5, 2022
Columbus Day	October 10, 2022
Veteran's Day	November 11, 2022
Thanksgiving Day	November 24, 2022
Day after Thanksgiving Day	November 25, 2022
Christmas Day	December 26, 2022

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, 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.

-Ray Foor moved to appoint Trustee Mark Van Buren to the West Licking Fire Board for a one year term. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

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

-Mark Van Buren moved to appoint Eric Smith and Ray Foor to the Tax Incentive Review Council for a two year term. 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 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 Mark Van Buren adjourned the meeting at 7:50 p.m. Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder
Harrison Township Fiscal Officer

Resolution 2022 01 03 01 is a part of the January 3, 2022 minutes.