

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, January 7, 2019, with the following members present: Trustees Beverly Haar, Jerry Haar, Carol Baker and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

Dan Laity, Zoning Inspector (left at 8:35 pm)
Jason Bickley, Road Superintendent (left at 8:20 pm)
Jim Wilburn, Chief (entered at 8:20 pm, left at 8:25 pm)

As this is the first meeting of the year, the Fiscal Officer asked for nominations for Chairman for the year 2019. A motion was made by Carol Baker and seconded by Jerry Haar to elect Beverly Haar as Chairman for the year 2019. Upon calling the roll, the motion to elect Beverly Haar as Chairman of the Harris Township Board of Trustees for the year 2019 was unanimously approved. **Motion carried.**

The Fiscal Officer then asked for nomination for Vice Chairman. A motion was made by Carol Baker and seconded by Beverly Haar to elect Jerry Haar as Vice Chairman for the year 2019. Upon calling the roll, the motion to elect Jerry Haar as Vice Chairman of the Harris Township Board of Trustees for the year 2019 was unanimously approved. **Motion carried.**

The minutes of the last regular meeting held on December 17, 2018 were read and approved on a motion made by Beverly Haar and seconded by Jerry Haar. **Motion carried.**

The Trustees discussed wages for the year 2019:

A motion to approve the following wages effective with the pay period ending January 12, 2019, paid on January 17, 2019, amending the biweekly salary schedule as follows, was made by Carol Baker and seconded by Beverly Haar:

Jason Bickley: \$21.00/hour, up from \$20.50/hr., an increase of \$0.50 per hour. Trustees also granted an additional three (3) Sick Days to Bickley to be used for time off due to recent hospitalization of infant child.

Joel Memmer: \$18.00/hour, no change

Emergency Snow Plowers: \$15.00 per hour, no change.

EMS Part time staff: Part time staff at station - Paramedics \$16.50 /hr., up from \$15.00/hr.; EMT Advanced \$13.50/hr., up from \$12.50/hr.; and EMT Basic \$12.00/hr., up from \$11.00/hr.

The EMS Administrator and EMS Asst. Administrator will receive an additional \$0.75/hr., no change.

The EMS Supervisor will receive an additional \$0.50 per hr., no change.

The following wages are paid monthly:

Volunteer Fireman: Remains per policy at \$26.00 per run and \$13.00 per point, paid monthly, no change.

Volunteer EMS: \$26.00 per run for EMT and paramedic, and \$13.00 per point, paid monthly, no change.

Volunteer EMS on-call: \$3.00 per hour, an increase of \$0.50 per hour.

Station Maintenance, James Wilburn: \$300.00 monthly for fire station maintenance, no change.

Zoning Inspector, Dan Laity: \$365.00 per month, no change.

Upon calling the roll, the above motion to approve these rates of pay for 2019 was unanimously approved. **Motion carried.**

The Fiscal Officer reviewed preliminary reports for 2019 Total of All Funds report and 2018 annual financials with Trustees, comparing fund status, revenue status, and appropriation status for years 2013 through 2018, with discussions on additional appropriations which may be needed for 2019.

Regular Blanket Certificates and Purchase Orders were signed.

The following expenses were reviewed: *(\$1062.74)*

#29512	\$	193.91	OCSPC: withholding 1/3/19
29513		808.83	Columbia Gas: natural gas used at station and maintenance garage
29514		60.00	Northwood Door: maintenance garage door opener remotes
29515			VOID: Elmore Postmaster: no charge in 2019

EFT payroll Bi-Weekly hourly, 12/16/18 through 12/29/18, paid 01/03/2019: *(\$7,107.16)*

\$1,107.18	Jason Bickley: roads/cemetery	\$1,040.56	Joel Memmer: cem./roads
	Kurtis Baumgartner: EMS	149.19	Brittany Gottfried: EMS
367.71	Rudy Hanzel: EMS	275.49	Mike Heider: EMS
75.42	Jeffrey E. Herman (Jr): EMS	505.81	Jeffrey T. Herman: EMS
284.11	Andrew Johnson: EMS	94.17	Brad Krotzer: EMS
241.07	Lisa Lemmon: EMS	370.23	Deb Little: EMS
407.90	Amanda McGinnis: EMS	667.21	Michael McGinnis: EMS
315.13	Tammy Meek: EMS	205.08	Chris Nelson: EMS
719.87	Deb Pocino: EMS	281.03	Matt Riggle: EMS

Voucher #19-2019	\$3,744.90	Huntington: Federal 941 withholding December 2018
Voucher #20-2019	738.67	OH Treasurer: Ohio tax withholding December 2018
Voucher #21-2019	18.96	OH School District: OH SD tax withholding Dec. 2018
Voucher #22-2019	430.18	RITA/Elmore: Elmore city withholding December 2018
Voucher #23-2019	<u>1,035.02</u>	Huntington: Federal 941 withholding 1/3/2019
	<u>\$5,967.73</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$14,137.63 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:

Cemetery:

1. Cemetery Deed #600 reviewed and signed.
2. Cemetery Deeds #601, 602, and 603 reviewed and signed from transfer request.
3. Bickley discussed resident concerns with drainage on plot. Trustee J. Haar was on site to review and concluded it is due to heavy rains.

Roads:

1. Trustees reviewed a contract agreement with Ottawa County Senior Resources and Ottawa County Commissioners to provide snow plowing and salting at the Elmore Senior Site for 2019. Beverly Haar moved to provide this service. Carol Baker seconded the motion. **Motion carried.** Agreement was signed.
2. Trustees certified and signed 2018 Township Highway System Mileage Certification for ODOT. The Township was responsible for maintaining 35.465 miles of public roads, a decrease of 0.001 mile from 2017. (Mileage adjustment due to split section on Ames Street to match coding.)
3. Bickley proposed expansion of the maintenance garages by enclosing/connecting the area between the garages. This would not only provide additional inside vehicle storage, but enable correction of the drainage issues by replacement of tile. Trustees advised checking with the county for commercial contractors to obtain estimates, as well as looking into whether permits would be needed.
4. Bickley is still waiting for a quote on suggested electrical repairs in the garage, as well as quotes on seamless gutters.
5. Corrigan Oil, formerly Dolph Oil, can provide the motor oil needed at a competitive price so we can continue to obtain locally.
6. Discussion on Bickley's request for obtaining internet at the maintenance garage. No action taken.
7. Ditch mower JD6415 is becoming worn out, with bearings and blades replaced annually on the mower head, and A/C, injectors and fuel line issues on the tractor itself. A new head cost is \$12,000. Bickley recommends purchasing a JD Tiger tractor/mower in the next few years. The tractor estimate is \$75k; mower system \$65k, both at state bid pricing. Option to sell JD6415 tractor with 2 mower heads for minimum of \$25,000-\$35,000, plus the 2 other mowers that aren't currently used. Trustees suggested watching for trade ins at local dealerships. Laity provided contact for grease/lube/oil supplements to extend the life of the bearings.

Fire & EMS:

1. Chief Wilburn was pleased to announce that SCBA's and extrication equipment purchased with AFG funds will be delivered the afternoon of Thursday, January 17th.

Zoning:

1. Laity provided additional updates on current violation correspondence.
2. Zoning permit, #648, was received and approved for fencing.
3. Annual official notification received from County Recorder that board has a duty under ORC to file any newly enacted zoning resolution or amendments with the County Recorder.

Other:

1. Ottawa County Township Association meeting will be hosted by Portage Township on January 24.
2. Fiscal Officer will be requesting quotes for BWC group rating programs.
3. Reports and correspondence were reviewed: Great Lakes Billing Associates (December reports), *Grassroots Clippings* (January 2019), Ottawa County Community Foundation report, Fall 2018; Annual Pipeline Safety Information report, and Ottawa Soil & Water Conservation District 2019 tree order form.

There being no further business, a motion to adjourn was made by Jerry Haar and seconded by Carol Baker. Chairman Beverly Haar declared the meeting duly adjourned at 9:45 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer