

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, November 6, 2023, 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:

- Fire Chief, Jim Wilburn (entered at 8:00 pm)
- Road Superintendent, Carey Johnson (entered at 8:00 pm)

The minutes of the regular meeting held October 16, 2023, were read by Chairman Beverly Haar. Jerry Haar motioned and DJ Greenhill seconded that the minutes be approved. **Motion carried.**

FINANCE

1. Trustees reviewed invoices, signed checks and vouchers, reviewed and initialed payroll, reviewed and signed purchase authorizations.
2. A motion was made by Trustee B. Haar and seconded by Trustee Greenhill that the attached list of bills totaling \$44,147.43 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.**

DEPARTMENT REPORTS

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

1. The Ohio EMA EMS Retention Grant funds were expended, with appreciation, to eligible EMS employees on November 2. Employer retirement and Medicare costs equated to \$2026.02, and paid from the EMS Fund per previous motion.
2. The Ohio audit for 2021/2022 was released; no findings.
3. OTA Winter Conference 2024 will be held Feb 7-9 in Columbus. B. Haar moved to pay pre-registration of \$125 each to OTA for Fiscal Officer and up to 3 Trustees to attend, along with 2 nights each for lodging not to exceed \$191/night and travel and meal expenses per policy. Greenhill seconded. **Motion carried.**
4. Michelle Ash, HR consultant, has been contacted for a review of our employee policy manual prior to hiring of full-time EMS employees. J. Haar moved to proceed contracting with Ash for consulting services at a fee of \$75/hour, not to exceed \$2000. Greenhill seconded. **Motion carried.**
5. Harris Township to host the next quarterly Ottawa County Township Association meeting to be held on Jan 24, 2024. Greenhill to contact Ole Zims for catering; B. Haar to contact Mike Drusbacky of the Ottawa County EMA regarding speaker, Anita Stechschulte, who will speak about the April eclipse events.
6. B. Haar moved and Greenhill seconded a motion to allow carry over of 24 hours of personal time for Andy Rodriguez due to dependent's upcoming medical procedure

in January. Also approved vacation request beginning Jan 11, 2024; return to work date pending outcome of scheduled surgery. **Motion carried.**

7. Information from Auditor Widmer reviewed regarding HB 187 3-year averaging of property valuations that has passed OH House. Should this bill pass the senate and be signed by the governor, it could delay first half tax receipts until June at the earliest. Fiscal Officer stated we will need to proactively conserve cash for the first half of the year.

Zoning:

1. One permit pending per Zoning Inspector Perry.
2. Discussion on unregistered vehicles in township and whether Board wants to proceed as a zoning violation, or junk cars per ORC 505-871, or ORC 505-873. Fiscal Officer suggested a letter to violators giving them until spring 2024 to clean up/remove. Discussion tabled until more information is gathered.

Cemetery: (*Sexton's report*)

1. Transfer deed #693 issued to Valle from Miller.
2. Discussion on development of new cemetery plot and planting trees; tabled.
3. Per ORC Section 3705.17, a burial permit (and cremation certificate) is to be obtained before any interment. Sexton advised Board that he has recently encountered situations recently where cremation certificates were not readily available who had died years prior. He requested adding 3705.17 to website for reference. Trustees approved.
4. While not legally required by federal or Ohio law, trustees discussed mandating burial vaults for Harris Township. Vaults mainly support the soil and hinder sinking, further aiding in prevention of foundation and monument cracking, breaking or toppling due to uneven ground. Additionally, they provide more permanence in locating over time. B Haar moved to adopt mandating burial vault usage in Harris Elmore Union Cemetery; no steel air seals are permitted. Greenhill seconded. **Motion carried.**
5. Request for Kubota compact tractor from Streaker in Fremont for \$22,804.41. Trustees requested additional quotes, to include quotes for a used tractor.

Roads: (*Road Superintendent's report*)

1. Millings have all been used at the cemetery. Johnson to check with Kokosing and others to try to obtain more to complete fill in at cemetery.
2. Information forthcoming from county engineer regarding project with Bergman. 2024 will be year 3 of this project, which should have been completed in 2022.

3. A roller remains on wish list; a trailer is also required for the newer rollers. Johnson requested budget also include a reserve for new truck.
4. 30 mph blinking speed limit signs were placed near Materion approach. These are not enforceable and sheriff's dept. was contacted by ODOT. County engineer TRQ still open for resolution on rumble strips requested by Materion for pedestrian crossing.
5. Trees determined to be in the right of way on Yeasting/Hessville residence. Referred to zoning inspector.
6. Resolution approved to submit speed study for Portage River South, from village annexation to Ravine Drive, to Ottawa County Engineer office for submission to ODOT for reduction in speed from 55 mph to 40 mph. Motion by B. Haar; seconded by J. Haar. Upon roll call, all voted yes. **Motion carried.**

Fire: (*Chief's report*)

1. Wilburn requested approval to contract with Mickey Smith for \$2,500 for a third year for AFG grant writing services for a new tanker to replace 1991 engine #446. Discussion on whether we would even qualify with increased levy funding; however, with costs also increasing since Covid19, a new tanker may cost up to \$500,000. Refurbishing the existing tanker was last quoted at \$125,000; our portion of grant match would be 5%, or \$25,000 estimated. Pending grant writer's opinion on eligibility for grant, Beverly Haar moved to proceed with a third application for AFG/FEMA grant for a new tanker to replace engine #446. Jerry Haar seconded the motion. Upon roll call, the vote was unanimous. **Motion carried.**
2. Service call for EMS bay door for 447 found to be due to bad fuses, which were replaced. Wilburn requested installation of a new operator by Northwood Door at a quoted price of \$1,710. Jerry Haar moved to install new operator for bay door 447; Bev Haar seconded. **Motion carried.**
3. Request to purchase the following for the fire department extrication purposes:
 - 5/16" x 20' log chain, \$60-\$100
 - M18 Fuel Milwaukee 14" 18-V Li-ion Chainsaw, \$319
 - M18 18-V Li-ion High Output battery pack, \$179B. Haar moved to purchase necessary extrication equipment; Greenhill seconded. **Motion carried.**

EMS: (*Assistant Chief/EMS Administrator's report*)

1. McGinnis request to hire J. Wyse, pending BCI check, as part-time paramedic. Motion made by B. Haar; seconded by J. Haar. **Motion carried.**
2. P. Makulinski's EMT-B certification is active and he has been cleared to start responding to EMS calls with our department. Congratulations to Paul on his accomplishment!

Building & Grounds: *(Wilburn's report)*

1. Wilburn requested to purchase a backpack leaf blower and a light-duty commercial trimmer for station use. Quote provided by John Deere \$695. B. Haar moved to purchase leaf blower and trimmer; Greenhill seconded. **Motion carried.**

Announcements, Communications, Other:

1. Trustees received and reviewed the following:
 - Notice of Sandusky County Sugar Creek 162 Watershed assessment final hearing
 - *Grassroots Clippings, October 2023, November 2023*
 - *Ohio Township News, Nov/Dec 2023*

There being no further business, a motion to adjourn was made by Jerry Haar and seconded by DJ Greenhill. Chairman Beverly Haar declared the meeting duly adjourned at 9:59 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

Continued...

The following expenditures were reviewed:

Number	Date	Warrant Amount	Purpose	Payee
876-2023	10/31/23	\$1,962.89	QSEHRA: Greenhill	Burnham & Flower Insurance Group
877-2023	10/31/23	\$84.25	Bank service charge October	Huntington Bank
878-2023	11/7/23	\$595.28	941 withholding and employer match	United States Treasury
31724	11/6/23	\$184.85	Phones/Fax/Wifi	Amplex
31725	11/6/23	\$1,245.82	PEL-24 two section ladder	Atlantic Emergency Solutions
31726	11/6/23	\$146.56	EMS supplies	BOUND TREE MEDICAL, LLC.
31727	11/6/23	\$504.00	Annual VIP website hosting package	DwHostit
31728	11/6/23	\$400.00	junk hauling 10/16	Elliott Scrapping LLC
31729	11/6/23	\$175.98	Hyd fluid for dump trucks & backhoe	Fremont Auto Parts
31730	11/6/23	\$437.50	2002 Freightliner diagnostic service call for failed controller	Gemini Power Systems, LLC
31731	11/6/23	\$200.00	Tree limb clean up/removal	Kut-Rite Pruning Service LLC
31732	11/6/23	\$217.50	Email, M365, Proofpoint monthly service	Link Computer Corporation
31733	11/6/23	\$1,400.00	Speed survey: Portage River South Rd village limits/Ravine Dr	MasterMind Systems, Inc.
31734	11/6/23	\$100.00	OCT Employee assistance program	Memorial Professional Services, Ltd
31735	11/6/23	\$405.00	#449 APX8500 control head diagnostic and wiring issues	P & R Communications Service, Inc.
31736	11/6/23	\$1,205.98	EMS uniforms & outerwear: France, Horst, France	Phoenix Safety Outfitters
31737	11/6/23	\$363.00	foundations	Spoerr Precast Concrete Inc.
31738	11/6/23	\$102.00	EMS cell phones, iPads for fire & EMS	Verizon Wireless
31739	11/6/23	\$452.00	Fire extinguisher servicing and repairs	Automatic Fire Protection Systems, Inc.
31740	11/6/23	\$246.16	natural gas for garage & fire station	COLUMBIA GAS
31741	11/6/23	\$432.60	Magnetic Mic Hangers	P & R Communications Service, Inc.
31742	11/6/23	\$32,309.56	(2) Power Stair Chairs appvd 6/19/23 w/trade in credit and BWC Safety Grant	Stryker
31743	11/6/23	\$976.50	EMS supplies	Teleflex LLC
		<u>\$44,147.43</u>		