

**HARRISON TOWNSHIP  
BOARD OF TRUSTEES  
General Session  
February 18, 2016; 12:00 PM**

Mrs. Godsey called the meeting to order at 12:19 PM asking those present to stand for the Pledge of Allegiance. Members present were:

Georgeann Godsey, President  
Ronald L. Casey, Trustee  
Kris McClintick, Administrator  
Deborah Merrick, Fiscal Officer

Jeff Mutter, Assistant Services Director  
Jack Kuntz, Development Director  
Chief Mark Lynch, Fire Department  
Capt. Jeremy Roy, Sheriff's Office

Dave Woods is absent this afternoon.

**Public Hearing for Zoning Commission Case No. ZC-04-15:** Mrs. Godsey noted that ZC-04-15 was finalized during the workshop this morning.

**Approval of Meeting Minutes:** Mr. Casey made a motion to approve the February 1, 2016 Workshop and General Session meeting minutes. Mrs. Godsey seconded. Motion carried.

**Administrator's Presentation:**

- a. **Travel / Training Request – Kris McClintick, Administration:** Mr. Casey made a motion to approve the travel / training request for Mr. McClintick to attend the Ohio City/County Management Association 2016 Winter Conference to be held February 24-26, 2016 in Columbus, Ohio. Mrs. Godsey seconded. Motion carried.
- b. **Approval of Special Purchase Orders:** Mr. Casey made a motion to approve Special Purchase Order No.'s SP20160050 through SP20160052. Mrs. Godsey seconded. Motion carried.
- c. **Approval of Expenditures:**
  1. **Voucher No. 5-2016 (Payroll):** Mr. Casey made a motion to approve Voucher No. 5-2016, Payroll, in the amount of \$130,595.43. Mrs. Godsey seconded. Motion carried.
  2. **Voucher No. 6-2016 (Accounts Payable):** Mr. Casey made a motion to approve Voucher No. 6-2016, Accounts Payable, in the amount of \$617,306.97. Mrs. Godsey seconded. Motion carried.
- d. **Accepting the Resignation of Jessica Kleinhenz, Fire Department:** Mr. Casey made a motion to approve Resolution No. 21-2016 accepting the resignation of Jessica Kleinhenz from her part-time position in the Fire Department. Mrs. Godsey seconded. Motion carried.
- e. **Expedited REAP Program Property Acquisition – Land Bank NIP:** Mr. Casey made a motion to approve Resolution No. 22-2016 approving the conveyance of property

to the Township through the Expedited Real Estate Acquisition Program (REAP). Mrs. Godsey seconded. Motion carried.

- f. Liquor Permit Transfer Request – 110 Shoup Mill Road: Mr. Casey made a motion to approve the liquor permit request for 110 Shoup Mill Road at this time based on Capt. Roy's review. Mrs. Godsey seconded. Motion carried.
- g. Liquor Permit Transfer Request – 6011 N. Dixie Dr.: Mr. Casey made a motion to approve the liquor permit transfer request for 6011 N. Dixie Dr. at this time based on Capt. Roy's review. Mrs. Godsey seconded. Motion carried.
- h. Appointing Seven (7) Individuals to Part-Time Positions in the Fire Dept.: Mr. Casey made a motion to approve Resolution No. 23-2016 appointing seven (7) individuals to part-time trainee positions in the Fire Department. Those individuals are Robert Bloom, Andrew Kegley, Anthony Mahone, Thadeus Moss, Bradley Phillips, Brandon Rentz and Ike Ricker. Mrs. Godsey seconded. Motion carried.
- i. Amending Administration Job Descriptions: Mrs. Godsey made a motion to approve Resolution No. 24-2016 amending administrative job descriptions with amendments to the Executive Secretary, Administrative Manager and Zoning Manager descriptions. Mr. Casey seconded. Motion carried.
- j. Amending Firefighter Job Description: Mr. Casey made a motion to approve Resolution No. 25-2016 amending the firefighter/EMT/paramedic job description. Mrs. Godsey seconded. Motion carried.
- k. Appointing Jeff Mutter as Acting Services Director: Mr. Casey made a motion to approve Resolution No. 26-2016 appointing Jeff Mutter as Acting Services Director. Mrs. Godsey seconded. Motion carried.
- l. Appointing Shonda Hill to Executive Secretary Position: This item was skipped and moved to the end of the meeting.
- m. Adjusting the Wage Rate of Eric Grossman, Services Department: Mr. Casey made a motion to approve Resolution No. 28-2016 adjusting the wage rate of Eric Grossman. Mrs. Godsey seconded. Motion carried.

**Hearing of the Public:** Mrs. Godsey opened the Hearing of the Public at 12:46 PM and read the public comment statement.

Craig Lapham, 17 Burgess Ave., 999-6058: Mr. Lapham had the need to call the Sheriff's dispatch to report an incident. He requested that a deputy come to his home to take the report. To his knowledge no one showed up. Capt. Roy said he was not familiar with the incident and would have to check into it. He said it is possible that a deputy drove by, saw that the problem was not present any longer and went on to another call. He will check and get back with Mr. Lapham.

### **Board Discussion:**

There was no board discussion.

Mr. Casey made a motion to go into Executive Session at 12:50 PM to discuss compensation of a public employee as per ORC 121.22(1)(G). Mrs. Godsey seconded. Ms. Merrick took roll call:

Mrs. Godsey	Aye
Mr. Casey	Aye

Mr. Casey made a motion at 1:08 PM to come out of Executive Session and noted that no decisions were made. Mrs. Godsey seconded. Ms. Merrick took roll call:

Mrs. Godsey	Aye
Mr. Casey	Aye

Item "I" from the Meeting Agenda:

I. Appointing Shonda Hill to Executive Secretary Position: Mr. Casey made a motion to approve Resolution No. 27-2016 appointing Shonda Hill to the full-time position of Executive Secretary. Mrs. Godsey seconded. Motion carried.

There being no further business, Mr. Casey made a motion to adjourn at 1:32 PM. Mrs. Godsey seconded. Motion carried.

Respectfully submitted by:

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Deborah L. Merrick, Fiscal Officer

**HARRISON TOWNSHIP  
BOARD OF TRUSTEES**

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Georgeann Godsey, President

ABSENT  
David A. Woods, Vice President

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Ronald L. Casey, Trustee

Attested as to Signatures:

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Deborah L. Merrick, Fiscal Officer