

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, September 3, 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 7:45 pm, left at 8:05 pm)
Jeff Berkel, Assistant Fire Chief (in at 8:10 pm, left at 8:40 pm)

Residents and guests:

None

The minutes of the last regular meeting held on August 19, 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: *(\$11,079.37)*

#29814	\$	193.91	OH CSPC: withholding 8/29
29815		142.30	MI SDU: withholding 8/29
29816		54.95	Amplex: internet at twp garage
29817		24.25	Automatic Fire Protection System: EMS fire extinguisher maintenance
29818		407.33	Bound Tree: EMS supplies
29819		376.74	Braun: #449 repairs
29820		271.15	Business Card: cemetery weed eater repairs & stump grinder rental, maint. garage supplies, admin postage
29821		97.18	Cleveland Comm: #449 radio repair
29822		163.32	Columbia Gas: natural gas at twp garage and station
29823		400.00	Elliott: junk hauling 8/15
29824		460.00	Phoenix: EMS uniforms T. Meek, D. Pocino, Fire Class A patches
29825		43.61	Shelly Materials: stone for pothole
29826		562.00	Smiley Tire: #448 tires, emergency road service
29827		221.26	Sunny Farms: junk disposal fee
29828		213.93	Time Warner: internet/phones at station
29829		1,705.00	Ohio Treasurer: Audit AUP July/August, UAN 4 th quarter fees
29830		58.42	Verizon: EMS/Fire cell phones
29831		399.77	Warren Fire: calibration Kit for CO meters
29832		721.25	Zoll: EMS supplies
29833		4,563.00	Warren Fire: Fire gear washer (BWC grant)

EFT payroll Bi-Weekly hourly, 08/11 through 08/24/2019, paid 08/29/2019: *(\$6885.74)*

\$1,124.08	Jason Bickley: roads/cem	\$	950.96	Andy Rodriguez: roads/cem
573.89	Craig Fair: roads		336.90	Ed Magsig: cemetery
-0-	Kurtis Baumgartner: EMS		346.73	Kim Fertig: EMS
270.38	Alex Fertig: EMS		324.34	Brittany Gottfried: EMS
-0-	Rudy Hanzel: EMS		-0-	Mike Heider: EMS
16.43	Jeffrey E. Herman (Jr): EMS		92.18	Jeffrey T. Herman: EMS
340.78	Andrew Johnson: EMS		-0-	Scott Jones: EMS
457.27	Andrew Kashmer: EMS		553.38	Amanda McGinnis: EMS
461.07	Michael McGinnis: EMS		-0-	Tammy Meek: EMS
114.22	Chris Nelson: EMS		695.70	Deb Pocino: EMS
401.60	Matt Riggle: EMS		-0-	John Woycitzky: EMS
399.72	Lisa Woycitzky: EMS			

EFT Monthly salaried payroll for August 2019, paid 8/30/2019: (*\$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

Voucher #693-2019	\$1,104.20 US Treasury: biweekly 941 tax 8/29
Voucher #694-2019	770.15 US Treasury: monthly salaried 941 8/30
Voucher #695-2019	1,018.96 OH Treasurer: August state withholding
Voucher #696-2019	5.03 OH Schools: August school withholding
Voucher #697-2019	509.85 RITA/Elmore: August city withholding
Voucher #698-2019	844.00 BWC premium installment

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$26,426.59 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. Trustees signed Deed #608.

Roads:

1. ODOT Warranty Deed, Settlement and Reconciliation Statements, and Affidavit by Seller were reviewed and resigned by Trustees for sale of Parcel 13WD and 17WD, related to reconstruction of SR-51 Bridge Project.
2. Graytown Road project should be completed mid to late next week and ready for our berming.
3. Jerry Haar reported a leak in hydraulic hose on JD6415 road mower; will need repairs.
4. Trustees discussed mowing violations; some properties have been taken care of, while others need a reminder for fall cleanup and mowing.

Fire & EMS:

1. Chief Wilburn discussed personnel matters and training with Trustees.
2. Chief requested to add helmet with shield (\$340) and boots (\$325) to purchase and annual budget for turnout gear. Fiscal Officer advised a Purchase Order will need to be issued for turnout gear, and a blanket certificate to include boots and helmets, against account 2282-220-430-0000, Small Tools and Minor Equipment. Carol Baker moved to approve purchase and certify funds for 5 helmets, shields, and boots in 2019, and to add the same to annual budget beginning in 2020. Beverly Haar seconded the motion. **Motion carried unanimously.**
3. Yackee Electric will be preparing for gear washer installation.
4. Updates were made with direction from Mickey Smith to SAM.gov account and an account was created with go.fema.gov in preparation for AFG/FEMA award notification.
5. Jeff Berkel informed Trustees that a Fire Levy Committee has been formed and Beverly Haar appointed as treasurer.

6. Fiscal Officer reviewed correspondence from Asst. EMS Chief Mike McGinnis regarding personnel – medical leave, shift changes, and mandatory written and skills testing required by Medical Director for all EMT levels and higher. He also provided an update on maintenance/repair issues - #449 Braun invoice \$376.74, #447 estimate from Baumann \$2000, #448 tire issues, #449 batteries needed and notification that Ford recall on block heater cord is now available.

Zoning:

1. Nothing to report.

Communications, Announcements, and Other:

1. The Fiscal Officer presented the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor for the year commencing January 1, 2020, and recommended its adoption. A motion to adopt the Resolution as prepared by the County Auditor's office was made by Jerry Haar and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved. **Motion carried.**
2. Trustees and Fiscal Officer reviewed official general election ballot and approved proposed tax levy for fire protection language.
3. The Fiscal Officer reported receipt of 2018 Local Tax Certification on Lodging for response; there is now one bed & breakfast in the Township, but we do not have a Township lodging tax to report.
4. BWC announced premium rates have been cut an average of 10% for public employers in 2020.
5. Ottawa County Health Department sent out a revised 2020 tax proration certificate due to typographical error on fiscal year.
6. Ohio Auditor announced filing of Agreed Upon Procedures Audit report for Harris Township for years 2017-2018; no findings reported.
7. Trustees received and reviewed invitation to Eagle Scout Court of Honor for Travis Diehl on 10/13; Ottawa Soil and Water banquet on 9/25; ODOT biennial Statewide Transportation Improvement Program, Rural Consultation Process meeting on 10/3; and *Grassroots Clippings, Sept. 2019* and Great Lakes Billing reports for June and July were reviewed.

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 8:55 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer