

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR/ORGANIZATIONAL MEETING JANUARY 2, 2024

The Harrison Township Trustees met in regular session on January 2, 2024 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	Pete Sigman
Guest	Jana McCarthy, 22 Amanda Drive
Guest	Grant Hanrahan, 147 Plaudit Court SW
Guest	Rosanne & Steve Champlin, 18 Amanda Dr.
Guest	Doug Williams, 7661 Beecher Road SW
Guest	Brenda Bates, 20 Ellington Commons Lane
Guest	Ed Stiles, 7910 Blacks Road
Guest	Scot Burdette, 17 Amanda Drive
Guest	Vickie Noble
Guest	Jack Treinish, 513 Cherokee Trail
Guest	Sara & Kevin McCartney, 161 Mannaseh Dr.
Guest	Rick & Pat Earley, 161 Mannaseh Drive
Guest	John Vincent, 143 Ellington Blvd.
Guest	David McKee, 157 Avery Place
Guest	Susan Vivyan, 17 Lookout Lane
Guest	Mike & Sophia Koeritzer, 169 Natalie Lane
Guest	Jim Dorenbush
Guest	Laney McLaughlin
Guest	Gerald Arnott

Newly re-elected Trustee Ray Foor presented his oath of office paperwork to the Board of Trustees.

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2024 Harrison Township Board of Trustees.

**-Eric Smith moved to nominate Mark Van Buren as Chairman of the Harrison Township Board of Trustees for 2024. Ray Foor 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 2024. Mark Van Buren seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

From the floor – Janna McCarthy, 22 Amanda Drive  
Ms. McCarthy has traffic concerns if a Dollar General is built on State Route 16.

Trustee Mark Van Buren stated that they would explain the process for Dollar General building on State Route 16 in Ellington Village first and then let guests comment and ask questions. Valerie Hans, Zoning Inspector, explained that Dollar General has not made an application with the township yet. They have applied with the Licking County Planning Commission and is going through the TRC process. TRC meetings are open to the public. Valerie gave out the LCPC phone number of 740-670-5200 in case residents wanted to contact the Board. The township will provide feedback on the project during the TRC meetings and once those items are addressed, the township will sign off on the project. At that time, the Dollar General will come to the township and apply for Architectural Review. Once the Architect issues a report, it will go to the Harrison Township Zoning Commission for approval. Once the Zoning Commission signs off, the zoning inspector can issue a zoning permit.

The following are statements in response to resident questions or comments.

Parking will have to meet zoning regulations.

The township cannot control when deliveries are made to the store.

If Dollar General meets the regulations of the Harrison Township Zoning Resolutions, a zoning permit will be issued.

A traffic study will be addressed during the TRC process.

Valerie felt the TRC process could take a couple months.

Several residents were asking what can they do to express their concerns.

Trustee Van Buren stated that they could call ODOT District 5 with traffic concerns and call DR Horton (owner of the property).

This parcel is not a part of the Home Owners Association.

If water/drainage is a concern call the Licking County Soil and Water at 740-670-5330.

Lighting is covered by the Harrison Township Zoning Regulations.

Residents ask the Board what their feelings are about the project.

Trustee Van Buren stated that some Dollar Generals are great and some are not, they just need to meet all regulations set forth in the zoning regulations.

Trustee Smith stated that the township has done everything allowed by the Ohio Revised Code to prepare.

Valerie thought, if all goes well, they could start construction in the summer, but there are many variables to consider.

Much discussion took place concerning the Dollar General Market.

The Chairman went down the sign in list and inquired if residents wanted to speak.

From the floor – Scot Burdette, 17 Amanda Drive

Mr. Burdette has lived on Amanda Dr. for 30 years and feels that his home value will take a hit.

From the floor – John Vincent, 143 Ellington Blvd.

Mr. Vincent inquired about the Architectural Review process. He wondered if the Board could pass a non-binding resolution against a grocery store building at this location. Trustee Van Buren responded that he received a resident call who stated they would like a grocery store, just not a Dollar General.

From the floor – Ed Stiles, 7910 Blacks Road

Mr. Stiles stated that he has lived in the area for 58 years. He wanted those in attendance to drive by his property. He stated that he has never sold car parts and that he wants the township to get off of his back.

Trustee Van Buren stated that Judge Marcelain has declared this property a junk yard, giving the township the ability to remove the junk motor vehicles and nuisance debris. Trustee Van Buren stated that the township would like for him to clean up the property and to please let the Board know how he was going to do so.

Road Report – Pete Sigman, Road Superintendent

Pete reported that the speed radar signs are working and are located on Ellington Boulevard, Beecher Road, Citation Drive and Carryback. He shared data from the Ellington Boulevard location.

Pete reported that he met with Joe Jarvis to discuss the township's Swip Plan and talk about the MS-4 grant. The grant is to help localities reduce their impact from salt runoff by providing funding for live-edge blades, salt spreader control systems, brine mixers, and structural upgrades to salt storage facilities to prevent groundwater contamination. The trustees agreed that Pete could move forward, apply for the grant and be the authorized signer for this grant. Pete presented a list of equipment that is no longer needed by the road department. The Board will advertise to sell items on GovDeals on the internet. Items to sell will be determined at a later date.

The trustees scheduled the following residents to interview for positions on the Board of Zoning Appeals or the Zoning Commission.

7:00 p.m.	Gerald Arnott
7:10 p.m.	Doug Williams
7:20 p.m.	Grant Hanrahan
7:30 p.m.	Jim Dorenbush
7:40 p.m.	Jack Treinish
7:50 p.m.	Laney McLaughlin

**-Eric Smith moved to go into Executive Session at 7:02 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. Ray Foor 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 8:20 p.m. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

Road Report – Pete Sigman, Road Superintendent – Continued

**-Ray Foor moved to adopt Resolution 2024 01 02 01 which states: RESOLUTION EXPRESSING THE INTENT OF THE TOWNSHIP TO SELL PROPERTY BY INTERNET AUCTION 505.10(D). Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.**

Pete reported that the tornado siren in Beechwood Trails was inspected by B&C Communications and determined to need new batteries. It was thought to be a radio signal issue. Pete will purchase interstate batteries (\$220.00 per battery) and have Jess Howard Electric install them.

**-Eric Smith moved to request driver abstracts and copies of drivers license from all 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.**

**-Ray Foor moved to approve a purchase order to ACE Truck Equipment Company in the amount of \$10,000.00 for equipment parts. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

**-Ray Foor moved to approve up to \$150.00 for each full time road department employee to purchase safety work boots. Mark Van Buren seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

**-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, 2024, through March 31, 2025. Bids will be received by the Harrison Township Trustees at 3886 Outville Road, Granville, Ohio 43023, until March 4, 2024 at 3:00 p.m. Bids will be publicly opened at 7:00 p.m. during the Harrison Township Trustees monthly meeting on March 4, 2024. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

**-Eric Smith moved to approve employee Benjamin Patterson's retirement pay out.**  
**Vacation hours           72 hours at \$31.14 per hour equals \$2,242.08.**  
**Sick hours                 208.25 hours at \$31.14 per hour equals \$6,484.91.**  
**Total approved payout of \$8,726.99. Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

Zoning Report – Valerie Hans, Zoning Inspector

The December zoning fee and permit total was \$2,276.30.

The 2023 zoning fee and permit total was \$32,260.72.

Valerie reported that she is waiting on word from the court to go onto Ed Stiles property to inventory the junk motor vehicles.

Security in the township hall was discussed.

6591 Outville Road is in the process of removing the deck to comply with zoning regulations.

Valerie conducted the annual harassment training for all employees in attendance.

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

- 1. The minutes of the December 19, 2023 regular meeting.**
- 2. Payment advice 391-2023 through 414-2023 and 1-2024 through 4-2024.**
- 3. Warrants 18954 through 18968.**
- 4. Payment of dues for the Licking County Township Association of \$390.00.**
- 5. The reconciled but not posted December Bank Reconciliation.**

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

The township has received \$792,976.14 from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”).

The township is considered a nonentitlement unit of local government and will adopt the “standard allowance”. Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.”

The township will follow Treasury’s 2022 Final rule and 2023 IFR detail recipients’ compliance responsibilities and provides additional information on eligible and restricted uses of SLFRF funds and reporting requirements.

The Township will follow all Compliance with Federal Law. All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200.326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. All applicable local, state, and federal procurement requirements will be followed when expending federal funds. Should the state of Ohio have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

SLFRF funding must be obligated by December 31, 2024 and jurisdictions have until December 31, 2026 to fully expend their funds. Spending should be used for costs incurred after March 3, 2021.

The Board of Trustees have identified a project which, in the judgement of the Board, qualifies as a permitted use of the ARPA Funds, in direct support of governmental services, which will consist of the following: The Harrison Township 2024 Resurfacing Project.

The trustees feel that this project is in the best interest of the Township and is deemed a priority for the community. The trustees feel that safe, well maintained roads are important to

township residents whether they are commuting to work or working from home. Roads in good condition is needed to support emergency services, transportation of school children as well as our resident's needs. The pandemic of Coronavirus impacted the Township, the budget, the economy and all of Harrison Township residents. Using the ARPA Funds on a road project will help preserve taxpayer dollars in the road and bridge fund for future expenditures.

**-Ray Foor moved to adopt Resolution 2024 01 02 02 which states: Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that: Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services." [The "standard allowance"]. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.**

**-Ray Foor moved to adopt Resolution 2024 01 02 03 which states: WHEREAS, the Township has received a distribution of monies (the "ARPA Funds") from the American Rescue Plan Act of 2021 ("ARPA" or the "Act"); and NOW THEREFORE, it is hereby RESOLVED by the Board that in compliance with the Uniform Guidance, and specifically 2 C.F.R. 200.318, the Township adopts the attached Uniform Guidance Procurement Policy to be used for all expenditures of ARPA funds. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The resolution was adopted.**

**-Mark Van Buren moved to appoint the following:**

- 1. Gerald Arnott to a 2 year term expiring 12/31/2025 on the Zoning Commission.**
- 2. Doug Williams to a 5 year term expiring 12/31/2028 on the Zoning Commission as the second alternate member.**
- 3. Elaine McLaughlin to a 5 year term expiring 12/31/2028 on the Zoning Commission.**
- 4. Jack Treinish to a 5 year term expiring 12/31/2028 on the Board of Zoning Appeals.**

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

#### **Organizational Business for Fiscal Year 2024**

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

- 1. Pete Sigman, 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 2024. 80 hours for Pete Sigman, 80 hours for Terry Perkins plus additional 40 hours on 7/1/24 and 80 hours for Hunter Skaggs, 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 2024 regular meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2024 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 2, February 5, March 4, April 1, May 6, June 3, July 1, September 3, October 7, November 4 and December 2. A second monthly meeting starting at 9:00 a.m. will be held on May 21, June 18, July 16, August 20 and December 17. There will be no meeting on August 5, 2024. All meetings and any changes will be posted at the Township Hall and on the website at [www.harrisantownship.net](http://www.harrisantownship.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.

-Ray Foor 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: 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.

-Ray Foor moved to approve the signing of payment advice and warrants/EFT 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). 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.

**-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 2024 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.**

**-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, Advance Auto Parts, Shelly Materials 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 2024 Holiday Schedule for full time employees as follows:**

**2024 Holidays**

**January 1, New Year's**

**February 19, Presidents Day**

**May 27, Memorial Day**

**June 19, Juneteenth**

**July 4, Independence Day**

**September 2, Labor Day**

**November 11, Veteran's Day**

**November 28, Thanksgiving Day**

**November 29, Day after Thanksgiving Day**

**December 24, Christmas Eve**

**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.**



**-Ray Foor moved to appoint Eric Smith, Jennifer Noble, Steve Rauch and Larry Kretzmann to the Depot 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 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.**

**-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 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 employees with 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 family insurance benefits. Eric Smith seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.**

The trustees conducted employee evaluations in executive session.

**-Eric Smith moved to go into Executive Session at 8:54 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. Ray Foor 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 10:03 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 employees raises as follows:**

- 1. Pete Sigman currently earning \$31.00 per hour will earn \$32.25 per hour.**
- 2. Terry Perkins currently earning \$24.72 per hour will earn \$25.71 per hour.**
- 3. Valerie Hans currently earning a salary of \$71,440.72 will earn a salary of \$73,583.12.**
- 4. Vickie Noble currently earning a monthly salary of \$500.00 will earn a monthly salary of \$550.00. Vickie Noble currently earning per meeting pay of \$150.00 will earn a per meeting pay of \$160.00.**

**Raises will be effective at the beginning of the pay period that follows the effective date of the approved change (as per handbook) with the exception of Vickie Noble's monthly pay period raise effective with the month of January. 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 10:20 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 2, 2024 minutes.

Resolution 2024 01 02 01

Resolution 2024 01 02 02

Resolution 2024 01 02 03