

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, May 3, 2021, with the following members present: Trustees Beverly Haar, Carol Baker, Jerry Haar, and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

- Road Superintendent, Cary Johnson (out at 8:04 pm)
- Craig Fair (out at 8:04)

Residents/Guests:

- None

The minutes of the regular meeting held on April 19, 2021 were read by Chairman Bev Haar and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

**FINANCIAL:**

The following expenses were reviewed:

30595	\$142.30	MiSDU	Withholding 4/22
30596	160.40	OH CSPC	Withholding 4/21-4/22
30597	114.52	Amplex	internet at maint garage; station access pts
30598	13,309.98	Bill's Implement Sales	Cemetery mowers: eXmark
30599	484.18	Columbia Gas	natural gas at station and maint garage
30600	400.00	Elliott Scrapping	Junk Hauling April
30601	1,425.84	OCTA	2000 GMC tires, shocks, fuel pump & lines
30602	382.32	Sunny Farms Landfill	landfill fees 4/12, 4/13
30603	19.54	The UPS Store	shipping: pager repairs
30604	101.85	Verizon Wireless	Fire/EMS Ipads and modems
30605	10.96	Atlantic	#442 adapter exchange
30606	754.26	Bound Tree	EMS supplies
30607	167.20	Complete Wireless	Pager replacement
30608	90.00	Genoa NAPA	road supplies
30609	1,822.86	Phoenix	(5) helmets & leather fronts
30610	219.97	Time Warner Cable	phone and internet at station
30611	142.30	MiSDU	withholding 5/6
30612	193.78	OH CSPC	withholding 5/6

\$19,942.26

**EFT monthly payroll for Fire/EMS Volunteers, March activity, paid 4/21/2021**

C. Behlmer: Fire	140.54	N. Overmyer: Fire
234.22 D. Berkel: Fire/EMS	23.55	J. Parlette: Fire
257.63 J. Berkel: Fire	557.47	D. Pocino: Fire/EMS
K. Boone: EMS	152.24	M. Probst: Fire
431.71 J. Bretzloff: Fire/EMS	46.85	B. Richards: Fire
196.38 B. Dewyre: EMS	211.91	B. Rizzo: Fire/EMS
238.72 D. Dewyre: Fire/EMS	11.70	D. Rogers: Fire
13.55 A. Fertig: Fire/EMS	18.55	B. Sandwisch: Fire

	K. Fertig: EMS	210.79	G. Sasscer: Fire
	B. Gilbert: Fire	23.42	K. Shank: Fire
135.24	S. Jones: Fire/EMS	189.17	T. Simpson: EMS/Fire
328.79	A. Kashmer: EMS	140.81	L. Treat: Fire
128.36	A. McGinnis: EMS	11.77	B. Wilburn: Fire
181.78	M. McGinnis: EMS/Fire	634.58	J. Wilburn: Fire/EMS
210.79	M. Murray: Fire	23.55	J. Woycitzky: Fire/EMS
128.82	J. Overmyer: Fire	23.55	T. Yarger: Fire
		<u>\$117.77</u>	N. Zimmerman: Fire
		<u><u>\$5,024.21</u></u>	

**EFT payroll Bi-Weekly hourly, 4/4 through 4/17/2021, paid 4/22/2021:**

\$1,442.11	C. Johnson: roads/cemetery/junk	\$954.68	A. Rodriguez: cemetery/roads/junk
379.87	C. Fair: roads/cemetery	166.77	R. Babjack: cemetery
219.99	T. Almendinger: EMT-B	25.17	S. Jones: EMT-A
698.87	D. Berkel: EMT-B	789.75	A. Kashmer: EMT-B
	J. Bretzloff: EMT-B	354.07	J. Marcson: Paramedic
183.72	B. Dewyre: Paramedic	385.43	A. McGinnis: Paramedic
279.50	A. Fertig: Paramedic	551.46	M. McGinnis: Paramedic
112.16	K. Fertig: EMT-B		T. Meek: EMT-A
	J. E. Herman: Paramedic	910.43	D. Pocino: EMT-B
96.83	J. T. Herman: Paramedic	415.06	M. Riggle: Paramedic
176.15	S. Hites: Paramedic	87.16	K. Sasscer: EMT-B
351.18	A. Johnson: Paramedic	47.35	K. Stoudinger: Paramedic
		283.50	L. Woycitzky: Paramedic
		<u>\$8,911.21</u>	

**EFT Monthly salaried payroll for April 2021, paid 4/30/2021**

\$733.24	C. Baker: Trustee	\$1,367.46	L. Hazel: Fiscal Officer
734.54	B. Haar: Trustee	149.94	R. Babjack: Zoning Insp.
867.69	J. Haar: Trustee	233.85	J. Wilburn: Building Maint.
		<u>\$4,086.72</u>	

<b>Electronic Payments:</b>		
#323-2021	\$4,522.20	US Treasury: April federal 941 withholding/match
#324-2021	770.66	OH Treasurer: Ohio withholding April 2021
#325-2021	11.02	OH Treasurer: school withholding April 2021
#326-2021	426.43	RITA: Elmore city withholding April 2021
	<u>\$5,730.31</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$43,694.71 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/Administrative:

1. Chairman Beverly Haar executed the annual Anniversary Information Acknowledgement on behalf of the Board of Trustees with OTARMA, effective on the anniversary date May 1, 2021. Payment to be submitted electronically in the amount of \$18,810.00.
2. Agreement with GPM SouthEast LLC signed by Fiscal Officer for fuel/gas/oil purchases.
3. Fiscal Officer contacted B. Sorg, Treasurer of American Legion 279 for expenses for annual memorial services. Trustees approved annual contribution for American Legion memorial services for 2021 in the amount of \$200.
4. Discussion on 2019/2020 fiscal audit. Trustees unanimously agreed to proceed with AUP audit if eligible.
5. Public records request from G. Sasscer for volunteer time sheets and gross payroll for March runs/drills.
6. Cooperative Purchasing Program admin fee temporarily postponed due to Covid-19.
7. GLBA request for adjustment of \$121.94 balance on acct 21/2302, date of service 1/8/2021 approved by Fiscal Officer per financial needs application submitted.
8. Business Card Services account is not declining credit card purchases over \$2000 limit set per card. Alerts have been added to notify fiscal officer of limit being reached.
9. Then and Now Purchase Orders issued for: Time Warner Cable, \$219.97, account 1000-120-341-0000 telephone, for phone and internet at station 4/13-5/12/21; Amplex, \$122.71, accounts 1000-120-341-0000, 2282-220-341-0000, 2281-230-341-0000, 2031-330-341-0000 – fiber internet access points at Fire/EMS/station and fiber internet at maint garage (4/21-5/23/21); Sunny Farms Landfill, \$382.32, account 1000-320-360-0000 contracted services – landfill fees April
10. Purchase Orders issued for: Amplex, \$804.65, account 2031-330-341-0000 – internet at twp garage, 2282-220-341-0000 – internet access point for Fire, 2281-230-341-0000 – internet access points for EMS, 1000-120-341-0000 – internet access point at station; Sunny Farms Landfill, \$2592.00, account 1000-320-360-0000 contracted services-landfill fees; Verizon Wireless, \$1800.00, account 2281-230-341-0000 and 2282-220-341-0000 telephone – EMS wireless hookups for EMS squads, cell phones, and Ipads for Fire/EMS.
11. Fiscal Officer recommended reallocation of appropriations for issuance of a purchase order to Amplex for telephone and internet setup (capital outlay) from general fund for \$2,604. Beverly Haar moved to approve the reallocation and expenditure from general fund; Carol Baker seconded the motion.  
**Motion carried.**

### Zoning:

1. No report.

### Cemetery:

1. Sexton's update provided by C. Johnson:
  - a. Two hydrants are still leaking after air pressure test; water has been turned back off until more troubleshooting can be performed
  - b. Deborah Bach is updating Civil War veteran placards for legibility; Rodriguez has consolidated records with Mrs. Bach.
  - c. Weed spraying

### **Roads:**

1. Superintendent's report:
  - a. 2018 Freightliner check engine light on and not starting again, killing battery. The master engine switch has been turned off, so it seems it may be an electrical issue. Request to take to Freightliner for possible warranty issues and replacement of batteries.
  - b. Cemetery truck repairs completed at OCTA and exhaust repairs completed at LH Automotive.
  - c. Compressor repairs completed at Moriarty.
  - d. Roller repairs still in progress in-house.
  - e. Netcher drainage issue on west side of C. Kaylor driveway. There's a 6' drain pipe with old wagon wheel crock. No record of drain pipe on county maps, just a drain pipe that goes to the east side. Mike Brough at engineers' office recommended installing a catch basin for rough cost of \$450 for liability purposes. Trustees agreed to contact Dave Netcher (property owner) and propose he cleans the 6" drain and install a catch basin, which will be purchased by the township. Baker moved; B. Haar seconded the motion.
2. Jim Moore, county engineer's office, provided a proposal on W. Portage River South Rd, near Harris-Salem Rd, for culvert repairs between Harris Township and Jerry Hetrick. B. Haar contacting Hetrick to get project started.
3. Receipt of fully executed Agreement between Harris Township Trustees and the Ottawa County Board of Commissioners, for snow plowing and salting of the parking lot at the Elmore Senior Program site.

### **Fire/EMS:**

1. Trustees reviewed and discussed requests from prior meeting to purchase:
  - a. EMS ballistics gear: (4) sets at \$1,282.14 per set as part of bulk order with Sandusky County EMS
  - b. Fire repairs to #443 for valve modifications and repairs per quote from W.W. Williams, \$5,810.00.
  - c. B. Haar moved to approve the purchase and for the fiscal officer to issue purchase orders and reallocate appropriations as necessary for the above items; C. Baker seconded the motion. **Motion carried.**
  - d. Trustees executed five-year agreement with Washington Township Trustees to provide fire protection from 6/15/2021 through 6/14/2026.
2. Trustees accepted resignation from Andrew Kashmer for Fire/EMS, who has accepted a position at Put-In-Bay, working with his family.
3. Service completed by Cleveland Communications on #446 and #443 headset and radio installation.

### **Building/Grounds:**

1. No report.

### **Communications, Announcements, Other:**

1. Trustees received and reviewed Materion notification dated 4/26/2021 of three modifications to the Hazardous Waste Facility Installation and Operation Permit for its facility to the Ohio EPA on 1/28/2021 (2) and 3/30/21.
2. Receipt of Ottawa County Annual Report for 2020.

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned at 8:35 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer