

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, December 7, 2020, with the following members present: Trustees Beverly Haar, Jerry Haar, Carol Baker, and Fiscal Officer Laura Hazel. The meeting was also broadcast via Zoom. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

Chief, Jim Wilburn (in at 7:51 pm, out at 8:30 pm)

Residents/Guests:

None

The minutes of the special meeting held on November 16, 2020 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

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

FINANCIAL:

The following expenses were reviewed:

30381	\$496.11	Corrigan Oil	fuel for roads
30382	111.12	Ottawa Regional Planning	Portage River South Rd relocation
30383	229.58	Time Warner Cable	internet & phones at station
30384	34.23	Toledo Edison	civil defense siren electricity
30385	63.70	Verizon Wireless	EMS squad modems
30386	552.95	Village of Elmore	electric/water at station/cem/garages
30387	142.30	MiSDU	withholding: 11/19
30388	211.35	OH CSPC	withholding: 11/20
30389	6.88	Ottawa County Auditor	CRF repayment of unencumbered interest
30390	37.94	A. Rodriguez	reimbursement supplies
30391	54.95	Amplex	Internet at maint garage
30392	2,634.09	Bound Tree Medical	EMS & CRF supplies
30393	209.92	Bower's Asphalt	Asphalt for Witty Rd
30394	90.00	C&L Sanitation	Sanitation unit servicing Sept-Oct-Nov
30395	400.43	Columbia Gas	Natural gas at station and maint garage
30396	464.30	Embrace Healthcare	EMS meds
30397	253.52	EMSAR Medical Repair	#448 Stryker cot repair, hose assembly
30398	6,126.50	ESO Solutions	EMS/Fire software
30399	580.63	Genoa NAPA	filters, oil, misc. for roads/EMS
30400	1,048.03	Great Lakes Billing	EMS billing services: November
30401	2,157.70	Howell Rescue	CRF SCBA adaptors, filters, cleaner
30402	36.31	Lowe's	EMS track cabling and mounting hardware
30403	120.00	Luckey Farmers	grass seed for cemetery
30404	1,234.59	Nichols Paper	CRF safety supplies, station supplies
30405	60.15	O.E. Meyer	EMS oxygen
30406	22.56	Oak Harbor Hardware	maint garage supplies
30407	31,261.69	Ottawa County Engineer	Portage River South Rd reconstruction
30408	1,597.56	Speck Sales	#443 new tires, installation
30409	658.50	Streacker	ditch mower bearings, idler pivot, pulleys

30410	326.26	Sunny Farms Landfill	Junk landfill fee 11/16/20
30411	1,215.50	Teleflex LLC	EMS supplies
30412	239.40	Suburban Press	road maint job; zoning variance(Miller)
			Tuition FF K Fertig, K. Boone, CPR ins
30413	1,240.00	Vanguard	Kashmer
30414	112.41	Verizon Wireless	Fire/EMS Ipads, EMS cell phones
30415	1,331.75	Vision Quest	CRF safety supplies, Dodge Ram graphics
30416	395.00	Wonderly Carpet Care	station carpet cleaning
30417	1,183.25	Zoll Medical	EMS supplies
30418	142.30	MiSDU	Withholding: 12/3
30419	400.00	Elliott Scrapping	junk hauling 11/16
30420	67.28	Lowe's	roads: orange snow markers, masking tape
30421	693.27	Nichols Paper	CRF safety supplies
30422	12.31	UPS Store	EMS document shipping 11/7/20
30423	1,888.30	W.W. Williams	annual pump testing, #443 transducer
30424	1,408.00	ASHI & 24-7 EMS	EMS/Fire online training CE
	<u>\$61,552.62</u>		

EFT payroll Bi-Weekly hourly, 11/15 through 11/28/2020, paid 12/03/2020:

		\$1,187.98	A. Rodriguez: cemetery/roads
179.53	C. Fair: roads		R. Babjack: cemetery/roads
133.63	T. Almendinger: EMT-B	351.18	A. Johnson: Paramedic
614.96	D. Berkel: EMT-B	820.05	A. Kashmer: EMT-B
381.11	J. Bretzloff: EMT-B		D. Little: EMT-B
494.55	B. Dewyre: Paramedic	350.48	J. Marcson: Paramedic
577.14	A. Fertig: Paramedic		A. McGinnis: Paramedic
133.63	K. Fertig: EMT-B	551.51	M. McGinnis: Paramedic
	M. Heider: Paramedic	228.29	T. Meek: EMT-A
128.65	J. E. Herman: Paramedic	881.68	D. Pocino: EMT-B
243.29	J. T. Herman: Paramedic		M. Riggle: Paramedic
437.62	S. Hites: Paramedic	283.50	L. Woycitzky: Paramedic
		<u>\$7,978.78</u>	

Electronic Payments:		
voucher #1027-2020	\$ 22.00	Business Card: station supplies
voucher #1028-2020	60.30	Business Card: admin postage
voucher #1029-2020	730.63	Treasurer OH: withholding November
voucher #1030-2020	4.25	OH School: withholding November
voucher #1031-2020	431.18	RITA/Elmore city: withholding November
voucher #1032-2020	4,800.32	US Treasury: withholding November, employer cont.
voucher #1033-2020	53.44	OPERS: interest/August
	<u>\$ 6,102.12</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$75,633.52 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:

Fiscal Officer:

1. Fiscal Officer Hazel reported that the township will not be eligible for Round 4 of the CARES/CRF money, as \$6.88 of interest for two months had to be reimbursed to the Auditor's office that was not included on the Amended Certificate, and therefore not eligible for appropriation/encumbrance. Round 4 was estimated at \$5600 for Harris Township.
2. Health insurance quotation was received from Sprouse Insurance Agency- \$67,000 to \$84,000 annual cost for 4 employees/families. Discussion between Trustees on other more affordable alternatives, such as reimbursement insurance, or pay increases.
3. Lodging Tax Certification was completed online 11/24/2020.
4. BWC \$5 billion dividend expected in mid-December in the amount of \$35,839. This will be the third dividend received in 2020.
5. Budget review and temporary appropriations for 2021, along with other annual agenda items will be on the agenda for the next Trustee meeting.
6. Hazel reported a reallocation of \$12,000 for EMS wages, 2283-230-190-0000, from Small Tools and Minor Equipment, 2283-230-430-0000 will be needed for December.

Zoning:

1. Zoning variance approved for set-back and permit #686 issued to Miller, 16035 W Portage River South Rd, Elmore, for accessory building-barn/storage.
2. Hazel provided update from Babjack on progress being made with property owners on Yeasting and Slemmer Portage Roads.

Cemetery:

1. Babjack has ordered 20' 304SS from Seeger Metals for flagpole replacement for \$224. The pulley for the rope will be ordered from Amazon.
2. Cemetery Deeds #622 and #623 were reviewed and signed by Trustees.

Roads:

1. Acting Supervisor Rodriguez emailed request to purchase delineator posts to replace broken posts on roads; safety chevrons for back of Township truck \$125 at Vision Quest. Bev Haar approved under current blanket purchase orders. Also requested to open new vendor accounts; will work with Fiscal Officer Hazel as needed.
2. Cary Johnson would like to take Mondays off during monthly junk week; approved.
3. Final invoice received from Engineer's office for Portage River South Safety Improvement Project (Hyde Run); it was \$16,666 less than quoted. Trustees sent a thank you to the Engineers for their management on the project coming in under budget.
4. No updates on Stange Road TRQ, Portage River South culvert petition, or final signoff for Slide Relocation Project.
5. Trustee B. Haar moved to purchase annual safety clothing for new employee Johnson and replacements for Rodriguez: \$423 from Vision Quest for T-shirts, hoodies, and waterproof jackets, including t-shirts for Babjack and Fair, \$120 safety boots reimbursement allotment each for

Johnson and Rodriguez. Carol Baker seconded the motion. All in favor.

Motion carried.

6. Senior Center parking lot (church) on Witty Road needs to be snowplowed before 10 am, unless school is closed, per contract.

Fire/EMS:

Chief Wilburn provided updates:

1. Application received for rehire of volunteer FF B. Wilburn. Card is good through 9/2023. He left as an honorary member due to relocation; probationary period waived. Trustees approved.
2. Discussion and review of proposed draft of Automatic Aide Contract with Allen Clay Fire Department for automatic aide on fire calls within a designated district mapping. Trustees agreed that this is in the best interest of assisting our neighboring communit(ies) and helps property owners' insurance rates for all involved with additional equipment and personnel. Trustees provided their approval for Chief Wilburn to sign the contract once approved to form.
3. Andy Herb, Sutphen sales rep, anticipates final inspection for end of December on new engine. Afterwards it will be going to FMI before it is released mid-January to our station.
4. Other items include: request for new desktop computer for fire office 2021, hose replacements still need to be ordered, update on #443 pump overhaul, Officer meeting Sunday, jaws training on junk car and scrap bin availability, annual preventative maintenance on radios, CARES/CRF items all scheduled for delivery/installation by 12/30, and looking into access to Village sign for important safety updates.
5. Annual HEFD Christmas party took on a little different look this year with Santa visiting volunteer's houses on engine #445 all decked out in lights.

Building/Grounds:

1. Ladder and drill purchased for building and grounds maintenance.

Communications, Announcements, Other:

1. Trustees reviewed *Ottawa County Community Foundation – Fall 2020*, *Ohio Township News – Nov/Dec 2020*, GLBA November 2020 billing reports.

There being no further business, a motion to adjourn was made by Beverly Haar and seconded by Carol Baker. Chairman Beverly Haar declared the meeting duly adjourned at 9:02 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer