

The Board of Trustees of Harris Township, Ottawa County, met in regular session via Zoom.com on Monday, August 3, 2020, 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:

- Asst. Chief/EMS, Mike McGinnis (left at 8:20 pm)
- Zoning Inspector, Robert Babjack (left at 8:34 pm)
- Chief/Building Maintenance, Jim Wilburn (in at 8:55 pm)

Residents: None

The minutes of the last meeting held on July 20, 2020 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

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

**FINANCIAL:**

The following expenses were reviewed:

# 30216	\$340.00	A. Rodriguez	reimbursement: cell phone, freezer
30217	64.78	S. Jones	Volunteer payroll: June Fire/EMS
30218	614.06	Bound Tree	EMS supplies
30219	60.00	C&L Sanitation	sanitation unit servicing
30220	189.86	Columbia Gas	natural gas at station and maint garage
30221	775.88	Corrigan Oil	gas/fuel cemetery/EMS/Fire/roads
30222	173.59	Genoa NAPA	JD6415 filters, UV joint, misc. vehicle
30223	829.79	Great Lakes Billing	EMS billing services: May, June
30224	290.95	Luckey Farmers	cemetery weed spray
30225	34.32	O.E. Meyer	welding gas
30226	52.00	Concentra/Occ Health	EMT: L. Treat
30227	964.80	Ottawa Cty Planning	annual assessment fee
30228	318.27	Pediatric ER Standards	annual Handtevy mobile mgmt.
30229	305.95	Phoenix Safety	EMS uniforms: D Berkel
30230	500.00	Premier Physician Serv.	Medical directorship 2nd half 2020
30231	205.63	Streacker	JD6400 repair parts
30232	223.13	Sunny Farms Landfill	junk landfill fees 7/14
30233	119.70	Suburban Press	variance notice 6/15/20, Foss
30234	459.82	Time Warner Cable	station phone and internet: June, July
30235	32.73	Toledo Edison	civil defense siren electricity
30236	\$25.98	Tractor Supply Credit	cemetery supplies
30237	622.00	Turner Vault	foundation bases
30238	284.40	Verizon	EMS modems, cell phones, EMS/Fire iPad
30239	791.38	Village of Elmore	electric/water at cemetery/garage/station
30240	143.43	Identiphoto Co	colored badge backers for EMS
30241	29.98	SUTPHEN	repair part for Fire engine #446
30242	5.00	Vanguard	EMS CPR card: J. Marcson
30243	153.34	Willie's Sales	chain repairs for saws at cemetery and road

30244	VOID	VOID	
30245	VOID	VOID	
30246	VOID	VOID	
30247	142.30	MiSDU	Withholding: 7/30/20
30248	64.78	OH CSPC	Withholding: 7/21/20
30249	193.91	OH CSPC	withholding: 7/30/20
	<u>\$9,011.76</u>		

**EFT monthly payroll for Fire/EMS Volunteers, June activity, paid 07/22/2020:**

\$70.26	C. Behlmer: Fire	128.82	J. Overmyer: Fire
378.34	D. Berkel: Fire/EMS	81.98	N. Overmyer: Fire
175.66	J. Berkel: Fire	29.44	J. Parlette: Fire
188.44	J. Bretzloff: Fire/EMS	552.99	D. Pocino: Fire/EMS
213.05	D. Dewyre: Fire/EMS	70.26	M. Probst: Fire
35.13	A. Fertig: Fire	87.83	B. Richards: Fire
61.25	K. Fertig: EMS	58.89	B. Rizzo: Fire/EMS
173.41	B. Gottfried: EMS	64.41	D. Rogers: Fire
11.70	L. Hazel: EMS	6.77	B. Sandwisch: Fire
11.77	K. Hellwig: Fire	35.13	K. Shank: Fire
0.00	S. Jones:	11.70	T. Simpson: Fire
224.31	A. Kashmer: EMS	152.52	L. Treat: Fire
0.00	Deb Little:	617.12	J. Wilburn: Fire/EMS
49.08	A. McGinnis: EMS	11.77	J. Woycitzky: Fire
165.12	M. McGinnis: Fire/EMS	0.00	T. Yarger: Fire
35.13	T. Meek: EMS	23.55	N. Zimmerman: Fire
216.65	M. Murray: Fire		
		<u>\$3,942.48</u>	

**EFT payroll Bi-Weekly hourly, 7/12 through 7/25/2020, paid 07/30/2020:**

\$1,171.33	J. Bickley: roads, cemetery	\$981.86	A. Rodriguez: cemetery
	C. Fair: roads	317.78	R. Babjack: cemetery
133.63	T. Almendinger: EMT-B	376.40	A. Johnson: Paramedic
0	D. Berkel: EMT-B	708.19	A. Kashmer: EMT-B
0.00	J. Bretzloff: EMT-B	0.00	D. Little: EMT-B
723.42	A. Fertig: Paramedic	507.63	J. Marcson: Paramedic
340.20	K. Fertig: EMT-B	477.97	A. McGinnis: Paramedic
337.95	B. Gottfried: Paramedic	317.95	M. McGinnis: Paramedic
165.06	M. Heider: Paramedic	288.42	T. Meek: EMT-A
0.00	J. E. Herman: Paramedic	789.46	D. Pocino: EMT-B
227.55	J. T. Herman: Paramedic	106.94	M. Riggle: Paramedic
524.01	S. Hites: Paramedic	283.50	L. Woycitzky: Paramedic
		<u>\$8,495.75</u>	

**EFT Monthly salaried payroll for July 2020, paid 7/31/2020**

\$733.24	C. Baker: Trustee	\$1,376.10	L. Hazel: Fiscal Officer
734.54	B. Haar: Trustee	310.11	R. Babjack: Zoning Insp.
853.29	J. Haar: Trustee	233.85	J. Wilburn: Building Maint.
		<u>\$4,241.13</u>	

<b>Electronic Payments:</b>		
voucher #623-2020	\$82.80	Huntington Bank: bank fees May
voucher #624-2020	762.00	OH Treasurer: UAN fees
voucher #625-2020	4.19	GLBA: cc fees May
voucher #626-2020	13.59	GLBA: cc fees June
voucher #627-2020	81.75	Huntington Bank: bank fees June
voucher #628-2020	87.45	Huntington Bank: bank fees July
voucher #629-2020	11.95	GLBA: cc fees July
voucher #631-2020	1,025.09	OH Treasurer: OH withholding July
voucher #632-2020	5.39	OH SD: School withholding July
voucher #633-2020	600.45	RITA/Elmore: withholding July
voucher #634-2020	5,612.54	US Treasury: federal tax July
voucher #635-2020	16.71	Business Card: Zoom, fees
voucher #636-2020	629.31	Business Card: Fire flashlights, calibration gas, EMS
voucher #637-2020	19.17	Business Card: flag pole clips at station, fee
voucher #638-2020	110.10	Business Card
voucher #639-2020	93.39	Business Card
voucher #640-2020	0.83	Business Card
voucher #641-2020	20.00	Business Card
voucher #642-2020	611.68	Business Card
voucher #643-2020	1,220.89	Business Card
	<u>\$11,009.28</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$36,700.40 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 Officer:**

1. Second half property tax settlement was received in the amount of \$338,155.51.
2. Request received from Celebrate Elmore, Inc. for community fireworks support for 2020. Baker moved to donate \$250; Jerry Haar seconded the motion. **Motion carried.**

**Zoning:**

1. Inspector Babjack provided photos of township properties in response to complaints

**Cemetery:**

1. Written request received from plot owner to make arrangements for his companion to occupy an unoccupied site, at her option, that is deeded to

him. Let the records reflect the owner's wishes, per letter, for gravesite #525 or 526. A response will be mailed indicating acknowledgement.

2. Babjack reported that sprayer pump was received and installed. Spray nozzles were cleaned and the unit seems to be working efficiently.

#### **Roads:**

1. Portage River South Rd slide relocation project commencing this week; no activity today per Baker. During Bickley's absence this week, Rodriguez to cover road checks.
2. Trustees discussed road projects for 2021 based on TRQs from Engineer's office. It was decided to wait until 2022 for Portage River South Road from Slemmer Portage to Harris-Salem Rd. This project would qualify by itself for Issue II funds due to heavy traffic and repairs, with recommendation to mill existing surface, pavement repairs where necessary, followed by 1.75" Intermediate asphalt and 1.25" Surface asphalt with berming and striping to complete, estimated at a cost of \$253,458. Baker to advise the Engineer's office of our intention to repair Netcher and Lickert-Harder Roads in 2021. Netcher Road, from Schultz-Portage to Linker-Portage, would be repaired with a hot mix wedge/scratch, followed by a chip seal sufficient for a minimal traffic road. The estimate for this project is \$42,618. Lickert-Harder Road, an extremely low traveled road in poor condition, could be repaired with extensive hot mix wedging/scratching, fill in ruts and build some strength where needed for an estimated cost of \$62,154. Chip/stone fog coat finish research should be done, as these roads may benefit.
3. Trustee Beverly Haar to contact the Engineer's office to begin petition process for culvert on Portage River South Rd between Slemmer Portage and Harris Salem. Trustee Jerry Haar working with Fair on road mowing.
4. Discussion on residential mowing. Fiscal Officer to contact owners of vacant lot on Riverside Drive.
5. Trustee Baker provided update on preconstruction meeting earlier in the day on the Portage River South Rd Safety Improvement Project. Mosser Construction and subcontractors to begin the week of August 17.
6. Resident called in complaint of corn being too high at Portage River South and Slemmer Roads. She is unable to see to exit her driveway safely and reported the corner as a hazard to road traffic. J. Haar stated mowing would be done within the next couple of days, but he will contact the farm owner and ask them to remove a few rows.

#### **Fire/EMS:**

1. Fiscal Officer reported that SAM and DUNS have both been renewed and are up to date per McGinnis.
2. Baker to review and simplify the equipment loan contract.
3. The email regarding the proposed medic tuition reimbursement was not received by all Trustees; it will be reviewed at a later date.
4. Chief Wilburn received an application for FF/NREMT Karen Boone, who recently moved to Elmore from PA. Her application was received on 7/30 and she would like to attend Vanguard Fire training in the fall, as her PA credentials do not transfer to OH. Baker requested a letter of recommendation from PA Chief and copies of BMV/BCI check. Approved for 8-week Applicant status.
5. Firefighters Jones and Bretzloff have requested to take fire leader training. Currently Wilburn is the only certified fire trainer. Baker recommended commitment from volunteers for tuition reimbursement and Wilburn will check for eligibility for fire training grant.

**Zoning:**

1. Inspector Babjack provided photos of township properties in response to complaints of junk vehicles on SR-590 and Slemmer-Portage Road. Additional complaint of construction equipment on residential property owned by A. Turner, which had been addressed previously by former Zoning Inspector. Trustees approved issuance of a friendly notice be sent to property owners.

**Building/Grounds:**

1. Wilburn reported that Yackee Electric was called for A/C maintenance and found a bad capacitor and plugged condenser on old unit that services Trustee's offices. He is scheduled to return for repair and will perform routine maintenance/cleaning on other units.
2. Kaylor Plumbing, Wiring, Heating was called for EMS building light. The part is under a five-year warranty and has been order. Kaylor donating labor for replacement.
3. Wilburn continuing to replace light fixtures around the station. Requested approval for reimbursement for 8' LED light and fixture for fire bay workbench for \$25.00, which was unanimously approved by Trustees.

**Communications, Announcements, Other:**

1. Trustees discussed with McGinnis items needed for Covid19 response. Trustees asked McGinnis to provide specific quotes on the requested safety items. Included are portable UV light for sanitizing, air sanitizers/purifiers to mount in each ambulance and EMS crew quarters, hands free soap dispensers & sanitizers, and refills.

Baker moved to adopt a resolution in order to receive and expend federal funds under section 5001 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Pending receipt of CRF funds as approved by the county auditor, these expenses would be eligible expenditures under the Act. Beverly Haar seconded the resolution and the roll being called, the vote was as follows:

Carol Baker: YES, Beverly Haar: YES, Jerald Haar: YES.

The motion was unanimously adopted.

2. Additional discussion on Covid-19 policies and procedures previously adopted. Trustees clarified their intent to follow the CDC guidelines as posted on the Ottawa County Health Department website for Reopening, Sanitization, social distancing, contact tracing and Covid-19 Diagnosis in the Workplace.

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 9:23 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer