

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF REGULAR MEETING MAY 1, 2017

The Harrison Township Trustees met in regular session on May 1, 2017 at the Township Hall. The meeting was called to order at 6:00 p.m. by the Chairman, Eric Smith and he led those present in the Pledge of Allegiance. The Fiscal Officer called the roll, and the following members and guests were present.

Trustee	Eric Smith
Trustee	Mark Van Buren
Trustee	Ray Foor
Fiscal Officer	Carolyn Elder
Zoning Inspector	Tom Frederick
Road Superintendent	Ben Patterson
Guest	Vickie Noble
Guest	Tony Sharp
Guest	Michael Wright
Guest	Larry Kretzmann

From the floor – Michael Wright

Mr. Wright introduced himself and explained about Aflac Insurance products and that he would like to make them available to township employees. He left folders of information.

From the floor – Tony Sharp

Mr. Sharp reported on the progress of replacing windows in the old historic township hall. There was a discussion about work needed on the Depot.

-Ray Foor moved to approve the following:

- 1. The minutes of the April 10, 2017 Special Meeting**
- 2. OTAS payroll and withholding, warrants 15134 – 15155 and DD 127, DD 128 & DD 129**
- 3. UAN payment listing 88-2017 through 113-2017**
- 4. UAN warrants 15613 – 15627**

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

Zoning Report – Tom Frederick, Zoning Inspector

The April permit and fee total was \$2,264.52.

Tom reported that Mrs. Bob Hicks stopped in to have her husband’s military marker placed in the York Street Cemetery. Tom explained the \$250.00 fee to install the footer and she was unable to pay the fee at this time. The trustees stated that they will work with her concerning this situation.

Tom stated that he had checked on a cremation vault at a cost of \$60.00 from Grand Monuments for an indigent burial. The trustees instructed Tom to purchase one on the credit card.

Tom reported that the MS4 meeting will be in Harrison Township on Wednesday.

Tom sent a Junk Motor Vehicle Violation letter to Denise Fairchild on York Road and is compiling a list of nuisance properties.

Road Report – Ben Patterson, Road Superintendent

-Eric Smith moved to adopt Resolution 2017 05 01 01 which states: Harrison Township will participate in the ODOT WINTER CONTRACT (018-18) FOR ROAD SALT and REQUEST 300 TON. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The resolution was adopted.

-Mark Van Buren moved to use Affordable Portables for the company to supply portable restrooms for the playground area. Ray seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

Ben reported that the brakes on truck #6 need work and he will take it to be repaired. Ben reported an incident with truck #6 and trailer in which an employee was unloading a mower. A report was filed and no injuries took place.

-Ray Foor moved to request Engineering for the following projects:

- 1. Replace culvert on Whirlaway Loop West**
- 2. Replace culvert on Whirlaway Loop East**

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

7:00 p.m. – Open “Harrison Township Culverts Replacement” Bids

Carryback Drive Culvert Replacement Project

Shelly & Sands Inc.	\$55,699.00
McConnell Contracting, Inc.	\$36,370.00
Buds, Inc.	\$52,918.00
TLV Services, Inc.	\$43,588.00

Harrison Township Complex Culvert Replacement Project

Shelly & Sands Inc.	\$59,100.00
McConnell Contracting, Inc.	\$48,779.00
Buds, Inc.	\$56,040.00
TLV Services, Inc.	\$54,688.00

-Mark Van Buren moved to award both the Carryback Drive Culvert Replacement Project for \$36,370.00 and the Harrison Township Complex Culvert Replacement Project for \$48,779.00 to McConnell Contracting, Inc. Ray Foor seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

Ben presented quotes for tires for the Conklin Trailer as follows:

Bob Sumerel Tire Company	\$535.56
Ohio Tire Sales	\$725.00

The trustees advised purchasing the tires from Bob Sumerel Tire Company with the credit card.

Ben will obtain quotes to clean up the Cemetery on Blacks Road.

From the floor – Larry Kretzmann, SWLCW&SD

Larry reported on the districts capital improvement. A new water plant and water tower. The state audit is coming up. Discussion was held about the Hollow Road project with an eighteen month target.

Trustee Van Buren reported that he is working on getting radios from the fire district.

The Fire District is purchasing property across from Red Emswiller’s home.

Trustee Van Buren reviewed items that need to be added to the personnel policy which include an anti harassment policy, firearms policy, and a social media policy.

The fiscal officer expressed the need for new payroll withholding appropriation codes.

-Mark Van Buren moved to approve the following:

- 1. Add appropriation code 1000-110-212-0000, Social Security with \$5,000.00 reallocated from 1000-110-599-0000, Other – Other Expenses.**
- 2. Add appropriation code 1000-120-213-0000, Medicare with \$5,000.00 reallocated from 1000-110-599-0000, Other – Other Expenses.**
- 3. Add appropriation code 1000-120-211-0000, OPERS with \$10,000.00 reallocated from 100-110-599-0000, Other – Other Expenses.**
- 4. Add appropriation code 2041-410-213-0000, Medicare with \$500.00 reallocated from 2041-410-599-0000, Other – Other Expenses.**

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

-Ray Foor moved to approve opening a blanket purchase order for \$500.00 for account 2041-410-599-0000 and a super blanket purchase order for \$15,000.00 for account 2031-330-400-0000. Mark Van Buren seconded the motion. Roll call: Smith YES, Van Buren YES and Foor YES. The motion passed.

-Ray Foor moved to approve changing sick time accrual from twelve (12) hours per month to five and one half (5.5) hours per pay period for employees eligible for sick time. The change

will be effective May 1, 2017. The first pay period receiving 5.5 hours of sick time will be April 23, 2017 to May 6, 2017. The change is approved to complete payroll conversion to the UAN payroll system. The motion further states that personal time and vacation time will be tracked separately effective May 1, 2017. The stated changes will update the Harrison Township Personnel Policies and Procedures Manual as of May 1, 2017. Eric Smith seconded the motion. Roll call: Smith YES, Van Buren 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 March 2017 bank statements were reviewed and signed. The Statement of Pooled Securities as of March 31, 2017 was reviewed.

Being no further business, Chairman Eric Smith adjourned the meeting at 8:25 p.m. Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder
Harrison Township Fiscal Officer

Resolution 2017 05 01 01 is a part of the May 1, 2017 minutes.