

The Board of Trustees of Harris Township, Ottawa County, met in special session on Monday, December 30, 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 4:30 pm.

The purpose of the meeting was to discuss budgetary items for 2020, along with reallocation of appropriations and issuance of additional purchase orders for 2019 expenses.

Fiscal Officer recommended issuance of:

- An additional Purchase Order for Columbia Gas for natural gas at the station in December, \$600.00, account code 1000-120-353-0000, Natural Gas.

- Reallocation of appropriations:
 - Reallocated from 2282-220-319-0000, Other-Professional and Technical Services, \$7,728.56; 2282-220-323-0000, Repairs and Maintenance, \$5,520.44; 2282-220-381-0000, Property Insurance Premiums, \$1,579.00; and 2282-220-382-0000, Liability Insurance Premiums, \$172.00;

Reallocated to 2282-220-430-0000 \$15,000.00, for turnout gear, helmets and boots.

- Reallocated from 2283-230-230-0000, Workers' Compensation, \$2,103.02; 2283-230-314-0000, Tax Collection Fees, \$678.92; 2283-230-381-0000, Property Insurance Premiums, \$360.00; and 2283-230-420-0000, Operating Supplies, \$858.06;

Reallocated to 2283-230-211-0000, \$4,000.00, for additional OPERS

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. Upon calling the roll, the motion was **unanimously approved**.

A motion was made by Carol Baker and seconded by Jerry Haar to continue to hold the 2020 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 2020:

Fire & EMS Chief: James Wilburn

Road Superintendent: Jason Bickley

Cemetery Sexton: Andres Rodriguez

Station Maintenance: James Wilburn

Zoning Inspector: Dan Laity

Regional Planning Commission Representative: Jerry Haar

Zoning Board of Appeals: John Fletcher for a five-year term ending December 31, 2024

Zoning Commission: Trustees are awaiting confirmation for five-year term ending December 31, 2024

A motion was made by Beverly Haar and seconded by Jerry Haar to approve the above appointments for 2020. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

A motion to approve the reasonable expenses of the Trustees and Fiscal Officer per the Township's Travel Policy, while attending approved conferences in 2020, was made by Beverly Haar and seconded by Carol Baker. 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 2020 IRS approved rate of 57.5 cents per mile driven for business use, down 0.5 cents from the 2019 rate. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

A motion was made by Carol Baker and seconded by Jerry Haar to have the 2020 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 2020 temporary and permanent appropriations. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

Based on year end fund balances and the Certificate of the Sources Available for Expenditures, the Fiscal Officer presented temporary appropriations for 2020 as follows:

General Fund	\$ 26,700.00
MVL Fund	\$ 0
Gas Tax Fund	\$ 0
Road & Bridge Fund	\$ 43,800.00
Cemetery Fund	\$ 6,000.00
Ambulance and EMS Fund	\$ 13,000.00
Fire & EMS Service Levy Fund	\$ 29,700.00
EMS Service Only Levy	\$ 82,500.00
Total 2020 Temporary Appropriations	\$201,700.00

After review of 2019 first quarter expenditures, a motion to move for the adoption of the Temporary Appropriations for the fiscal year ending December 31, 2020, was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The Fiscal Officer recommended that purchase orders and/or individual blanket certificates up to \$5,000.00 be permitted to be opened for 2020 temporary appropriations, expiring on March 31st. A motion was made by Carol Baker and seconded by Jerry Haar to allow purchase orders and/or blanket certificates to be opened at a maximum amount of \$5,000.00 for 2020 temporary appropriations, expiring on March 31st. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

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 5:10 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer