

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, February 3, 2020, with the following members present: Trustees Jerry Haar, Carol Baker, Beverly Haar, and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

Craig Fair, road mowing (in at 7:30, left at 8:00 pm)

Residents:

John and Diana Blausey, and daughter (left at 8:56 pm)

The minutes of the last regular meeting held on January 20, 2020 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed: (\$6201.57)

#30046	\$756.29	Village of Elmore	electric, water, sewer
30047	49.95	Amplex	internet at maintenance garage
30048	482.30	Bound Tree	EMS supplies
30049	737.09	Columbia Gas	natural gas at station, maint garage
30050	900.14	Corrigan Oil	fuel/gas for roads, cemetery, EMS, Fire
30051	400.00	Elliott Scrapping	junk hauling
30052	151.30	O.E. Meyer	EMS oxygen
30053	562.50	Ohio First Responder Grants	grant management/closeout
30054	79.93	Ottawa County Treasurer	special assessment 2019
30055	408.38	Sunny Farms:	junk landfill fees 1/13
30056	229.91	Time Warner:	internet and phones at station
30057	57.36	Verizon:	EMS cell phones, modem#447
30058	486.00	Warren Fire:	foam
30059	342.33	Southeastern	loader repair parts
30060	341.00	Dexter	plow parts
30061	100.00	Treasurer of OH	coop purchasing admin fee 4/2020
30062	62.25	Stoneco	stone for salt mix
30063	54.84	Genoa NAPA	6415 mower, loader repair parts

EFT payroll Bi-Weekly hourly, 01/12 through 01/25/2020, paid 01/30/2020:

\$1,434.77	J. Bickley: roads	\$1,071.01	A. Rodriguez: cemetery/roads
124.25	T. Almendinger: EMT-B	95.35	D. Little: EMT-B
503.59	A. Fertig: Paramedic	350.48	J. Marcson: Paramedic
138.58	K. Fertig: EMT-B	477.58	A. McGinnis: Paramedic
337.95	B. Gottfried: Paramedic	780.56	M. McGinnis: Paramedic
93.65	J. T. Herman: Paramedic	662.32	T. Meek: EMT-A
678.78	S. Hites: Paramedic	761.54	D. Pocino: EMT-B
351.18	A. Johnson: Paramedic	488.59	M. Riggle: Paramedic
521.15	A. Kashmer: EMT-B	443.13	L. Woycitzky: Paramedic
		<u>\$9,314.46</u>	

EFT payroll Bi-Weekly hourly adjustment, 12/15 through 12/28/2019, paid 01/30/2020:

\$197.46 T. Almendinger: EMT-B

EFT Monthly salaried payroll for January 2020, paid 01/31/2020:

\$732.41	C. Baker: Trustee	\$1,329.74	L. Hazel: Fiscal Officer
734.54	B. Haar: Trustee	321.89	D. Laity: Zoning Inspector
852.45	J. Haar: Trustee	233.85	J. Wilburn: Station Maint.
		<u>\$4,204.88</u>	

Electronic Payments:

Voucher #1037-2019	\$74.70	Huntington Bank: interest Nov 2019 stmt
Voucher #1038-2019	24.90	GLBA: credit card fees Nov 2019 bank stmt
Voucher #1039-2019	848.00	BWC: monthly premium installment Nov 2019
Voucher #98-2020	<u>6,496.51</u>	OPERS: Dec 2019 contributions
	<u>\$7,444.11</u>	

A motion was made by Beverly Haar and seconded by Carol Baker that the preceding list of bills totaling \$27,165.02 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:

Financial:

1. Fiscal Officer presented invoice for renewal of Ohio DAS Cooperative Purchasing for 2020. Baker moved to renew; Bev Haar seconded the motion. **Motion carried.**
2. Hazel will check with Ottawa County Auditor to confirm correct tax allocation percentage is split correctly for Portage River South annexation (east) with the Village of Elmore, and duration.
3. BWC Grant award for Fire Dept. in 2019 was overfunded by \$140 and invoice will be sent for reimbursement to the Bureau.
4. Asset Recovery Consulting contacted Hazel in regards to recovery of unclaimed expired check to the Township. Baker moved to work with the company to recover the unclaimed funds, with a 25% commission payment upon recovery. Bev Haar seconded the motion. **Motion carried.**
5. Trustee Beverly Haar swore in Fiscal Officer Laura Hazel with Oath of Office for term beginning April 1, 2020. Faithful Performance of Duty endorsement rider on file with OTARMA in lieu of bonding. Copy to be provided to courthouse.
6. Review of Ottawa County Drug Task Force contribution for 2020. Bev Haar moved to continue annual contribution of \$1250 for 2020; Jerry Haar seconded. **Motion carried unanimously.**
7. Reallocation of appropriations and Then and Now Purchase Orders reviewed, approved and signed for:
 - a. Stoneco, Inc. for 5 ton of stone for winter salt mix (2020) to account 2031-330-420-0000, Operating Supplies, in the amount of \$62.25
 - b. Village of Elmore for electricity at station (Dec 2019) to account 1000-120-351-0000, Electricity, in the amount of \$355.83.
 - c. Reallocation of \$302.04 from 1000-120-353-0000, Natural Gas, to 1000-120-351-0000, Electricity, made for additional electricity expenditure from December 2019.

Cemetery:

1. Trustees received and reviewed 2020 Tree Order form from the Ottawa Soil & Water Conservation District. Deadline for ordering is April 1 and residents are encouraged to order as well. Small maple trees were offered by a resident for use at the cemetery.

Roads:

1. Proposal received from Unilliance Inc. for pipe lining project on Portage River South Rd culvert, cost sharing with resident Jerry Hetrick, with a combined cost of \$45,119.00. Fiscal Officer will forward to Jim Moore, Ottawa County Engineer's Office, for review.
2. Craig Fair questioned deductions for OPERS on his W2, and expressed interest in continuing to work this spring. Baker moved to continue employment for Craig Fair for part-time road mowing in 2020; Beverly Haar seconded the motion, Jerry Haar also voting yes. **Motion carried unanimously.**
3. Carol Baker moved for adoption of a resolution to move forward with the Embankment Slide Repair on Portage River South Road (T-18); Beverly Haar seconded the motion, and upon calling of the roll, the vote was unanimous. **Motion adopted.** (resolution attached)
4. Beverly Haar moved to adoption of a resolution to move forward with the Portage River South Road Improvements; Jerald Haar seconded the motion, and upon calling of the roll, the vote was unanimous. **Motion adopted.** (resolution attached)
5. Mike Brough, Utility Coordinator/Engineering Technician at the Ottawa County Engineer's Office, contacted Jason Bickley, Township Road Supervisor, regarding a resident request from Bob Bench to make an open cut on Yeasting Road by the woods in order to run an irrigation pipe for his field. Since this is a Township road, the Board's approval is needed. Bickley and Brough both visually surveyed the road and determined it is an older road and not recently paved, and both did not foresee any problems with this request. Carol Baker moved to approve the request for a road cut as stated to the Engineer's Office. Jerry Haar seconded the motion. **Motion carried.** Fiscal Officer to certify to the Engineer's Office so a permit may be issued.
6. Baker has been working with the Engineer's office for use of stone from SR-51 Bridge Project upon its completion as fill for Township projects along Portage River South Rd.
7. Revised driveway permit 20-004 received from Ottawa County Engineer for Diana Blausey to place a conduit along the west side of Hessville Road for the purpose of replacing a driveway pipe.
8. Baker presented information from Village meeting on potential annexations on Portage River Road (west) for failing sewers.
9. Engineer's office has requested Trustees schedule road tour for March by 2/14 and striping requests by the end of April.
10. Bev Haar completed TRQ for determination of right-of-way from Sugar Creek bridge to 15187 W Portage River South Rd on the river side. Trees are encroaching on the guardrail and Bickley has requested ROW information.

Fire/EMS:

1. Closeout report and final invoice for grant management received from Mickey Smith on Grant Number EMW-2017-FO-00310 for one hydraulic spreader with accessories, one hydraulic cutter with accessories, two push-pull hydraulic rams, one complete strut kit with accessories, one complete high pressure air bag system with accessories, 21 complete 4500 psi self-contained breathing apparatuses, and 14 additional face pieces.
2. Application for 2020 Fire Department Equipment Grant provided to Fiscal Officer by FF Mike Murray for request for thermal imager for the department.
3. Trustees received and reviewed A/C McGinnis EMS report for January:
 - a. Derrick Berkel received his EMT card
 - b. Northcoast Security will complete camera installation 2/10-2/11
 - c. Squad #448 repairs were not completed at Braun as not all parts were ordered

4. McGinnis provided a quote from Rugged Mobile Technology for government pricing of \$11,070 for (2) Toughbook 33, with 5-year warranty. Installation and mounting equipment not included. The toughbooks that are currently used are over five years old and will need replaced due to an outdated version of Windows that leaves information with a high security risk. Carol Baker moved to purchase the equipment quoted once permanent appropriations are approved; Beverly Haar seconded the motion. **Motion carried.**

Zoning:

1. John Blausey expressed concerns to Trustees regarding the notice he received from Zoning Inspector Laity. Items include unlicensed and non-functioning vehicles, proper zoning for business, agricultural purposes, wood debris from property not business, storage box on premises, and options for resolution on complaint(s) including variance and/or re-zoning request. Blausey reported that vehicles will be moved, but questioned whether he needs to shut down his business. Discussion on road weights and contributions to deterioration of roads from heavy use vehicles and equipment. Trustees assured that legal recourse will not be pursued as long as progress and amicable communication is being made with the Township, and that the Township is continuing to research items after discussing with Mr. Blausey. Trustee Jerry Haar suggested cleaning up and organizing of property to present a better visual curb appeal on both property locations.
2. Application for Zoning Permit #669 received and reviewed by Trustees for remodeling addition at 3132 S. SR-51.

Other:

1. Trustees received Recycling Events for 2020 from Joint Solid Waste Management District

Carol Baker moved to enter into executive session to discuss employee discipline at 8:56 pm. Roll call was made and the vote was as follows: Jerry Haar, yes; Carol Baker, yes; Beverly Haar, yes. At 9:20 pm, Trustees and Fiscal Officer came out of executive session with the vote as follows: Jerry Haar, yes; Carol Baker, yes; Beverly Haar, yes. No action was taken.

There being no further business, a motion to adjourn was made by Beverly Haar and seconded by Carol Baker. Chairman Beverly Haar declared the meeting duly adjourned at 9:30 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

Trustees have received notification that the Township has been awarded OPWC emergency funding to help with the cost to repair the embankment slide on Portage River South Road (T-18). This project will include a retaining wall and road relocation. After discussion, Carol Baker moved for adoption of the following Resolution:

A Resolution to move forward with the Embankment Slide Repair on Portage River South Road (T-18).

WHEREAS, the Ottawa County Engineers' Office has provided a cost estimate of \$275,000 which will include construction, 10% contingency, advertising and other expenses, and

WHEREAS, sufficient matching funds have been encumbered from the Township budget, now therefore

BE IT RESOLVED, that the Board of Trustees of Harris Township requests the Ottawa County Engineers' Office to act as agent for the Township in matters of preparing bid documents, advertising the project, opening and reviewing bids, preparing contract documents and conducting construction overview on its behalf.

Motion seconded by Beverly Haar and the roll being called, the vote is as follows:

Carol Baker: YES

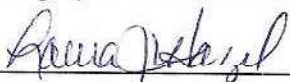
Beverly Haar: YES

Jerald Haar: YES

The motion is unanimously adopted this 3rd day of February, 2020.

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I, Laura J. Hazel, Fiscal Officer of Harris Township, do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Harris Township Trustees duly adopted on February 3, 2020 and appearing upon the official records of said Board.



Laura J. Hazel, Fiscal Officer
Harris Township, **Ottawa** County, Ohio

Trustees were notified by the Ottawa County Engineer's Office that OPWC awarded funding for the Portage River South Road Improvement Project. The project will include reconstruction, widening, resurfacing and culvert replacement. The project area begins at State Route 590 and continues to Slemmer Portage Road (TR- 43). After discussion, Beverly Haar moved for adoption of the following resolution:

A Resolution to move forward with the Portage River South Road Improvements.

WHEREAS, Ottawa County and Harris Township entered into a cooperative agreement for this project in August of 2019 (Resolution SM-19-001, Ottawa County Resolution 19-039), and

WHEREAS, the preliminary cost estimate for the project is \$604,928, and

WHEREAS the cost of the project will be shared according to the Cooperative Agreement, and

WHEREAS, sufficient matching funds have been encumbered from the Township budget, now
Therefore

BE IT RESOLVED, that the Board of Trustees of Harris Township requests Ottawa County take the lead for this project and to act as agent for the township in matters of preparing bid documents, advertising the project, opening and reviewing bids, awarding and contracting the project, and conducting construction overview on its behalf.

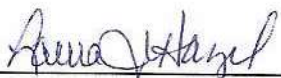
Motion seconded by Jerald Haar and the roll being called, the vote is as follows:

Carol Baker, Yes
Beverly Haar, Yes
Jerald Haar, Yes

The motion is unanimously adopted this 3rd day of February, 2020.

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I, Laura J. Hazel, Fiscal Officer of Harris Township, do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Harris Township Trustees duly adopted on February 3, 2020 and appearing upon the official records of said Board.



Laura J. Hazel, Fiscal Officer
Harris Township, Ottawa County, Ohio