

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, August 19, 2019, with the following members present: Trustees Jerry Haar, Carol Baker, Chairman Beverly Haar, and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

Jim Wilburn, Fire/EMS Chief (in at 8:54 pm)

Residents and guests:

None

The minutes of the last regular meeting held on August 5, 2019 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed: (*\$9201.61*)

#29792	\$ 93.66	E. Chavez: volunteer payroll, Fire 8/20/19
29793	105.66	R. Kochan: volunteer payroll, Fire 8/20/19
29794	193.91	OH CSPC: withholding 8/15/19
29795	142.30	MI SDU: withholding 8/15/19
29796	141.09	OH CSPC: withholding 8/20/19
29797	50.00	A. Rodriguez: phone reimbursement
29798	1,737.88	Corrigan: gas/fuel for EMS, Fire, cemetery and roads
29799	48.72	Genoa NAPA: degreaser for Fire/EMS
29800	22.50	J. Wilburn: toll reimbursement
29801	115.93	Luckey Farmers: weed spray for cemetery
29802	142.30	MI SDU: withholding 7/5, replacement check for #29750
29803	347.04	Nichols: toiletries for station and garage
29804	61.63	Streacker: v-belt for JD6415 mower
29805	57.92	Tractor Supply: maint garage/shop supplies
29806	920.59	Village of Elmore: electric/water/sewage at station, cemetery, garages
29807	3,120.00	Phoenix: structural fire gloves (BWC grant)
29808	691.95	Phoenix: EMS uniforms-Dewyre, K.Fertig, L.Woycitzky
29809	1,022.00	Binder Lift: patient lift (grant)
29810	129.95	Amplex: internet setup/service at garage
29811	30.27	Toledo Edison: civil defense siren electricity
29812	65.61	Verizon Wireless: EMS squad modem usage
29813	103.00	Occupational Health Center: DOT physical-Rodriguez

EFT payroll Bi-Weekly hourly, 07/28 through 08/10/2019, paid 08/15/2019: (*\$7905.11*)

\$1,156.56	Jason Bickley: roads/cem/junk	\$ 892.30	Andy Rodriguez: roads/cem/junk
573.89	Craig Fair: roads	90.71	Ed Magsig: cemetery
-0-	Kurtis Baumgartner: EMS	448.61	Kim Curtis-Fertig: EMS
559.26	Alex Fertig: EMS	311.65	Brittany Gottfried: EMS
-0-	Rudy Hanzel: EMS	-0-	Mike Heider: EMS
-0-	Jeffrey E. Herman (Jr): EMS	89.08	Jeffrey T. Herman: EMS
170.93	Andrew Johnson: EMS	-0-	Scott Jones: EMS
251.90	Andrew Kashmer: EMS	476.69	Amanda McGinnis: EMS
647.05	Michael McGinnis: EMS	-0-	Tammy Meek: EMS
39.21	Chris Nelson: EMS	719.98	Deb Pocino: EMS
647.59	Matt Riggle: EMS	284.18	John Woycitzky: EMS
545.52	Lisa Woycitzky: EMS		

EFT monthly payroll for Fire/EMS Volunteers, July activity, paid 8/20/2019: (\$3529.38)

Craig Behlmer	\$ 35.12 Fire	Derrick Berkel	\$ 93.66 Fire
Jeff Berkel	104.48 Fire	Dan Dewyre	46.84 EMS
Alex Fertig	173.85 Fire/EMS	Kim Curtis-Fertig	166.62 EMS
Brittany Gottfried	23.41 EMS	Laura Hazel	-0- EMS
Krista Hellwig	11.77 Fire	Scott Jones	141.08 Fire/EMS
Andrew Kashmer	261.17 EMS	Debra Little	23.41 EMS
Amanda McGinnis	110.30 EMS	Mike McGinnis	170.94 Fire/EMS
Tammy Meek	11.70 EMS	Mike Murray	105.37 Fire
Sam Nowak	- 0 -	Jared Overmyer	-0- Fire
Nathan Overmyer	93.66 Fire	Josh Parlette	54.36 Fire/EMS
Deb Pocino	357.55 Fire/EMS	Brian Richards Jr	622.64 Fire/EMS
Brandon Rizzo	58.89 Fire/EMS	David Rogers	11.70 Fire
Ben Sandwisch	6.77 Fire	Glenn Sasscer Jr	- 0 -
Karli Sasscer	- 0 -	Kirk Shank	11.70 Fire
Tim Simpson	110.78 EMS	Brandon Uher	- 0 -
James Wilburn	686.29 Fire/EMS	John Woycitzky	11.77 Fire
Lisa Woycitzky	-0-0	Trey Yarger	23.55 Fire

Voucher #639-2019 \$1,232.42 US Treasury: biweekly 941 tax 8/15

Voucher #668-2019 787.28 US Treasury: monthly volunteer 941 8/20

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$22,655.80 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.**

The Fiscal Officer recommended issuance of purchase orders for the following:

- Warren Fire Equipment: \$4,563.00 account code 2282-760-740-0000, Machinery, Equipment, and Furniture, for purchase of Fire Gear Extractor PPE Washer as part of the BWC Safety Intervention Grant for Firefighters Exposure to Environmental Elements.
 - Supplemental Revenue budgetary addition in the amount of \$11,198.00 to account 2282-891-0000 for this BWC Grant
 - Supplemental Appropriation of \$4,563.00 to account 2282-760-740-0000 also required.
- Elliott Scrapping LLC: \$2000.00 for additional junk hauling in 2019, account code 1000-320-360-0000, contracted services
- Amplex: \$274.75 for internet at township garage, account 2031-330-341-0000 telephone
- Corrigan Oil: \$3000.00 for additional gas/diesel fuel for EMS and road units, account 2021-330-400-0000, supplies and materials (\$1500) and account 2283-230-420-0000, operating supplies (\$1500)
- Verizon Wireless: \$50.00 for additional cell phone charges for fire dept., account 2282-220-341-0000, telephone

Beverly Haar moved to approve the supplemental revenue and appropriation, along with the Fiscal Officer's recommendation to issue purchase orders as listed. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

REPORTS:

Cemetery:

1. Trustees discussed above-ground cremation interments in headstone and fees for interment and decided that our fees will be the same as a below-ground interment.
2. Jerry Haar suggested that signs be posted that dogs need to be on a leash, as it's not specified on the cemetery rules. All agreed and will have Bickley order two signs for back lot.

Roads:

1. Andy Rodriguez passed his CDL on 8/12 and was sent for DOT physical by Trustees, which he also passed. CDL test fee is not reimbursable, but DOT physical is paid by the Township.
2. Trustees will be meeting with the county Engineer's office at 3 PM on 8/20 at the Engineer's office to discuss plans and funding for a cooperation agreement for Hyde Run Joint Road Reconstruction Project. Another meeting will be held with the County Commissioners on 8/29 at the Courthouse. All Trustees plan to attend both meetings.
3. Closing on the SR-51 Purchase Agreement with ODOT has been delayed due to a discrepancy found by the Engineer's office.
4. J. Haar reported that Village was interested in when Township would be crack sealing. Per discussion with Bickley, crack sealing was not budgeted for this year.
5. Hydraulic jacks (3 tons and 10 ton) need maintenance. Bickley has been working on 3-ton, but has been unable to find someone to repair 10-ton jack. Jerry Haar will test out to determine if it settles; may need to purchase jack stands, which would be less expensive than a new 10-ton hydraulic jack around \$600+. Baker will also follow up on repair sources.
6. Trustees will meet with Road Superintendent and Cemetery Sexton on 8/22 at 3 PM to discuss job descriptions and responsibilities.
7. Pothole on Smith Road has been filled with stone.

Fire & EMS:

1. Trustees approved payment of 100 Harris Elmore patches from Phoenix for Class A Fire uniforms at a cost of \$325.00.
2. Chief Wilburn advised maintenance was needed for radio room gas meter sensors and SCBA battery replacement. (SCBA batteries should be replaced annually and he will see if these are under warranty.)
3. Tuition reimbursement applications received for Probst, Treat, and Nick Zimmerman. Policy was reviewed for timing of FF physical during applicant status and permission given to Chief to proceed with physical scheduling for these three applicants. Revision approved to add to Reimbursement Policy collection of BCI and physical costs if probationer does not fulfill his/her requirements.
4. Chief requested to purchase 4-5 helmets, as there no longer is a surplus. He is obtaining quotes.
5. BWC grant for gear washer/extractor requires equipment to be in place by 9/20. Chief did a walk-through of the station with Lee Yackee, Yackee Electric, and proposed using the station shower room for installation of equipment. The water supply is already there, as well as the unused space. Will request a NTE quote for ballpark installation costs and drain. Trustees unanimously agreed.

6. Return to work medical release needs to be obtained for all employees when returning after a medical leave of absence. Chief to discuss personnel with Asst. Chief/EMS McGinnis.

Zoning:

1. Zoning applications received and reviewed for:
 - a. #658 & #659 – Other/Swimming Pool & Fence, 2640 Linker Portage Rd.
 - b. #660 – Other/Swimming Pool, 19430 W Portage River South Rd
 - c. #661 – New Residential Construction, 16165 W Portage River South Rd
 - d. #662 – Accessory Building/Garage, 19224 W. Witty Rd.
2. Fiscal Officer Hazel relayed that Inspector Laity requested that phone numbers be added to online forms. He also had emailed suggestions for addition of zoning districts map pages to website design.

Communications, Announcements, and Other:

1. Trustees received and reviewed invitation to Farm Bureau legislative reception on 9/15; Experience Ottawa County on 8/22; and 2019 Infrastructure Funding seminar hosted by Bricker & Eckler, Attys. on 9/10.
2. Grassroots Clippings, August 2019 issue and OTARMA 2018 Annual Report were also received and reviewed.
3. Due to the Labor Day holiday, the next meeting will be held on Tuesday, 9/3.
4. Baker met with Grant Cummings on 8/14 to discuss updating township website.

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 9:11 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer