

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, April 20, 2020 via Zoom video conferencing, 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 6:09 pm.

Employees in attendance:

Chief Jim Wilburn (phone) (out at 7:31 pm)

Road Superintendent Jason Bickley (video) (out at 6:54 pm)

Residents: None

The minutes of the last special meeting held on April 6, 2020 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

The Fiscal Officer presented the January and February 2020 bank reconciliations and financial reports. After review, a motion to approve the January and February bank reconciliations and financial reports was made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:			
#30115	\$13,479.98	MJD Motorsports	Intimidator side-by-side for cemetery
30116	142.30	MISDU	withholding 4/9
30117	193.91	OH CSPC	withholding 4/9
30118	70.54	K. Hellwig	replacement ck for returned ACH wages
30119	53.00	S. Jones	replacement ck for returned ACH wages
30120	125.02	S. Jones	replacement ck for returned ACH wages
30121	54.95	Amplex	internet at maint garage
30122	71.90	Bound Tree	EMS supplies
30123	205.80	Bound Tree	EMS supplies
30124	562.42	Columbia Gas	natural gas at station and maint garage
30125	670.32	Corrigan Oil	fuel/gas EMS, fire, roads, cemetery
30126	400.00	Elliott Scrapping	junk hauling 3/12/20
30127	100.94	Ottawa County Transp.	F250 repairs: blower fan
30128	230.95	Phoenix	EMS uniforms: B. Rizzo, T. Meek
30129	317.63	Sunny Farms Landfill	landfill fees 3/17/20
30130	119.70	Suburban/Metro Press	notifications for financial and cemetery
30131	30.21	Toledo Edision	civil defense sirens electricity
30132	725.43	Village of Elmore	Utilities: station, maint garages, cemetery
30133	112.03	WW Williams	tank level sensor
30134	516.29	Zoll Medical	EMS supplies
30135	255.13	Zoll Medical	EMS supplies
30136	115.92	Embrace Healthcare	EMS drugs
30137	1,692.30	Great Lakes Billing Assoc.	EMS billing fees: Feb, Mar 2020
30138	142.30	MISDU	withholding 4/23
30139	193.91	OH CSPC	withholding 4/23
	\$20,582.88		

EFT monthly payroll for Fire/EMS Volunteers, March activity, paid 04/21/2020:

\$35.13	C. Behlmer: Fire	23.42	J. Overmyer: Fire
187.37	D. Berkel: Fire/EMS	46.85	N. Overmyer: Fire
81.98	J. Berkel: Fire	47.12	J. Parlette: Fire/EMS
153.13	D. Dewyre: Fire	458.94	D. Pocino: EMS
0.00	A. Fertig:	11.70	M. Probst: Fire
0.00	K. Fertig:	58.55	B. Richards: Fire
141.43	B. Gottfried: EMS	82.45	B. Rizzo: Fire
0.00	L. Hazel:	0.00	D. Rogers:
11.77	K. Hellwig: Fire	6.77	B. Sandwisch: Fire
0.00	S. Jones:	0.00	K. Shank:
329.59	A. Kashmer: EMS	208.10	T. Simpson: EMS
0.00	Deb Little:	58.83	L. Treat: Fire
86.94	A. McGinnis: EMS	555.75	J. Wilburn: Fire/EMS
182.69	M. McGinnis: Fire/EMS	23.55	J. Woycitzky: Fire
0.00	T. Meek: EMS	0.00	T. Yarger:
\$46.85	M. Murray: Fire	23.55	N. Zimmerman: Fire

\$2,862.46

EFT payroll Bi-Weekly hourly, 04/05 through 04/18/2020, paid 04/23/2020:

\$1,171.34	J. Bickley: roads, cemetery	\$952.48	A. Rodriguez: cemetery
		185.33	R. Babjack: cemetery
252.01	T. Almendinger: EMT-B	596.33	A. Kashmer: EMT-B
252.01	D. Berkel: EMT-B	89.73	D. Little: EMT-B
279.50	A. Fertig: Paramedic	361.28	J. Marcson: Paramedic
0.00	K. Fertig: EMT-B	635.64	A. McGinnis: Paramedic
337.95	B. Gottfried: Paramedic	627.96	M. McGinnis: Paramedic
168.73	M. Heider: Paramedic	369.70	T. Meek: EMT-A
0.00	J. E. Herman: Paramedic	747.55	D. Pocino: EMT-B
103.21	J. T. Herman: Paramedic	411.98	M. Riggle: Paramedic
351.18	S. Hites: Paramedic	581.14	L. Woycitzky: Paramedic
176.15	A. Johnson: Paramedic		

\$8,651.20

Electronic Payments:

voucher #285-2020	825.50	BWC: monthly premium installment Jan.
voucher #286-2020	72.79	GLBA: cc billing fees on Jan. bank stmt
voucher #287-2020	96.40	Huntington: bank fees Jan. bank stmt
voucher #288-2020	21.40	GLBA: cc billing fees on Feb. bank stmt
voucher #289-2020	138.25	Huntington: bank fees Feb. bank stmt
voucher #290-2020	\$4,349.34	IRS: employer/employee withholding Mar.
voucher #291-2020	783.99	OH Treasurer: withholding Mar.
voucher #292-2020	6.73	OH Schools: withholding Mar.
voucher #293-2020	430.76	RITA/Elmore: withholding Mar.
voucher #294-2020	94.75	Huntington: bank fees Mar. bank stmt
voucher #295-2020	6.64	GLBA: cc billing fees on Mar. bank stmt
	<u>\$6,826.55</u>	

A motion was made by Carol Baker and seconded by Jerald Haar that the preceding list of bills totaling \$38,923.09 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:

Finance:

1. Portage River South Rd annexation in October 2019 was reported to auditor as a type 1 annexation with no payments to Township, resulting in a \$6489.40 decrease in tax to be collected in 2020. Baker to contact legal for confirmation.
2. Fiscal Officer provided reports on Careworks first quarter report of BWC claims, expiring levy listing from auditor, and promotion of 2020 Census.
3. Financial assistance updates: OTARMA Cares to provide \$500 to members, 7th annual BWC dividend rebate to be released early of 100% 2018 premiums (anticipated at \$20k), Care Act Provider Relief Fund for frontline responders \$3,690.32, OPWC loan deferment to Jan. 2021.
4. Acknowledgement agreement signed by Trustees for GLBA Ohio Attorney General User.
5. Washington Township contract for fire services expiring June 14, 2020. Recommend renewing for two or four years at \$7500/year, pending receipt of fire run report for previous two years. No action taken at this time.

Cemetery:

1. Bickley provided report on cemetery: Intimidator side-by-side and both mowers received and in use. The Intimidator dump bed requires manual labor to remove contents and Jason would like to look into updating in the fall. Need to make sure mowers are cleaned out and greased weekly as part of maintenance upkeep.
2. Foundation order picked up from Turner Vault, but incorrect sizes. Turner to pick up and exchange.
3. Weed spraying on hold due to windy weather.
4. Push mower delivered to fire station. Cemetery personnel to monitor mowing and weed control at station, with the assistance of part-time EMS personnel.
5. The Trustees reviewed the Resolution of Intent to Proceed for Levying a Tax in Excess of the Ten-Mill Limitation required to have the 1.3 mill, five-year renewal levy commencing in tax year 2020, collected in 2021, for the purpose of maintaining and operating cemeteries, under ORC 5705.19(T), that will generate \$69,985.00 per the Ottawa County Auditor's Certification, presented on the November 3, 2020 ballot to the electorate of Harris Township, Ottawa County.

A motion was made by Beverly Haar to adopt the Township of Harris, Ottawa County, Resolution of Intent to Proceed for Levying a Tax Exceeding Ten-Mill Limitation, dated April 20, 2020. Carol Baker seconded the motion to adopt the resolution and the result of the vote was: Mrs. Carol Baker, yes; Mr. Jerald Haar, yes; and Ms. Beverly Haar, yes. The motion to adopt the resolution was unanimously approved and will be submitted to the Ottawa County Board of Elections.

Roads:

1. Trustee B. Haar reported on Amplex updated services in the area.
2. Portage River Slide project progressing. The Ottawa County Engineers provided prepared easements for property owners to move Portage River South Road to repair the embankment slide. Trustees approved easement from Tom and Lori Avers for \$6,982.50 and Kraig Kimberly Baker for \$852.10. Overnight mailing costs to Avers in Florida for signatures will be reimbursed to Trustee Baker. Road Superintendent Bickley has also been in contact with the Engineer's office to obtain information on tree trimming needed as part of easement agreement with property owner, Baker, and will contact Beeker Tree Service for quote. Property owner, Avers, requested wording revisions on prepared easement.
3. No updates from resident or Prosecutor on Portage River Rd catch basin project, per Bev Haar.
4. Trustees discussed and agreed to resume junk day in May. Bickley to contact/look into moving recycling bins and arranging entrance/exit to help with traffic flow during road closure. Notification to public through Facebook, Suburban Press, and post office bulletin board.
5. Bickley advised that Graytown Road may need repaving; he will mark the road to identify bad spots in need of repair. B. Haar will contact the Engineer's office to discuss and will advise contractor to tentatively seal in the fall.
6. Bickley proposed working four ten-hour shifts for the summer. Trustee Baker not in favor due to lack of coverage five days a week. However, with some cross-training and scheduling, this may work during Covid-19 pandemic if necessary.

Fire/EMS:

1. Chief Wilburn provided update that truck committee held their preconstruction meeting via teleconference on April 3. Sutphen confirmed changes made and committee signed off on April 17. The committee still plans to visit Sutphen in Columbus once the Covid-19 stay-at-home orders are lifted.
2. Grant manager, Mickey Smith, provided information to Chief regarding possible desk review and FEMA requirements, which include (1) all drivers of new truck must have ODOT/NFPA physical, (2) all drivers must pass emergency driving course, (3) policies that must be in place. Chief will forward the email to Trustees and Fiscal Officer. Truck still on schedule for delivery between November 2020 and April 2021.
3. Applications received for two new applicants: one holds a Fire-I card, the other a Fire-I/EMT-B card. Trustees discussed with Chief the BMV reports. Chief to meet with officers to discuss and interview; current trainings and meetings have been suspended due to Covid-19. Chief also has four applications for Fire Lieutenant position to be discussed with officers.
4. Fire Department volunteers have been assisting with local food pantry in Elmore; special recognition to Jeff Berkel for all of his help with this, along with the other volunteers who have been able to help.
5. EMS locker bases have been built and painted and are in use. There are a few more bases to be built and approval given by Trustees to purchase remaining needed materials. Excess lockers may be available and could be sold. Chief Wilburn has put a great deal of time into this project and was commended by the Trustees for his dedication and time to the department.

Zoning:

1. Mr. Wilburn presented his objections with the way the recent inspector position vacancy was handled, as all applicants were not provided the opportunity to interview. Discussion held with the Trustees, with both sides presenting their opinions on what was best for the Township.
2. Ottawa County Engineer's Office driveway permits # 20-007 and #20-008 were received and reviewed for property owned by Portage River South LLC, David Hille, located on Linker-Portage Road.

Communications, Announcements, Other:

1. Trustees received and reviewed Great Lakes Billing Associates billing reports for March 2020 and *Grassroots Clippings April 2020*.
2. Ottawa County Commissioners meeting 4/23 at 10:30 through teleconferencing. On the agenda, a tax abatement request for real estate taxes for closed businesses due to Covid-19.

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 8:25 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer