

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF REGULAR MEETING JANUARY 3, 2012

The Harrison Township Trustees met in regular session on January 3, 2012 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	Mark Van Buren
Trustee	Eric Smith
Trustee	Ray Foor
Fiscal Officer	Carolyn Elder
Zoning Inspector	Tom Frederick
Road Superintendent	Ben Patterson
Guest	Tony Sharp
Guest	Mary Lou Fairall, SWLDWSD
Guest	Vickie Noble
Guest	Jennifer Noble
Guest	Steve Killebrew
Guest	James Dean
Guest	Frank Shortridge
Guest	Allen Green, Pataskala Standard

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

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

Motion passed.

The meeting was turned over to the Chairman Mark Van Buren.

From the floor – James Dean

Mr. Dean is Harrison Township's representative for the police protection study. Mr. Dean ask the Trustees for direction on the subject. Trustee Smith stated that the township needs a ballpark cost for coverage and that the committee is exploratory. Trustee Van Buren stated that the township would like to know if we need coverage, how to accomplish the task and the cost involved. All Trustees feel that this is a fact finding committee and are open to any and all possibilities. Mr. Dean stated that he is open minded and has been a resident of Harrison Township since 1977.

From the floor – Jennifer Noble

Jennifer thanked everyone involved for help with the Outville Christmas Parade. She stated that there was a large turnout and the event was well attended. Next year's parade will be December 8, 2012.

From the floor – Mark Lou Fairall, SWLCWSD

The district has changed their meetings to the second and last Tuesday of the month at 1:00 p.m. 2012 appropriations were approved and total \$3,800,000.00. Tipping Point solar panels contract was not near as good as the offer one year ago. The contract was for twenty years and the district decided not to sign at this time.

Trustee Raymond Foor and Fiscal Officer Carolyn Elder presented their bonds to the Board.

Eric Smith moved to approve and accept both Raymond Foor and Carolyn Elder's bond. Mark Van Buren second. Roll call: Van Buren YES, Smith YES and Foor YES.

Motion passed.

Road Report – Ben Patterson, Road Superintendent

Eric Smith moved to approve \$380.00 to Ryan's Renovations for two Dorma door closers. Ray Foor second. Roll call: Van Buren YES, Smith YES and Foor YES.

Motion passed.

Eric Smith moved to request drivers abstracts and driver license records for all drivers. Ray Foor second. Roll call: Van Buren YES, Smith YES and Foor YES.

Motion passed.

Eric Smith moved to approve the Township Annual Inventory Report and for Ben to file the report with the county. Ray Foor second. Roll call: Van Buren YES, Smith YES and Foor YES.

Motion passed.

Trustee Foor updated the board on the progress of the new township hall. The board will receive an estimate to install a handicap button to open the front door.

Eric Smith moved to adopt the Harrison Township Personnel Policies and Procedures Manual – 2011 Edition (approved by the Licking County Prosecutors Office) effective January 1, 2012. Mark Van Buren second. Roll call: Van Buren YES, Smith YES and Foor ABSTAIN.

Motion passed.

Eric Smith moved to approve purchase orders to UnitedHealthcare for \$72,000.00 and Columbia Gas for \$8,000.00. Ray Foor second. Roll call: Van Buren YES, Smith YES and Foor YES.

Motion passed.

Trustee Van Buren read the letter from the Licking County Commissioners concerning the consolidation of the 911 Center.

Ray Foor moved to approve the minutes from the December 29, 2012 special meeting as well as bills and payroll, warrants 11443 through 11453. Eric Smith second. Roll call: Van Buren YES, Smith YES and Foor YES.

Motion passed.

ORGANIZATIONAL BUSINESS FOR FISCAL YEAR 2012

On a motion by Eric Smith and a second by Ray Foor, 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 Ray Foor, by a unanimous affirmative vote appointed Tom Frederick as the Harrison Township Zoning Inspector.

On a motion by Eric Smith and a second by Ray Foor, by a unanimous affirmative vote appointed Linda Miller to the Harrison Township Zoning Commission for a five year term.

On a motion by Ray Foor and a second by Eric Smith, by a unanimous affirmative vote appointed Valerie Hans to the Harrison Township Board of Zoning Appeals for a five year term.

On a motion by Eric Smith and a second by Ray Foor, by a unanimous affirmative vote set the meeting schedule. The Harrison Township Board of Trustees will hold regular meetings for the fiscal year 2012 at the Harrison Township Administration Building located at 6750 Outville Road, Pataskala, Ohio. Township meetings will be 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. Meetings will start at 6:00 p.m. The public is always invited to attend meetings.

On a motion by Ray Foor 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 Eric Smith and a second by Ray Foor, by a unanimous affirmative vote the IRS business mileage rate was approved for 2012 township travel expenses.

On a motion by Ray Foor and a second by Eric Smith, by a unanimous affirmative vote approved reimbursing internet costs for the Harrison Township Fiscal Officer.

On a motion by Ray Foor 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 Ray Foor 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 2012 and designate Fiscal Officer Carolyn Elder as the township contact.

On a motion by Ray Foor 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 Ray Foor, by a unanimous affirmative vote approved to continue credit accounts with True Value, NAPA, Carquest and the Visa accounts at Park National Bank. This motion further states that the Trustees want the BP credit card closed immediately.

On a motion by Eric Smith and a second by Ray Foor, 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 Eric Smith and a second by Ray Foor, by a unanimous affirmative vote designated the following dates as the official Harrison Township Holiday Schedule for 2012 for full time AND part time employees (part time on call employees are not eligible for Holiday pay):

New Years Day	January 2, 2012
Presidents Day	February 20, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012
Labor Day	September 3, 2012
Columbus Day	October 8, 2012
Veterans Day	November 12, 2012
Thanksgiving Day	November 22, 2012

Day after Thanksgiving
Christmas Day

November 23, 2012
December 25, 2012

On a motion by Ray Foor and a second by Eric Smith, by a unanimous affirmative vote appointed Eric Smith, Jennifer Noble, Doug Smith, Martha Tykodi and Phil Gurile to the Depot Board for a one year term.

On a motion by Eric Smith and a second by Ray Foor, by a unanimous affirmative vote appointed Mark Van Buren and Eric Smith to the Licking County Tax Incentive Review Council.

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

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

On a motion by Eric Smith and a second by Ray Foor, by a unanimous affirmative vote approved the current zoning fees for 2011.

On a motion by Ray Foor and a second by Eric Smith, 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.

The Kel-Par pay application for \$137,919.55 was reviewed and NOT approved to pay because of the following concerns:

Line item 12: After the requested payout there would only be \$3,050.00 left to complete.

Line item 14: After the requested payout there would only be \$1,130.00 left to complete. The equipment has not been started and all the interior work is not complete.

Line item 17: After the requested payout there would only be \$2,000.00 left to complete. Is this enough to finish the drywall?

Line item 40: After the requested payout there would only be \$2,939.00 left to complete. At the time of the request the front walks were not complete.

Line item 45: After the requested payout there would only be \$814.00 left to complete. To this date, the roof, soffit, and gutters are not complete. The cupola was just installed. \$814.00 is not enough to complete this line item.

Line item 47: After the requested payout there would only be \$3,242.00 left to complete. The fixtures are not installed

Line item 49: The HVAC is not done or at the time of the request, finished being installed. The board has a problem for a total payout when the heat does not work.

Line item 51: There are no interior doors or trim on site, but 57% is being paid out.

Interviews were held for the following candidates for the position of Zoning Secretary:

7:30 p.m.	Vickie Noble
7:45 p.m.	Leslie Breuss
8:00 p.m.	Barbara Abel

Eric Smith moved to hire Vickie Noble as the Zoning Secretary of the Harrison Township Zoning Commission and the Harrison Township Board of Zoning Appeals effective January 3, 2012. Ray Foor second. Roll call: Van Buren YES, Smith YES and Foor YES.

Motion passed.

Ray Foor moved to pay the Zoning Secretary a monthly salary of \$200.00 plus \$110.00 per meeting. The Secretary can be paid for one missed meeting per year due to illness. This motion further states that the Board approves reimbursing internet cost for the Zoning Secretary and that office supplies and postage needs will be purchased by the Zoning Inspector with his credit card. Eric Smith second. Roll call: Van Buren YES, Smith YES and Foor YES.

The motion passed.

Eric Smith moved to hold a special meeting on January 30th or 31st for the purpose of having a joint meeting with the Harrison Township Zoning Commission and any other business that comes before the board. The Zoning Inspector will check which date works for the ZC. The meeting will take place at the Township Administration Building at 7:00 p.m. Ray Foor second. Roll call: Van Buren YES, Smith YES and Foor 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. Being no further business, Chairman Mark Van Buren adjourned the meeting at 8:50 p.m.

Minutes are unofficial until approved by the Trustees.

Respectively Submitted,

Carolyn I. Elder
Harrison Township Fiscal Officer