

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Thursday, December 16, 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 8:00 pm)
- Cemetery Sexton, Andy Rodriguez (out at 8:00 pm)
- Fire/EMS Chief, Jim Wilburn
- Fire/Asst. Chief, Jeff Berkel (out at 8:50 pm)
- Fire Captain, "Toby" Murray (out at 8:50 pm)
- EMS Asst. Chief, Mike McGinnis (in at 8:00 pm)

Others in attendance:

- DJ Greenhill, Trustee elect
- Craig Fair, part-time roads (out at 8:00 pm)

The minutes of the regular meeting held on December 6, 2021, were read by Chairman Beverly Haar and approved on a motion made by Jerry Haar and seconded by Beverly Haar. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

Number	Post Date	Total Warrant Amount	Purpose	Payee
927-2021	12/15/21	\$8,437.65	Withholding and employer contribution - Oct.	OPERS
928-2021	12/15/21	\$6,229.49	Withholding and employer contribution - Nov.	OPERS
929-2021	12/15/21	\$689.52	Ohio tax withholding - Nov.	TREASURER STATE OF OHIO
930-2021	12/15/21	\$14.92	Ohio school district withholding - Nov.	Ohio School District Income Tax
931-2021	12/15/21	\$345.68	City tax withholding - Nov.	VILLAGE OF ELMORE
932-2021	12/15/21	\$4,173.88	941 tax withholding and employer contribution - Nov.	United States Treasury
933-2021	12/16/21	\$988.16	BIWEEKLY HOURLY 11/28-12/11/2021	Leslie Craig Fair
934-2021	12/16/21	\$1,583.43	BIWEEKLY HOURLY 11/28-12/11/2021	Cary L Johnson
935-2021	12/16/21	\$991.05	BIWEEKLY HOURLY 11/28-12/11/2021	Andres F Rodriguez
937-2021	12/16/21	\$303.15	BIWEEKLY HOURLY 11/28-12/11/2021	Derrick J Berkel
938-2021	12/16/21	\$554.44	BIWEEKLY HOURLY 11/28-12/11/2021	Brittany A. Dewyre
939-2021	12/16/21	\$844.27	BIWEEKLY HOURLY 11/28-12/11/2021	Alexander M Fertig
940-2021	12/16/21	\$6.26	BIWEEKLY HOURLY 11/28-12/11/2021	Jeffrey T. Herman
941-2021	12/16/21	\$391.13	BIWEEKLY HOURLY 11/28-12/11/2021	Jennifer N Marcson
942-2021	12/16/21	\$481.26	BIWEEKLY HOURLY 11/28-12/11/2021	Amanda R. McGinnis
943-2021	12/16/21	\$612.57	BIWEEKLY HOURLY 11/28-12/11/2021	Michael E. McGinnis
944-2021	12/16/21	\$885.23	BIWEEKLY HOURLY 11/28-12/11/2021	Deborah L. Pocino
945-2021	12/16/21	\$129.54	BIWEEKLY HOURLY 11/28-12/11/2021	Liam J Treat
946-2021	12/16/21	\$319.95	BIWEEKLY HOURLY 11/28-12/11/2021	Lisa J. Woycitzky
948-2021	12/15/21	\$876.00	UAN fees Q1/2022	TREASURER STATE OF OHIO
949-2021	12/15/21	\$5,458.18	pymt on Smith and Portage River S. Rd. OPWC Bonds	Ohio Treasurer
952-2021	12/7/21	\$349.74	Fire office computer repair	Business Card
955-2021	12/7/21	\$164.59	shop/maintenance supplies	Business Card
956-2021	12/7/21	\$49.99	Battery for wood chipper	Business Card
957-2021	12/21/21	\$133.32	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Derrick J Berkel
958-2021	12/21/21	\$134.67	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Jeff Berkel
959-2021	12/21/21	\$11.70	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Craig Berman
960-2021	12/21/21	\$37.83	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Karen E Boone
961-2021	12/21/21	\$247.28	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Justin M Bretzloff
962-2021	12/21/21	\$178.36	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Brittany A. Dewyre
963-2021	12/21/21	\$90.99	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Daniel A Dewyre
964-2021	12/21/21	\$7.24	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Alexander M Fertig
965-2021	12/21/21	\$100.10	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Scott J Jones
966-2021	12/21/21	\$58.83	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Paul M Makulinski
967-2021	12/21/21	\$85.12	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Amanda R. McGinnis
968-2021	12/21/21	\$220.97	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Michael E. McGinnis

Number	Post Date	Total Warrant Amount	Purpose	Payee
969-2021	12/21/21	\$52.70	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Michael J. Murray
970-2021	12/21/21	\$35.13	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Jared J. Overmyer
971-2021	12/21/21	\$58.55	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Nathan A. Overmyer
972-2021	12/21/21	\$100.12	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Joshua M. Parlette
973-2021	12/21/21	\$317.10	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Deborah L. Pocino
974-2021	12/21/21	\$46.85	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Michael Probst
975-2021	12/21/21	\$77.93	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Brian Richards Jr.
976-2021	12/21/21	\$224.07	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Brandon E Rizzo
977-2021	12/21/21	\$46.85	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Glenn Sasscer Jr.
978-2021	12/21/21	\$23.42	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Timothy Simpson
979-2021	12/21/21	\$234.27	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Liam J Treat
980-2021	12/21/21	\$892.01	VOLUNTEER MONTHLY FOR NOVEMBER 2021	James M. Wilburn
981-2021	12/21/21	\$17.21	VOLUNTEER MONTHLY FOR NOVEMBER 2021	John R Woycitzky
982-2021	12/21/21	\$69.54	VOLUNTEER MONTHLY FOR NOVEMBER 2021	Nicholas E Zimmerman
30858	12/16/21	\$66.02	BIWEEKLY HOURLY 11/28-12/11/2021	James A Rose
30859	12/16/21	\$1,810.00	Training CE user license OFA Fire/EMS	ASHI & 24-7 EMS
30860	12/16/21	\$292.10	EMS supplies/meds	BOUND TREE MEDICAL, LLC.
30861	12/16/21	\$30.89	soap dispenser	Deborah Pocino
30862	12/16/21	\$400.00	junk hauling 11/15/21	Elliott Scrapping LLC
30863	12/16/21	\$800.79	Fuel/gas	GPM Investments, LLC
30864	12/16/21	\$521.32	Contractual EMS billing for Nov 2021	GREAT LAKES BILLING ASSOCIATES, INC.
30865	12/16/21	\$624.38	SCBA face mask & voice amp installed: to replace one r	Howell Rescue Systems
30866	12/16/21	\$443.88	2022 Annual cemetery security monitoring	NORTHCOAST SECURITY CENTER
30867	12/16/21	\$1,250.00	contribution	Ottawa County Drug Task Force
30868	12/16/21	\$720.00	#441 SUV tires	Portage Automotive
30869	12/16/21	\$65.00	BCI/FBI: Fulwider	Village of Elmore, Police Dept.
30870	12/16/21	\$210.00	Install 2 modems/antennas/ran cable 6/28/21	P & R Communications Service, Inc.
30871	12/16/21	\$184.85	Phones/Fax/Internet	Amplex
		\$45,801.47		

A motion was made by Jerry Haar and seconded by Beverly Haar that the preceding list of bills totaling \$45,801.47 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:

Fiscal/Administrative:

1. Fiscal Officer requested a special meeting for the purpose of approving 2022 Temporary Appropriations, 2022 Organizational Items, and end of year business. Trustees agreed to meet in special session on Thursday 12/30/2021 at 10:00 am.
2. "Toby" Murray requested information from Fiscal Officer for completion of annual Department of Commerce Division of State Fire Marshal for 2021 fire training reimbursement. Application for grant due 1/31/2022.
3. OTARMA MORE Grant application will be submitted for \$500 for Fire Department lighted stop/caution signs.

Zoning:

1. No update

Cemetery:

1. *Sexton Rodriguez's report:*
 - a. Discussion on truck bed replacement options from Kalida and Dexter. Truck bed can be placed on future truck models except Dodge. Beverly Haar moved to proceed with purchase of new Galion-Godwin Dump body/Hoist in stainless-steel construction with AR450 floor per sales order dated 12/17/2021 in the amount of \$16,200, which includes removal of existing dump body/hoist, with delivery estimated April 2022. Carol Baker seconded the motion. Upon roll call, all were in favor. **Motion carried unanimously.**
 - b. Request to purchase 5/8" sheet of plywood for ground protection during burials: 10 sheets at \$35. Approved.

- c. Wreaths Across America scheduled for 12/18: Harris Township was selected as cemetery recipient for excess wreaths.

Roads:

2. 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
3. Stange Road ditch – TRQ on hold with County Engineer; Kevin Fox looking at other options
4. *Superintendent Johnson's report:*
 - a. Backhoe and wood chipper have been repaired and back in service.
 - b. There were a few changes to the Southeastern Equipment Company quote for the 2021 Case CE 580SN backhoe. The 40" bucket is not available, so a 36" bucket with teeth, making it a 39" bucket, has been ordered. The grabbers were not included on the original quote. Total government price now \$90,908.00, including a \$6,000 trade-in, with three financing options through State Bank. Cost sharing between Cemetery and Road Funds was discussed and usage reviewed. Jerry Haar moved to accept the changes to the sales order, and commit to purchase, pending approval of financing, with 60% appropriated to the Cemetery Fund and 40% to the Road Fund. Beverly Haar seconded the motion. Upon roll call, all were in favor. **Motion carried unanimously.**

Fire/EMS:

1. *Chief Wilburn's report:*
 - a. Review of Fire Department requested budget items for 2022 appropriations and long-term reserve expenditures.
2. *EMS/ Asst. Chief McGinnis's report:*
 - a. Resignations of K. Sasscer and S. Hites were received previously. They should be removed from roster.
 - b. Review of full-time equivalent hours for QSEHRA.
 - c. Invoices needed for EMS reimbursement grant submission.
 - d. No change to ambulance billing rates and mileage for 2022.
 - e. Requesting purchase of smart TV screen to replace the IamResponding monitor and a bracket from Small Tools and Equipment appropriation.
 - f. Another speaker is needed for paging system in community room, or it needs to be wired differently. Approximate cost \$1,000 from P&R.
 - g. Speaker lapel mics need to be purchased, quantity (8) at \$98.37 each. These are replacements for those worn out.
3. Trustees discussed use of Fire training trailer with Chief. If it's not going to be used anytime soon, it needs to be removed.
4. After continued discussion, Beverly Haar moved, and Carol Baker seconded the motion to lock in 2021 pricing and proceed with committal to purchase new emergency vehicle, Braun chief XL 2022 Ford F-550 4X4 Diesel chassis per specifications from Penn Care, Inc. for \$281,799.00 with delivery estimated 12-14 months. EMS funds 2281 and 2283 do support purchase; however, financing options will be researched for payment upon 2022/2023 delivery. Final decision has not been made on purchase of Stryker power load and power cot systems, which will correspond to sale of #448 with or without load/cot systems in place. Upon roll call, the vote was as follows: Jerry Haar-yes, Beverly Haar-yes, Carol Baker-yes. **Motion carried unanimously.**

Building/Grounds:

1. Fiscal Officer reported preliminary calculation for General Fund revenue loss under the American Rescue Plan Funding would allow for qualification of toilet replacements. Manual flush toilets and plumbing, estimated time and material in the amount of \$2,871, automatic flush \$5,767. Baker moved to approve the purchase of 3 handicap toilets and 1 urinal manual flush for estimated \$2,871 material and labor by Yackee Electric; appropriation to American Rescue Plan fund. Beverly Haar seconded the motion. All Trustee were in favor upon roll call. **Motion carried unanimously.**

2. Admin Resource & Services hosts the Township website and provides e-mail. There have been challenges with the e-mail system (sync, meetings, access, spam filtering, etc.), and we need to be compliant with security and encrypting requirements. (Carroll Twp just migrated as well.) McGinnis recommends the Microsoft 365 subscription plan (monthly prepaid) through Link Computer corporation, which includes Exchange Online (Plan 1), M365 Business Standard, and Proofpoint Essentials Advanced. The plan is per computer/user, rather than a bulk licensing, and varies with what each user requires. Price quote of \$217.50/month is an estimate, based on initial assessment of user needs. There will also be a \$2,500-\$3,000 installation/migration fee. Baker moved to proceed with migration of e-mail and installation of system through Link Computer Corporation as stated, with costs appropriated to specific departments by user. Beverly Haar seconded the motion. All in favor via roll call. **Motion carried unanimously.**

Communications, Announcements, Other:

1. None

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 10:10 pm.

Respectfully submitted,

Beverly Haar, President

Laura Hazel, Fiscal Officer