

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, August 2, 2021, with the following members present: Trustees Carol Baker, Jerry Haar and Fiscal Officer Laura Hazel. Chairman Beverly Haar was absent. Vice-Chairman Jerry Haar called the meeting to order at 7:30 pm.

Employees in attendance:

- Cemetery Sexton, Andy Rodriguez (out at 8:40 pm)
- Road Superintendent, Cary Johnson (out at 8:40 pm)
- Chief, Jim Wilburn (in at 8:34 pm)

The minutes of the regular meeting held on July 19, 2021 and the minutes of the special meeting held on July 26, 2021 were read by Vice-Chairman Jerry Haar and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

The Fiscal Officer presented the May, June, and July 2021 financial reports and bank reconciliation reports. After review, a motion to approve the May, June, and July financial reports and bank reconciliations was made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

30704	\$215.99	Columbia Gas	Natural gas at station and maint garage
30705	400.00	Elliott Scrapping	Junk hauling: July
30706	500.00	Entertain Elmore LLC	Contribution to Elmore Fireworks
30707		VOID	
30708	505.00	Government Forms	Admin supplies
30709	384.49	Luckey Farmers	Road fuel
30710	22.25	Oak Harbor Hardware	Supplies at maint garage and cemetery
30711	207.37	Sunny Farms Landfill	Junk landfill fees: July
30712	102.26	Verizon Wireless	EMS cells, EMS/Fire Ipads
30713	142.30	MISDU	Withholding 7/29
30714	48.47	OH CSPC	Withholding 7/20
30715	55.04	John Deere Financial	
	<u>\$2,583.17</u>		

EFT payroll Bi-Weekly hourly, 07/11 through 7/24/2021, paid 7/29/2021:

\$1,480.29	C. Johnson: roads/cemetery	\$1,061.58	A. Rodriguez: cemetery/roads
986.73	C. Fair: roads	403.97	R. Babjack: cemetery
\$78.52	D. Berkel: EMT-B	\$0.00	S. Jones: EMT-A
0.00	J. Bretzloff: EMT-B	175.86	J. Marcson: Paramedic
494.55	B. Dewyre: Paramedic	133.67	A. McGinnis: Paramedic
577.14	A. Fertig: Paramedic	317.95	M. McGinnis: Paramedic
0.00	K. Fertig: EMT-B	981.56	D. Pocino: EMT-B
0.00	J. E. Herman: Paramedic	0.00	M. Riggle: Paramedic
0.00	J. T. Herman: Paramedic	165.54	K. Sasscer: EMT-B
0.00	S. Hites: Paramedic	186.15	K. Stouinger: Paramedic
176.15	A. Johnson: Paramedic	283.50	L. Woycitzky: Paramedic
		<u>\$7,503.16</u>	

EFT Monthly salaried payroll for July 2021, paid 7/29/2021

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>	

Electronic Payments:

568-2021	\$97.00	Huntington: bank fees June
569-2021	44.02	GLBA: c/c billing fees June
570-2021	6,239.13	OPERS: July OPERS
595-2021	872.57	BWC: installment premium
596-2021	872.57	BWC: installment premium
597-2021	2,463.37	Business Card: credit card purchases June
598-2021	970.39	Business Card: credit card purchases June
599-2021	253.19	Business Card: credit card purchases June
600-2021	806.13	Business Card: credit card purchases June
601-2021	345.82	GLBA: EMS c/c fees June
602-2021	103.25	Huntington: bank service fees July
603-2021	61.94	Lowes Card: credit card purchases June
604-2021	44.93	GLBA: EMS c/c billing fees July
	<u>\$13,174.31</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$27,347.36 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. Fiscal Officer presented information from two webinars she attended regarding funds available to and eligible uses of the American Rescue Plan federal relief funding for townships, which are referred to as non-entitlement units of local government. This plan is forward thinking, geared more toward projects. Trustees agreed to pursue funding, estimated at \$162,154.64. Fiscal Officer will prepare resolution for August 16 meeting.
2. Trustees discussed amount of donation for Elmore Fireworks Celebration 2021. The event is being organized by Celebrate Elmore, LLC and is enjoyed by many township residents, families and friends. Carol Baker moved to donate \$500 towards this event; Jerry Haar seconded the motion. **Motion carried.**
3. Ottawa County Engineer, Ron Lajti, presented information packets on a new township stimulus program at the Ottawa County Township Association meeting. Trustees are evaluating our eligibility for said program and will consult with the engineer's office.
4. Baker has updated policy manual for distribution.

Zoning:

1. Fiscal Officer reminded trustees of rescheduled meeting for Area Aggregates Wastewater Discharge application to be held on 8/16 at 6 pm at Woodmore High School, in person rather than webinar.

Cemetery:

1. Deed transfers #636-639 and deed exchange #640 were issued and signed by trustees.
2. *Cemetery Sexton's report:*
 - a. Special authorization granted by trustees for resident to pour foundation using his own supplies and equipment for family member, under the supervision of cemetery sexton, and conforming to cemetery specifications.
 - b. Johnson obtaining quotations for cemetery road paving where needed. Initial quote received for \$11,000 base bid; estimator noted the project is small and not worth their time.
 - c. Rodriguez provided information needed to do a deed transfer for Mrs. Marian Nickelson from her uncle, Ed Morgan. Original plot for Mrs. Nickelson has eroded away.

Roads:

1. *Superintendent's Report:*
 - a. Request to purchase snow blade edge strip for 2018 Freightliner, nuts & bolts, and extra set of fasteners. Metal prices are increasing, so Baker questioned whether we should purchase an extra edge strip. Johnson stated that we have one extra blade that can be used for either plow. Purchase approved.
 - b. Discussion on mixing salt with stone for 2021/2022 winter season. Trustees suggested reducing the mix from 3:1 to 4:1 while salt prices remain high. Ohio Turnpike award for salt purchase went to Morton Salt at \$50.09/ton. Fiscal Officer to work with Johnson for delivery.
 - c. Request to purchase 2-4 ton cold patch for stock. This could also be an option for cemetery drive if paving isn't approved for 2021. Request for purchase approved.
 - d. All berming in township has been completed.
 - e. Possible problem with pump/hose on maintenance garage fuel tank or fill neck on truck. Still researching the source of the problem.
 - f. Window installation planned for week after Labor Day.
2. Trustee J. Haar provided information from his discussion with the county engineer on the Portage River South culvert. Engineer wants to dig down and tear out old culvert, raise it up, and install a smaller culvert up higher. Haar said from his experience, it's normal that settlement will occur and will have to be repaired again, after repaving is completed on that section of Portage River Road. He's leaning towards putting the sleeve in for \$50k, as quoted by Unialliance. Haar and Johnson will discuss digging out versus installing sleeve with Unialliance. Engineer's office also stated that there was misinterpretation and that the farmers DO receive a benefit from the catch basin and there is still the option to petition the farmers.
3. Haar presented information from pre-construction meeting at Engineer's office regarding Netcher Road chip/tar and fog coat. Resolution on 4/5/21 for \$43,370 for this project; bid amount \$37,490.85, with county projecting final construction cost of \$43,500.60. Joint township projects to be started the end of August by Erie Blacktop.
4. Discussion on Ernsthause Rd. where resident added driveway stone as fill, which was not approved and is now too full. Baker will discuss with Craig at Engineer's office. Johnson thinks that there may be a permit application pending to add a culvert for a barn/garage install that he discussed previously with Brough; will research with County.

5. Fiscal Officer questioned whether jetting was completed for TRQ on Stange Rd. where Fox installed new catch basin. Baker to follow up with Tina at the Engineer's office.
6. Johnson confirmed that Spectrum box cover has been replaced on Ernsthause Rd. that was damaged from mowing.

Fire/EMS:

1. *Chief's report:*
 - a. T. Yarger volunteer firefighter resignation received on 5/20/21
 - b. #447-Ram storage box installation moved to the week of 8/9 at FMI.
 - c. Personnel issue resolved regarding unauthorized use of water.
 - d. #447-Tahoe issued with starter; taking to LH Automotive
 - e. #443 valve repairs at W.W. Williams once all parts in at vendor
 - f. FDIC training/vendor exhibit: (5) members of truck committee leaving Friday 8/6 to travel to Indianapolis. \$85/pp, rooms \$240/night-2 rooms booked for one night, returning Saturday. Transportation via #447-Ram. Purpose of trip is to obtain more information for new tanker and equipment. Baker reminded Chief that an amount was previously approved for the tanker. After lengthy discussion, C. Baker moved to approve payment for lodging, not to exceed \$500 with government discount and tax exempt, meals, and tolls per Township policy. J. Haar seconded the motion. **Motion carried.**
 - g. Budget discussed for fire training in future years.
2. Discussion with Johnson, Rodriguez, and Trustee Haar regarding on and off-road fuel for emergencies. Fiscal Officer to look into eligibility for fuel tax exemption.
3. Considering recent ongoing staffing shortages of EMTs and paramedics, and previous discussions, Baker moved to add eligibility for healthcare reimbursement program to part-time EMS employees who average 30 or more hours per week based on a 6-month lookback period, with funding from the General Fund for 2021, effective August 1, 2021, pending contract setup. Jerry Haar seconded the motion. **Motion carried.**
4. Fiscal Officer reminded Chief of tuition reimbursement checks issued that have not been cashed, as well as Phoenix class-A reimbursement due from Association.

Building/Grounds:

1. No report.

Communications, Announcements, Other:

1. None

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

Respectfully submitted,

Jerald Haar, Vice-Chairman

Laura Hazel, Fiscal Officer