

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, November 2, 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 7:55 pm)
- Chief, Jim Wilburn (out at 9:04 pm)
- Asst. Chief/EMS, Mike McGinnis (phoned in at 8:11 pm, out at 8:59 pm)

Residents/Guests:

- Chad Gargas/Gargas Farms (out at 8:20 pm)

The minutes of the last meeting held on October 19, 2020 were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

# 30343	\$360.00	J. Bickley	reimbursement
30344	20.00	A. Rodriguez	reimbursement
30345	284.60	MISDU	withholding 10/22, 11/5
30346	387.82	OH CSPC	withholding 10/22, 11/5
30347	88.34	OH CSPC	withholding 10/21
30348	134.55	Village of Elmore	utility fees
	<u>1,275.31</u>		

EFT payroll Bi-Weekly hourly, 10/4 through 10/17/2020, paid 10/22/2020:

\$1,037.90	J. Bickley: roads/cem/junk	\$978.47	A. Rodriguez: cemetery/roads
620.66	C. Fair: roads	145.45	R. Babjack: cemetery
133.63	T. Almendinger: EMT-B	176.15	A. Johnson: Paramedic
408.21	D. Berkel: EMT-B	633.62	A. Kashmer: EMT-B
494.46	J. Bretzloff: EMT-B	0.00	D. Little: EMT-B
430.06	A. Fertig: Paramedic	175.86	J. Marcson: Paramedic
89.73	K. Fertig: EMT-B	11.26	A. McGinnis: Paramedic
347.89	B. Gottfried: Paramedic	551.51	M. McGinnis: Paramedic
0.00	M. Heider: Paramedic	516.66	T. Meek: EMT-A
0.00	J. E. Herman: Paramedic	766.70	D. Pocino: EMT-B
237.00	J. T. Herman: Paramedic	110.18	M. Riggle: Paramedic
453.85	S. Hites: Paramedic	129.18	L. Woycitzky: Paramedic
		<u>\$8,448.43</u>	

EFT monthly payroll for Fire/EMS Volunteers, September activity, paid 10/21/2020

	C. Behlmer: Fire	146.38	M. Murray: Fire
286.33	D. Berkel: Fire/EMS	58.55	J. Overmyer: Fire
	J. Berkel: Fire	35.13	N. Overmyer: Fire
46.85	K. Boone: EMS	110.98	J. Parlette: Fire/EMS
303.80	J. Bretzloff: Fire/EMS	389.09	D. Pocino: Fire/EMS
193.23	D. Dewyre: Fire/EMS	81.98	M. Probst: Fire
23.42	A. Fertig: Fire	134.67	B. Richards: Fire/EMS
11.70	K. Fertig: EMS	188.44	B. Rizzo: Fire/EMS
12.00	B. Gilbert: Fire	64.41	D. Rogers: Fire

40.99	B. Gottfried: EMS	6.77	B. Sandwisch: Fire
	L. Hazel: EMS	11.70	K. Shank: Fire
88.33	S. Jones: Fire/EMS	390.28	T. Simpson: Fire/EMS
282.86	A. Kashmer: Fire/EMS	58.83	L. Treat: Fire
	Deb Little: EMS	609.96	J. Wilburn: Fire/EMS
49.08	A. McGinnis: EMS	35.33	J. Woycitzky: Fire/EMS
124.13	M. McGinnis: EMS	35.33	T. Yarger: Fire
	T. Meek: EMS	82.45	N. Zimmerman: Fire
		<u>\$3,903.00</u>	

EFT payroll Bi-Weekly hourly, 10/18 through 10/31/2020, paid 11/05/2020:

\$2,478.36	J. Bickley: roads/vac payout	\$1,154.16	A. Rodriguez: cemetery/roads
	C. Fair: roads	132.1	R. Babjack: cemetery/roads
254.46	T. Almendinger: EMT-B	369.21	A. Johnson: Paramedic
219.99	D. Berkel: EMT-B	670.90	A. Kashmer: EMT-B
135.12	J. Bretzloff: EMT-B	0.00	D. Little: EMT-B
723.42	A. Fertig: Paramedic	382.87	J. Marcson: Paramedic
133.63	K. Fertig: EMT-B	0.00	A. McGinnis: Paramedic
176.99	B. Gottfried: Paramedic	317.95	M. McGinnis: Paramedic
0.00	M. Heider: Paramedic	326.35	T. Meek: EMT-A
0.00	J. E. Herman: Paramedic	903.23	D. Pocino: EMT-B
93.65	J. T. Herman: Paramedic	531.66	M. Riggle: Paramedic
351.18	S. Hites: Paramedic	0.00	L. Woycitzky: Paramedic
		<u>\$9,355.23</u>	

EFT Monthly salaried payroll for Oct. 2020, paid 10/30/2020

\$733.24	C. Baker: Trustee	\$1,376.10	L. Hazel: Fiscal Officer
734.54	B. Haar: Trustee	310.11	R. Babjack: Zoning Insp.
853.29	J. Haar: Trustee	233.85	J. Wilburn: Building Maint.
		<u>\$4,241.13</u>	

Electronic Payments:		
voucher #902-2020	\$702.59	OH Treasurer: OH withholding October
voucher #903-2020	6.41	OH SD: School withholding October
voucher #904-2020	433.93	RITA/Elmore: withholding October
voucher #905-2020	4,247.89	US Treasury: federal tax October
	<u>\$5,390.82</u>	

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$32,613.92 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. Permit #685 issued to Snyder, 17841 W. Portage River South Rd, remodeling addition to existing shed.
2. Zoning Inspector Babjack provided updates on zoning issues:
 - a. Variance request in process for Miller on Portage River South for pole barn set back.
 - b. Initial letter mailed to property owner in violation on Yeasting Rd.
 - c. Follow up letter mailed certified to property owner in violation on Slemmer Portage Rd., as no response was received to initial letter. Response required or will be turned over to prosecutor, which was previously approved by motion on 10/19/20.
 - d. SR-590 violation letter previously sent, but estate is making progress in clean-up efforts.

Cemetery:

1. Trustees signed and approved Deed 621 for purchase of cemetery plots.
2. The water continues to be shut off at the cemetery due to the unknown source and location of leak.

Roads:

1. Chad Gargas of Gargas Farms, on behalf of resident Jim Reynolds, was seeking permission to clean ditch along Opfer-Lentz Rd, about 3000' to the north side of SR-105, on the east side of the road. He would also be clearing out trees at the corner of the intersection, working with the county engineer's office. No pipe is needed. All the dirt removal will be from the backside. By cleaning the ditch, it will provide grade to the ditch, which will improve the township catch basin in that area at no cost to the Township. Beverly Haar moved to approve ditch cleaning as indicated by Chad Gargas along the Reynolds farmland at SR-105 and Opfer-Lentz Roads, following Ottawa County Engineer's guidance and recommendations. Jerry Haar seconded the motion. Upon calling the roll the vote was unanimous. **Motion carried.**

Acting Supervisor Rodriguez emailed road updates:

2. Ditch mower bearings need replaced on the drive belt side. Streaker has the drive side in stock for \$148, but the other side is \$295 and would need to be ordered. J. Haar moved to call and order the cutter shaft bearing assembly for both sides. B. Haar seconded the motion. **Motion carried.**
3. Rodriguez in contact with the county highway department regarding signage, who referred him to the Ohio Manual Universal Traffic Control Devices. He stated he is looking into specifics of signage, height, distance off road, frequency, etc. for the roads.
4. Witty Road asphalt project planned for Wednesday. J. Haar plans on helping.
5. Screenings to be placed on Winkel Road after Witty Road project is completed.

Fire/EMS:

Chief Wilburn provided updates:

1. K. Boone has become ineligible for Firefighter training due to current medical issues. More than two classes were attended, so there is no refund from Vanguard. She plans to retake the course in the Fall of 2021 and will owe her 25% of the tuition at that time as well due to the circumstances; there will be no billing from Vanguard at that time per agreement.

2. Chief presented application for new fire volunteer, P. Makulinski. This application will be reviewed by the HEFD officers at 11/8 meeting.
3. J. Berkel released to duty 10/22/2020, no restrictions.

Coronavirus Relief Fund updates:

4. Gear dryer has not been ordered yet, as different models are being researched within the price range approved. Installation would cost under \$500 for materials per Wilburn.
5. Trustees, Wilburn, and McGinnis discussed at length the purchase of 4-wheel drive truck or SUV to assist with community outreach due to the Covid-19 pandemic. This is not a purchase planned for in the current budget, but with the receipt of round 3 of Covid Relief Funds, it is an option that the Trustees felt would be an appropriate use of the funds, and sought the prosecutor's opinion on; he agreed. Wilburn provided a quote on ¾ ton pickup at state purchase pricing \$37,409 with a standard bed, compared to a Suburban at \$54,040. Additional items included fiberglass cap, graphics, 800 mounted radio system, light and siren package, and charging system would add approximately \$20,375. With the additional equipment, this would exceed available CRF monies and the additional would have to come out of the available township funds. Trustees requested Wilburn continue to look at quotes for 1/2 - 3/4 ton pickup trucks available before special meeting on 11/10 to appropriate round three funds.
6. McGinnis requested approval to purchase UV light for \$3000. As this is a necessary expenditure due to the public health emergency with respect to COVID-19, and it was not budgeted for as of March 27, 2020, Carol Baker moved to purchase the UV light as stated using CRF monies. Beverly Haar seconded the motion. **Motion carried** unanimously.

Fiscal Officer:

1. Trustee Baker presented considerations for adjustments to vacation and sick day earnings, and when they can be used. Lengthy discussion; no decisions made.
2. Discussion on full-time employee substitution of Columbus Day holiday for the day after Thanksgiving. Per the minutes of previous years and Harris Township Policies & Procedures updates going back to 2016, full-time employees requested to substitute either Columbus Day (2017-2020) or Veterans Day (2016) holiday. Trustees were in unanimous agreement that the payment of Columbus Day as a holiday in 2020 for full-time employees was not requested, or approved, and is therefore a regular work day per policy.
3. Trustee Baker moved to pay an additional \$3 per hour retro-effective to 10/26/2020 for "Acting Supervisor" to A. Rodriguez, and to continue until position is filled. Beverly Haar seconded the motion. **Motion carried** unanimously.
4. Trustees discussed applicants, pay ranges, and benefits for the open position of Road Supervisor. Applicants for 2nd interviews were chosen.
5. Reallocation of funds in the amount of \$3,000 from 2041-410-323-0000, to 2041-410-190-0000, necessary for additional cemetery labor due to distancing of full-time personnel during Covid-19.
6. Then and Now Purchase order issued for cell phone reimbursement Jan-September for receipts presented at exit in the amount of \$360.00, account 2031-330-341-0000, telephone.

7. Regular Blanket Certificates adjusted: account 2041-410-323-0000, decrease in expected cemetery repairs, \$3,000; account 2031-330-341-0000, decrease in calculation of telephone reimbursement, \$285.00.

Building/Grounds:

1. Station carpet cleaning scheduled for November 30 by Wonderly.
2. Delving Pest Control performed fall extermination and has been scheduled back for spring as routine maintenance.
3. Masks must be worn by everyone when they walk through any entrance door. They can be removed while sitting and maintaining distance.
4. Touchless paper towel dispensers have been installed around station.

Communications, Announcements, Other:

1. McGinnis requested the Board resume Zoom video meetings under the current rise in COVID-19 cases. Fiscal Officer was in agreement and offered to add it back to the website notifications and resume. Trustees agreed.

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned at 10:18 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer