

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, June 7, 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:
 -Zoning Inspector (out at 7:50 pm)

The minutes of the regular meeting held on May 17, 2021 were read by Chairman Bev Haar and approved on a motion made by Jerry Haar and seconded by Beverly Haar. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

30627	\$142.30	MISDU	withholding
30628	182.98	OH CSPC	withholding
30629	97.50	Gary Schumaker LLC	diesel exhaust fluid DEF #442/#449
30630	5.00	Vanguard	HCP card: D. Dewyre
30631	200.00	Community Post #279	Memorial day support
30632	180.00	Ottawa County Twp Assn.	annual dues
30633	570.40	Village of Elmore	electric, water, sewage
30634	525.00	Admin Resource	annual domain/hosting fee, printer conn.
30635	223.99	Amplex	station/garage phones/Wi-Fi/fax
30636	531.07	Bound Tree	EMS supplies
30637	295.71	Columbia Gas	natural gas at station & garage
30638	400.00	Elliott Scrapping	junk hauling 5/10
30639	395.42	Embrace Healthcare	EMS pharmacy
30640	523.53	Freightliner	2018 Freightliner batteries, brake air leak
30641	65.00	Lima Radio Hospital	Antennae
30642	758.79	Luckey Farmers	Ditch weed control, off road fuel
30643	675.00	Ottawa County EMA	annual I Am Responding app fee
30644	95.99	R. Babjack	reimbursement: cemetery gasoline
30645	270.55	Sunny Farms Landfill	landfill fees
30646	\$30.00	Village of Elmore, PD	BCI: Berman
30647	142.30	MISDU	withholding: 6/3
	<u>6,310.53</u>		

EFT payroll Bi-Weekly hourly, 5/2 through 5/15/2021, paid 5/20/2021:

\$1,393.06	C. Johnson: roads/cemetery/junk	\$981.87	A. Rodriguez: cemetery/roads/junk
275.23	C. Fair: roads	236.99	R. Babjack: cemetery
112.16	T. Almendinger: EMT-B		S. Jones: EMT-A
464.94	D. Berkel: EMT-B	350.48	J. Marcson: Paramedic
78.99	J. Bretzloff: EMT-B	471.39	A. McGinnis: Paramedic
870.69	B. Dewyre: Paramedic	331.21	M. McGinnis: Paramedic

723.42	A. Fertig: Paramedic			T. Meek: EMT-A
212.61	K. Fertig: EMT-B		924.80	D. Pocino: EMT-B
--	J. E. Herman: Paramedic			M. Riggle: Paramedic
	J. T. Herman: Paramedic		132.03	K. Sasscer: EMT-B
351.18	S. Hites: Paramedic		164.29	K. Stoudinger: Paramedic
	A. Johnson: Paramedic			L. Woycitzky: Paramedic
			<u>\$8,075.34</u>	

EFT Monthly salaried payroll for May 2021, paid 5/28/2021

\$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>	

EFT payroll Bi-Weekly hourly, 5/16 through 5/29/2021, paid 6/3/2021:

\$1,393.06	C. Johnson: roads/cemetery	\$981.86	A. Rodriguez: cemetery/roads
911.23	C. Fair: roads	322.77	R. Babjack: cemetery
	T. Almendinger: EMT-B		S. Jones: EMT-A
464.94	D. Berkel: EMT-B		J. Marcson: Paramedic
	J. Bretzloff: EMT-B	240.24	A. McGinnis: Paramedic
494.55	B. Dewyre: Paramedic	551.46	M. McGinnis: Paramedic
723.42	A. Fertig: Paramedic		T. Meek: EMT-A
112.16	K. Fertig: EMT-B	1,023.50	D. Pocino: EMT-B
--	J. E. Herman: Paramedic		M. Riggle: Paramedic
157.41	J. T. Herman: Paramedic	132.03	K. Sasscer: EMT-B
	S. Hites: Paramedic	208.03	K. Stoudinger: Paramedic
	A. Johnson: Paramedic	158.15	L. Woycitzky: Paramedic
		<u>\$7,874.81</u>	

Electronic Payments:		
345-2021	\$256.66	Business Card/LH: training, title, postage, fee
404-2021	4,172.22	US Treasury: withholding, match May 2021
405-2021	714.94	OH Treasurer: Ohio withholding May 2021
406-2021	9.45	OH Treasurer: school withholding May 2021
407-2021	\$409.76	RITA: Elmore city withholding May 2021
408-2021	280.26	US Treasury: Q3/2020 fee
409-2021	2,123.00	Business Card/JW: Fire equip and station supplies
410-2021	\$658.80	Business Card/JW: fire and station supplies
411-2021	137.99	Business Card/JW: fire and station supplies
412-2021	453.93	Business Card/JW: fire and station supplies
413-2021	6,639.12	OPERS: April OPERS withholding and contribution
414-2021	872.57	BWC: premium installment April
415-2021	70.53	GLBA: EMS credit card billing fees
416-2021	51.88	Business Card/CJ: road maintenance
417-52021	900.49	Business Card/MM: EMS equipment, supplies
418-2021	89.65	Huntington Bank: April service fees
419-2021	172.19	GLBA: EMS credit card billing fees
420-2021	89.00	Huntington Bank: May service fees
	<u>\$18,102.44</u>	

A motion was made by Jerry Haar and seconded by Beverly Haar that the preceding list of bills totaling \$44,449.84 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. Health Reimbursement Plan in progress for July 1, 2021 effective date
2. Cooperative Purchasing membership renewal eff. June 1, 2021; no charge due to Covid-19
3. Washington Township Fire Protection Agreement received, fully executed.
4. Trustees reviewed notification permitting electronic certification of questions and issues to the Board of Elections through Ohio HB-500.
5. Trustees received Ottawa County EMA Radiological Emergency Response Plan, Revision 34, January 2021.
6. Full time road and cemetery employees request for Friday, July 2, 2021 as holiday. Trustees in agreement. Part-time EMS employees holiday remains July 4, 2021.
7. Purchase Orders presented for approval:
 - a. Government Forms and Supplies, \$487.00, 1000-110-410-0000, Office Supplies – cemetery plot books and township minute record books;
 - b. Village of Elmore, \$570.40 (Then & Now/April) and \$6,260.00 - Utilities, 1000-120-351-0000, Electricity, 2031-330-351-0000, Electricity, 2041-410-599-0000, Other Expenses, 1000-120-352-0000, Water and Sewage;
 - c. Blanket Certificate, \$4,654.65, 2021-330-400-0000, Supplies and Materials – fuel for roads;

- d. GPM Investments, \$4,470.04, 2282-220-420-0000, 2283-230-420-0000, 2041-410-420-0000, Operating Supplies – gas/diesel for fire, EMS and cemetery;
- e. Amplex \$1,394.30, 2031-330-341-0000, 2282-220-341-0000, 2281-230-341-0000, 1000-120-341-0000, Telephone – phones/fax/internet/Wi-Fi;
- f. Blanket Certificate \$1,000.00 1000-110-599-0000, Other Expenses – admin expenses.
- g. Cleveland Communications, \$7,882.52 (Then & Now/May), 2282-220-319-0000, 2282-760-740-0000, Other-Professional and Technical Services, Machinery Equipment, Furniture – headset, radio, and installs
- h. OTARMA, \$18,814.00 (Then & Now/May), Property and Liability Insurance Premiums.

Zoning:

1. Trustees reviewed approved permits: #692 Accessory Building (garage) issued to Robinson, 3368 South SR-590: #693 Pool and Fence issued to Busdeker, 18387 W. Sugarview Dr.
2. Inspector Babjack questioned interpretation of zoning code in regards to whether a “natural” wall/fence is allowed around an in-ground pool, or if a variance would be required. The particular property in question has a steep natural drop off to Sugar Creek at the back of their property. After lengthy discussion, B. Haar asked Babjack to read the code again for the minutes. “..The entire property shall be walled or fenced so as to prevent uncontrolled access from the street or adjacent properties...and shall be at least 4’ high and maintained in good condition.” B. Haar then moved to accept that a natural wall would qualify as an obstruction, which would prevent uncontrolled access to said pool under Harris Township zoning code. C. Baker seconded the motion, and upon calling the roll, all were in favor. **Motion carried.**
3. Babjack stated that he would like to petition for a council seat with the Village of Elmore, but would like to continue as Harris Township Zoning Inspector. As a resident of Harris Township, Trustees did not see any potential issues. Trustees instructed him to inquire with Village Solicitor Mulligan for any conflicts of interest as well.
4. Village news included businesses wishing to expand operations outside of village limits, but looking to annex for village utilities, and updates on Schedel hotel and restaurant expansion progress.
5. Trustees reviewed Driveway Permit No 21-031, issued by Ottawa County Engineers Office to R. Travis, 17610 W Ravine Drive, to place a conduit to extend both sides of existing driveway pipe.

Cemetery:

1. Discussion on cremation containers and foundation pricing clarifications for website. No action was taken.
2. Deeds were reviewed and signed: #629 Hazel, #630 Sanchez.

Roads:

1. Luckey Farmers added as an off-road fuel delivery service for \$2.50/gallon, delivered.
2. Trustees had requested a review of the deteriorating condition of Hessville Road (TR-45) between Elmore Eastern and the county line by the Ottawa County Engineer. Based on this assessment and recommendation, it was decided to resurface Hessville with a full repave with hot mix. After discussion Carol Baker moved for adoption of the following resolution:

A Resolution to move forward with the hot mix resurfacing of Hessville Road (TR-45) between Elmore Eastern and the county line.

WHEREAS, the Ottawa County Engineers' Office has provided a cost estimate of \$109,738 which will include construction, 10% contingency, advertising and other expenses, and

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

BE IT RESOLVED, that the Board of Trustees of Harris Township request the Ottawa County Engineer's 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.

This will include advertising June 11, 2021; bid opening Wednesday, June 30, 2021, at 10:00 am at the Ottawa County Engineer's office.

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

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

Adopted this 7th day of June, 2021

3. A request was made by road and cemetery employees to wear shorts during the summer heat and humidity. Trustees discussed the necessity of wearing appropriate PPE where there is exposure to hazardous conditions or hazards to the employees; however, the dress code should also allow for comfort while performing their jobs. To that end, Trustees agreed that common sense plays a role and that the employees can wear cooler clothing as long as safety precautions are being followed and no exposure to hazardous materials.
4. Notice of Claim #1715423 received from Frontier Communications for damage that occurred around 5/20/21 at 12981 W. Portage River S Rd. After speaking with employees, it was actually a roll of wire that was cut and left in the grass. Therefore, we dispute this claim of damage to Frontier property. Fiscal Officer will contact CMR Claims Dept and forward to Prosecutor for further action if necessary.
5. Road mower is out of service per J. Haar and is in need of a mower head replacement, preliminary estimates at \$8,000 to repair or \$14,000 to replace. The side arm roller bearings are also worn, creating vibration, and the cylinder hydraulics need to be repacked. There is a 75" mower head that may fit and work in the interim, but would be a shorter reach. There is currently a long lead time for a replacement. J. Haar moved to purchase new; it's over 30 years old. Baker seconded moving forward with best option as agreed on between J. Haar and C. Johnson after looking closer at options. **Motion carried.** Fiscal Officer must be kept informed of decision.
6. Portage River Road culvert project remains at a standstill. B. Haar spoke with Jim Moore and Ron Lajti at county engineers' office, who agree that the culvert needs to be replaced soon and is deteriorating. Mr. Hetrick is opposed to paying half, as he feels it is not all due to drainage from his fields. Some

landowners were supportive, while others were not. Bev will contact the engineers' office again to discuss the petition process.

Fire/EMS:

1. Per Chief Wilburn, C. Overmyer and P. Makulinski have completed fire school and request reimbursement of 75% upon successfully passing certification exam, with the remaining 25% reimbursed after completion of the probation period.
2. Per Asst. Chief/EMS McGinnis:
 - a. Personnel - J. Herman extended leave 12/31/21, T. Meek resigned eff 4/30/21, and M. and A. McGinnis on vacation June 6-17.
 - b. Financial – replacement plans for squad #448, staffing shortages; levy renewal increase for 2024 collection
3. Berkel authorized by Fiscal Officer to order window repair parts for the rear window mechanisms of engine #443 for \$557 plus shipping.

Building/Grounds:

1. Baker spoke to Wilburn about completing repairs to loose bricks on Village sign.
2. Trustees reviewed Village of Elmore's *Community Energy Savings Day* flyer and are in support of the Village's efforts to save on electricity demand by using less energy during peak demand periods (1-6 pm summer, 7-9 am & 6-8 pm winter), and adjusting the station thermostats to 78° in summer and 68° in the winter as suggested.

Communications, Announcements, Other:

1. Ottawa County Township Association meeting to be held 7/29
2. Trustees received and reviewed the following: GLBA EMS May billing reports; OTARMA Update, Summer 2021

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 8:41 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer