

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, October 21, 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:

- Dan Laity, Zoning Inspector (in at 7:30, out at 8:00pm)
- Mike McGinnis, Asst. Chief/EMS (in at 7:40 pm)
- Jim Wilburn, Chief (in at 7:50 pm)
- Jeff Berkel, Asst. Chief/Fire (in at 8:10, out at 8:25pm)
- Nate Overmyer, Chief Engineer/Fire (in at 8:15, out at 8:25 pm)

Residents and guests:

- Judy Zimmerman

The minutes of the last regular meeting held on October 7, 2019 were read and approved on a motion made by Beverly Haar and seconded by Jerry Haar. **Motion carried.**

FINANCIAL:

Fiscal Officer reported the annual ORC 135.182(B)(2) OPCS Public Unit Attestation to Ohio Treasurer's Office has been submitted.

Trustees reviewed and accepted the budget estimate from the County Budget Commission in regards to the share of Local Government Fund proceeds for 2020 amounting to \$14,358.52. This is about \$548 more than the 2019 estimate, according to Fiscal Officer.

Fiscal Officer recommended issuance of:

- Then and Now Purchase Order for Joshua Wolfe: \$150.00 account code 1000-320-360-0000, Contracted Services, for junk day Loader Operation.
- Then and Now Purchase Order for Treasurer State of Ohio: \$150.00 account code 2282-220-214-0000, volunteer Firemen's Dependents Fund, for assessment.

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

The following expenses were reviewed: (\$7,521.45)

#29899	\$ 35.33	R. Kochan: volunteer Fire payroll 10/22
29900	58.89	B. Rizzo: volunteer Fire payroll 10/22
29901	142.30	MiSDU: withholding 10/10
29902	193.91	OH CSPC: withholding 10/10
29903	70.67	OH CSPC: withholding 10/10
29904	500.54	Bound Tree: EMS supplies
29905	1,515.74	Corrigan Oil: fuel/gas for roads, cemetery, Fire/EMS
29906	976.71	Fastenal: 10-ton floor jack for maint garage
29907	122.92	John Deere Financial: misc. maint/repair parts for cemetery Gator
29908	150.00	Joshua Wolfe: junk disposal 10/12/19
29909	62.64	Lowes: station furnace filter, batteries
29910	49.26	MNCO: zoning appeals notice
29911	21.97	Tractor Supply: paint/brushes for Frontliner tailgate
29912	53.74	Verizon Wireless: EMS modems
29913	664.75	Village of Elmore: electric/water at station, garages, cemetery
29914	2,477.26	Yackee Electric: install Gear Washer
29915	274.82	Johnston Supply: cemetery hydrants and tape
29916	150.00	Treasurer OH: volunteer FF Dependents Fund assessment

EFT payroll Bi-Weekly hourly, 09/22 through 10/5/2019, paid 10/10/2019: (\$7,871.80)

\$1,150.83 Jason Bickley: roads/cem	\$1,005.40 Andy Rodriguez: roads/cem
328.19 Craig Fair: roads	299.78 Ed Magsig: cemetery
170.77 Kurtis Baumgartner: EMS	136.19 Alex Fertig: EMS
36.66 Brittany Gottfried: EMS	-0- Rudy Hanzel: EMS
-0- Jeffrey E. Herman (Jr): EMS	385.08 Jeffrey T. Herman: EMS
361.87 Andrew Johnson: EMS	-0- Scott Jones: EMS
696.59 Andrew Kashmer: EMS	495.88 Amanda McGinnis: EMS
353.89 Michael McGinnis: EMS	712.42 Tammy Meek: EMS
1,065.24 Deb Pocino: EMS	255.38 Matt Riggie: EMS
417.63 Lisa Woycitzky: EMS	

EFT monthly payroll for Fire/EMS Volunteers, September activity, paid 10/22/2019: (\$4,604.53)

Craig Behlmer	\$ 93.66 Fire	Derrick Berkel	\$175.62 Fire
Jeff Berkel	199.04 Fire	Dan Dewyre	199.04 Fire/EMS
Alex Fertig	156.74 Fire/EMS	Kim Fertig	11.70 EMS
Brittany Gottfried	126.99 EMS	Laura Hazel	46.84 EMS
Krista Hellwig	58.83 Fire	Scott Jones	70.67 Fire/EMS
Andrew Kashmer	372.20 Fire/EMS	Debra Little	11.70 EMS
Amanda McGinnis	162.55 Fire/EMS	Mike McGinnis	293.80 Fire/EMS
Tammy Meek	-0- EMS	Mike Murray	199.04 Fire
Sam Nowak	- 0 - Fire/EMS	Jared Overmyer	222.46 Fire
Nathan Overmyer	128.79 Fire	Josh Parlette	47.12 Fire/EMS
Deb Pocino	322.42 Fire/EMS	Brian Richards Jr	505.37 Fire/EMS
Brandon Rizzo	-0- Fire	David Rogers	-0- Fire
Ben Sandwisch	6.77 Fire	Glenn Sasscer Jr	70.24 Fire/EMS
Karli Sasscer	- 0- EMS	Kirk Shank	35.12 Fire
Tim Simpson	368.23 EMS	Brandon Uher	- 0- Fire
James Wilburn	632.12 Fire/EMS	John Woycitzky	47.12 Fire/EMS
Lisa Woycitzky	0.00 EMS	Trey Yarger	47.12 Fire

Voucher #826-2019	\$1,264.75 US Treasury: 941 tax, biweekly10/10
Voucher #827-2019	985.99 US Treasury: 941 tax, volunteer 10/22
Voucher #828-2019	779.79 Treasurer OH: state withholding, Sept.
Voucher #829-2019	9.52 Treasurer OH: School withholding, Sept.
Voucher #830-2019	401.29 RITA: Elmore city withholding, Sept.
Voucher #831-2019	0.64 Treasurer OH: interest, Sept.
Voucher #832-2019	84.60 Huntington: bank fees, Sept.
Voucher #833-2019	38.37 Great Lakes Billing: cc fees, Sept.

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$23,562.73 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 discussed progress report and extending probation period of Sexton, Andy Rodriguez, to the anniversary date of his employment, May 20, 2020. This probation extension will allow him to gain experience and become proficient on road/shop equipment. Progress report mailed to employee and placed in employee file. Beverly Haar moved to extend the probation period by six months; Carol Baker seconded the motion. **Motion carried unanimously.**

Roads:

1. No report.

Fire & EMS:

1. Fire Chief Wilburn presented updates on personnel: Trustees accepted resignation of Firefighter B. Uher and S. Nowak. Discussion on sale of fire helmet to resigning firefighter Kochan; approved unanimously at cost to purchase replacement, and approval given to purchase another helmet.
2. Berkel met with EPA, ODNR and Second Oil Ohio company, who are plugging five oil wells in the area once fields are harvested. Emergency Response Plan reviewed between the parties.
3. Overmyer updated Trustees with multiple fire engines in need of repairs at Williams:
 - a. Unit #446 fan sensor and pressure relief valve on pump, along with pump testing which couldn't be done previously due to leak.
 - b. Unit #443 computer water controls module needs replaced, and a leaking valve that was replaced in 2018.
 - c. Unit #445 needs valves, but this unit will be replaced with new unit in 2020.
 - d. He brought to our attention that all of the engines, except unit #444, are not passing the NFPA standards on vac testing. Valve rebuild kits need to be purchased and installed if possible, or else replaced. They all prime and pull water, but the vacuum is what pulls the water up the pump.
4. McGinnis discussed current personnel issues with Trustees, including medical release, clearance physical, updated return to work clearance to include job description/duties, tuition payment plans, probation periods, approval for preventative medical vaccinations for EMT clinical student. Discussion ensued on updating Firefighter preventative vaccinations for Hepatitis, TB and Flu. Fiscal Officer to contact county health department and OCC for options.
5. Chief requested approval to purchase plywood and paint to construct boxes/locker bases for fire boots. Cost estimated at \$600, to be purchased with credit card with approval of Fiscal Officer. Baker moved to approve purchase, Bev Haar seconded the motion. **Motion carried unanimously**, and Fiscal Officer approved purchase on credit card.
6. Meeting to be scheduled with Cory at the Turnpike to discuss access during SR-51 bridge closure; Trustees will be invited to attend.
7. McGinnis requested to purchase chargers for old pagers and AA rechargeable batteries for new pagers, cost of approximately \$500. Modem needs to be added to fire unit #443 for use of iPad received from Sandusky County EMA (valued at \$900). Bev Haar moved to approve addition of modem and monthly data to fire unit, termination of cell phone line for fire unit, and purchase of chargers/batteries for pagers for EMS. Jerry Haar seconded the motion. **Motion carried unanimously.**

Zoning:

1. Zoning applications and variance reviewed and approved: #666, fence; #667, sign board; #663, area variance for accessory building; #668, accessory building.
2. Zoning Inspector Laity provided book of zoning maps and digitized images of zoning maps to Trustees.
3. Zoning issues discussed: Slemmer-Portage Rd, vehicles; SR-590/SR-163, vehicles; Weis Rd and Hessville Rd., auto wrecking yard, cement, rebar, structural mats.
4. Laity asked to be reimbursed for postage and mileage expenses. Discussion on Township rezoning fees, along with future zoning code verbiage change regarding accessory buildings. Trustees requested additional information and comparison to other Townships.

Communications, Announcements, and Other:

1. Judy Zimmerman presented information to the Trustees regarding the 1.1 mil renewal operating levy for the Harris-Elmore/Genoa Library.
2. Wilburn presented verbal quote of \$350 to exterminate inside/outside 5000+ lf of spray, which will last 5-6 months. Unanimous approval given to proceed.
3. Trustees received and reviewed correspondence from: *Ottawa County Community Foundation, Summer 2019*, Ottawa County Township Association meeting 10/24 at Salem Township hall.
4. Fiscal Officer Hazel presented information obtained during OAS training seminar on 10/16 regarding cybersecurity, OPERS, and most common audit findings.
5. Additional information on pricing and coverage was reviewed by Hazel with Trustees 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. Beverly Haar moved to approve the attached resolution to switch from public official surety bonds to the coverage of Faithful Performance of Duty with OTARMA, with Carol Baker seconding the motion. Upon calling the roll, the vote was unanimous. **Motion carried.**

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 9:40 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer

RESOLUTION

IN THE MATTER OF PURCHASING AND USING THE EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF DUTY POLICY THROUGH OTARMA INSTEAD OF INDIVIDUAL SURETY BONDS FOR OFFICERS, EMPLOYEES, AND APPOINTEES

The Harris Township Trustees, Ottawa County, Ohio, met in regular session on the 21st day of October, 2019, at their offices at the Harris Elmore Fire Station. The following members were present:

Beverly Haar, Chairman
Jerald Haar
Carol Baker

Beverly Haar moved to adopt the following Resolution:

WHEREAS, Harris Township, Ottawa County is a member of the Ohio Township Association Risk Management Authority (OTARMA), a political subdivision risk pool established pursuant to Ohio

Revised Code hereinafter "ORC," 2744.081;

WHEREAS, House Bill 291 was signed into law on December 20, 2018 and became effective March 20, 2019; authorizes the use of an, "employee dishonesty and faithful performance of duty policy," instead of individual surety bonds, for trustees, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties; and

WHEREAS, in accordance with ORC 3.061, the township must adopt a policy by resolution to allow the use of an "employee dishonesty and faithful performance of duty" coverage document, rather than a surety bond, to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy:

1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law.
2. An officer, employee, or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual's term of office or employment and the officer, employee or appointee shall not commence the discharge of duties until coverage is documented.
3. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.
4. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.
5. Elected officials, prior to taking the oath of office and holding office, shall obtain approval of the intent to use the township's OTARMA coverage agreement and affirm that the township's coverage complies with ORC 3.061. Said approval shall be obtained by Harris Township, Ottawa County.


WHEREAS, Harris Township, Ottawa County's, "employee dishonesty and faithful performance of duty policy" through the OTARMA coverage document complies with ORC 3.061: and

NOW, THEREFORE, BE IT RESOLVED, that on this date, October 21, 2019, Harris Township, Ottawa County hereby authorizes the township to purchase and use "employee dishonesty and faithful performance of duty policy" through OTARMA instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties.

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

Carol Baker: YES
Beverly Haar: YES
Jerald Haar: YES

Adopted this 21st day of October, 2019.



Laura J. Hazel, Fiscal Officer

Harris Township, **Ottawa** County, Ohio