

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, October 7, 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:

Craig Fair, Road Assistant (left at 7:40 pm)
Jason Bickley, Road Superintendent (left at 8:20 pm)
HEFD Truck Committee: M. Wilburn, M. Murray, G. Sasscer, B. Richards, J. Berkel,
D. Rogers (in at 8:20, left at 8:50 – Berkel left at 9:10 pm - Wilburn left at 9:20 pm)

Residents and guests:

None

The minutes of the last regular meeting held on September 16, 2019 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

Fiscal Officer recommended issuance of:

- Then and Now Purchase Order for Ohio First Responder Grants, LLC: \$19,271.44 account code 2282-220-319-0000, Other Professional and Technical Services, for FEMA award commission (engine) and AFG Grant writer fee (engine).

A motion was made by Carol Baker and seconded by Beverly Haar to approve the issuance of said purchase order as stated. Upon calling the roll, the motion was **unanimously approved.**

The following expenses were reviewed: (\$37,196.27)

#29859	11.70 E. Chavez: volunteer Fire payroll 9/20
29860	35.33 R.Kochan: volunteer Fire payroll 9/20
29861	165.01 Columbia Gas: natural gas at station and maintenance garage
29862	58.07 Verizon Wireless: EMS/Fire cell phones, EMS modem
29863	213.93 Time Warner Cable: internet and phones at station
29864	142.30 MiSDU: withholding
29865	129.37 OH CSPC: withholding
29866	193.91 OH CSPC: withholding
29867	23.43 OH CSPC: withholding
29868	54.95 Amplex: internet at Twp garage
29869	1,252.07 Bound Tree: EMS supplies
29870	325.14 Business Card: #449 repairs, admin payroll poster, postage
29871	169.62 Crown Battery: F250 batteries
29872	400.00 Elliott Scrapping: junk hauling 9/17
29873	122.00 Engler Printing: EMS time slips/pt assessment cards
29874	18.04 Gordon Lumber: maintenance garage supplies
29875	533.89 Great Lakes Billing: EMS billing September
29876	2,933.47 IDVille: ID maker, punch, cards, ribbon for EMS/Fire
29877	34.30 O.E. Meyer: EMS O2
29878	62.95 Phoenix: EMS uniforms
29879	232.88 Sunny Farms Landfill: landfill fee 9/17
29880	53.10 Suburban Press: cemetery clean up notice
29881	1,490.00 Vanguard: Firefighter tuition/testing/books, EMS HCP card
29882	30.00 Elmore PD: BCI
29883	100.00 Admin Resource: annual fee for domain registration & website host
29884	495.96 Bay Tractor: Stihl Pressure Washer
29885	95.10 Bound Tree: EMS drugs
29886	13.68 Genoa NAPA: cemetery mower maintenance parts

29887 1,265.00 Northwood Door: cemetery overhead door replacement
 29888 88.00 Spoerr Concrete: cemetery foundation pad
 29889 190.40 Streacker: backhoe oil
 29890 56.67 Tri County Tire: JD6415 tire repair
 29891 1,761.67 Baumann Auto: #447 electrical/door repairs
 29892 1,329.99 Bound Tree: EMS supplies (EMS grant)
 29893 160.30 Cleveland Communications: #448 repairs on radio static
 29894 100.00 Ohio Fire Chiefs Assn: annual Chief dues
 29895 19,271.44 Ohio First Responder Grants: commission/grantwriting 2018
 29896 3,520.00 Phoenix: Fire hoods (BWC grant)
 29897 27.60 Toledo Edison: civil defense siren electricity
 29898 35.00 Vanguard: EMS AED cards

EFT monthly payroll for Fire/EMS Volunteers, August activity, paid 9/20/2019: (\$3651.06)

Craig Behlmer	\$ 70.24 Fire	Derrick Berkel	\$152.20 Fire
Jeff Berkel	199.04 Fire	Dan Dewyre	23.41 Fire/EMS
Alex Fertig	100.90 Fire/EMS	Kim Fertig	226.06 EMS
Brittany Gottfried	61.23 EMS	Laura Hazel	-0- EMS
Krista Hellwig	58.83 Fire	Scott Jones	129.37 Fire/EMS
Andrew Kashmer	324.20 EMS	Debra Little	-0- EMS
Amanda McGinnis	79.69 EMS	Mike McGinnis	135.80 Fire/EMS
Tammy Meek	-0- EMS	Mike Murray	134.64 Fire
Sam Nowak	- 0 - Fire/EMS	Jared Overmyer	105.37 Fire
Nathan Overmyer	93.66 Fire	Josh Parlette	123.67 Fire/EMS
Deb Pocino	263.88 Fire/EMS	Brian Richards Jr	428.38 Fire/EMS
Brandon Rizzo	58.89 Fire	David Rogers	11.70 Fire
Ben Sandwisch	6.77 Fire	Glenn Sasscer Jr	- 0 -
Karli Sasscer	- 0 -	Kirk Shank	35.12 Fire
Tim Simpson	219.75 EMS	Brandon Uher	- 0 -
James Wilburn	537.66 Fire/EMS	John Woycitzky	11.77 Fire
Lisa Woycitzky	-0-	Trey Yarger	58.83 Fire

EFT payroll Bi-Weekly hourly, 09/08 through 09/21/2019, paid 09/26/2019: (\$8414.49)

\$1,162.30 Jason Bickley: roads/cem/junk	\$ 950.96 Andy Rodriguez: roads/cem/junk
712.28 Craig Fair: roads	386.61 Ed Magsig: cemetery
170.77 Kurtis Baumgartner: EMS	270.38 Alex Fertig: EMS
343.37 Brittany Gottfried: EMS	-0- Rudy Hanzel: EMS
272.41 Jeffrey E. Herman (Jr): EMS	89.08 Jeffrey T. Herman: EMS
170.93 Andrew Johnson: EMS	23.44 Scott Jones: EMS
621.44 Andrew Kashmer: EMS	626.53 Amanda McGinnis: EMS
610.02 Michael McGinnis: EMS	673.77 Tammy Meek: EMS
786.19 Deb Pocino: EMS	105.57 Matt Riggle: EMS
438.44 Lisa Woycitzky: EMS	

EFT Monthly salaried payroll for September 2019, paid 9/30/2019: (\$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 #768-2019 783.92 US Treasury: 941 tax volunteer 9/21
 Voucher #769-2019 1,321.87 US Treasury: 941 tax biweekly 9/26
 Voucher #777-2019 7,590.44 OPERS: OPERS August
 Voucher #778-2019 770.15 US Treasury: 941 tax salaried 9/30
 Voucher #779-2019 \$ 844.00 BWC: monthly installment premium October
 Voucher #780-2019 34.56 OPERS: additional OPERS July

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$64,816.05 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. Cemetery Deed #609 reviewed and signed.
2. Foundation sizes have been updated on website.
3. Trustee Baker discussed differences in foundations by different manufacturers with bolt holes. Bickley doesn't feel that water will penetrate to cause problems.
4. Probationary period review to be held with Rodriguez on Oct. 10.
5. Bickley reported that Gater has not been running well and stalling. Engine issues upon acceleration could possibly be an internal rev limiter problem. He will be having John Deere diagnose.
6. Broken water line on hydrant over the past weekend. Bickley says the water hydrants are rotting off and breaking at ground level as they age.

Roads:

1. Trustee Jerry Haar requested Hudson St. mowing and a pothole fixed; Bickley said Linker and Hessville Roads have a few bigger potholes developing also.
2. Trustees discussed and agreed to send request to Prosecutor's office for mowing expenses on Tribble property. Per our Nuisance Abatement Policy, this is billable at \$200/hour. Annual mowing consists of twice a year, four hours per mowing, completed in 2017-2018-2019, billing of \$4,800.00.
3. A review of the hours and expenses involved with recent repairs to hydraulic line on backhoe that was caused by downed tree cleanup on Ernsthausen was held. It was agreed to bill property owner for eight hours of maintenance labor, callout labor and all material costs.
4. Bickley reported that Graytown Rd. berming is almost completed. He has used approximately 250 ton of screenings, which were donated to the Township.
5. Trustees discussed additional help for Saturday junk day, as Bickley has requested off. Trustees also discussed additional personnel for winter plowing.
6. Portage River Rd. will remain closed until summer of 2020, due to availability of state funding, and contractor scheduling.
7. Trustee Baker reminded Bickley that we need to obtain pricing and schedule removal of the gate and opener before January, per agreement with ODOT. Bickley questioned if there were any requirements regarding the power supply shutoff for the gate.

Fire & EMS:

1. FEMA Grant Programs Directorate's FY2018 Assistance to Firefighters Grants, application #EMW-2018-FB-00125 (Engine), was awarded to Harris Township, Ottawa County, in the amount of \$444,285.71, with the Township committing to 5% of purchase. As the Trustees previously appointed Fiscal Officer Hazel as an Authorized Organization Representative (AOR) within the FEMA GO online system, said grant was accepted on Sept. 22, 2019 through the FEMA Go account by Fiscal Officer Hazel under approval of the Harris Township Trustees, and Michael Murray added as an authorized organization representative.
2. HEFD Truck Committee presented their final truck specifications for bid, as reviewed, adjusted and approved with Grant writer, and requested Trustee approval to place it for bid opening on Nov. 4, 2019. Discussion ensued on specifications

requested, as well as requirements for bid advertising and posting. Trustees expressed appreciation to committee for all of the time they have volunteered for this project. Beverly Haar made a motion to approve specifications, place for advertisement on Township website and Suburban Press (published Oct 19/20, 26/27), and schedule for bid opening on Nov. 4, 2019 at 6:30 pm. Jerry Haar seconded the motion. **Motion carried unanimously.**

3. Trustees approved renewal with Admin Resource and Services LLC for annual domain registration and website hosting, as well as an additional fee of \$500 for website updates.
4. Trustees discussed retaining the services of Ohio First Responder Grants LLC for grant management for Application/Award EMW-2018-FV-00125 (engine), per proposal. Carol Baker moved to retain Ohio First Responder Grants LLC for this award management and to issue a Purchase Order in the amount of \$3,000; Jerry Haar seconded the motion, with Beverly Haar also in agreement. **Motion carried** and contract signed.
5. Fire Chief Wilburn presented his monthly report of runs and:
 - a. Personnel – Trustees accepted resignations of E. Chavez, R. Kochan, D. Little from volunteer side of Department due to moving outside of the township in November
 - b. Events – Fire prevention week presentations for Northpointe School in Graytown, Woodmore Schools, and Light the Way Preschool; Feather party 11/9; Department Christmas party 12/6
 - c. Equipment Repairs/Maintenance – Unit #446 tanker overheating; Gear washer installed and gloves and hoods received; SCBA mask name labels received
6. Fiscal Officer Hazel requested Department complete purchase of SCBA lense fitting/purchase for remaining 6 firefighters
7. Hazel read EMS Division monthly report to the Trustees:
8. Personnel - A/C McGinnis recommended the hiring of J. Marcson, S. Hints, and T. Almendinger for Part-Time EMS, as well as considering a stipend for L. Woycitzky and T. Meek for acting officer pay during his and Captain McGinnis' vacation 10/4-10/13/19. Trustee Baker moved to approve the hiring of these three applicants for PT EMS and paying a stipend as before for acting officer pay in support of the extra administrative duties. Beverly Haar seconded the motion. **Motion carried.** Increased hours began in September and have been working out well.
Maintenance/Equipment Repair – Unit #447 radio repairs, not to exceed \$800
9. Trustees reviewed open billing report from Great Lakes Billing Associates for disposition of past due resident accounts. **Discussion tabled.**

Zoning:

1. Zoning application #665 reviewed and approved for a pond.
2. Several new and other ongoing complaints of overgrown weeds, garbage, and junk have been received concerning property at 14277 Elmore Eastern Rd. Trustees instructed Fiscal Officer to send official notification to property owner, requesting voluntary removal and clean up.

Communications, Announcements, and Other:

1. Employee Craig Fair requested his paystubs all be mailed. Hazel verified mailing address, and provided copies of stubs to date.
2. Trustees advised Wilburn to work with Andy Rodriguez and Charlie on tuck pointing the cracked block on signage at station.

3. Wilburn has contacted another exterminator for exterminating at station twice a year. A quotation should be forthcoming.
4. Chief Wilburn adamantly requested Fiscal Officer Hazel refrain from opening all mail addressed to him coming to the Township. Trustees proposed Chief open mail in the presence of Fiscal Officer, if needed.
5. Trustees received and reviewed correspondence from: *Grassroots Clippings, October 2019; OTARMA Update, Fall 2019; Great Lakes Billing Associates Inc, September 2019 billing reports; Ottawa County Wreath Committee request for donation; Charles E Harris & Associates Inc, CPAs, offer of services for GASB/regulatory financial statements; Senior Living Help; class action information received regarding opiates. Trustees deferred the class action information to A/C McGinnis for review.*
6. Hazel presented information on new coverage option available under the OTARMA Governmental Property Agreement in lieu of a traditional surety bond for those public officials required to be bonded. Trustees requested additional information before making a decision. **Discussion tabled.**
7. Trustees approved Hazel's request to attend Fiscal Officer training session provided by Ohio Auditor's Office in Perrysburg on 10/16 at a cost of \$100.
8. Beverly Haar moved to adopt the following Resolution to endorse the Establishment of the Portage River Water Trail as a Designated Water Trail by the Ohio Department of Natural Resources:

WHEREAS, the Portage River Basin Council, which Ottawa, Sandusky and Wood County are members of, has proposed the establishment of the Portage River Water Trail as a means to encourage tourism, eco-friendly, educational, historical, cultural and recreational activities on the Portage River, and

WHEREAS, said Water Trail designation must meet the criteria and guidelines for approval of the Ohio Department of Natural Resources.

THEREFORE, Be It Resolved, by the Board of Trustees, Harris Township, Ottawa County, Ohio, that the township declares its support for the establishment of the Portage River Water Trail as a means to encourage tourism, eco-friendly, educational, historical, cultural and recreational activities on the Portage River.

BE IT FURTHER RESOLVED, that it is found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were so adopted in an open meeting of this Board and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Carol Baker offered a second to the motion for the above resolution and the vote upon its adoption resulted as follows:

Jerald Haar, YES; Beverly Haar, YES; Carol Baker, YES

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 9:45 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer