

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, September 19, 2022, with the following members present: Trustees Beverly Haar, Jerry Haar, DJ Greenhill; and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

- Road Superintendent, Cary Johnson (left at 8:55 pm)
- Zoning Inspector, Paul Perry (left at 8:55 pm)
- Fire Chief, Jim Wilburn (entered at 7: 45 pm, left at 8:55 pm)
- Assistant Fiscal Officer, Carol Baker (left at 9:08 pm)

The minutes of the regular meeting held September 6, 2022, were read by Chairman Beverly Haar. DJ Greenhill moved and Jerry Haar seconded that the minutes be approved. **Motion carried.**

## **FINANCIAL**

A motion was made by Trustee Greenhill and seconded by Trustee J. Haar that the attached list of bills totaling \$53,810.77 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.**

The Fiscal Officer presented the July and August 2022 financial reports and bank reconciliation reports. After review, a motion to approve the July and August 2022 financial reports and bank reconciliations was made by Greenhill and seconded by B. Haar. **Motion carried.**

## **REPORTS**

**Financial/Administrative:** *(Fiscal Officer's report)*

1. Trustees reviewed invoices, signed checks and vouchers, reviewed and initialed payroll, reviewed and signed & authorized purchase authorizations.
  - a. Link Computer Corporation, T&N #75-2022, \$2,700, GEN1000-110-360-0000, email set up & integration
  - b. Great Lakes Billing Associates Inc, PO #76-20222, \$3,900, EMS2281-230-310-0000, contract ambulance billing/credit card fees
  - c. ESO Solutions, Inc., PO #77-2022, \$3,540, EMS2283-230-490-0000, annual asset/inventory mgmt. software & training
  - d. Then and Now purchase orders for road projects: Ottawa County Engineer, \$5,000, MVL2011-330-360-0000, road striping 2022; \$27,177, MVL2011-760-700-0000 & \$77,265 2021-760-700-0000, tar/chip/fog Linker Portage & Lickert Harder
  - e. Morton Salt Inc, \$1,340.75, GAS2021-330-400-0000, road salt for winter season
  - f. Luckey Farmers, \$3,500, GAS2021-330-400-0000, fuel for roads
2. Update on Wolf Creek Petition Project #143. It is a joint project between Ottawa County and Sandusky County in which Sandusky County is taking the lead but it is now tabled. It is understood that Harris Township's share is based on road and right-of-way areas that drain into Wolf Creek.

3. The 2021 Local Tax Certification was completed for lodging tax.
4. Trustees reviewed a request for write off from GLBA. Patient mother was told that volunteer Fire/EMS members of the Department received free transport. Fiscal Officer explained that all patients are billed for transport services; anything else would be considered preferential treatment. After a review of financial assistance application of patient household, Fiscal Officer recommended write off of immaterial remaining balance of \$10.95. Resident account 18-33395 qualifies for partial financial hardship, with remaining balance approved for write off. So moved by Beverly Haar and seconded by Jerry Haar. **Motion carried.**

**Zoning:** *(Inspector's report)*

1. The Zoning Appeals Board held a final hearing for Hawn appeal and approved the setback.
2. Permits issued:  
#718 accessory building, 16154 W SR 105  
#720 pool, 776 S State Route 590

**Cemetery:** *(Sexton's report)*

1. Cemetery Deed 669 issued.
2. 2023 cemetery grant application was denied due to lack of funding to support all proposals submitted.
3. The water leak behind the garage has been repaired.

**Roads:** *(Road Superintendent's report)*

1. John Deere Alamo long reach mower is being repaired at a quoted cost of \$2,250 at Oak Harbor Hydraulic for hydraulic cable replacements. PO to be issued from Fund RDS2031.
2. Trustees remain interested in purchasing a used Durapatcher from Clay Township PD for \$18,000. Additional costs would include \$900 for a cold sheet door on truck. Supt. will review specifics/price and bring back to next meeting for a decision.
3. L. J. Overmyer expressed concerns about a drainable tile below surface on Smith Road. He was instructed to contact the County regarding concerns before any boring is done under the road.
4. Received invitation to ODOT 2024 STIP Rural Consultation Virtual Meeting on Oct. 18.
5. Supt. Johnson will need to schedule his ODOT physical.

6. Discussion on recent tar/chip project on Linker-Portage Rd and Lickert-Harder Rd. Trustees to discuss with contractor, Bergman, and County Engineer's office before fog seal is placed.

**EMS/Fire:** *(Chief's report)*

1. Rocky Ridge Fire Department is disbanding and auctioning its equipment. B. Haar motioned and Greenhill seconded giving permission to purchase fittings and other items that will be useful for HEFD.
2. Reimbursement was approved to Greenhill for purchase of inflatable boat for fire department. The boat had to be purchased on a credit card showing a street address as opposed to a PO box number. Purchase order to be issued for \$1,798 FIRE2282-760-740-0000.
3. Notification received: MARCS radios were shipped and will have to be installed by PRN.
4. James Hauden and Jeffrey Harwick have accepted part-time EMT positions. B. Haar moved and Greenhill seconded hiring Baylee Tefft for part-time EMT-B position pending background and BMV checks. **Motion carried.**
5. Greenhill moved and J. Haar seconded EMS preventative maintenance costs and issuance of purchase orders for:
  - a. Stryker power cots and stair chair, \$1,452
  - b. Zoll renewal for 2 autopulse and 2 monitors, \$1,500
  - c. VendNovation for EMS dispenser software licensing, \$1,200

**Motion carried.**

**Building & Grounds:** *(Jim Wilburn, building supervisor — no report)*

**Announcements, Communications, Other**

1. After reviewing services/costs, B. Haar moved and Greenhill seconded hiring DW Hostit at \$504 annually to design and host the township's new web site. **Motion carried.**
2. Wilburn reported that Regional Water project will begin late winter to early spring, with 6 months of construction on Portage River Road. Directional drilling 12-14" on the south side of the road. 7-9 hydrants allocated for within the Township, with a cost of \$7700 per hydrant. Board to contact Elmore Village regarding this cost, as no quote has been received to date.
3. August 2022 EMS billing reports were received from Great Lakes Billing Associates.
4. Materion Brush Inc notification of modification received dated 9/12/2022.

There being no further business, a motion to adjourn was made by Beverly Haar and seconded by DJ Greenhill . Chairman Beverly Haar declared the meeting duly adjourned at 9:08 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

(Expenditure attachment on next page....)

The following payments were reviewed:

Number	Date	Amount	Purpose	Payee
702-2022	9/8/22	\$465.04	BIWEEKLY HOURLY 8/21-9/3/22	Ron Distel
703-2022	9/8/22	\$1,455.81	BIWEEKLY HOURLY 8/21-9/3/22	Cary L Johnson
704-2022	9/8/22	\$278.26	BIWEEKLY HOURLY 8/21-9/3/22	Todd E Northrup
705-2022	9/8/22	\$1,071.89	BIWEEKLY HOURLY 8/21-9/3/22	Andres F Rodriguez
707-2022	9/8/22	\$380.57	BIWEEKLY HOURLY 8/21-9/3/22	Derrick J Berkel
708-2022	9/8/22	\$368.71	BIWEEKLY HOURLY 8/21-9/3/22	Brittany A Dewyre
709-2022	9/8/22	\$997.17	BIWEEKLY HOURLY 8/21-9/3/22	Alexander M Fertig
710-2022	9/8/22	\$22.52	BIWEEKLY HOURLY 8/21-9/3/22	Jeffrey T. Herman
711-2022	9/8/22	\$330.22	BIWEEKLY HOURLY 8/21-9/3/22	Scott J Jones
712-2022	9/8/22	\$69.31	BIWEEKLY HOURLY 8/21-9/3/22	Amanda R. McGinnis
713-2022	9/8/22	\$636.36	BIWEEKLY HOURLY 8/21-9/3/22	Michael E. McGinnis
714-2022	9/8/22	\$90.99	BIWEEKLY HOURLY 8/21-9/3/22	Tiffany A Moltoris
715-2022	9/8/22	\$1,078.16	BIWEEKLY HOURLY 8/21-9/3/22	Deborah L. Pocino
716-2022	9/8/22	\$592.57	BIWEEKLY HOURLY 8/21-9/3/22	Krista D Watson
718-2022	9/8/22	\$1,175.06	Federal 941 withholding and employer contribution	United States Treasury
724-2022	9/17/22	\$6,644.57	Withholding and employer match-Aug 2022	OPERS
725-2022	9/17/22	\$876.00	UAN fees	TREASURER STATE OF OHIO
726-2022	9/12/22	\$60.00	postage	Business Card
727-2022	9/12/22	\$57.62	Ink fire office	Business Card
728-2022	9/21/22	\$156.31	MONTHLY VOLUNTEER, August 2022	Derrick J Berkel
729-2022	9/21/22	\$134.69	MONTHLY VOLUNTEER, August 2022	Jeff Berkel
730-2022	9/21/22	\$135.14	MONTHLY VOLUNTEER, August 2022	Brittany A. Dewyre
731-2022	9/21/22	\$200.02	MONTHLY VOLUNTEER, August 2022	Daniel A Dewyre
732-2022	9/21/22	\$102.69	MONTHLY VOLUNTEER, August 2022	Scott J Jones
733-2022	9/21/22	\$82.27	MONTHLY VOLUNTEER, August 2022	Paul M Makulinski
734-2022	9/21/22	\$85.14	MONTHLY VOLUNTEER, August 2022	Amanda R. McGinnis
735-2022	9/21/22	\$247.82	MONTHLY VOLUNTEER, August 2022	Michael E. McGinnis
736-2022	9/21/22	\$184.49	MONTHLY VOLUNTEER, August 2022	Michael J. Murray
737-2022	9/21/22	\$70.27	MONTHLY VOLUNTEER, August 2022	Cameron P Overmyer
738-2022	9/21/22	\$105.41	MONTHLY VOLUNTEER, August 2022	Jared J. Overmyer
739-2022	9/21/22	\$117.12	MONTHLY VOLUNTEER, August 2022	Nathan A. Overmyer
740-2022	9/21/22	\$76.55	MONTHLY VOLUNTEER, August 2022	Joshua M. Parlette
741-2022	9/21/22	\$220.29	MONTHLY VOLUNTEER, August 2022	Deborah L. Pocino
742-2022	9/21/22	\$70.27	MONTHLY VOLUNTEER, August 2022	Michael Probst
743-2022	9/21/22	\$171.18	MONTHLY VOLUNTEER, August 2022	Brian Richards Jr.
744-2022	9/21/22	\$128.65	MONTHLY VOLUNTEER, August 2022	Brandon E Rizzo
745-2022	9/21/22	\$70.27	MONTHLY VOLUNTEER, August 2022	Glenn Sasser Jr.
746-2022	9/21/22	\$389.95	MONTHLY VOLUNTEER, August 2022	Timothy Simpson
747-2022	9/21/22	\$70.54	MONTHLY VOLUNTEER, August 2022	Liam J Treat
748-2022	9/21/22	\$23.55	MONTHLY VOLUNTEER, August 2022	Brandon M Wilburn
749-2022	9/21/22	\$904.63	MONTHLY VOLUNTEER, August 2022	James M. Wilburn
750-2022	9/21/22	\$11.77	MONTHLY VOLUNTEER, August 2022	Nicholas E Zimmerman
752-2022	9/22/22	\$547.88	BIWEEKLY HOURLY 09/4-09/17/22	Ron Distel
753-2022	9/22/22	\$1,455.81	BIWEEKLY HOURLY 09/4-09/17/22	Cary L Johnson
754-2022	9/22/22	\$999.94	BIWEEKLY HOURLY 09/4-09/17/22	Andres F Rodriguez
756-2022	9/22/22	\$199.61	BIWEEKLY HOURLY 09/4-09/17/22	Derrick J Berkel
757-2022	9/22/22	\$383.47	BIWEEKLY HOURLY 09/4-09/17/22	Brittany A. Dewyre
758-2022	9/22/22	\$956.25	BIWEEKLY HOURLY 09/4-09/17/22	Alexander M Fertig
759-2022	9/22/22	\$232.30	BIWEEKLY HOURLY 09/4-09/17/22	Jeffrey J Harwick
