

The Board of Trustees of Harris Township, Ottawa County, met in regular session via Zoom video conferencing on Monday, December 21, 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:

Road Superintendent, Cary Johnson (out at 7:49 pm)  
Asst. Chief/EMS, Mike McGinnis (in at 8:35 pm, out at 10:38 pm)

Residents/Guests:

None

The minutes of the regular meeting held on December 7, 2020 were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

A motion was made by Carol Baker and seconded by Jerry Haar to hold the regular meetings of the Harris Township Board of Trustees on the first and third Mondays of each month beginning at 7:30 pm. at the Harris Elmore Fire & EMS Station. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The following appointments were considered for 2021:

**Fire & EMS Chief:** James Wilburn  
**Road Superintendent:** Cary Johnson  
**Cemetery Sexton:** Andy Rodriguez  
**Station Maintenance:** James Wilburn  
**Zoning Inspector:** Bob Babjack  
**Regional Planning Commission Representative:** Jerry Haar  
**Zoning Commission:** Kurt Bench for a five-year term ending December 31, 2025.  
**Zoning Board of Appeals:** L. J. Overmyer for a five-year term ending December 31, 2025.

A motion was made by Carol Baker and seconded by Jerry Haar to approve the above appointments for 2021. Re-appointments to Zoning Boards subject to individual acceptance. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

A motion was made by Beverly Haar and seconded by Carol Baker to have the 2021 monthly salary of Trustees and Fiscal Officer taken from funds other than the General Fund in accordance with the monthly certification procedures allowed by the Auditor of State and in accordance with the 2021 temporary and permanent appropriations. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

A motion was made by Carol Baker and seconded by Beverly Haar to reimburse elected officials and employees of Harris Township for business related mileage expenses at the 2021 IRS approved rate of 56.0 cents per mile. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The Trustees discussed wages for the year 2021:

A motion to carry the following full-time wages, as follows, effective with the pay period beginning January 3, 2021, pending information and decisions on healthcare options, was made by Carol Baker and seconded by Beverly Haar:

Road Superintendent, **Cary Johnson:** \$22.50/hour, no change

Cemetery Sexton, **Andy Rodriguez**: \$18.50/hour, no change

Both Cary Johnson and Andy Rodriguez will be paid 8 hours for all legal holidays, overtime after 40 hours per week. Emergency call out after normal work hours caused by safety matters or funeral related cemetery needs shall also be paid, with a two-hour minimum on emergency call outs; overtime paid after 40 hours per week.

A motion to approve the following wages effective with the pay period ending January 31, 2021, amending/carrying the salary schedule as follows, was made by Carol Baker and seconded by Jerry Haar:

Fire Chief **Jim Wilburn**: \$210.00 per month, no change

EMS Division Asst. Chief **Mike McGinnis** \$150.00 per month, a decrease of \$10/month from \$160/month

EMS Division Captain **Amanda McGinnis**: \$150.00 per month, no change

EMS Division Lieutenant **Brittany Dewyre**: \$150.00 per month, new salary assignment

**Volunteer Fireman**: Remains per policy at \$26.00 per 2-hour run and \$13.00 per point, paid monthly, no change.

**Volunteer EMS**: \$26.00 per 2-hour run period for EMT-B, no change; \$29.00 for EMT-A, an increase of \$3/period; \$34.00 for paramedic, an increase of \$8/period; and \$13.00 per point, no change; paid monthly.

A motion to approve the following part-time and appointed position wages effective with the pay period beginning January 3, 2021, amending the salary schedule as follows, was made by Carol Baker and seconded by Beverly Haar:

**EMS Part time staff**: Part time staff at station \$13.00 /hr. for EMT-B, no change; \$14.50/hr. for EMT-A, no change; and \$17.00/hr. for Paramedic, no change. These wages are paid bi-weekly, pay date beginning 1/21/2021.

**The EMS Administrator and EMS Asst. Administrator** will receive an additional \$0.75/hr., no change.

**The EMS Supervisor** will receive an additional \$0.50 per hr., no change.

**Station Maintenance, Jim Wilburn**: \$300.00 monthly for fire station maintenance, no change.

**Zoning Inspector, Bob Babjack**: \$365.00 per month, no change.

**Emergency Snow Plowers**: \$15.00 per hour, no change  
Seasonal Cemetery Mowing and Labor: \$14.00 per hour, no change  
Seasonal Road Mowing and Maintenance: \$17.00 per hour, no change

Upon calling the roll, the above motion to approve rates of pay for 2021 was unanimously approved. **Motion carried.**

Based on the Official Certificate of Estimated Resources for 2021 and 2020 estimated year end fund balances, the Fiscal Officer recommended temporary

appropriations for 2021 as follows:

General Fund	\$19,887.00
Gas Tax Fund	\$ 1,500.00
Road & Bridge Fund	\$33,162.00
Cemetery Fund	\$ 9,846.00
Ambulance and EMS Fund	\$11,000.00
Fire & EMS Service Levy Fund	\$17,827.00
EMS Service Only Levy	\$16,402.00

Total 2021 Temporary Appropriations \$109,624.00

A motion to move for the adoption of the Temporary Appropriations, as recommended by the Fiscal Officer for the three-month period of January 1, 2021 through March 31, 2021, was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

Trustee Baker also moved that purchase orders and/or blanket purchase orders up to \$5,000.00 be permitted to be opened as needed for encumbrance of 2021 temporary appropriations, expiring on March 31<sup>st</sup>, pending enough funds in that particular appropriation. Jerry Haar seconded the motion. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

**FINANCIAL:**

The following expenses were reviewed:

30425	\$8,495.00	Advantage Equipment	CRF gear dryer
30426	907.26	Corrigan Oil	Fuel/gas at Fire/EMS/cemetery
30427	224.00	Seeger Metals	flagpole
30428	5.00	Vanguard	CPR card
30429	651.92	Village of Elmore	electric/water at station/cem/garages
30430	75.00	Becky Busdeker	BZA 2020
30431	75.00	Don Goldsby	BZA 2020
30432	75.00	John Fletcher	BZA 2020
30433	75.00	LJ Overmyer	BZA 2020
30434		VOID	
29-Apr	142.30	MiSDU	Withholding 12/17
30436	225.78	OH CSPC	Withholding: 12/22
	<u>\$10,951.26</u>		

**EFT payroll Bi-Weekly hourly, 11/29 through 12/12/2020, paid 12/17/2020:**

\$1,497.31	C. Johnson: roads/cemetery/junk	\$1,118.78	A. Rodriguez: cemetery/roads/junk
	C. Fair: roads		R. Babjack: cemetery/roads
133.63	T. Almendinger: EMT-B	351.18	A. Johnson: Paramedic
388.78	D. Berkel: EMT-B	1,139.30	A. Kashmer: EMT-B
661.95	J. Bretzloff: EMT-B		D. Little: EMT-B
520.20	B. Dewyre: Paramedic	175.86	J. Marcson: Paramedic
723.42	A. Fertig: Paramedic		A. McGinnis: Paramedic
173.21	K. Fertig: EMT-B	474.55	M. McGinnis: Paramedic
	M. Heider: Paramedic	107.35	T. Meek: EMT-A
	J. E. Herman: Paramedic	862.53	D. Pocino: EMT-B
	J. T. Herman: Paramedic		M. Riggle: Paramedic
176.15	S. Hites: Paramedic	129.18	L. Woycitzky: Paramedic
		<u>\$8,633.38</u>	

**EFT monthly payroll for Fire/EMS Volunteers, November activity, paid 12/22/2020**

	C. Behlmer: Fire	140.54	N. Overmyer: Fire
263.05	D. Berkel: Fire/EMS	47.12	J. Parlette: Fire
281.07	J. Berkel: Fire	272.96	D. Pocino: Fire/EMS
	K. Boone: EMS	187.37	M. Probst: Fire
577.62	J. Bretzloff: Fire/EMS	35.13	B. Richards: Fire
54.05	B. Dewyre: EMS	293.89	B. Rizzo: Fire/EMS
287.94	D. Dewyre: Fire/EMS	70.26	D. Rogers: Fire
36.98	A. Fertig: Fire/EMS	53.83	B. Sandwisch: Fire
	K. Fertig: EMS	46.85	G. Sasscer: Fire
12.00	B. Gilbert: Fire	46.85	K. Shank: Fire
126.66	S. Jones: Fire/EMS	247.73	T. Simpson: EMS/Fire
291.14	A. Kashmer: Fire/EMS	129.10	L. Treat: Fire
60.81	A. McGinnis: EMS/Fire	792.32	J. Wilburn: Fire/EMS
205.20	M. McGinnis: EMS/Fire	58.83	J. Woycitzky: Fire/EMS
199.09	M. Murray: Fire	105.68	T. Yarger: Fire
140.54	J. Overmyer: Fire	82.45	N. Zimmerman: Fire
		<u>\$5,147.06</u>	

**Electronic Payments:**

voucher #1034-2020	6,686.68	OPERS: withholding November, employer contr.
voucher #1083-2020	51.19	GLBA: cc fee November
voucher #1084-2020	103.25	Huntington: bank service charge November
	<u>\$ 6,841.12</u>	

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$31,572.82 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. Faithful Performance of Duty coverage added to OTARMA insurance policy for new Road Superintendent Johnson and appointed Zoning Inspector Babjack.
2. Additional information requested on health insurance/medical cost reimbursement programs from Burns & Flower Insurance Agency. Discussion tabled, pending clarification on program details.

### **Zoning:**

1. Trustees reviewed zoning permit #688 issued to Giesler, 1430 S. Ernsthausen Rd., for accessory building.
2. Resignation received for Zoning Appeals Board member, J. Travis, who has asked to be relieved of his term expiring 2022 due to personal reasons. Trustees will be seeking recommendations for potential candidates to fill the remainder of his term.

### **Cemetery:**

No update

### **Roads:**

1. Trustee Bev Haar commended Road Superintendent Johnson and Cemetery Sexton Rodriguez on the great teamwork they are showing. Trustee Baker also complimented them on their forward thinking.
2. Johnson provided an update on maintenance projects and clean up being done around the maintenance garage, roads, and cemetery and theft prevention.
3. Trustees continued discussion with Fiscal Officer on 2021 budget items, including sealer for Portage River Road/Hyde Run bridge, repairs to Netcher Road and Lickert Harder Road, road striping, Ernsthausen Road catch basin and tiling, corner of Yeasting and Hessville Roads, and purchase of road salt. Asphalt fill could also be used at cemetery on roads.
4. Trustees reviewed and approved OCTA Memorandum of Understanding for 2021 maintenance and repairs.
5. Special permit reviewed, as issued by Ottawa County Engineer's Office to K. Fox for replacing existing catch basin at west end of Stange Road.

### **Fire/EMS:**

1. Discussion on disposition of #447 EMS Tahoe. No action taken.
2. Cell phone previously used in Fire response remains unused. Trustees agreed to discontinue this line with Verizon.
3. Per discussion with Fire Engineer Overmyer, Hazel reported that additional diagnostics and repairs were needed on engine #443, estimated at \$500-\$800.
4. Fiscal Officer reviewed payment of points for volunteer positions of Chief Engineer and Incident Data Reviewer, along with clarification on drill and instructor limits for volunteers. Position assignments requested from Chief Wilburn for 2021. Trustees agreed to strike wording from the policy on drills and instructor limits, so as not to limit necessary drills.
5. Trustees reviewed with McGinnis his proposal to increase part-time coverage for 2021 by 8 hours per day (10 pm – 6 am) for EMT coverage. This would provide for 2 staffed positions 24-hours per day. Based on previous encumbrances, the current operating budget may not

comfortably support an increase of \$45,000 (\$13/hr. x 8 hours x 365 days x 1.1745 OPERS/Medicare/BWC). McGinnis requested further discussion with EMS officers to come up with an alternative recommendation. Discussion tabled.

6. McGinnis requested continued real-time revenue/encumbrance/budget information to aid in running the EMS department.
7. Review of Benton Township Fire/EMS contract renewal for the three-year calendar period of 2021-2023. McGinnis proposed cleaning up language in contract, and recommended continuing contract pricing, but increasing the EMS run charge from \$325 per patient to \$400, and \$150 per response with Fire to \$200 to coincide with increased expenses of operating. Carol Baker moved to modify the contract language in EMS contract item #2 and item #3 as discussed, and increase the per patient run charge to \$400, and \$200 per response with Fire. Beverly Haar seconded the motion. The vote was unanimous. **Motion carried.**
8. McGinnis purchased Zoll monitor batteries and CO detectors for EMS. Both will be reimbursed through the \$1500 EMS safety grant. Squad #448 power load malfunctioned again and is awaiting parts from service call today through EMSAR. Squad #449 scheduled for service at Braun with Penn Care for backup camera repairs (warranty). Original invoice is still being held for payment, pending repairs from original camera malfunction due to short.

**Building/Grounds:**

1. Trustees discussed and made additional modifications to community room use policy due to continued Covid19 restrictions on gatherings. Due to Ottawa County being currently labeled as a red covid zone, the community room will only be available for township (zoning, fire, EMS) business.

**Communications, Announcements, Other:**

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 at 10:39 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer