

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, January 4, 2021, with the following members present: Trustees Beverly Haar, Jerry Haar, Carol Baker, and Fiscal Officer Laura Hazel. The meeting was also available via Zoom video conferencing. Fiscal Officer Hazel called the meeting to order at 7:30 pm.

Employees in attendance:

- Zoning Inspector, Bob Babjack, (out at 7:44 pm)
- Cemetery Sexton, Andy Rodriguez, via Zoom (in at 7:42 pm)
- Asst. Chief/EMS, Mike McGinnis (in at 8:16 pm, out at 9:10 pm)
- Chief, Jim Wilburn (in at 8:16 pm, out at 9:10 pm)

Residents/Guests:

None

Fiscal Officer Hazel called for a nomination for Board Chairman and Vice-Chairman. Carol Baker moved to nominate Beverly Haar for Chairman and Jerry Haar for Vice-Chairman. Beverly Haar seconded the motion. Nominations were accepted, and upon calling the roll, the vote was unanimous with Jerry Haar, Carol Baker, and Beverly Haar all voting yes. **Motion carried unanimously.**

The minutes of the regular meeting held on December 21, 2020 were read by Chairman Bev Haar and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

It was noted by Trustee Baker that zoning commission board and zoning appeals board nominations were accepted by Kurt Bench and L.J. Overmyer, respectively.

**FINANCIAL:**

The following expenses were reviewed:

30437	\$25.00	Z. Avers	zoning commission 2020
30438	25.00	D. Dolph	zoning commission 2020
30439	25.00	E. Amstutz	zoning commission 2020
30440	25.00	J. Gephart	zoning commission 2020
30441	100.00	B. Gilbert	fire dept consulting 2020
30442	762.30	Zoll Medical	EMS battery
30443	222.37	DPM Automotive	EMS #449 oil change
30444	54.95	Amplex	internet at maint garage
30445	919.99	Bound Tree Medical	EMS supplies
30446	2,868.16	Cleveland Communications	CRF radio install
30447	728.19	Columbia Gas	natural gas at station, maint garage
30448	400.00	Elliott Scrapping	junk hauling 12/14/20
30449	570.10	Moriarty Company	road employee safety gear, delinators
30450	150.00	Ohio First Responder Grants	grant management fee
30451	1,047.00	Phoenix Safety Outfitters	EMS uniforms
30452	1,988.40	S. Avers dba GVVB	cemetery mowing 2020
30453	240.00	Sunny Farms Landfill	junk landfill fee 12/14/20
30454	34.23	Toledo Edison	civil defense siren electricity
30455	390.00	Treasurer of Ohio	MARCS radio Q3/2020
30456	4,404.00	Truck and Van Land Inc	CRF truck cap, slide, bedliner installed
30457	115.36	Verizon Wireless	Fire/EMS Ipad, EMS cells
30458	142.30	MiSDU	withholding 12/31
	<u>15,237.35</u>		

**EFT payroll Bi-Weekly hourly, 12/13 through 12/26/2020, paid 12/31/2020:**

\$1,528.00	C. Johnson: roads/cemetery	\$1,123.84	A. Rodriguez: cemetery/roads/junk
	C. Fair: roads		R. Babjack: cemetery/roads
252.01	T. Almendinger: EMT-B	176.15	A. Johnson: Paramedic
610.32	D. Berkel: EMT-B	764.11	A. Kashmer: EMT-B
179.98	J. Bretzloff: EMT-B		D. Little: EMT-B
571.51	B. Dewyre: Paramedic	350.48	J. Marcson: Paramedic
125.18	A. Fertig: Paramedic	133.67	A. McGinnis: Paramedic
44.87	K. Fertig: EMT-B	474.55	M. McGinnis: Paramedic
	M. Heider: Paramedic	239.28	T. Meek: EMT-A
	J. E. Herman: Paramedic	813.42	D. Pocino: EMT-B
	J. T. Herman: Paramedic		M. Riggle: Paramedic
600.82	S. Hites: Paramedic	129.18	L. Woycitzky: Paramedic
		<u>\$8,117.37</u>	

**EFT Monthly salaried payroll for Dec. 2020, paid 12/30/2020**

\$733.24	C. Baker: Trustee	\$1,376.10	L. Hazel: Fiscal Officer
734.54	B. Haar: Trustee	310.11	R. Babjack: Zoning Insp.
853.29	J. Haar: Trustee	233.85	J. Wilburn: Building Maint.
		<u>\$4,241.13</u>	

<b>Electronic Payments:</b>		
voucher #1111-2020	5,549.70	US Treasury: withholding, match for December 2020
voucher #1112-2020	965.61	OH Treasurer: Ohio withholding December 2020
voucher #1113-2020	14.88	OH Treasurer: school withholding December 2020
voucher #1114-2020	589.49	RITA: Elmore city withholding December 2020
	<u>7,119.68</u>	

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$34,715.53 be approved as the lawful obligations of Harris Township and that the Fiscal Officer be permitted to issue warrants in favor of the same. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

**REPORTS:**

**Fiscal Officer:**

- Hazel asked if there was any interest in OTA online conference for 2021. After discussion, Baker moved to approve encumbrance of \$130.00 for early bird registration for Beverly Haar and Laura Hazel. Beverly Haar seconded the motion. Motion carried.
- Striping bill from 2020 was erroneously billed to other townships and the county engineer's office will be correcting and invoicing.
- Information on medical reimbursement for full time employees is still being researched.
- There is still confusion and discussion on changing vacation leave from a hire date renewal to a calendar year basis and accruing leave time. Hazel to continue to research options within UAN and other township and county policies. No decision made.

**Zoning:**

1. Trustees approved posting on Facebook Talk of Elmore page that the Township was seeking interested residents of Harris Township for appointment to the open Zoning Appeals Board position that expires 2022.
2. Trustees reviewed and discussed with Babjack the issue of vehicle operability in the zoning code, not just registered. Babjack to pursue and recommend this addition to zoning commission.

**Cemetery:**

1. Upgrade of security system from 3G to 4G is \$150. Panel low battery and garage door sensor will be fixed. Annual cost of system monitoring is \$420. Trustees discussed the need for continuance of security system monitoring and the upgrade to 4G. Rodriguez to research the 4G upgrade and Hazel to confirm if an insurance discount is available for security options.

**Roads:**

1. Superintendent's report: working on vehicle maintenance, window quotes, Lickert-Harder curve signage
2. Hazel contacted the county engineer's office for salt purchase options. We may be able to purchase 25 ton from the county at current inventory pricing, or there is option B for a delivery price of \$70-75 ton from another local company. Jerry Haar moved to purchase 25 ton at a price not to exceed \$1875. Bev Haar seconded the motion.
3. Discussion on brine usage on roads. This is usually applied prior to salting. Rodriguez stated that they had tested it on bridges the previous season and it did not seem to make much of a difference. The possibility exists to mix with the salt to extend our salt inventory.
4. Auger and miscellaneous parts were ordered from Kalida for the plow/salt spreader. Upon inspection of the equipment, the auger was found to have rusted through; the auger is used for spreading salt.
5. Trustees reviewed the 2020 Annual Condition Bridge Report from the Ottawa County Engineer's Office.

**Fire/EMS:**

1. McGinnis reported that the EMS officers have agreed to add 7 hours a week to part-time EMT coverage to cover unstaffed daily hour. This will begin in February and monitored.
2. Chief Wilburn requested reimbursement to Scott Jones for exhaust clamps on #443 in the amount of \$52.23. These repairs were found after rollover incident on turnpike. Baker moved to approve the reimbursement; Bev Haar seconded the motion. Motion carried.
3. Certificate of Origin given by Chief Wilburn to Hazel for Engine #442 (new engine). It was provided to Chief upon final inspection and acceptance at Sutphen on 12/30/2020. Engine is now at FMI for bracketry and equipment and hose installation on #442. Final delivery to Elmore (our department will pick up at FMI) has been delayed to mid-February.
4. Chief needs to purchase additional lights/sirens, boot and turnout gear (3 months lead time), and other misc. items. He will provide pricing by next meeting.
5. Wilburn would like to complete the locker project asap but will need to purchase additional lumber. The tops of extra lockers will be used for storage purposes at station. Material costs are estimated at \$882. Hazel stated that the temporary appropriations will not support this amount and this encumbrance may need to wait for permanent appropriations. Baker

- suggested any extra lockers be offered to maintenance garage before being sold internally or externally.
6. HEFD Officers' meeting scheduled for Sunday. Makulinski application will be reviewed. B. Wilburn has been reinstated and is active.
  7. Trustees discussed with McGinnis and Wilburn the opportunity for hosting vaccination clinics and/or providing services. The Township will support either of these services.
  8. Hazel confirmed with Chief that M. Murray and B. Richards will share the responsibility of fire incident reporting in 2021; they should both be awarded one point per month on volunteer payroll. Richards was the only payee in 2020.

**Building/Grounds:**

None

**Communications, Announcements, Other:**

1. Trustees received and reviewed *Ottawa County Township Association update, January 2021; Grassroots Clippings, December 2020.*

There being no further business, a motion to adjourn was made by Jerry Haar and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:18 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer