

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, February 7, 2022, with the following officials present: Trustees Beverly Haar, Jerry Haar, DJ Greenhill, and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

- Fire Chief, Jim Wilburn (7:40 pm to 8:54 pm)
- Sexton, Andy Rodriguez (7:30 pm to 9:15 pm)
- Firefighter/EMT, Liam Treat (8:35 pm to 8:43 pm)
- Assistant Fiscal Officer, Carol Baker (7:30 pm to 9:15 pm)

The minutes of the January 17, 2022, regular meeting, were read by Chairman Beverly Haar and approved on a motion made by J. Haar and seconded by B. Haar. **Motion carried.**

## FINANCIAL

A motion was made by Jerry Haar and seconded by Beverly Haar that the attached list of bills totaling \$50,853.52 be approved as the lawful obligations of Harris Township and that the Fiscal Officer be permitted to issue warrants in favor of the same. **Motion carried.**

## REPORTS

### Financial/Administrative:

1. Huntington National Bank is offering fraud prevention including protection options before township checks are cashed. There is a \$30 monthly fee. While appreciating the advantage of this service, trustees will review similar service and fee structures from other area banks.
2. Fiscal Officer requested approval for supplemental temporary appropriations and authorization to encumber funds:
  - a. James Wilburn (GEN1000-120-599 \$3,575.19) for reissuance of payroll direct deposit made to incorrect account due to fraudulent email requesting change; OTARMA (GEN1000-110-382 \$72.00) for Assistant Fiscal Officer liability coverage; and Laura Hazel and DJ Greenhill (GEN1000-110-330 \$1,545.55) for winter conference 2022 expenses. Purchase orders issued.
  - b. Fiscal Officer requested supplemental appropriations in the amount of \$2,000 for upcoming Fire/EMS dinner meeting expenses and \$1,310 for tuition reimbursement for Liam Treat Fire Fighter I (FIRE2282).
  - c. Supplemental appropriations for QSEHRA 2021/2022 in the amounts of \$5,070 (GEN1000), \$2,510 (RDS2031), \$2,510 (CEM2041), and \$1,280 (EMS2283).

B. Haar moved to approve additional supplemental temporary appropriations as stated and to issue purchase orders as required to encumber funds; Greenhill seconded the motion. **Motion carried.**

### **Zoning:**

1. The Zoning Appeals Board held its organizational meeting on January 26. A quorum was not present for the Zoning Commission, so their organizational meeting will be continued at a later date.
2. An emailed report from John Fletcher, Zoning Appeals Board Chair, was received about the board's progress on the zoning resolutions review. Discussion items included increases in accessory building sizes and setbacks, height increases to allow for higher doors, home occupations/businesses, page-by-page review of current code, comparisons with other township codes, current code printing errors, setback surveys, design of variance application, rezoning current agricultural land to residential, and community education of zoning process. The board will continue its review meetings.
3. Permits issued: #704 Madden addition, 19025 Portage River South; #705 Reyome new construction, 2184 S. Opfer Lentz Rd.
4. Trustees appreciated the three applicants who applied for the vacant zoning inspector position. After reviewing applications and references, B. Haar motioned and Greenhill seconded to appoint Paul Perry as the zoning inspector. **Motion carried.**

### **Cemetery:**

1. Andy is working with Crozier family to replace an existing monument with a new one.

### **Roads:**

1. Andy reported that the 10+” snow event had taken a toll on the equipment. The feet on the Dexter plow will need to be replaced. Estimates are being obtained for repairs to the older 2002 Freightliner for wipers, ASB brake light, U-joint, and starter.
2. The trustees approved application of a protective oil treatment to the 2004 Ford pickup to protect the repair work that was recently completed on the bed; LH Automotive quoted \$400 for this service.

### **EMS/Fire:**

1. Chief Wilburn shared letters that he sent to fire department officers, firefighters, and EMS members expressing his concern about the lack of respondents to emergencies by department members.
2. Reported department response to snow emergency: hydrants cleared of snow, 6 snow mobiles made available, 3 churches designated as emergency shelters, road crew equipped with 2-way radios.
3. Squad 449 was backed into the bay door and Northwood Door has been called to repair. There does not appear to be any damage to the squad. Temporary repairs have been made to the door but permanent repairs may have to wait for 16-18 weeks.
4. Bay door 447 is rusting and an estimate will be obtained for the repair.
5. Several pagers will need to be purchased soon.
6. Reservations for the appreciation dinner will need to be made in the next few days for an accurate attendance count.
7. The reverse raffle has been canceled for this year.
8. The old copy machine is unreparable and will be disposed of.
9. Jim has been notified that the ISO audit is coming up at the end of February or beginning of March. This audit affects the insurance rating and primarily consists of examinations of department records. It occurs about every 8 years.

10. Liam Treat is training for his Fire Fighter 1 card at Owens and trustees approved a tuition reimbursement agreement for his class. He recently completed his EMT training and is responding to emergency calls.

**Building/Grounds:** no update provided

**Communications, Announcements and other:**

1. An annexation hearing for properties on West Portage River South into Elmore village limits will be held at the station on March 29 at 6:30 pm.
2. A letter announcing an Eagle Scout Court of Honor for Martin Repka will take place Sunday, February 27 at 2 pm at Our Lady of Lourdes Church hall in Genoa. Greenhill stated he will attend.
3. Greenhill and Hazel reported on sessions attended at the Ohio Township Association winter conference in Columbus. Greenhill suggested that a one-day conference in August may be of interest and beneficial for the road crew.
4. Correspondence received and reviewed: OCCF Winter 2022, Grassroots Clippings Feb. 2022.

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 9:15 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

Expenditure attachment on next page(s)...

The following payments were reviewed:

Number	Transaction Date	Amount	Purpose	Payee
22-2022	1/19/22	\$422.44	Volunteer payroll for December 2021	Derrick J Berkel
23-2022	1/19/22	\$310.39	Volunteer payroll for December 2021	Jeff Berkel
24-2022	1/19/22	\$606.37	Volunteer payroll for December 2021	Justin M Bretzloff
25-2022	1/19/22	\$188.30	Volunteer payroll for December 2021	Brittany A. Dewyre
26-2022	1/19/22	\$166.23	Volunteer payroll for December 2021	Daniel A Dewyre
27-2022	1/19/22	\$12.66	Volunteer payroll for December 2021	Alexander M Fertig
28-2022	1/19/22	\$30.63	Volunteer payroll for December 2021	Kimberly N Fertig
29-2022	1/19/22	\$37.14	Volunteer payroll for December 2021	Scott J Jones
30-2022	1/19/22	\$47.12	Volunteer payroll for December 2021	Paul M Makulinski
31-2022	1/19/22	\$85.14	Volunteer payroll for December 2021	Amanda R. McGinnis
32-2022	1/19/22	\$189.92	Volunteer payroll for December 2021	Michael E. McGinnis
33-2022	1/19/22	\$240.13	Volunteer payroll for December 2021	Michael J. Murray
34-2022	1/19/22	\$152.26	Volunteer payroll for December 2021	Cameron P Overmyer
35-2022	1/19/22	\$140.56	Volunteer payroll for December 2021	Jared J. Overmyer
36-2022	1/19/22	\$152.26	Volunteer payroll for December 2021	Nathan A. Overmyer
37-2022	1/19/22	\$11.77	Volunteer payroll for December 2021	Joshua M. Parlette
38-2022	1/19/22	\$591.42	Volunteer payroll for December 2021	Deborah L. Pocino
39-2022	1/19/22	\$58.56	Volunteer payroll for December 2021	Michael Probst
40-2022	1/19/22	\$122.99	Volunteer payroll for December 2021	Brian Richards Jr.
41-2022	1/19/22	\$417.34	Volunteer payroll for December 2021	Brandon E Rizzo
42-2022	1/19/22	\$11.70	Volunteer payroll for December 2021	Glenn Sasscer Jr.
43-2022	1/19/22	\$56.76	Volunteer payroll for December 2021	Timothy Simpson
44-2022	1/19/22	\$166.50	Volunteer payroll for December 2021	Liam J Treat
45-2022	1/19/22	\$23.55	Volunteer payroll for December 2021	Brandon M Wilburn
46-2022	1/19/22	\$1,214.45	Volunteer payroll for December 2021	James M. Wilburn
47-2022	1/19/22	\$23.55	Volunteer payroll for December 2021	John R Woycitzky
48-2022	1/19/22	\$145.64	Volunteer payroll for December 2021	Nicholas E Zimmerman
50-2022	1/19/22	\$1,154.50	Federal 941 withholding and SS/Medicare match	United States Treasury
51-2022	1/26/22	\$198.07	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Derrick J Berkel
52-2022	1/26/22	\$803.11	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Brittany A. Dewyre
53-2022	1/26/22	\$374.18	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Michael G Dreka
54-2022	1/26/22	\$971.19	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Alexander M Fertig
55-2022	1/26/22	\$129.44	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Kimberly N Fertig
56-2022	1/26/22	\$217.70	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Alexi Gottschalk
57-2022	1/26/22	\$1,479.39	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Cary L Johnson
58-2022	1/26/22	\$154.30	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Amanda R. McGinnis
59-2022	1/26/22	\$376.67	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Michael E. McGinnis
60-2022	1/26/22	\$284.84	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Tiffany A Molitoris
61-2022	1/26/22	\$1,073.97	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Deborah L. Pocino
62-2022	1/26/22	\$997.84	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Andres F Rodriguez
63-2022	1/26/22	\$2.92	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Kelly N. Stoudinger
64-2022	1/26/22	\$103.68	BIWEEKLY HOURLY 1/9 TO 1/22/2022	Liam J Treat
66-2022	1/27/22	\$1,093.06	Federal 941 withholding and SS/Medicare match	United States Treasury
67-2022	1/29/22	\$976.09	MONTHLY SALARIED - JANUARY 2022	Donald J Greenhill II
68-2022	1/29/22	\$791.97	MONTHLY SALARIED - JANUARY 2022	Beverly K. Haar
69-2022	1/29/22	\$885.22	MONTHLY SALARIED - JANUARY 2022	Jerald A. Haar
70-2022	1/29/22	\$1,426.51	MONTHLY SALARIED - JANUARY 2022	Laura J. Hazel
71-2022	1/29/22	\$233.90	MONTHLY SALARIED - JANUARY 2022	James M. Wilburn
73-2022	2/6/22	\$663.51	Federal 941 withholding and SS/Medicare match	United States Treasury
74-2022	2/6/22	\$679.42	Ohio monthly state withholding	TREASURER STATE OF OHIO
75-2022	2/6/22	\$12.41	Ohio school district monthly withholding	Ohio School District Income Tax
76-2022	2/6/22	\$386.71	Elmore village monthly withholding	VILLAGE OF ELMORE
77-2022	2/6/22	\$58.14	Northwood city monthly residence withholding	City of Northwood
78-2022	2/6/22	\$30.40	Oak Harbor village monthly residence withholding	Village of Oak Harbor
79-2022	2/6/22	\$2.52	Pemberville village monthly residence withholding	Village of Pemberville

Number	Transaction Date	Amount	Purpose	Payee
30918	2/7/22	\$184.85	Phones/fax/wifi at station/garage	Amplex
30919	2/7/22	\$30.00	QSEHRA admin - Dec 2021	Burnham & Flower Insurance Group
30920	2/7/22	\$1,234.82	natural gas at station/garage Jan 2022	COLUMBIA GAS
30921	2/7/22	\$270.01	2022 OTA Winter Conference expenses	Donald J. Greenhill II
30922	2/7/22	\$400.00	junk hauling 1/10/22	Elliott Scrapping LLC
30923	2/7/22	\$577.64	gas/diesel for fire, EMS	GPM Investments, LLC
30924	2/7/22	\$815.09	contract ambulance billing fees September 2021 & refund by GLBA	GREAT LAKES BILLING ASSOCIATES, INC.
30925	2/7/22	\$3,575.19	Reissue 5 payroll direct deposit warrants due to fraud w/	JIM WILBURN
30926	2/7/22	\$77.15	Winter conference 2022 expenses	Laura Hazel
30927	2/7/22	\$589.76	Fuel, off road diesel	LUCKEY FARMERS, INC.
30928	2/7/22	\$72.00	Asst FO liab. (GPA employee dishonesty/faithful performance of duty)	OTARMA SERVICE CENTER
30929	2/7/22	\$2,560.00	EMS medical directorship 2022	Premier Physician Services, Inc.
30930	2/7/22	\$387.74	landfill fees & digout	Sunny Farms Landfill
30931	2/7/22	\$62.45	Special Assessment 2021	Treasurer of Ottawa County
30932	2/7/22	\$480.00	MARCS radio service Q4-21 (5-EMS, 11-FIRE)	TREASURER STATE OF OHIO
30933	2/7/22	\$368.10	Option added for 96% efficient 2 stage gas valve on furnace	Yackee Electric Service
30934	2/7/22	\$1,199.13	EMS supplies: CPR electrodes	ZOLL Medical Corporation
30935	2/7/22	\$142.30	Battery, Lithium Ion (3)	Michigan State Disbursement Unit (MiSDU)
30936	2/7/22	\$37.15	Payroll withholding	Ohio Child Support Payment Central
30937	2/7/22	\$58.56	Volunteer payroll for December 2021	Eric M Fulwider
30938	2/7/22	\$92.70	Biweekly hourly 1/23-2/5/2022	James A Rose
30939	2/7/22	\$2.23	CRF funding: return of unencumbered interest	TREASURER STATE OF OHIO
82-2022	2/7/22	\$380.82	Biweekly hourly 1/23-2/5/2022	Leslie Craig Fair
83-2022	2/7/22	\$1,838.39	Biweekly hourly 1/23-2/5/2022	Cary L Johnson
84-2022	2/7/22	\$1,255.32	Biweekly hourly 1/23-2/5/2022	Andres F Rodriguez
86-2022	2/7/22	\$290.57	Biweekly hourly 1/23-2/5/2022	Derrick J Berkel
87-2022	2/7/22	\$890.32	Biweekly hourly 1/23-2/5/2022	Brittany A. Dewyre
88-2022	2/7/22	\$90.74	Biweekly hourly 1/23-2/5/2022	Michael G Dreka
89-2022	2/7/22	\$413.08	Biweekly hourly 1/23-2/5/2022	Alexander M Fertig
90-2022	2/7/22	\$198.57	Biweekly hourly 1/23-2/5/2022	Alexi Gottschalk
91-2022	2/7/22	\$170.84	Biweekly hourly 1/23-2/5/2022	Jeffrey T. Herman
92-2022	2/7/22	\$154.30	Biweekly hourly 1/23-2/5/2022	Amanda R. McGinnis
93-2022	2/7/22	\$955.41	Biweekly hourly 1/23-2/5/2022	Michael E. McGinnis
94-2022	2/7/22	\$537.14	Biweekly hourly 1/23-2/5/2022	Tiffany A Molitoris
95-2022	2/7/22	\$1,191.24	Biweekly hourly 1/23-2/5/2022	Deborah L. Pocino
96-2022	2/7/22	\$43.44	Biweekly hourly 1/23-2/5/2022	Kelly N. Stoudinger
97-2022	2/7/22	\$207.13	Biweekly hourly 1/23-2/5/2022	Liam J Treat
99-2022	2/7/22	\$0.00	-VOID-	United States Treasury
100-2022	2/7/22	\$239.23	ADJUSTMENT to biweekly hourly 1/23-2/5/22	Michael E. McGinnis
102-2022	2/8/22	\$1,509.94	Federal 941 withholding and SS/Medicare match	United States Treasury
103-2022	2/8/22	\$61.03	Penalty/Interest Dec	OPERS
104-2022	2/8/22	\$6,021.70	Retirement withholding and 14% match	OPERS
		<u>\$50,853.52</u>		