

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF SPECIAL MEETING JANUARY 19, 2009

The Harrison Township Trustees met in special session on January 19, 2009 at the Township Administration Building. The meeting was called to order at 9:00 a.m. by Chairman Larry Kretzmann and he led those present in the Pledge of Allegiance. The Fiscal Officer called the roll, and the following members and guests were present:

| | |
|---------------------|----------------------------------|
| Chairman | Larry Kretzmann |
| Trustee | Ray Foor |
| Trustee | Eric Smith |
| Fiscal Officer | Carolyn Elder |
| Road Superintendent | Ben Patterson |
| Zoning Inspector | Casey Casto |
| Guest | Rich King, Working Partners |
| Guest | Nettie Salmons, Zoning Secretary |

From the Floor: Rich King with Working Partners

Rich King explained the Working Partners program which is a drug free workplace program. It is a 5 year program with three levels of participation. We have through mid February to enroll. Cost to start the program is \$750.00 plus drug testing. In the upcoming years there will be a supervisor training class with a cost of \$65.00. Working Partners will provide help with a written policy, customer service, training and education. At level one there would be a 10% discount on our Workers Compensation rates for 2009, level two – 15% discount and level three – 20% discount.

Ray Foor moved a motion for the Board to go into Executive Session for discussion concerning duties of the Zoning Secretary at 9:48 a.m. Eric Smith seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed.

Ray Foor moved a motion for the Board to go into Regular Session at 10:05 a.m. Eric Smith seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed. The Zoning Commission meets on the first and third Tuesdays of each month. The Board of Zoning Appeals sets the second and fourth Wednesdays aside to meet as needed.

Ray Foor moved a motion to pay Nettie Salmons the Zoning Secretary \$110.00 per meeting up to three missed meetings per year. If more than three meetings are missed they will not be compensated. Eric Smith seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed.

Eric Smith moved a motion to enroll in the Working Partners Program, level one and assign the Road Superintendent to be the primary person in charge of administration with the Zoning Inspector as the assistant. The members of The Board of Harrison Township Trustees will be exempt from participation in the program. Ray Foor seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed.

Eric Smith moved a motion to pay the IRS mileage rate of 55 cents per mile for mileage cost. Ray Foor seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed.

Eric Smith moved a motion to approve funds to pay for Harrison Township's 2006/2007 Audit with additional hours included for the amount of \$6,450.00 to Wilson, Shannon & Snow, Inc. and approval to move funds from 01-A-26 to 01-A-19 to cover the cost. Ray Foor seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed. Larry Kretzmann signed the necessary audit modification agreements.

Ray Foor moved a motion to approve purchase orders to Anthem Blue Cross Blue Shield for \$21,150.00 for the road fund, 04-A-10 and \$37,650.00 for the general fund, 01-A-06. Eric Smith seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed.

Discussion took place about the Roland Estates project. The Trustees are considering paying for material cost associated with the Roland Estates ditch petition. They would like to see a more complete list of materials with pricing. The Trustees would like the Fiscal Officer to place one million dollars in a twelve month CDARS account at Park National Bank.

Ray Foor moved a motion to start an employee funeral leave policy as follows: In the event of a death of an immediate family member, full time employees may be granted three (3) days of funeral leave. Usage of sick leave, upon approval of the Trustees, for an additional two (2) working days will be approved to attend the funeral, make funeral arrangements or carry out other responsibilities relative to the death. For purposes of this policy, the "immediate family" is defined as only: (step)mother, (step)father, (step)brother, (step)sister, child, spouse, spouse's child, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, legal guardian or other person who stands in the place of parent. This will be effective January 1, 2009. Eric Smith seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed.

Ray Foor moved a motion that township cell phones be used for the sole purpose of township business with the exception of an emergency. Employees will review usage and sign monthly invoices. Eric Smith seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed.

Eric Smith moved a motion to pay warrants 9055 – 9065. Ray Foor seconded the motion. Roll call: Kretzmann YES, Foor YES and Smith YES. Motion passed.

Being no further business, Chairman Larry Kretzmann adjourned the meeting at 11:51 a.m.

Respectively Submitted,

Carolyn I. Elder
Harrison Township Fiscal Officer