

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, October 19, 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:

- Zoning Inspector, Bob Babjack (out at 7:52 pm)
- Asst. Chief/EMS, Mike McGinnis (in at 7:50 pm, out at 9:20 pm)
- Chief, Jim Wilburn (in at 7:50 pm, out at 9:20 pm)

Residents: None

The minutes of the last meeting held on October 5, 2020 were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

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

FINANCIAL:

The following expenses were reviewed:

#30333	\$75.00	Bound Tree	EMS supplies: gloves
30334	2,642.60	Howell Rescue Systems	Annual air pack bench testing & repairs
30335	472.00	Pediatric Emergency Standard	annual Handtevy Peds Med/Equip guides
30336	32.97	Toledo Edison	civil defense siren electricity
30337	7.99	Tractor Supply	stump remover
30338	63.70	Verizon Wireless	EMS modems
30339	667.24	Village of Elmore	electricity/water at station/garages/cemetery
30340	80.40	Willie's Sales	chainsaw repair
30341	150.00	Admin Resources	website modifications
30342	<u>867.89</u>	Corrigan Oil	fuel/gas for roads/cem/EMS/Fire
	<u>5,059.79</u>		

EFT payroll Bi-Weekly hourly, 09/20 through 10/3/2020, paid 10/8/2020:

\$1,151.74	J. Bickley: roads/cem	\$978.47	A. Rodriguez: cemetery/roads
520.57	C. Fair: roads	302.01	R. Babjack: cemetery
254.46	T. Almendinger: EMT-B	351.18	A. Johnson: Paramedic
369.34	D. Berkel: EMT-B	677.89	A. Kashmer: EMT-B
0.00	J. Bretzloff: EMT-B	0.00	D. Little: EMT-B
583.23	A. Fertig: Paramedic	350.48	J. Marcson: Paramedic
229.83	K. Fertig: EMT-B	0.00	A. McGinnis: Paramedic
494.55	B. Gottfried: Paramedic	793.41	M. McGinnis: Paramedic
176.06	M. Heider: Paramedic	239.28	T. Meek: EMT-A
0.00	J. E. Herman: Paramedic	747.55	D. Pocino: EMT-B
246.44	J. T. Herman: Paramedic	258.16	M. Riggle: Paramedic
351.18	S. Hites: Paramedic	430.98	L. Woycitzky: Paramedic
		<u>\$9,506.81</u>	

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding

list of bills totaling \$14,566.60 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:

Zoning:

1. Inspector Babjack updated Trustees on resident complaint of multiple RVs in front and back yards at Yeasting & Slemmer Rds. Additional follow up to be done. Additional permits in progress for Bockbrader/Orchard Drive for shed; Pietrowski/SR-105 for shed.
2. Owners of properties on Slemmer-Portage and W. Portage River South Roads have not responded to letters issued for violations. Beverly Haar moved to turn the violations over to the Prosecutor after a second notice; Carol Baker seconded the motion. **Motion carried.**
3. Permit #684 issued to Damschroder, 18656 W SR-105, accessory building for RV storage and auto parking.

Cemetery:

1. Trustees continued discussions with Sexton Rodriguez on water leak at cemetery. Wilburn recommended replacement using 1-1/2" SDR9 polyethylene tubing. Rodriguez to pursue obtaining quote for replacement of lines as mapped.

Roads:

1. Resignation received from J. Bickley on 10/14/2020; his last day will be 10/23/2020. Trustees agreed to advertise via social media, local bulletin board postings, Suburban Press (2 weeks). Trustee Baker will work with IT for a fill-in application form on our website.
2. Portage River South Safety Improvement Project (Hyde Run) completed.
3. Portage River South emergency relocation project completed. The road was reopened on 10/15. Signage needs to be replaced notify of curve(s).
4. No update on the Portage River South culvert petition.
5. Witty Road patch to be completed when asphalt is available.

Fire/EMS:

1. Wilburn and McGinnis reviewed recommendations for purchasing COVID-19 related cleaning and sanitization, and PPE supplies:
 - a. motion-sensor paper towel dispensers (qty 6 @ \$39.52 ea), with mounting hardware \$60, paper towels (qty 5 cases x \$77.14 case of 6), hand soap (qty 4 @ \$60.19), hand sanitizer (qty 4 @ \$81.14)
 - b. face masks (qty 50 \$206.75)
 - c. turn-out gear dryer (dries 2 full sets of gear) \$8923, plus 220v power supply and installation
 - d. SCBA filters for FF (qty 17) \$2,038
 - e. N95 masks (2 cases, 6 month supply) \$1320
 - f. Cleaning solution (3 gallon) \$100/gal
 - g. UV Light cabinet, estimated at \$6,000
 - h. Ventilator (2) and CPAP, \$24,135 Zoll quote includes 4 year maintenance agreement, and will require \$500 preventative maintenance and battery replacement after 4 years.
 - i. Trustee Baker asked for thoughts and discussion on purchase of SUV to assist with community food bank and outreach. Other items included continuing education training methods while safe

distancing, i.e., projector, large screen tv, CE training videos/subscriptions, laptop for Fiscal Officer for remote work.

Discussion held on necessity and usefulness of these due to, for and during COVID-19 pandemic. These were not budgeted items as of March 27, 2020. All appropriations and purchase orders need to be placed after receipt of amended certificate from auditor with CRF round III funds. All funds need to be encumbered before November 20, 2020. Trustee Baker moved to encumber funds for motion-sensor dispensers, hardware, hand soap, sanitizer, paper towels, face masks, SCBA filters, N95 masks, cleaning solution, and turn-out gear dryer for a total cost of \$14,036 plus shipping and handling using CRF. Estimate needed for gear dryer installation. Beverly Haar seconded the motion. **Motion carried.**

2. Wilburn reported that hose testing was completed and replacement hose will be ordered from Warren Fire: (2) 3"x50' rolls at \$259.95 each.
3. Thirty-one (31) firefighters received physicals through Walk In Urgent Care agreement. One additional needs to schedule.
4. Discussion on tuition reimbursement after complaint received from candidate of not being informed of 25% paid up front and reimbursed after one year.

Fiscal Officer:

1. McGinnis still working to arrange site visit with OTARMA IT risk consultant before beginning phase II of network analysis project.
2. Village Solicitor Mulligan's opinion regarding annexations and revenue loss on Portage River South Rd in 2019 and Portage River South Rd/Dischinger 2020 forwarded to Davia at the Ottawa County Prosecutor's office.

Building/Grounds:

1. No update.

Communications, Announcements, Other:

1. Fiscal Officer received OH Secretary of State request for information for biennial Ohio Township Roster and will complete survey. online.

There being no further business, a motion to adjourn was made by Jerry Haar and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:48 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer