

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR MEETING OCTOBER 6, 2008

The Harrison Township Trustees met in regular session on October 6, 2008 at the Township Hall. The meeting was called to order at 6:00 p.m. by the Chairman, Ray Foor 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	Ray Foor
Trustee	Larry Kretzmann
Trustee	Eric Smith
Fiscal Officer	Carolyn Elder
Road Dept.	Ben Patterson
Zoning Inspector	Casey Casto
Guest	Susan Lent, Waste Management, 740-704-0233
Guest	Vicky Christiansen, 349-7414
Guest	Greg Bickle, Ohio Bridge, 740-453-4088

Ben Patterson – Road Superintendent

Ben reported that the Slurry Seal project will begin the end of October. They are in the process of preparing the ground base for the installation of the new playground. Eric Almendinger will look at the Oak Tree on Apple Blossom to see if it has any value. Ben would like to take the Township's trucks to Conkles for inspection. 400 more tons of salt is being delivered and they are preparing the building for delivery. Eric Smith moved a motion to allow the three road employees a one time \$150.00 winter clothing allowance (items purchased with approval by Ben Patterson). Larry Kretzmann seconded the motion. The roll was called, with the following vote: Foor YES, Kretzmann YES and Smith YES. Motion passed. Casey Casto received a new Gold Visa Credit Card to use for the Township.

From the Floor, Susan Lent with Waste Management

Susan spoke about the options Harrison Township has available concerning curbside recycling. The Township's contract with Waste Management will expire in 2009. At this time the Trustees will decide to choose the current service or to add curbside recycling.

7:00 p.m. – Open Bids for the Refugee Road Retaining Wall Project

1. The Ohio Bridge Corporation, \$86,865.00 bid for the wall only, no alternative bid was included.
2. McConnell Contracting Inc., \$84,715.00 bid for the wall and \$115,950.00 alternate bid for the wall and the backfill material.

The Trustees were advised by the County Engineer Tim Lollo that the project should be rebid with more detailed specifications. Larry Kretzmann moved a motion to reject all bids for the Refugee Road Retaining Wall Project. Eric Smith seconded the motion. The roll was called,

with the following vote: Foor YES, Kretzmann YES and Smith YES. Motion passed. Ohio Bridge bid bond was returned to Greg Bickle at the meeting. The project will be rebid the first of the year.

From the Floor, Susan Lent, Waste Management, continued

Susan discussed the survey and the different options available. Waste Management, with help from the Trustees, will be including a survey in the next billing cycle to evaluate the interest of curbside recycling in Harrison Township.

From the Floor, Vicky Christiansen

Vicky Christiansen is a candidate running for Judge of Domestic Relation Court. She introduced herself and answered questions.

Ben Patterson – Road Superintendent, continued

There is a speed limit sign missing on Watkins Road. Speed limits were discussed.

Casey Casto – Zoning Inspector

Eric Smith moved a motion to allow up to \$800.00 for the purchase of a Metal Detector. Larry Kretzmann seconded the motion. The roll was called, with the following vote: Foor YES, Kretzmann YES and Smith YES. Motion passed. Casey will be attending the meeting on 10/8/08 concerning the Fema Grant for the Wind Storm. Casey is continuing to work on the noise resolution with neighboring townships and Tom Frederick. Jobs & Henderson would charge \$50.00 per pin to plot out the York Road Cemetery.

Eric Smith – Trustee

Trustee Smith shared information from the prosecutor's office concerning 4 buildable lots on Cadillac Ave. The 25 year title search is clean. The Township can obtain a Court Entry Dead with no costs involved. Eric Smith moved to accept Resolution 2008 10 06 01 which states: The Harrison Township Trustees add 10 years after last entry, provided audited for length of time records are kept for ACCOUNT RECORDS (ORC 507.04) (first page, second item) to the Harrison Township Records Retention Policy. Larry Kretzmann seconded the motion. The roll was called, with the following vote: Foor YES, Kretzmann YES and Smith YES. The resolution was accepted. Eric Smith moved a motion to place a change order for Anderson Recreational Design for 8 mats which are 4'x4' and priced at \$115.00 each. Larry Kretzmann seconded the motion. The roll was called, with the following vote: Foor YES, Kretzmann YES and Smith YES. Motion passed. Trustee Smith presented electrical proposals from OJ Hupp \$9,175.00 and C. S. Electric 1.) \$2,004.00 2.)\$7,953.00 3.) \$1,592.00. Eric Smith moved a motion to approve \$7,953.00 to C. S. Electric for electrical work in the road garage, work to be completed by 10/31/2008. Larry Kretzmann seconded the motion. The roll was called, with the following vote: Foor YES, Kretzmann YES and Smith YES. Motion passed.

Larry Kretzmann – Trustee

Trustee Kretzmann shared a Waste Management customer survey and reviewed the list of

needed invoices for Auditor Jason Carr.

Ray Foor – Trustee

Trustee Foor reviewed a letter from the Licking County Board of Elections concerning the upcoming election. Ben Patterson will be responsible for allowing access to buildings for the election. The Roland Estates Ditch Petition was discussed and the Trustees want to do anything they can to help this project. The need to dedicate roads in Brittney Woods was discussed. The new Assistant Prosecutor Crystal Bennett will be representing Harrison Township in the future.

Larry Kretzmann moved a motion to open charge accounts with OHIO CAT and CARQUEST AUTO PARTS. Eric Smith seconded the motion. The roll was called, with the following vote: Foor YES, Kretzmann YES and Smith YES. Motion passed. Larry Kretzmann moved to accept Resolution 2008 10 06 02 which states: RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. Eric Smith seconded the motion. The roll was called, with the following vote: Foor YES, Kretzmann YES and Smith YES. The resolution was accepted. Larry Kretzmann moved a motion to go into executive session at 9:35 p.m. for employee discussion. Eric Smith seconded the motion. The roll was called, with the following vote: Foor YES, Kretzmann YES and Smith YES. Motion passed. Larry Kretzmann moved a motion to return to regular session at 9:50 p.m. Eric Smith seconded the motion. The roll was called, with the following vote: Foor YES, Kretzmann YES and Smith YES. Motion passed. The Trustees discussed Ben Patterson's sick and personal days. He is to receive 12 hours per month sick days and 3 personal days (good till 12/31/08) just as other employees have been receiving.

The Fiscal Officer passed out various pieces of correspondence and the Financial Reports for the Trustees to review. The Trustees signed checks. The financial statement for 2006 was not filed by Fiscal Officer Shirley Ashbrook, therefore the Auditor of State has charged a financial filing penalty of \$750.00. No zoning commission payrolls checks were issued for September due to illness in Zoning Secretary Nettie Salmon's family.

Being no further business, Chairman Ray Foor adjourned the meeting at 10:30 p.m.

Minutes are unofficial until approved by the Trustees.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

RESOLUTION 2008 10 06 01 and  
RESOLUTION 2008 10 06 02 are included in the October 6, 2008 Minutes.

HARRISON TOWNSHIP, LICKING COUNTY, OHIO  
RECORDS RETENTION POLICY RESOLUTION ADDITION

WHEREAS: Harrison Township has established a RECORDS RETENTION POLICY (RESOLUTION 2008 09 02 02). The Trustees would like to add an omitted fact from the first page, second item. ACCOUNT RECORDS (ORC 507.04) : Arranged chronologically by date of entry. Contains date, name, purpose or source, number or warrantor voucher number, receipts and expenditures, and balance from various accounts. Although series loses administrative value rapidly expiring by the time 10 years has elapsed and loses fiscal value once audited, some Account Records have included Minutes and Results of Elections. Add records to be kept for: 10 years after last entry, provided audited.

THEREFORE: The Trustees of Harrison Township, Licking County, Ohio, hereby adopt the updated Records Retention Policy. The policy can be viewed at the Harrison Township Administration Building, 6750 Outville Road, Pataskala, Ohio, the Harrison Township Fiscal Office, Carolyn I. Elder, Fiscal Officer, 3886 Outville Road, Granville, Ohio or on the Harrison Township Website, [www.hartwp.com](http://www.hartwp.com).

Eric Smith moved to adopt the resolution; Larry Kretzmann seconded; and the vote was as follows:

Ray Foor	YES
Larry Kretzmann	YES
Eric Smith	YES

Adopted October 6, 2008

CERTIFICATE

State of Ohio, Licking County

I the undersigned Fiscal Officer of Harrison Township, Licking County, Ohio, certify that the foregoing Resolution No. 2008 10 06 01 is taken and copied from the record of proceedings of the township and that it has been compared by me with the resolution on the record and it is a true copy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Officer

(1) RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(BOARD OF TOWNSHIP TRUSTEES)

Revised Code, Secs., 5705.34-5705.35

The Board of Trustees of the Harrison Township, Licking

County, Ohio, met in Regular session on the 6th day of October, 2008, at the office of Harrison Twp. Administration with the following members

present: Building Ray Foor, Larry Kretzmann, Eric Smith

Mr. Kretzmann moved the adoption of the following Resolution:

RESOLVED, By the Board of Trustees of the Harrison Township, Licking County, Ohio, for the next succeeding fiscal year commencing January 1st, 2009; and

WHEREAS, The Budget Commission of Licking County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Board of Trustees of the Harrison Township, Licking County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

a. be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of Said County,

Mr. Smith seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr. Ray Foor, Yes

Mr. Larry Kretzmann, Yes

Mr. Eric Smith, Yes

Adopted the 6th day of October, 2008.

Carolyn L. Elder  
Clerk of the **Harrison Township**  
Licking County, Ohio

**CERTIFICATE OF COPY**

ORIGINAL ON FILE

The State of Ohio, Licking County, ss.

I, Carolyn L. Elder, Clerk of the Board of Trustees  
of the **Harrison Township**, in said County, and in whose custody the Files and

Records of said Board are required by the laws of the State of Ohio to be kept, do hereby  
certify that the foregoing is taken and copied from the original \_\_\_\_\_

Resolution No. 2008 10 06 02

now on file with the said Board, that the foregoing has been compared by me with said original  
document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 6th day of October, 2008

Carolyn L. Elder  
Clerk of the **Harrison Township**  
Licking County, Ohio

1. A copy of this Resolution must be certified to the County Auditor within the time prescribed by Sec. 5705.34 R.C., or at such later date as may be approved by the Board of Tax Appeals.