

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR/ORGANIZATIONAL MEETING JANUARY 3, 2023

The Harrison Township Trustees met in regular session on January 3, 2023 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
Zoning Inspector	Valerie Hans
Road Superintendent	Ben Patterson
Guest	Don & Jack Phillips, 7186 Broad Street
Guest	Grant Hanrahan, 147 Plaudit Court SW
Guest	Deb Moore, 35 Gristmill Court
Guest	Donna Goodfleisch, 41 Gristmill Court
Guest	Linda Miller, 6003 Outville Road

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2023 Harrison Township Board of Trustees.

**-Ray Foor moved to nominate Mark Van Buren as Chairman of the Harrison Township Board of Trustees for 2023. 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.

**-Ray Foor moved to nominate Eric Smith as Vice Chairman of the Harrison Township Board of Trustees for 2023. Mark Van Buren seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

From the floor – Don Phillips, 7186 Broad Street  
Mr. Phillips is continuing clean up of the trucks on the property. He has met with Ritchie Brothers Auction to schedule an auction. They will come and complete inspections in two weeks and then proceed with the auction. It could be the end of February to have all of the trucks removed. Chairman Van Buren stated that he should stay in touch with the Zoning Inspector and continue the cleanup.

From the floor – Deb Moore

Ms. Moore inquired about the following items and Chairman Van Buren answered.

- Question: Was the December 29<sup>th</sup> meeting a regular or special meeting and why?  
Answer: A regular meeting due to the December 20<sup>th</sup> regular meeting being rescheduled due to illness of board members.
- Question: Did you hire an economic development person?  
Answer: John Carlisle was hired as a part time Harrison Township JEDD Administrator for \$60 per hour. The developer of the S.R. 158, LLC will be paying Mr. Carlisle's salary.
- Question: What does Pete Griggs do?  
Answer: Attorney Peter Griggs is representing Harrison Township and will work with John Carlisle on the S.R. 158, LLC JEDD.
- Question: Where was it discussed and did you go into executive session.  
Answer: The December 29<sup>th</sup> meeting and no executive session was held.
- Question: Who wrote the contract for John Carlisle?  
Answer: There is no contract, when the JEDD is finalized, his employment is finished.
- Deb Moore stated that in the October minutes the trustees approved \$5,000 for FRAMEWORK, the Licking County Planning Project.
- Question: How many hours will John Carlisle work?  
Answer: Part time, there is no set hours, only when needed.
- Question: Did you look at Grow Licking County?  
Answer: They did not come to us.
- Question: Who will John Carlisle report too?  
Answer: The Harrison Township Board of Trustees.
- Question: Why did you not have interviews for the position like you did for ZC and BZA members?
- Question: How do you become a member of the Ohio Township Association?  
Answer: You must first become a member of the Licking County Township Association.
- Question: What is the job description?  
Answer: JEDD and TIF work.
- Question: Do you feel there are any ethical issues?  
Answer: No.
- Deb Moore stated that she felt there is a conflict of interest. He has come to School Board meetings and stated lies.

From the floor – Greg Hanrahan, 147 Plaudit Court SW

Mr. Hanrahan agreed with Deb Moore. He stated that John Carlisle has no vested interest in Harrison Township. He is suing the Water and Sewer District and has made questionable decisions with economic development in Etna Township.

From the floor – Donna Goodfleisch, 41 Gristmill Court

Ms. Goodfleisch agrees with Deb Moore. She stated that optics and perception are important and this has crossed the line. Proven action and representation are needed. Nepotism is a concern. She would like to see the meeting agendas ahead of the meeting.

The township will start sending meeting agendas out by email to anyone who is signed up to receive the meeting notifications.

If anyone would like to be on the email list to receive meeting and news notifications as well as meeting agendas, just contact the Zoning Inspector, Valerie Hans, at [zoning@harrisontownship.net](mailto:zoning@harrisontownship.net) or 740-927-8277.

Zoning Report – Valerie Hans, Zoning Inspector

- The Zoning Inspector reported on the following items.
- The December zoning permit and fee total for December was \$1,234.00.
- The zoning permit and fee total for 2022 was \$66,634.02.
- Ed Stiles court case will be in court on January 30, 2023.
- The driver policy is ready and sent to the Licking County Prosecutor's Office for approval.
- Reichgott property at 4180 Outville Road. They were denied a variance from the Harrison Township BZA on 8/30/22 and then did not follow through with correcting the zoning violation. The Zoning Inspector asks for approval to send this case to the Prosecutors office.

**-Eric Smith moved to approve sending the zoning violation case for the Reichgott property at 4180 Outville Road to the Licking County Prosecutor's Office for further action. The Reichgott's were denied a variance from the Harrison Township Board of Zoning Appeals on 8/30/2022 and then did not follow through with correcting the zoning violation. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

- The Zoning Commission will be working on solar regulations and lighting.

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, 2023, through March 31, 2024. Bids will be received by the Harrison Township Trustees at 3886 Outville Road, Granville, Ohio 43023, until March 6, 2023 at 4:00 p.m. Bids will be publicly opened at 7:00 p.m. during the Harrison Township Trustees monthly meeting on March 6, 2023. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

Ben reported on a meeting he attended in Fairfield County on roads and different coatings and treatments. He felt it was very beneficial.

Chairman Van Buren inquired if the road department needs any new equipment in 2023. Ben felt the department is in good shape and stated that consistent upkeep has benefited the equipment.

Trustee Foor inquired about the traffic for the funeral held the prior week in the township cemetery. Ben stated that it was a nice day and only a few cars were able to park in the cemetery due to the wet conditions. The other 17 cars parked on Refugee Road, which worked out good since the road is closed due to the retaining wall project.

Trustee Smith inquired about road worker Mike Stickle and when he thought he would retire. Ben stated that Mike would like to stay on to plow snow after retiring on February 3<sup>rd</sup>. Ben would like for him to help plow snow.

**-Eric Smith moved to approve the annual Harrison Township Inventory titled 2022 Report B prepared by Ben Patterson, Road Superintendent. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

**-Mark Van Buren moved to request driver abstracts for all employees driving township vehicles, all of the road department and Zoning Inspector. 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 29, 2022 regular meeting.**
- 2. Payment advice 387-2022 and 1-2023 through 3-2023.**
- 3. Warrants 18584 through 18596.**
- 4. The December 2022 Bank Reconciliation.**

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

The fiscal officer inquired if the trustees would like to start the process of adding a credit card for another road employee to replace the employee that is retiring.

**-Ray Foor moved to adopt Resolution 2023 01 03 01 which states: HARRISON TOWNSHIP CREDIT CARD ACCOUNT POLICY. Adding Terry Perkins as a credit card holder with a maximum limit of \$2,500.00. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

## Organizational Business for Fiscal Year 2023

-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

Eric Smith 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.

-Ray Foor moved to approve vacation leave hours for 2023. 160 hours for Ben Patterson, 160 hours for Mike Stickle and 80 hours for Terry Perkins, as per handbook. The motion further approves 160 hours of vacation for Valerie Hans. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

-Eric Smith moved to approve the 2023 regular meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2023 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 6, March 6, April 3, May 1, June 5, July 3, August 7, September 5, October 2, November 6 and December 4. A second monthly meeting starting at 9:00 a.m. will be held on May 16, June 20, July 18, August 22 and December 19. All meetings and any changes 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. 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.

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

-Eric Smith moved to approve the signing of payment advice and warrants for payroll, regular monthly bills and all previously approved expenditures and purchase orders outside of meetings. The motion further authorizes the payment of township obligations "by direct deposit of funds by electronic transfer" R.C. 507.11(B)(2). 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.**

**-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.**

**-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: 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 2023 and designate the Fiscal Officer Carolyn Elder as the township contact. Eric Smith 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.**

**-Ray Foor moved to approve township credit accounts with True Value, NAPA, Lucas Truck, Jae's Towing & Recovery, Koenig Equipment, Decker Construction, Advance Auto Parts and Visa at PNB. Eric Smith 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 2023 Holiday Schedule for full time employees as follows:**

**2023 Holidays**

**January 2, New Year's**

**February 20, Presidents Day**

**May 29, Memorial Day**

**June 19, Juneteenth**

**July 4, Independence Day**

**September 4, Labor Day**

**October 9, Columbus Day**

**November 10, Veteran's Day**  
**November 23, Thanksgiving Day**  
**November 24, Day after Thanksgiving Day**  
**December 25, Christmas Day**

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, Steve Rauch 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.

-Ray Foor moved to appoint Eric Smith and Mark Van Buren 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.

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

-Ray Foor moved for the township to pay 75% of family insurance premiums for children up to the age of 18. The employee will pay 25% of the family insurance premiums. The motion further approves deducting from eligible employees' pay each month for insurance benefits. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

The trustees discussed vacation hours for both new road employees that started in October and December.

**-Eric Smith moved to approve the following:**

- 1. Hunter Skaggs - 40 hours vacation once his six-month probation period has passed (4/3/2023) and 80 hours of vacation at his one year anniversary of October 3, 2023.**
- 2. Pete Sigman - 40 hours once his six-month probation period has passed (6/19/2023) and 40 hours of vacation at his one year anniversary of December 19, 2023.**

**Ray Foor seconded the motion. Discussion: the trustees are insuring that road employees will not be forced to use vacation hours at the end of the year with the possibility of snow storms. 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 7:00 p.m. Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

Resolution 2023 01 03 01 is a part of the January 3, 2023 minutes.