760-2022	9/22/22	\$309.84	BIWEEKLY HOURLY 09/4-09/17/22	James M Hauden
761-2022	9/22/22	\$142.31	BIWEEKLY HOURLY 09/4-09/17/22	Jeffrey T. Herman
762-2022	9/22/22	\$196.47	BIWEEKLY HOURLY 09/4-09/17/22	Jennifer N Marcson
763-2022	9/22/22	\$636.32	BIWEEKLY HOURLY 09/4-09/17/22	Michael E. McGinnis
764-2022	9/22/22	\$310.59	BIWEEKLY HOURLY 09/4-09/17/22	Tiffany A Moltoris
765-2022	9/22/22	\$1,239.37	BIWEEKLY HOURLY 09/4-09/17/22	Deborah L. Pocino
766-2022	9/22/22	\$592.57	BIWEEKLY HOURLY 09/4-09/17/22	Krista D Watson
768-2022	9/23/22	\$758.71	Federal 941 withholding and employer contribution	United States Treasury
769-2022	9/23/22	\$1,138.05	Federal 941 withholding and employer contribution	United States Treasury
770-2022	9/22/22	\$90.10	Volunteer triannual incentive pay	Derrick J Berkel
771-2022	9/22/22	\$90.10	Volunteer triannual incentive pay	Deborah L. Pocino
772-2022	9/22/22	\$90.10	Volunteer triannual incentive pay	Timothy Simpson
773-2022	9/22/22	\$335.40	Volunteer triannual incentive pay	James M. Wilburn
31227	9/8/22	\$142.30	Withholding	Michigan State Disbursement Unit (MSDU)
31228	9/8/22	\$225.78	Withholding	Ohio Child Support Payment Central
31229	9/6/22	\$152.11	(3) Lazer blades, notched; oil; filter	Bill's Implement Sales
31230	9/6/22	\$32.92	EMS meds: lidocaine	Embrace Healthcare
31231	9/6/22	\$22.00	Sign-Blind Drive 12x18"	Griffin Pavement Striping
31232	9/6/22	\$125.00	Cameron FF 36-hr tuition reimbursement 25%	Jared Overmyer
31233	9/6/22	\$119.50	#444 3/8" plate 10x34" for wench mount	Lakecraft Corporation
31234	9/18/22	\$217.50	Email, M365, Proofpoint monthly service	Link Computer Corporation
31235	9/6/22	\$429.97	Intimidator LOF, drive belt fuses-maint garage ratchet set-cemetery	MJD MOTORSPORTS
31236	9/6/22	\$93.43	Firefighter tuition reimbursement 25%	Oak Harbor Auto Parts Inc.
31237	9/6/22	\$125.00	Solenoid for JD long reach tractor	Paul Makulinski
31238	9/6/22	\$110.40	zoning code book printing	STREACKER TRACTOR SALES
31239	9/6/22	\$12.25	Oil, oil dry, line for JD tractors & loader	The UPS Store
31240	9/6/22	\$142.26	BCI: J. Harwick	Tractor Supply Credit Plan
31241	9/6/22	\$30.00	GLBA refund issued Inv #9450	Village of Elmore, Police Dept.
31242	9/19/22	\$12.61	LZE801CKA604A1 Lazer Z E-series 25.5HP Kaw FX801 SS zeroturn mower	GREAT LAKES BILLING ASSOCIATES, INC.
31243	9/19/22	\$10,879.00	EMS supplies: needles	Bill's Implement Sales
31244	9/19/22	\$11.80	annual asset/inventory mgmt software & training 9/22/22-9/21/23	BOUND TREE MEDICAL, LLC.
31245	9/19/22	\$3,540.00	contract ambulance billing fees August	ESO Solutions, Inc.
31246	9/19/22	\$620.12	Hex Trail Tires (4)	GREAT LAKES BILLING ASSOCIATES, INC.
31247	9/19/22	\$551.27	Email, M365, Proofpoint monthly service email set up and integration JAN 2022	Harris-Elmore Fire Fighters Association
31248	9/19/22	\$1,223.75	Fuel off-road diesel	Link Computer Corporation
31249	9/19/22	\$491.21	Employee assistance program	LUCKEY FARMERS, INC.
31250	9/19/22	\$100.00	cemetery supplies & rd/cem uniform shirts	Memorial Professional Services, Ltd
31251	9/19/22	\$507.86	EMS wireless hook ups/data plans for EMS squads	Moriarty Machinery & Supply Inc.
31252	9/19/22	\$75.23	electric, water & sewage at fire station, garage, and cemetery	Verizon Wireless
31253	9/19/22	\$647.77	inflatable 14' boat FIRE rescue	VILLAGE OF ELMORE
31254	9/21/22	\$1,798.00	MONTHLY VOLUNTEER, August 2022	Donald J. Greenhill II
31255	9/22/22	\$11.70	Withholding	Eric M Fulmider
31256	9/22/22	\$142.30	Withholding	Michigan State Disbursement Unit (MSDU)
31257	9/22/22	\$102.69	Withholding	Ohio Child Support Payment Central
		\$53,810.77		