

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR MEETING JANUARY 3, 2011

The Harrison Township Trustees met in regular session on January 3, 2011 at the Township Administration Building. The meeting was called to order at 6:00 p.m. by the Fiscal Officer, Carolyn Elder 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	Larry Kretzmann
Trustee	Eric Smith
Trustee	Mark Van Buren
Fiscal Officer	Carolyn Elder
Zoning Inspector	Tom Frederick
Guest	Tony Sharp, 77 Millstone Circle
Guest	Martha Tykodi, 4392 York Road SW, Pataskala
Guest	Vicki Noble, 4774 Outville Road
Guest	Jennifer Noble, 4774 Outville Road

Fiscal Officer Carolyn Elder opened the floor for nominations for Chairman of the 2011 Harrison Township Board of Trustees.

**Eric Smith moved to nominate Larry Kretzmann for Chairman of the Board. Mark Van Buren second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*Motion passed.*

The meeting was turned over to the Chairman and he opened the floor for nominations for Vice Chairman of the 2011 Harrison Township Board of Trustees.

**Eric Smith moved to nominate Mark Van Buren for Vice Chairman of the Board. Larry Kretzmann second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*Motion passed.*

**From the floor** – Tony Sharp

Mr. Sharp inquired as to the progress of the Harrison Trace roads. There has been no response from Mr. Keil and Eric Smith will check with the County Engineer about the township going ahead with the project.

**Eric Smith moved to have the Engineer replat the Harrison Trace project. Mark Van Buren second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

Trustee Kretzmann explained that the JBA Architect contract was not back from the Prosecutor yet. JBA wants to meet with one Trustee and the committee in a private meeting. Trustee Van Buren expressed concern that the building details should be reviewed in a public meeting.

**From the floor** – Martha Tykodi reporting for Mary Lou Fairall, SWLCWSD report  
The district has signed with the Licking County Commissioners on the 161/Outville Road project. Melvin Hite has been appointed as the Pataskala representative and January 4<sup>th</sup> is the districts organizational meeting.

**From the floor** – Martha Tykodi, West Licking Historical Society  
The Historical Society made \$660.00 from the auction after the Outville Christmas Parade which they will spend on the Depot. Trustee Van Buren suggested having the Depot open on Election Day for the public to visit.

**From the floor** – Jennifer Noble  
Jennifer thanked the Trustees for their help and support of the Outville Christmas Parade. This year's parade will be December 10, 2011 with lineup at 1:30 p.m. and the parade starting at 3:00 p.m. She reported that donations have been decreasing.

**Zoning Report** – Tom Frederick, Zoning Inspector  
December zoning permits totaled \$105.44. The Sunshine Park property on Cadillac Avenue that the township owns was discussed. Mr. Frederick suggested a window into the lobby from the zoning office in the new township hall plans.

**Road Report** – Ben Patterson, Road Superintendent – Not in attendance due to illness

**Mark Van Buren moved to approve the following purchase orders for the road department:**

- 1. Co-Alliance for fuel in the amount of \$15,000.00.**
- 2. The Dexter Company for snow plow parts in the amount of \$5,000.00.**
- 3. Conkle's Truck Repair, Inc. for truck repairs in the amount of \$5,000.00.**

**Eric Smith second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

**Eric Smith moved to approve the Annual Inventory Report presented by Ben Patterson and for Ben to file the report with the county. Mark Van Buren second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

**Eric Smith moved for Ben Patterson to contact the Licking County Engineer and set load limit restrictions for the necessary roads in Harrison Township. Larry Kretzmann second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

**Eric Smith moved to request driver abstracts and driver license records for Ben Patterson, Mike Stickle and Tony Trapp. Mark Van Buren second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

Trustee Smith announced that Tony Trapp would like to retire in June 2011 and would like to work 5 days a week. The Trustees would like a letter stating his retirement plans. Trustee Van Buren requested that the Zoning Inspector look at the definition of local business and the section that does not allow drive throughs.

Business from the Fiscal Officer

The Fiscal Officer reported that the 2011 Permanent Appropriations and the Certificate of Total Amounts from all sources available for Expenditures and Balances for Year End 2010 (copy attached at end of minutes) have been filed with the County Auditor.

Resolution 2009 07 06 01 is still in effect concerning the Township providing health insurance for officers and full time employees since no changes in coverage has occurred.

**Mark Van Buren moved to approve a purchase order to UnitedHealthcare for the amount of \$65,000.00. Eric Smith second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

**Mark Van Buren moved to renew Delta Dental coverage from January 1, 2011 through December 31, 2011. Larry Kretzmann second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

Blankets and Super Blankets were reviewed with the Trustees.

**Eric Smith moved to adopt Resolution 2011 01 03 01 which states: The Trustees deem it necessary and advisable to adopt and implement an official Township Travel Policy covering all Township personnel and employees. Mark Van Buren second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

MORPC's attributable funding and 2011 special events were reviewed.

Correspondence from Planet Aid was reviewed.

**Eric Smith moved to approve the minutes from the December 6, 2010 regular meeting and the minutes from the December 7, 2010 Public Hearing/Special Meeting. The motion further states that warrants, bills and payroll, 10627 through 10634 are**

**approved. Mark Van Buren second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

**Eric Smith moved to hold a special meeting of the Board on January 17, 2011 at 6:00 p.m. at the Harrison Township Administration Building for the propose of working on an employee handbook, meeting with JBA Architects and any other business that comes before the board. Mark Van Buren second. Roll call: Kretzmann YES, Van Buren YES and Smith YES.**

*Motion passed.*

The Fiscal Officer read various pieces of correspondence and passed out Financial Reports for the Trustees to review. The Trustees reviewed and signed the bank statements.

#### ORGANIZATIONAL BUSINESS FOR FISCAL YEAR 2011

**On a motion by Eric Smith and a second by Mark Van Buren, by a unanimous affirmative vote appointed Ben Patterson 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.**

**On a motion by Eric Smith and a second by Mark Van Buren, by a unanimous affirmative vote appointed Tom Frederick as the Harrison Township Zoning Inspector.**

**On a motion by Mark Van Buren and a second by Larry Kretzmann, by a unanimous affirmative vote Rod Osborne was appointed to the Harrison Township Zoning Commission for a five year term.**

**On a motion by Eric Smith and a second by Mark Van Buren, by a unanimous affirmative vote Rory Utt was appointed to the Harrison Township Board of Zoning Appeals for a five year term.**

The current vacation policy was reviewed and for 2011 Ben Patterson will receive 2 weeks of vacation and Mike Stickle will receive 2 weeks of vacation.

**On a motion by Eric Smith and a second by Mark Van Buren, by a unanimous affirmative vote the Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2011 at the Harrison Township Administration Building located at 6750 Outville Road, Pataskala, Ohio. Township meetings will he held on the first Monday of each month, except when this falls on a legal holiday, then it shall be held the following evening, unless otherwise published or posted on the door of the Administration Building. Regular meetings will be posted on the website at**

[www.hartwp.com](http://www.hartwp.com). Meetings will start at 6:00 p.m. The public is always invited to attend meetings.

On a motion by Mark Van Buren and a second by Eric Smith, by a unanimous affirmative vote the Board will be paid monthly by a salary payment, equal monthly payments paid the first meeting of each month.

On a motion by Mark Van Buren and a second by Eric Smith, by a unanimous affirmative vote the IRS business mileage rate was approved for 2011 township travel expenses.

On a motion by Eric Smith and a second by Mark Van Buren, by a unanimous affirmative vote approved reimbursing internet costs for the Zoning Secretary and the Fiscal Officer.

On a motion by Larry Kretzmann and a second by Eric Smith, by a unanimous affirmative vote authorized the Fiscal Officer to use the Pataskala Standard, Pataskala Post and The Advocate as the designated media for public notices.

On a motion by Mark Van Buren and a second by Eric Smith, by a unanimous affirmative vote approved to continue contracting with Ohio Health Consortium, Inc. for random employee drug and alcohol testing for 2011 and designate Fiscal Officer Carolyn Elder as the township contact.

On a motion by Mark Van Buren and a second by Eric Smith, by a unanimous affirmative vote approved to continue the use of cell phones for employees of Harrison Township.

On a motion by Eric Smith and a second by Mark Van Buren, by a unanimous affirmative vote approved to continue credit accounts with BP, True Value, NAPA, Carquest and the Visa accounts at Park National Bank.

On a motion by Mark Van Buren and a second by Eric Smith, by a unanimous affirmative vote approved that any and all purchases over \$1,500.00 shall require a purchase order approved by the Trustees.

On a motion by Mark Van Buren and a second by Larry Kretzmann, by a unanimous affirmative vote designated the following dates as the official Harrison Township Holiday Schedule for 2011 for full time AND part time employees (part time on call employees are not eligible for vacation time):

New Years Day	December 31, 2010
Presidents Day	February 21, 2011
Memorial Day	May 30, 2011

<b>Independence Day</b>	<b>July 4, 2011</b>
<b>Labor Day</b>	<b>September 5, 2011</b>
<b>Columbus Day</b>	<b>October 10, 2011</b>
<b>Veterans Day</b>	<b>November 11, 2011</b>
<b>Thanksgiving Day</b>	<b>November 24, 2011</b>
<b>Day after Thanksgiving</b>	<b>November 25, 2011</b>
<b>Christmas Day</b>	<b>December 26, 2011</b>

**On a motion by Larry Kretzmann and a second by Eric Smith, by a unanimous affirmative vote appointed Larry Kretzmann, Casey Casto, Doug Smith, Martha Tykodi and Phil Gurile to the Depot Board for a one year term.**

Eric Smith and Mark Van Buren will continue to serve their second year on the Licking County Tax Incentive Review Council.

**On a motion by Eric Smith and a second by Mark Van Buren, by a unanimous affirmative vote Larry Kretzmann was appointed to the West Licking Fire Board for a one year term.**

**On a motion by Mark Van Buren and a second by Eric Smith, by a unanimous affirmative vote Larry Kretzmann was appointed to the Pataskala JEDD Board for a one year term.**

**On a motion by Mark Van Buren and a second by Eric Smith, by a unanimous affirmative vote approved the current zoning fees for 2011.**

**On a motion by Eric Smith and a second by Larry Kretzmann, by a unanimous affirmative vote approved to pay all necessary expenses for elected officials to attend the winter and summer OTA conferences and any seminars offered by the Auditor of State, the State Treasurer, BWC, Frank Gates Co., OTAS, LGOC and CPIM.**

**On a motion by Eric Smith and a second by Mark Van Buren, by a unanimous affirmative vote approved to pay necessary costs for Ben Patterson and Mike Stickle to attend the OTA Winter Conference.**

**Fire Board report** by Larry Kretzmann

Contracts are up and the board is continuing to resolve personnel issues. The district covers six different entities. Pataskala and Harrison Township receive the most service. The Chief is looking into EMS billing but the board is against charging.

**On a motion by Mark Van Buren and a second by Larry Kretzmann, by a unanimous affirmative vote appointed Nettie Salmons the Secretary of the Zoning Commission**

**and the BZA with an annual salary of \$2,600.00 and \$110.00 per meeting (attendance policy stays the same).**

Trustee Van Buren expressed the need for the Zoning Commission to spend the necessary funds to obtain correct addresses of property owners for the rezoning.

Being no further business, Chairman Larry Kretzmann adjourned the meeting at 7:43 p.m.

Minutes are unofficial until approved by the Trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

RESOLUTION 2011 01 03 01 is a part of the January 3, 2011 minutes.

**RESOLUTION 2011 01 03 01**

The Board of Township Trustees of Harrison Township, Licking County, Ohio, met in regular session on the 3rd day of January, 2011 with the following members present:

LARRY KRETZMANN

MARK VAN BUREN

ERIC SMITH

Eric Smith moved the adoption of the following:

**WHEREAS**, the Board of Harrison Township Trustees is responsible for hiring and supervising all Harrison Township personnel and employees; and,

**WHEREAS**, the Board of Harrison Township Trustees deems it necessary and advisable to adopt and implement an official Township travel policy covering all Township personnel and employees; and,

**WHEREAS**, the official Township travel policy shall outline and provide for the eligible travel expenses that may be incurred and reimbursed by and to Township personnel and employees; and,

**WHEREAS**, the official Township travel policy shall outline and provide for the requirements and responsibilities of Township personnel and employees that incur travel costs and seek reimbursement for the same.

**NOW, THEREFORE**, be it resolved:

The Board of Harrison Township Trustees hereby adopts an official Township Travel Policy (the adopted policy is attached hereto as Exhibit "A").

**Be it further resolved:** that the Travel Policy shall cover all Township personnel and employees, and all Township personnel and employees shall read the Policy and sign and return an acknowledgement setting forth the same.

**Be it further resolved:** that the Board of Harrison Township Trustees reserves the right to revise and amend the Travel Policy at any time and for any reason.

Mark Van Buren seconded the Motion, and the roll being called upon its adoption,

the vote resulted as follows:

Yea: Larry Kretzmann

Mark Van Buren

Eric Smith

Nay: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION**

I hereby certify that the foregoing is a true and accurate copy of the Resolution of the Board of Township Trustees of Harrison Township, Licking County, Ohio, adopted on the 3rd day of January, 2011, at its regular meeting.

Dated this 3rd day of January, 2011.

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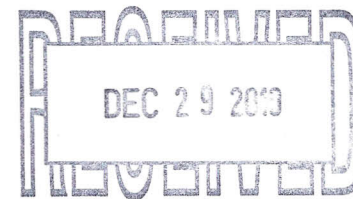
Carolyn Elder  
Harrison Township Fiscal Officer

Harrison Township, Licking County  
 Certificate of Total Amounts from All sources Available for Expenditures, and Balances

Office of the Fiscal Officer of Harrison Township, Licking County, Ohio

Granville, Ohio, January 2011

Fund Type/Classification	Cash Balance as of December 31, 2010	Encumbrances as of December 31, 2010	Advances not Repaid	Carryover Balance Available for Appropriation	Total Amount from all Sources Available for Expenditures	Total Amount Available plus Balances
Governmental Fund Type						
General Fund	\$ 1,092,409.55	\$ -	\$ -	\$ 1,092,409.55	\$ 337,170.00	\$ 1,429,579.55
Special Revenue Funds	\$ 2,234,598.47	\$ 57,408.47	\$ -	\$ 2,177,190.00	\$ 940,650.00	\$ 3,117,840.00
Capital Project Funds						
Debt Service Funds						
Special Assessment Funds						
Fiduciary Fund Type						
Trust and agency Funds						
<b>Total All Funds</b>	<b>\$ 3,327,008.02</b>	<b>\$ 57,408.47</b>	<b>\$ -</b>	<b>\$ 3,269,599.55</b>	<b>\$ 1,277,820.00</b>	<b>\$ 4,547,419.55</b>



Harrison Township, Licking County

Fund Type/Classification-SCC	Cash Balance as of December 31, 2010	Encumbrances as of December 31, 2010	Advances not Repaid	Carryover Balance Available for Appropriation	Total Amount from all Sources Available for Expenditures	Total Amount Available plus Balances
General - 01	\$ 1,092,409.55		\$ -	\$ 1,092,409.55	\$ 337,170.00	\$ 1,429,579.55
Special Revenue Funds						
Motor Vehicle License Tax - 02	\$ 59,959.35	\$ -	\$ -	\$ 59,959.35	\$ 16,250.00	\$ 76,209.35
Gasoline Tax - 03	\$ 361,879.44		\$ -	\$ 361,879.44	\$ 101,100.00	\$ 462,979.44
Road and Bridge - 04	\$ 1,811,207.47	\$ 57,408.47	\$ -	\$ 1,753,799.00	\$ 820,500.00	\$ 2,574,299.00
LIGHTING ASSESSMENT - 07	\$ 1,552.21		\$ -	\$ 1,552.21	\$ 2,800.00	\$ 4,352.21
LCPC OPEN SPACE GRANT - 14			\$ -			\$ -
FEMA GRANT - 14F			\$ -			\$ -
Total Special Revenue Funds	\$ 2,234,598.47	\$ 57,408.47	\$ -	\$ 2,177,190.00	\$ 940,650.00	\$ 3,117,840.00
Capital Project Funds						
Total Capital Project Funds	\$ -	\$ -	\$ -		\$ -	
Debt Service Funds						
GENERAL (BOND) (NOTE) RETIREMENT - 15		\$ -	\$ -	\$ -	\$ -	\$ -
Total Debt Service Funds		\$ -	\$ -	\$ -	\$ -	\$ -
Special Assessment Funds						
Total Special Assessment Funds	\$ -	\$ -	\$ -		\$ -	\$ -
Fiduciary Fund Type						
Total Non-Expendable	\$ -	\$ -	\$ -			\$ -
Total Expendable Interest	\$ -	\$ -	\$ -		\$ -	\$ -
Total Fiduciary Funds	\$ -	\$ -	\$ -		\$ -	\$ -
Total All Funds	\$ 3,327,008.02	\$ 57,408.47	\$ -	\$ 3,269,599.55	\$ 1,277,820.00	\$ 4,547,419.55

RECBAL2010  
 Signature Carolyn L. Elder  
 Fiscal Officer