

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, November 18, 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 6:30 pm.

Employees in attendance:

Present for bid opening: HEFD members Chief Wilburn, AC/Fire Berkel, AC/EMS M. McGinnis, Murray, Richards, G. Sasscer, Kashmer, Overmyer (left at 6:50 pm),

M. McGinnis, AC/EMS (returned at 7:25 pm, left at 8:35 pm)

Jason Bickley, Road Superintendent (in at 7:35 pm, out at 9 pm)

Residents and guests:

Present for bid opening: Jeremy Gillen/Herb Fire Equipment, David Kujala/Hook & Ladder Fire, Ron Townsend/Hook & Ladder Fire, Jeff Huber/911 Fleet & Fire, Richard Brown/Finley Fire

The minutes of the last regular meeting held on November 4, 2019 were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

**BID OPENING:**

The Trustees solicited and accepted the following bids, as stipulated in the revised solicitation documents, which were opened and read by Chief James Wilburn:

Project – NFPA 1901 2016 edition compliant Rescue Pumper:

1. 911 Fleet & Fire – mfg. Alexis - \$553,399.00
2. Finley Fire - mfg. Pierce - \$585,309.55
3. Hook & Ladder Fire Rescue Products LLC – mfg. Spencer - \$579,830.00
4. Hook & Ladder Fire Rescue Products LLC – mfg. Southeast -\$538,655.00
5. W.S. Darley & Co – mfg. Darley - \$545,500.00
6. All American Fire Equipment - mfg. Rosenbauer – \$597,159.00
7. Herb Fire Equipment – mfg. Sutphen - \$582,970.00

All bids were examined and determined to be initially compliant with the requirements of the revised solicitation documents, based on date and time received. Base bid for engine estimated at \$466,500, equipment at \$40,000.

**FINANCIAL:**

Fiscal Officer recommended issuance of:

- A Then and Now Purchase Order for Cleveland Communications Inc: \$3,120.00 account code 1000-240-360--0000, Contracted Services, for annual maintenance of (4) Federal Weather Sirens for the period of Feb 1, 2019 to Jan 31, 2020.
- Reallocation of appropriations for payroll:
  - Reallocated from 1000-110-211-0000 OPERS, \$600; Reallocated to 1000-120-190-0000 Other-Salaries, \$600
  - Reallocated from 2041-410-190-0000 Other-Salaries, \$500; Reallocated to 2041-410-111-0000 Salaries Trustees, \$300, and 2041-410-121-0000 Salary Township Fiscal Officer, \$200
  - Reallocated from 2283-230-111-0000 Salaries Trustees, \$1,000, 2283-230-121-0000 Salary Township Fiscal Officer, \$1,500, and 2283-230-230-0000 Workers Compensation, \$1,700; Reallocated to 2283-230-190-0000 Other-Salaries, \$2,000, 2283-230-211-0000 OPERS, \$2,000, and 2283-230-213-0000 Medicare, \$200

A motion was made by Carol Baker and seconded by Beverly Haar to approve the issuance of said purchase order and issue payments as stated, as well as reallocations of appropriations for payroll as listed. Upon calling the roll, the motion was **unanimously approved**.

The following expenses were reviewed: (\$11,478.05)

#29934	\$ 142.30	MiSDU: withholding 11/7
29935	193.91	OH CSPC: withholding 11/7
29936	346.10	Automatic Fire Protection Services: annual fire ext. servicing
29937	867.09	Bound Tree: EMS drugs and supplies
29938	3,120.00	Cleveland Communications: annual Federal Weather Siren maint.
29939	1,665.50	Teleflex: EMS drug supplies
29940	26.76	Toledo Edison: civil defense siren electricity
29941	12.98	Tractor Supply: auto lacquer clear for maint garage
29942	53.74	Verizon Wireless: EMS modems
29943	777.73	Village of Elmore: electric/water/sewage at station/garages/cemetery
29944	2,628.48	Corrigan Oil: fuel/gasoline for roads/cemetery/Fire/EMS
29945	71.60	Freightliner: fuel filters
29946	735.63	GLBA: EMS billing services for October
29947	11.70	E. Chavez: volunteer Fire wages October
29948	11.77	R. Kochan: volunteer Fire wages October
29949	23.56	Ohio CSPC: withholding 11/20
29950	142.30	MiSDU: withholding 11/21
29951	193.91	OH CSPC: withholding 11/21
29952	225.48	J. Bickley: payroll correction 11/21
29953	127.51	A. Rodriguez: payroll correction 11/21
29954	100.00	E. Magsig: performance bonus

**EFT payroll Bi-Weekly hourly, 10/20 through 11/2/2019, paid 11/7/2019: (\$7,837.76)**

\$1,139.37	Jason Bickley: roads/cem	\$950.96	Andy Rodriguez: roads/cem
		84.67	Ed Magsig: cemetery
-0-	Kurtis Baumgartner: EMS	279.62	Alex Fertig: EMS
124.22	Kim Fertig: EMS	618.38	Brittany Gottfried: EMS
-0-	Rudy Hanzel: EMS	124.08	Jeffrey E. Herman (Jr): EMS
101.46	Jeffrey T. Herman: EMS	142.47	Scott Hites: EMS
170.93	Andrew Johnson: EMS	-0-	Scott Jones: EMS
743.83	Andrew Kashmer: EMS	142.25	Jennifer Mareson: EMS
467.10	Amanda McGinnis: EMS	610.02	Michael McGinnis: EMS
736.58	Tammy Meek: EMS	728.81	Deb Pocino: EMS
398.63	Matt Riggle: EMS	274.38	Lisa Woycitzky: EMS

**EFT monthly payroll for Fire/EMS Volunteers, October activity, paid 11/20/2019: (\$4,096.89)**

Craig Behlmer	\$ 70.24	Fire	Derrick Berkel	\$210.74	Fire
Jeff Berkel	187.32	Fire	Dan Dewyre	175.62	Fire/EMS
Alex Fertig	30.65	EMS	Kim Fertig	11.70	EMS
Brittany Gottfried	120.68	EMS	Laura Hazel	11.70	EMS
Krista Hellwig	447.12	Fire	Scott Jones	23.56	EMS
Andrew Kashmer	505.02	Fire/EMS	Debra Little	58.54	EMS
Amanda McGinnis	99.50	EMS	Mike McGinnis	135.80	Fire/EMS
Tammy Meek	46.84	EMS	Mike Murray	163.91	Fire
Jared Overmyer	52.20	Fire	Nathan Overmyer	222.46	Fire
Josh Parlette	94.22	Fire/EMS	Deb Pocino	271.09	Fire/EMS
Brian Richards Jr	611.01	Fire/EMS	Brandon Rizzo	35.33	Fire/EMS
David Rogers	46.84	Fire	Ben Sandwisch	6.77	Fire
Kirk Shank	-0-	Fire	Tim Simpson	35.12	EMS
James Wilburn	652.25	Fire/EMS	John Woycitzky	35.33	Fire/EMS

Lisa Woycitzky                      0.00 EMS                      Trey Yarger                      35.33 Fire

Voucher #882-2019                      VOID    OPERS: contributions for September  
Voucher #886-2019                      1,327.71 US Treasury: withholding 11/7  
Voucher #887-2019                      49.87 Great Lakes: cc billing October bank stmt  
Voucher #888-2019                      82.75 Huntington: bank service charges Oct stmt  
Voucher #889-2019                      \$5,470.64 OPERS: contributions for September

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$30,343.67 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 resignation of employee Magsig, who will be relocating to Missouri. Trustees discussed inviting full time employees and Magsig and his wife to lunch to express gratitude to him for years of service and encourage employee morale. Beverly Haar moved to invite Magsig and his wife, along with Bickley, Rodriguez, and elected officials to attend a Township paid lunch at 1 pm on Friday 11/22/19 at the Village Inn. Carol Baker moved to issue a \$100.00 net performance bonus to Ed as well. Jerry Haar seconded both motions. **Motion carried.**

### **Roads:**

1. Areas patched on Weis Rd and Hudson St.
2. Initial estimate of \$44,000 provided by Unaliance (contractor) to Jerry Hetrick for Portage River South tile, with half being proposed as Township responsibility, to install a sleeve inside the tile and build up the end more to prevent washouts. However, the contractor has not been able to get a good look inside the tile due to water levels. Bev Haar will discuss further with Jim Moore/Engineer's office, along with other options.
3. Trustees received and reviewed correspondence from Hazel with Ernsthausen Rd. property owner regarding invoice received for removing fallen tree limbs. Bickley commented that it will be hard to tell completely with the leaves off what is dead, but will take some pictures. Baker recommended forwarding to Prosecutor for advisement on next steps.
4. Bickley reported repairs completed on brakes, harness and tires on the pickup from OCTA. Alignment was not needed. The hitch does have a hole in it, but the frame is good. To replace, the part is \$245 plus shipping from S&D Industry in Port Clinton, and Jason can install this special hitch. Trustees unanimously agreed this is a necessary repair, and we should proceed.
5. Continued discussion on Bluetooth devices for use while driving and cell phone reimbursement policy. Bickley requested reimbursement towards bluetooth device he recently purchased from Verizon for \$215. Baker moved to table the discussion until further information can be collected. B. Haar seconded. **Motion tabled.**

### **Zoning:**

1. Hazel provided report from Zoning Inspector Laity:
  - a. Comparison of rezoning fees in the county range on average \$200-\$250. With the number of meetings required and public notices to be published, he feels this is on the low side and recommends increasing to \$350, which is the

equivalent to our variance fee. Baker moved to increase rezoning fee to \$350 effective Jan 1, 2020, per zoning inspector recommendation. Bev Haar seconded. **Motion carried unanimously.**

- b. Meeting with Prosecutor to discuss junk yards

#### **Fire & EMS:**

1. McGinnis reported on upcoming repairs and purchases:
  - a. Squad #449 was stuck in mud on non-transport call and had to be pulled out by Pat & Son's Towing. Some minor damage to diamond plate adhesive on bumper and slightly bent. Requested Bickley pay resident a visit to clean up any property damage to grounds. Unit already scheduled for service at DPM to replace batteries and clear check engine light (anticipate \$500); will request a once over to confirm no other damage from incident. Diamond plate damage will have to be done in Van Wert at mfg./Braun.
  - b. Need to order 3-season winter jackets, quantity of 5, in unique sizes not in stock. Phoenix quote provided for \$350 each. Baker questioned the pricing, but agreed the visibility and protection of our employees is a necessary expense. Baker moved to approve the purchase of (5) at a price of \$350 each from Phoenix. Beverly Haar seconded the motion. **Motion carried.**
  - c. Security cameras (7) are still high on the equipment request list. Hazel suggested to McGinnis adding a security camera to the maintenance garage during SR-51 bridge project and whether this could be tied in remotely to our current security system, monitored by the EMS on duty staff. Bickley would like access to view. McGinnis will contact Northcoast Security for information and evaluation. Previous proposal from April was \$450/camera plus install. J. Haar to contact Village to replace energy efficient lighting at end of building with brighter light.
  - d. Pending repairs from Braun in Van Wert - fender damage on #448 from blown tire, \$1459 quoted; and side door noisy, approximately \$2000. Squad #449 moving backup camera from console to windshield, \$1131 quoted. Depending on when these could be scheduled with Braun and approval to proceed in 2019 or 2020. McGinnis will look at scheduling options available.
  - e. McGinnis will be meeting with EMS officers to review budget requests for 2020.
  - f. McGinnis looking into First Net with AT&T for phones and internet. He has not made changes to Verizon yet to cancel fire cell phone and add I-pad modem for fire, possibly adding cell lines for road dept., and combining bills, but would like to have it all wrapped up before the end of the year.
2. Chief Wilburn requested permission to purchase a new inkjet printer/scanner for fire department office; the jets appear to be clogged due to lack of use. Trustees agreed it's more economical to purchase a new inkjet rather than to repair. The radio room and EMS printers need ink. Jerry Haar moved to purchase a new inkjet for no more than \$100; Beverly Haar seconded the motion. **Motion carried.**

#### **Building & Grounds:**

1. Fiscal Officer suggested getting a second opinion on flooring costs for station meeting room to ensure enough is budgeted.

**Communications, Announcements, and Other:**

1. Benton Township requested support for the Village of Oak Harbor’s master plan to improve the waterfront along the Portage River. Carol Baker moved to send a letter of support to Mayor Babcock; Beverly Haar seconded the motion. **Motion carried unanimously.**
2. Trustees received and reviewed Great Lakes Billing Associates billing reports for October 2019.

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 9:29 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer