

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, December 6, 2021, with the following members present: Trustees Carol Baker, Beverly Haar, Jerry Haar and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

- Road Superintendent, Cary Johnson (out at 8:50 pm)
- Zoning Inspector, Bob Babjack (out at 8:08 pm)
- Fire/EMS Chief, Jim Wilburn (in at 8:25 pm, out at 9:50 pm)
- EMS Asst. Chief, Mike McGinnis (in at 8:45 pm, out at 9:50 pm)

Others in attendance:

- DJ Greenhill
- Craig Fair (out at 8:12 pm)
- Dave Hower, Village Administrator (out at 7:50 pm)

The minutes of the regular meeting held on October 18, 2021, were read by Chairman Beverly Haar and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

30835	\$380.48	Bound Tree	EMS supplies
30836	120.00	C&L Sanitation	Cemetery sanitation unit servicing
30837	794.44	Columbia Gas	Station/Maint. Garage natural gas
30838	148.00	Engler Printing	EMS time cards and patient assessment cards
30839	75.00	Frankforther Generator Service	Road chipper - rebuild alternator
30840	4,151.00	Knox Company	EMS Medvault, mount, license
30841	487.55	Luckey Farmers	Road fuel
30842	173.10	MidCounty Joint Ambulance	EMS TECC training: Zimmerman
30843	411.89	Sunny Farms Landfill	Junk landfill fees
30844	100.94	Verizon Wireless	EMS/Fire iPads, EMS cellphones
30845	142.30	MiSDU	Withholding 12/2
30846	40.75	Ohio CSPC	Withholding 11/22
30847	50.00	Z. Avers	Zoning Commission meetings 2021
30848	125.00	B. Busdeker	Zoning Appeals Board meetings 2021
30849	50.00	D. Dolph	Zoning Commission meetings 2021
30850	50.00	D. Goldsby	Zoning Appeals Board meetings 2021
30851	25.00	E. Amstutz	Zoning Commission meetings 2021
30852	25.00	J. Gephart	Zoning Commission meetings 2021
30853	125.00	J. Fletcher	Zoning Appeals Board meetings 2021
30854	50.00	K. Bench	Zoning Commission meetings 2021
30855	125.00	L. Overmyer	Zoning Appeals Board meetings 2021
30856	125.00	M. Metzger	Zoning Appeals Board meetings 2021
30857	100.00	B. Gilbert	Fire Dept consulting 2021
	<u>\$7,875.45</u>		

EFT payroll Bi-Weekly hourly, 10/31 through 11/13/21, paid 11/18/2021:

\$1,481.04	C. Johnson: roads/junk	\$1,053.66	A. Rodriguez: cemetery/roads/junk
864.12	C. Fair: roads	285.01	R. Babjack: cemetery
\$510.47	D. Berkel: EMT-B	0.00	A. Johnson: Paramedic
0.00	K. Boone: EMT-B	0.00	S. Jones: EMT-A
0.00	J. Bretzloff: EMT-B	391.13	J. Marcson: Paramedic
710.38	B. Dewyre: Paramedic	0.00	A. McGinnis: Paramedic
315.95	A. Fertig: Paramedic	980.78	M. McGinnis: Paramedic

0.00	K. Fertig: EMT-B	926.69	D. Pocino: EMT-B
0.00	J. E. Herman: Paramedic	0.00	K. Sasscer: EMT-B
112.22	J. T. Herman: Paramedic	175.43	K. Stoudinger: Paramedic
0.00	S. Hites: Paramedic	129.54	L. Treat: EMT-B
		0.00	L. Woycitzky: Paramedic
		<u>\$7,936.42</u>	

EFT monthly payroll for Fire/EMS Volunteers, Oct. activity, paid 11/22/2021

\$327.62	D. Berkel: Fire/EMS	\$81.98	N. Overmyer: Fire
70.26	J. Berkel: Fire	43.03	J. Parlette: Fire
0.00	C. Berman: Fire	358.77	D. Pocino: Fire/EMS
98.63	K. Boone: EMS	46.85	M. Probst: Fire
200.87	J. Bretzloff: Fire/EMS	70.26	B. Richards: Fire/EMS
411.42	B. Dewyre: EMS	267.08	B. Rizzo: Fire/EMS
86.04	D. Dewyre: Fire/EMS	11.70	D. Rogers: Fire
0.00	A. Fertig: Fire/EMS	0.00	B. Sandwisch: Fire
0.00	K. Fertig: EMS	70.26	G. Sasscer: Fire
40.78	S. Jones: Fire/EMS	0.00	K. Shank: Fire
47.12	P. Makulinski: Fire	0.00	T. Simpson: EMS/Fire
96.84	A. McGinnis: EMS	88.55	L. Treat: Fire/EMS
201.60	M. McGinnis: EMS/Fire	0.00	B. Wilburn: Fire
81.98	M. Murray: Fire	1,000.98	J. Wilburn: Fire/EMS
93.68	C. Overmyer: Fire	11.77	J. Woycitzky: Fire/EMS
35.13	J. Overmyer: Fire	0.00	L. Woycitzky: EMS
		165.80	N. Zimmerman: Fire/EMS
		<u>\$4,009.00</u>	

EFT Monthly salaried payroll for November 2021, paid 11/30/2021

735.74	C. Baker: Trustee	1,369.08	L. Hazel: Fiscal Officer
735.79	B. Haar: Trustee	149.94	R. Babjack: Zoning Insp.
870.19	J. Haar: Trustee	233.85	J. Wilburn: Building Maint.
		<u>4,094.59</u>	

EFT payroll Bi-Weekly hourly, 11/14 through 11/27/21, paid 12/2/2021:

\$1,507.21	C. Johnson: roads/cemetery	\$1,043.26	A. Rodriguez: cemetery/roads
282.09	C. Fair: roads	57.39	R. Babjack: cemetery
\$198.03	D. Berkel: EMT-B	\$0.00	S. Jones: EMT-A
0.00	K. Boone: EMT-B	286.00	J. Marcson: Paramedic
0.00	J. Bretzloff: EMT-B	0.00	A. McGinnis: Paramedic
547.30	B. Dewyre: Paramedic	867.48	M. McGinnis: Paramedic
1,109.83	A. Fertig: Paramedic	910.11	D. Pocino: EMT-B
0.00	K. Fertig: EMT-B	0.00	M. Riggle: Paramedic
0.00	J. E. Herman: Paramedic	0.00	K. Sasscer: EMT-B
183.50	J. T. Herman: Paramedic	28.36	K. Stoudinger: Paramedic
0.00	S. Hites: Paramedic	0.00	L. Treat: EMT-B
0.00	A. Johnson: Paramedic	0.00	L. Woycitzky: Paramedic
		<u>\$7,020.56</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$30,936.02 be approved as the lawful obligations of Harris Township and that the Fiscal Officer be permitted to issue warrants in favor of the same. **Motion carried.**

REPORTS:

Dave Hower, Village of Elmore Administrator, was present to seek approval from the Board to continue to move forward with inserting a 12” plastic tile across Dischinger Road with a 3’ open cut, 4.5-6’ deep, north on Dischinger towards Sugar Creek, to insert the tile into the right of way. The Village would cut, fill with stone, cold patch, and repair to original condition once weather permits. Other options have been researched including working with Sugar Creek Golf Course, Sugar View Road, and bike trail. The Village is working with Jim Bowers and the Ottawa County Engineers to redirect the flow from the field tile, which previously drained into a private pond. Jerry Haar moved to approve the Village’s plans concerning cutting and repairing Dischinger Road; Beverly Haar seconded the motion. **Motion carried.**

Dave also reported that the final signatures have been obtained for the Village annexation of Portage River South Rd from SR 51 to the turnpike. The Village will be approaching the County Commissioners with a petition to annex. Next phase would be to install the sewer line. The Village would also take responsibility for maintenance of the road.

The Village is also discussing with the County (Mark Mesa) the purchase of abandoned property on SR 51, currently owned by the Fondessy Estate.

Dave, personally, and on behalf of the Village, expressed a Thank You to Trustee Baker for her many years of attending Village meetings and her years of service with Harris Township, stating she has been a real liaison and provided a lot of information over the years.

Jerry Haar mentioned to Hower that the Township was approached about the junk cars along the bike trail. Corrigan owns the lot, not the Township. Hower said the Village is aware and working with their solicitor as it’s in violation of Village zoning codes.

Fiscal/Administrative:

1. *Old business:*
 - a. American Recovery Plan appropriations; cyber security policy; HHS covid funding – no updates
2. Department expense reviews were held with the Fiscal Officer and department heads; Fiscal Officer found them to be helpful.
3. Trustees reviewed 2022 Drug Task Force contribution based on population of Township, not including Village, and found \$1,250 correct with no changes. Baker stated it’s approximately 1,500 in Village and 1,500 in Township outside of Village. Fiscal Officer to issue purchase order and reallocation to include in 2021 budget.
4. Due to upcoming medical leave, Fiscal Officer requested a change in the regular scheduled meeting date of 12/20 to Thursday, 12/16. Trustees in agreement and meeting change will be posted. An end of year meeting will be held as necessary.
5. Fiscal Officer requested to appoint a part-time assistant (no handling of funds), and to pay said person by a voluntary reduction of the salary of the Fiscal Officer, with posting from/to the General Fund. The Fiscal Officer requested to appoint Carol Baker in 2022 to assist with meeting minutes, filing, and miscellaneous other duties as required. Beverly Haar moved to honor the Fiscal Officer’s request to appoint an assistant per ORC 507.021, with Jerry Haar seconding the motion. **Motion carried.** Baker accepted the appointment beginning in 2022, stating no pay would be necessary.

Zoning:

1. *Inspector’s report:*
 - a. Board of Zoning Appeals met on 11/10 and again on 12/1 to continue discussions on proposed changes to zoning code for Harris Township. The meeting will be continued in 2022.

- b. Adam Turner inquired on obtaining a permit to build a barn, which exceeds the maximum square footage allowed per Township code. Babjack suggested to him that he wait and see if any changes will be made to the code to avoid an appeal. Babjack has discussed with Mesa at the county office.
 - c. Per the legal opinion of Ottawa County Prosecutor James VanEerton, "Pursuant to R.C. 731.12, a village council member is specifically prohibited from holding any other public office. As such, I believe he would be required to resign from the position of zoning inspector." Therefore, Mr. Babjack submitted his resignation from the Zoning Inspector position, which states an effective date of Jan. 1, 2022. However, due to the death of the Village of Elmore Mayor, he will be sworn in to Village Counsel on 12/7/2021. Trustee Baker moved to accept the resignation effective the end of the day on 12/6/2021; Beverly Haar seconded the motion. **Motion carried.** Babjack is willing to assist whoever is appointed.
 - d. Permit #703 approved for Davies, pond, 227 Graytown Road.
2. Trustee B. Haar reported that Jeff Gephart and Becky Busdeker have both agreed to remain on the Zoning Commission and Zoning Appeals Board, respectively. Trustees unanimously agreed to appoint both for another 5-year term, ending 12/31/2026.
 3. Beverly Haar will follow up on leads for the Zoning Inspector vacancy.

Cemetery:

1. Trustees reviewed and accepted the resignation of Bob Babjack for seasonal cemetery labor. Vacancy will be addressed closer to mowing season.
2. Rodriguez on leave until December 10, 2021. Craig Fair will fill in as needed for burials. Rodriguez will do some work from home, including BWC training.
3. Trustees reviewed new deeds issued #650, 651, 652, and transfer deed #653.
4. Fiscal Officer received a call from William Wagner looking for contact information to purchase burial plots on family plots owned by Henry Gerding, as well as some owned by his great-grandfather Charley Wagner. Baker will assist with researching ownership of these plots.
5. Cary Johnson reported to Trustees and Fiscal Officer that Eggleston-Meinert did not provide payment at the time of recent burial.

Roads:

1. Road project updates:
 - a. Portage River South Resurfacing - pending 2022 OPWC award; no update
 - b. Portage River South Rd culvert project – pending Township Stimulus award Jan/Feb 2022; no update
 - c. Stange Road ditch – TRQ sent to County Engineer; no update
2. *Superintendent Johnson's report:*
 - a. Johnson has been busy obtaining quotes, mostly verbal, for new backhoe. He recommends Southeastern Equipment Company. They are quoting 2021 Case CE 580SN, which includes heavy duty flip over forks installed, grabbers, and 40" bucket, with a trade in allowance of \$6,000 for our 1986 Ford 555B. The bucket is not in stock, and would have to be ordered. Total government price \$88,408.00, with three financing options through State Bank. Per Fiscal Officer, 3-year option adds approximately \$2,300 interest, 5-year option \$4,600, 7-year option \$7,200. Baker moved to proceed with the purchase, pending Fiscal Officer research on financing and cost allocation between cemetery and road funds. Salesman is willing to hold with a commitment to purchase. Jerry Haar seconded the motion to commit to purchase, pending approval of financing and issuance of purchase order. Trustee Bev Haar also in approval of motion. **Motion carried.**
 - b. Reminder of vacation request for 12/26 through 1/1/22.
 - c. Plows are on trucks, ready for snowfall.
 - d. Johnson requested approval to take company truck home on 12/9 to attend the NW Ohio Damage Prevention Council breakfast meeting on 12/10, held in Bowling Green.

3. Trustees reviewed recorded copy of Resolution #21-70, regarding portion of Smith Road to be Vacated.
4. Trustees received and reviewed Ottawa County Engineer's Office driveway permits issued: #21-066 to Don Schank at 17619 W. Ravine Drive, and #21-073 to Joe & Jennifer Ziebold at 15790 W. Yeasting Road.

Fire/EMS:

1. *Chief Wilburn's report:*
 - a. Ratchet suspension brow crown (helmet liners) needed in quantity of 3-4 to replace broken liners, but the helmets may be out of date in July 2022.
2. *EMS/ Asst. Chief McGinnis's report:*
 - a. No updates yet on radio room copier replacement, or Microsoft quotation.
 - b. Annual firefighter physicals are needed in accordance with FEMA engine grant. McGinnis working with Walk-In Urgent Care to schedule physicals before the end of the year. HEP-B and Flu declination forms to be signed when scheduling for physicals. Baker moved to proceed with issuance of purchase order for firefighter physicals, fitness testing, vaccinations, lab work, chest x-ray, HEP-B, and Flu vaccines in the amount of \$18,750 to Walk-In Urgent Care. Jerry Haar seconded the motion.

Motion carried.

3. Request from GLBA for waiver of EMS billing to spouse of former volunteer. Insurance has paid, with adjustment, more than 70% of bill, with \$260 balance remaining. Trustees declined the request, stating that while they are grateful for the sacrifice of the volunteer and his/her family members, the Township is not able to provide free transport services to members without it being considered preferential treatment. Patient can be offered financial assistance, or payment arrangements, or even waiver due to extenuating circumstances outside of financial assistance.
4. After lengthy discussion, it was decided to include resident billings with the OAG collection process. \$51,000 has accumulated uncollected from resident billings alone over two years. Generous financial assistance is provided, as well as payment arrangements, which most ignore. Trustees approved sending two additional statements out to stale resident accounts notifying them of collection process. Thereafter, the billing cycle will be the same as non-resident billings, with 4 statements sent out every 30 days. Baker moved to enforce collections as stated; B. Haar seconded. **Motion carried.**
5. Trustees continued discussion on commitment to purchase new ambulance as quoted for \$281,799 (state bid pricing), and option for financing through Republic. New radios and power load/cot would be separate additional purchases. Discussion on selling #448 with or without power load system. McGinnis is forecasting better resale value with power load/cot system. No action taken.
6. McGinnis recommended checking rates with Great Lakes Billing Associates to ensure we are in line with what insurances are paying.
7. Discussion with Trustees and McGinnis regarding potential job offer to Lexi Gottschalk; BMV record will be checked.

Building/Grounds:

1. Yackee to provide quote for toilet replacements, with and without automatic flush. Hazel to inquire from Clay Township if they used ARP funding for their purchase.

Communications, Announcements, Other:

1. Trustees reviewed *Grassroots Clippings, December 2021*, Great Lakes EMS billing reports for November, and request for donation to Ottawa County Community Foundation. Bev Haar moved to donate \$100, which will be matched by the Burton D. Morgan Foundation, to the OCCF. She also moved to donate in 2022 towards the Elmore Community Thanksgiving. Carol Baker seconded both motions. **Motions carried.**
2. Benton Township will be hosting the Ottawa County Ohio Township Association quarterly meeting on Jan. 20, with county auditor Jennifer Widmer as the speaker.

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 10:18 pm.

Respectfully submitted,

Beverly Haar, President

Laura Hazel, Fiscal Officer