

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, August 5, 2019, with the following members present: Trustees Jerry Haar, Carol Baker 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:

Mike McGinnis, Asst. Chief/EMS (in at 8:38 pm, left at 9:50 pm)
Jim Wilburn, Fire/EMS Chief (in at 8:38 pm)

Residents and guests:

Marilyn Metzger (left at 8:00 pm)

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

FINANCIAL:

The Fiscal Officer presented the June and July 2019 bank reconciliations and financial reports. After review, a motion to approve the June and July bank reconciliations and financial reports was made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

The Fiscal Officer recommended issuance of Blanket Certificate for 2019 telephone reimbursement, 2031-330-341-0000, in the amount of \$780.00. Beverly Haar moved to approve issuance of Blanket Certificate as stated; Carol Baker seconded the motion. **Motion carried.**

The following expenses were reviewed: (\$11,624.82)

#29769	\$	193.91	Ohio CSPC: withholding 7/18
29770		142.30	Michigan SDU: withholding 7/18
29771		800.00	Hawken Schools: used lockers for EMS
29772		517.60	Bound Tree: EMS supplies
29773		685.23	Business Card: Fire/EMS supplies, nameplates, POV sirens, fuel
29774		869.40	Cleveland Communications: L-ion batteries Fire/EMS
29775		164.74	Columbia Gas: natural gas at station and garage
29776		400.00	Elliott Scrapping: junk hauling 7/15
29777		685.11	Great Lakes Billing: EMS billing June
29778		2,450.26	John Deere: JD6400 mower repairs
29779		763.75	K. Curtis: EMT vaccinations & tuition 75%
29780		75.02	L. Hazel: admin office supplies
29781		300.00	NW Ohio Emergency Equipment: Fire POV dash lights
29782		43.80	OE Meyer: EMS O2
29783		964.80	Ottawa Regional Planning: 2020 assessment
29784		309.00	Pediatric Emergency Standards: EMS annual Handtevy med mgmt.
29785		870.25	Phoenix: EMT uniforms
29786		317.63	Sunny Farms Landfill: junk disposal 7/15
29787		213.93	Time Warner Cable: phone and internet at station
29788		30.30	Toledo Edison: civil defense siren electricity
29789		389.50	OH Treasurer: AUP work July
29790		112.28	Verizon: EMS modems, Fire/EMS unit cell phones
29791		326.01	GLBA: refund issued June stmt

EFT payroll Bi-Weekly hourly, 06/30 through 07/13/2019, paid 07/18/2019: (\$7722.05)

\$1,116.44	Jason Bickley: roads/cem/junk	\$	892.30	Andy Rodriguez: roads/cem/junk
302.43	Ed Magsig: cemetery	-0-		Craig Fair: roads
-0-	Kurtis Baumgartner: EMS	236.00		Kim Curtis: EMS
416.60	Alex Fertig: EMS	319.24		Brittany Gottfried: EMS

-0- Rudy Hanzel: EMS
 124.08 Jeffrey E. Herman (Jr): EMS
 170.93 Andrew Johnson: EMS
 574.08 Andrew Kashmer: EMS
 620.21 Amanda McGinnis: EMS
 818.71 Tammy Meek: EMS
 677.12 Matt Riggle: EMS

-0- Mike Heider: EMS
 -0- Jeffrey T. Herman: EMS
 -0- Scott Jones: EMS
 240.15 Lisa Lemmon: EMS
 467.29 Michael McGinnis: EMS
 746.47 Deb Pocino: EMS

EFT monthly payroll for Fire/EMS Volunteers, June activity, paid 7/22/2019: (\$3021.64)

Craig Behlmer	\$ 93.66 Fire	Derrick Berkel	\$ 23.41 Fire
Jeff Berkel	122.04 Fire	Dan Dewyre	46.84 EMS
Alex Fertig	171.15 Fire/EMS	Brittany Gottfried	46.19 EMS
Laura Hazel	11.70 EMS	Krista Hellwig	11.77 Fire
Scott Jones	131.17 Fire/EMS	Andrew Kashmer	159.41 EMS
Debra Little	23.41 EMS	Amanda McGinnis	84.19 EMS
Mike McGinnis	167.32 EMS	Tammy Meek	11.70 EMS
Mike Murray	52.69 Fire	Sam Nowak	- 0 -
Jared Overmyer	46.84 Fire	Nathan Overmyer	58.54 Fire
Josh Parlette	148.12 Fire/EMS	Deb Pocino	345.84 Fire/EMS
Brian Richards Jr	526.41 Fire/EMS	Brandon Rizzo	- 0 -
David Rogers	29.27 Fire	Ben Sandwisch	6.77 Fire
Glenn Sasscer Jr	- 0 -	Karli Sasscer	- 0 -
Kirk Shank	11.70 Fire	Tim Simpson	61.23 EMS
Brandon Uher	- 0 -	James Wilburn	594.95 Fire/EMS
John Woycitzky	11.70 EMS	Trey Yarger	23.55 Fire

EFT Monthly salaried payroll for July 2019, paid 7/30/2019: (\$4,209.29)

\$735.55 Carol Baker: Trustee	\$ 735.20 Beverly Haar: Trustee
827.55 Jerald Haar: Trustee	1,330.37 Laura Hazel: Fiscal Officer
321.83 Dan Laity: Zoning Inspector	258.79 James Wilburn: Station maintenance

EFT payroll Bi-Weekly hourly, 07/14 through 07/27/2019, paid 08/01/2019: (\$8613.78)

\$1,231.08 Jason Bickley: roads/cem	\$ 896.98 Andy Rodriguez: roads/cem
506.64 Ed Magsig: cemetery	628.62 Craig Fair: roads
493.90 Kurtis Baumgartner: EMS	424.64 Kim Curtis: EMS
511.78 Alex Fertig: EMS	349.72 Brittany Gottfried: EMS
-0- Rudy Hanzel: EMS	-0- Mike Heider: EMS
127.18 Jeffrey E. Herman (Jr): EMS	-0- Jeffrey T. Herman: EMS
170.93 Andrew Johnson: EMS	-0- Scott Jones: EMS
124.22 Andrew Kashmer: EMS	423.57 Lisa Woycitzky: EMS
495.88 Amanda McGinnis: EMS	637.80 Michael McGinnis: EMS
342.56 Tammy Meek: EMS	618.40 Deb Pocino: EMS
629.88 Matt Riggle: EMS	

Voucher #577-2019	1,271.16 US Treasury: biweekly 941 tax 7/18
Voucher #578-2019	698.28 US Treasury: monthly volunteer 941 7/22
Voucher #579-2019	600.00 Business Card: EMS training
Voucher #587-2019	9,553.70 OPERS: withholding/match June
Voucher #588-2019	33.75 OPERS: interest May
Voucher #589-2019	1,688.00 BWC: premium installment July & August
Voucher #608-2019	770.15 US Treasury: monthly salaried 941 tax 7/30
Voucher #609-2019	779.72 Ohio Treasurer: withholding July
Voucher #610-2019	14.94 Ohio Treasurer: school district withholding July
Voucher #611-2019	388.02 RITA: city withholding July
Voucher #612-2019	6,706.82 OPERS: withholding/match July
Voucher #613-2019	1,274.91 US Treasury: biweekly 941 tax 8/1
Voucher #614-2019	94.18 GLBA: EMS cc billing fee June stmt

Voucher #615-2019	86.25	Huntington: bank service charge June
Voucher #616-2019	82.45	GLBA: EMS cc billing fee July stmt
Voucher #617-2019	101.20	Huntington: bank service charge July

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$59,335.11 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:

Cemetery:

1. Carol to work with Glenn to get Andy's contact information updated on the website and minutes added.
2. Review of cemetery sexton responsibility and progress. Fiscal Officer suggested purchasing spring flowers through the PTO program at the elementary school. Trustee Baker presented advertisement for North Branch Nursery 2-for-1 tree sale through August and suggested purchasing for development of cemetery. Discussion tabled for next meeting.

Roads:

1. ODOT Warranty Deed, Settlement and Reconciliation Statements, and Affidavit by Seller were reviewed and signed by Trustees for sale of Parcel 13WD, related to reconstruction of SR-51 Bridge Project.
2. Resident Marilyn Metzger expressed concerns with township employees and discussion ensued with Trustees on employee responsibilities and routines. Also requested that area between her property and Schutt Road right of way be mowed and informed Trustees again to please not cut back her trees along right of way, but to please contact her and she will take care of it in the future. She would also be interested in applying for cemetery mowing and maintenance next year.
3. Trustees discussed third round of road mowing. Jerry Haar to discuss with Road Superintendent Bickley and Fair scheduling for late August/September mowing.
4. Fiscal Officer reported Bickley had requested consideration of cameras to monitor maintenance garage and dumpsters during SR-51 bridge construction while Township fence is removed and purchase of printer/scanner/copier for use at maintenance garage/cemetery.
5. Discussions regarding junk disposal hours, signage for junk day, and pricing for chairs and couch disposals. Trustees agreed collection of \$10 cash each for mattresses, sofa, and/or upholstered chairs) be added to policy for junk disposal. Elliott does impose an additional charge, but the exact amount is not known at this time. Trustee Baker will update signage.
6. Mowing reminders need to be sent to property on SR-105 towards Woodville and Riverside Drive.
7. Trustees reviewed quote from Henderson Products in Bucyrus for replacing tailgate on 2001 Dump truck: \$1460.00. Trustee J. Haar to review repairs. Discussion tabled.
8. Hazel reported that residents had commented about concrete dumping on Portage River Road river bank across from 18130. It was reported that the base area may be washed out and the Township may want to check this out.
9. Request for financial assistance approved for the Portage River South Road (TR#18) Slip Repair Project (Project #CU08W) in the amount of \$137,500.00 from Ohio Public Works.

Fire & EMS:

1. Chief requested purchase of turnout gear for Association members who have completed their probationary period. Carol Baker moved to approve maximum of (5) sets of gear per year, beginning in 2019. She also advised Chief to come up with a number for misc. equipment (i.e., pagers, radios) to budget annually. Jerry Haar seconded the motion. **Motion carried.**
2. Trustees discussed at length the 12-week candidate period with Chief Wilburn and Asst. Chief McGinnis. Chief Wilburn expressed the need for daytime volunteers, and the 36-hour Fire School is only offered twice a year, spring and fall, coming up in September. McGinnis proposed shortening the candidate period from 12-weeks to 8-weeks, which would provide 4 drills to get to know each other before either party commits. The financial contract for the schooling tuition was approved by the Prosecutor previously, and the volunteer has a financial commitment to the Program too. Required drills/runs identified for tuition reimbursement contract as 10 drills/year (50%) and 10% of previous years run volume, with some leniency allowed as long as effort is being made. Baker moved to shorten the candidate period from 12 weeks to 8 weeks; Jerry Haar seconded the motion. **Motion carried.**
3. Trustees approved applications for Fire volunteers Kim Curtis, Liam Treat, and Michael Probst; EMS applications approved for EMT Haley Meek and paramedic James Nemeth, pending successful BMV record checks (BCI passed).
4. EMT Kim Curtis, Candidates Nick Zimmerman, Liam Treat and Michael Probst all approved by Trustees to sign up for September fire school.
5. Chief Wilburn updated Trustees on upcoming events: Tractor pulls at Wood County Fairgrounds, Bowling Green, August 15 through 17. We have been assigned 24-hour coverage of NW site of campgrounds, approximately 3200-4000 campers. August 19 Fire Department will be taking HexR to Put In Bay to assist PIB Fire Dept for coverage of Kid Rock concert at the Bay, noon to midnight. Trustees requested our personnel drive HexR while on both sites.
6. Purchased used lockers for EMS from Hawkin Schools at a cost of \$800.00. They are 5' high, and will be built up on a base to keep them dry, which will require purchase of lumber. Plans are being designed to add storage cabinets above the lockers and a remodel of countertop and cabinetry once washer/dryer are installed.
7. McGinnis reported on maintenance for EMS: 449 oil change, scheduled for check engine light/emissions code (warranty) at Brondes, and end of month down to Braun for body repairs. Unit 448 oil change, no issues. 447 no issues.
8. Other EMS items to note: Current EMS runs are lower than 2018, to date. McGinnis has a meeting scheduled with Verizon representative to discuss phone plans again, along with quotes for cemetery sexton and road superintendent. He will also contact a local web designer for information.
9. Trustees discussed HR concerns and fit-for-duty requirements of part-time and volunteer staff with McGinnis.

Zoning:

1. No report.

Communications, Announcements, and Other:

1. OTARMA renewal received, along with annual capital distribution receipt of \$1,446.41.
2. Board of Health budgetary certificate received for 2020 of \$951.36, down slightly from 2019 by \$127.82.
3. Biosolid Beneficial Use Site Authorization received and reviewed b Ohio EPA for site 62-00110, 2376 Hessville Rd, Haar Farms Inc. for Class B.
4. UAN notification of printer update for 2019.
5. Fiscal Officer pleased to report that preliminary AUP audit results indicate no findings.

There being no further business, a motion to adjourn was made by Jerry Haar and seconded by Carol Baker. Vice-Chairman Jerald Haar declared the meeting duly adjourned at 10:15 pm.

Respectfully submitted,

Jerald Haar, Vice-Chairman

Laura J. Hazel, Fiscal Officer