

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, May 6, 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:

Jim Wilburn, Chief (in at 8:15 pm, left at 9:00 pm)

The minutes of the last regular meeting held on April 15, 2019, were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

FINANCIAL:

The following expenses were reviewed: *(\$11,161.42)*

#29650	\$	47.12	Rob Kochan: Mar vol wages
29651		193.91	OH CSPS: withholding 4/25/19
29652		20.61	Bay Tractor: repair parts for mower used at station
29653		867.75	Bound Tree: EMS supplies and drugs
29654		2,521.63	Business Card: credit card purchases for admin, EMS and fire
29655		90.00	C&L Sanitation: cemetery sanitation unit servicing 1/8, 2/5, 3/1
29656		1,085.18	Columbia Gas: natural gas at station and maint garage Mar and Apr
29657		1,149.76	DPM Automotive: EMS vehicle maintenance
29658		207.46	Genoa NAPA: filters for use at maintenance garage
29659		136.07	Johnston Supply: cemetery yard hydrant
29660		349.30	Kalida: replace plug end on Ford 3500 plow
29661		124.50	Occupational Health Center: EMT HepB vaccine #2
29662		34.00	Smiley Tire Retreading: tire rotation #448
29663		355.88	Sunny Farms Landfill: junk disposal 4/16
29664		213.93	Time Warner Cable: station phones/internet
29665		27.78	Toledo Edison: civil defense siren electricity
29666		1,015.00	Turner Vault: cemetery bases for bronze markers
29667		111.20	Verizon wireless: EMS squad modems; EMS/Fire cell phones
29668		802.62	Village of Elmore: elect/water/sewer at station/maint gar/cemetery
29669		94.16	Fremont Auto Parts: supplies for use at maintenance garage
29670		859.16	GLBA Inc: EMS April billing
29671		47.40	Suburban Press: job posting for maint assistant 4/29
29672		57.00	Willie's Sales: maint garage chain sharpening
29673		510.00	Zoll: PM on cardiac monitors
29674		100.00	S. Rozanski: reimbursement for vehicle damage deductible
29675		140.00	Vanguard: Fire/EMS HCP/AED cards

EFT monthly payroll for Fire/EMS Volunteers, March activity, paid 4/22/2019: *(\$3,100.02)*

Haley Behlmer	\$	11.70	Fire	Derrick Berkel	\$	70.24	Fire
Jeff Berkel		69.35	Fire	Cole Cutchall			
Alex Fertig		36.96	Fire/EMS	Laura Hazel			

Krista Hellwig	23.55 Fire	Scott Jones	35.33 Fire/EMS
Andrew Kashmer	70.24 EMS	Debra Little	11.70 EMS
Amanda McGinnis	128.77 EMS	Mike McGinnis	278.19 Fire/EMS
Tammy Meek	70.24 EMS	Mike Murray	40.98 Fire
Sam Nowak		Jared Overmyer	35.12 Fire
Nathan Overmyer	35.12 Fire	Josh Parlette	164.34 Fire/EMS
Deb Pocino	160.30 EMS	Brian Richards Jr	586.39 Fire/EMS
Brandon Rizzo	23.55 Fire/EMS	David Rogers	17.57 Fire
Ben Sandwisch	77.25 Fire	Glenn Sasscer Jr	244.98 Fire/EMS
Karli Sasscer	37.82 EMS	Kirk Shank	11.70 Fire
Tim Simpson	380.95 Fire/EMS	Brandon Uher	
James Wilburn	477.68 Fire/EMS	Trey Yarger	

EFT payroll Bi-Weekly hourly, 04/07 through 04/20/2019, paid 04/25/2019: (\$8,350.13)

\$1,097.34 Jason Bickley: roads/cemetery	253.33 Ed Magsig: cemetery	\$1,106.70 Joel Memmer: roads/cemetery
142.33 Kurtis Baumgartner: EMS	344.19 Brittany Gottfried: EMS	819.08 Alex Fertig: EMS
297.46 Mike Heider: EMS	546.69 Jeffrey T. Herman: EMS	328.31 Rudy Hanzel: EMS
378.73 Lisa Lemmon: EMS	634.72 Michael McGinnis: EMS	124.08 Jeffrey E. Herman (Jr): EMS
728.81 Deb Pocino: EMS		361.87 Andrew Johnson: EMS
		348.24 Amanda McGinnis: EMS
		460.53 Tammy Meek: EMS
		377.72 Matt Riggle: EMS

EFT Monthly salaried payroll for March 2019, paid 4/30/2019: (\$4,164.29)

\$735.55 Carol Baker: Trustee	\$ 735.20 Beverly Haar: Trustee
827.55 Jerald Haar: Trustee	1,285.37 Laura Hazel: Fiscal Officer
321.83 Dan Laity: Zoning Inspector	258.79 James Wilburn: Station maintenance

Voucher #314-2019	677.37	US Treasury: volunteer 941 tax 4/22/19
Voucher #333-2019	1,336.86	US Treasury: biweekly 941 tax 4/25/19
Voucher #341-2019	815.15	US Treasury: salaried 941 tax 4/30/19
Voucher #342-2019	836.12	Treasurer Ohio: state withholding for April
Voucher #343-2019	30.48	OH school district: withholding for April
Voucher #344-2019	454.82	RITA: city withholding for April
Voucher #345-2019	163.18	Business Card: Fire printer ink and lightbulbs
Voucher #346-2019	355.54	Business Card: EMS postage and Ipad mounts
Voucher #347-2019	56.38	business Card: admin supplies
Voucher #348-2019	6,547.11	OPERS: retirement contributions for March

A motion was made by Jerry Haar and seconded by Beverly Haar that the preceding list of bills totaling \$38,048.87 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.**

Then and Now PO signed and issued to Toledo Edison for civil defense siren electricity in the amount of \$300.00 for 1000-240-351-0000.

REPORTS:

Cemetery:

1. Cemetery registration with Dept. of Commerce ORC 4746, sub House Bill 168 will be sent.
2. Trustees approved request for Wreaths Across America to place wreaths on veterans graves in Harris Cemeteries in December.
3. Jerry Haar moved and Carol Baker seconded that Andy Rodriguez be offered the open sexton/assistant roads position. The hourly rate will be \$17 with an increase to \$18 upon obtaining a CDL Class B license within 3 months. **Motion carried.**
4. Trustees reviewed and signed cemetery deeds 605 and 606.

Fire and EMS:

1. EMSAR serviced and performed a maintenance inspection on cots, stair chairs and replaced batteries as needed.
2. Jim Wilburn got a legal opinion from the prosecutor regarding adding Josh Haar, a diesel mechanic to the fire department with duties of apparatus servicing. If Mr. Haar is willing to obtain a NFPA certification, he would be qualified to provide additional repairs. Jim will discuss the options with Josh.
3. #443 was taken to Williams for valve repairs.
4. BWC grant revision is being sought due to requested hoods and gloves no longer being available.
5. The fire department will stage a mock accident for Woodmore students on May 10.
6. On May 11, the fire department will have an open house during Explore Elmore Day.
7. Jim gave an update on the status of the FEMA grant.

Roads:

1. A counter offer resolution to ODOT for acquisition of township property for construction of the new SR 51 bridge was passed. **(See attached)** The counter offer will be sent to ORC/ Real Estate Solutions for Infrastructure (ODOT real estate adjustor).
2. Nothing new on county plans for Hyde Run.
3. Jerry is in communication with ODOT about Ernsthansen corner improvement plans.
4. Trustees discussed need for temporary grass mowing assistance due to excessive rain and cemetery preparation for Memorial Day. Jerry will talk to recent resident retiree about short term assistance.

Zoning:

1. Variance Permit #650 approved for front set back.
2. Permits #651, #652, #653 for various remodeling approved.

Communications, Announcements and other:

1. Trustees are sending a letter to the Ottawa County Commissioners opposing the Village of Elmore's proposed annexation of properties on Portage River South.
2. Fiscal officer has been contacted by the Ohio Auditor's Office to schedule audit of years 2017-2018 in June. The trustees requested a waiver from the full audit for an AUP (Agreed Upon Procedures). The auditor applied for the AUP, and Harris Township qualified because of the township's history of good audits.
3. Motion was made by Jerry Haar that fiscal officer send EFT pay stubs by email, secured with a password to open, unless the employee opts out by notifying the fiscal officer. Test emails will be sent out to insure the accuracy of the email address provided by the employee. After sending the test, the fiscal officer will follow up with employees to confirm the receipt of the test emails. Password protection when in use will require employees to enter a password to open the EFT pay stub which will be a PDF document attached to the email. Beverly Haar seconded the motion. **Motion carried.**
4. Motion made by Beverly Haar that fiscal officer be permitted to remote access using Team Viewer Software to manage township business. Seconded by Jerry Haar. Motion carried.
5. Fiscal officer will be on vacation from 5/8-5/31/19. Approval given for use of signature stamp for business transactions.
6. Notice received of class action settlement for Master Card/Visa fee receipts.
7. Notice received of Materion modification to Hazardous Waste Facility permit 3/25/19.
8. American Legion will be given \$200 toward Memorial Day events.
9. OTARMA Property Appraisal was received and will be reviewed prior to insurance renewal.
10. Great Lakes Billing Associates, Inc. reports for April, 2019 were received.
11. Ottawa County Board of Commissioners Annual Report for 2018 was received.

There being no further business, a motion to adjourn was made by Beverly Haar and seconded by Jerry Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:15 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer

Carol Baker moved for adoption of the following resolution:

Counter Offer to ODOT for Property Acquisition for New SR 51 Bridge over the Portage River

Whereas the Ohio Department of Transportation (ODOT) must acquire two parcels of Harris Township property to construct a new State Route 51 bridge over the Portage River, and

Whereas ODOT has made a monetary offer of \$300 for **Parcel 17** (narrow strip of land adjacent between SR51 and the property of Jeff Harrison) and this is acceptable to Harris Township Trustees, and

Whereas the Harris Township is making a **counter offer for Parcel 13** (garage compound property adjacent to SR 51 and Luckey Avenue) of an additional \$850 based on current land value for a total of \$3,402, and

Land Sub-total \$3,402

Whereas ODOT has made a monetary offer for fencing and disturbed landscaping of **Parcel 13** and this is acceptable to Harris Township Trustees as follows:

ACCEPTABLE WITH 10% BUY BACK:

- | | | |
|---|----------------|-------|
| 1. 20' ROLLING GATE: | | |
| ODOT offer: \$1,515 less 20% depreciation: | 1,212 — 121 = | 1,091 |
| 2. GATE ELECTRIC OPERATOR & INSTALLATION: | | |
| ODOT offer — \$2,100 less 20% depreciation: | 1,680 — 168) = | 1,512 |

ACCEPTABLE WITHOUT BUY BACK:

- | | | |
|---|--------------------------|----------|
| 1. 152 FL — 6' CHAIN LINK FENCE: | | 2,947 |
| 2. 3' wide gate \$350- 20% depreciation | | 296 |
| 3. 3,500 +/- grass, stone mixed paving | | 3,864 |
| 4. 300 =/- sf asphalt paving | | 792 |
| 5. 480 =/- sf concrete paving | | 3,176 |
| ODOT Cost to Cure | | 1,533 |
| Temporary Easement | | |
| 13-T1 | | 188 |
| 13-T2 | | 88 |
| | | 88 |
| | ODOT total reimbursement | \$18,889 |

Whereas Harris Township Trustees seek assurances of protection from flooding in the garage compound and protection of buildings from damage, and asks for the following: stipulations to be included in the contract:

1. Collection swales, drainage facilities, and back flow prevention will be provided to manage all storm water runoff from the proposed facility and assurance that this water will not drain out of the limits of proposed R/W onto Township property.
2. Construction activities in close proximity will not adversely impact the adjacent property and building structure. Any impacts or damaged incurred will be rectified at no cost to the Township and to the Township's satisfaction.
3. The Township has the right to maintain and improve the building structure including all reasonable future work that may require temporary work within the proposed limits of R/W.

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

Carol Baker,	YES
Beverly Haar,	YES
Jerald Haar,	YES

I hereby attest this resolution is taken from the minutes
of the regular meeting held on May 6, 2019

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