

The Board of Trustees of Harris Township, Ottawa County, met in regular session, due to the New Year's holiday, on Tuesday, January 2, 2018, with the following members present: Trustees: Beverly Haar, Jerry Haar, Carol Baker and Fiscal Officer Laura Hazel. Chairman for 2017, Beverly Haar, called the meeting to order at 7:30pm.

Resident in Attendance: None

Others in Attendance: Fire Chief Wilburn, Assistant EMS Chief McGinnis, and fireman/Station Maintenance Brian Richards entered at 7:45 pm and left at 8:55 pm.

As this is the first meeting of the year, the Fiscal Officer asked for nominations for Chairman for the year 2018. A motion was made by Carol Baker and seconded by Jerry Haar to elect Beverly Haar as Chairman for the year 2018. Upon calling the roll, the motion to elect Beverly Haar as Chairman of the Harris Township Board of Trustees for the year 2018 was unanimously approved. **Motion carried.**

The Fiscal Officer then asked for nomination for Vice Chairman. A motion was made by Beverly Haar and seconded by Carol Baker to elect Jerry Haar as Vice Chairman for the year 2018. Upon calling the roll, the motion to elect Jerry Haar as Vice Chairman of the Harris Township Board of Trustees for the year 2018 was unanimously approved. **Motion carried.**

The minutes of the last regular meeting held on December 18, 2017 were read and approved on a motion made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved. **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 2018:

**Fire & EMS Chief:** James Wilburn

**Road Superintendent:** Jason Bickley

**Cemetery Sexton:** Tom Novotney

**Station Maintenance:** Brian Richards, Jr.

**Zoning Inspector:** Dan Laity

**Regional Planning Commission Representative:** Jerry Haar

**Zoning Commission:** Eric Amstutz for a five-year term ending December 31, 2022.

**Zoning Board of Appeals:** Jeff Travis for a five-year term ending December 31, 2022.

A motion was made by Carol Baker and seconded by Jerry Haar to approve the above appointments for 2018. 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 the conferences of the Ohio Township Association in 2018, 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 Beverly Haar and seconded by Jerry Haar to have the 2018 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 2018 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 2018 IRS approved rate of 54.5 cents per mile. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The Trustees discussed wages for the year 2018;

A motion to approve the following wages effective with the pay date beginning February 15, 2018, amending the salary schedule as follows, was made by Carol Baker and seconded by Beverly Haar:

**Jason Bickley:** \$20.50/hour, up from \$20.25/hr., an increase of \$0.25 per hour

**Tom Novotney:** \$18.00/hour, up from \$17.75/hr., an increase of \$0.25 per hour

Both Jason Bickley and Tom Novotney will be paid 8 hours for all legal holidays, overtime after 40 hours per week, Monday through Friday. Overtime, time and one half, for Saturday, Sunday, or Holiday and emergency call out after normal work hours caused by safety matters or funeral related cemetery needs shall also be paid.

A motion to approve the following wages effective with the pay period ending January 31, 2018, amending the salary schedule as follows, was made by Carol Baker and seconded by Jerry Haar:

Fire Chief **Jim Wilburn:** \$210.00 per month, up from \$200/month, an increase of \$10 per month.

EMS Division Asst. Chief **Mike McGinnis** \$160.00 per month, up from \$150/month, an increase of \$10 per month.

EMS Division Captain **Amanda McGinnis:** \$110.00 per month, up from \$100/month, an increase of \$10 per month.

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

**Volunteer EMS:** \$26.00 per run for EMT and paramedic, and \$13.00 per point, paid monthly, a decrease of \$4/run for paramedic. \$2.50 per hour for on-call EMS, an increase of \$0.50/hr.

A motion to approve the following wages effective with the pay date beginning January 4, 2018, 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 \$15.00 /hr., up from \$14.30/hr. for Paramedics; and \$12.50/hr., up from \$12.30 for EMT advanced; and \$11.00/hr., up from \$10.75/hr. for EMT basic. These wages are paid bi-weekly, pay date beginning 1/4/18.

**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., an increase of \$0.25/hr.,

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

**Zoning Inspector, Dan Laity:** \$365.00 per month, no change.

**Emergency Snow Plowers:** \$15.00 per hour, change from time and one half to all straight time within 40-hour week.

Upon calling the roll, the above motion to approve rates of pay for 2018 was unanimously approved. **Motion carried.**

The Fiscal Officer reviewed the December financial reports and bank reconciliation reports. The yearly financials were also reviewed, comparing fund status, revenue status, and appropriation status for years 2013, 2014, 2015, 2016, and 2017. After discussion, a motion to approve the financial reports as presented was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The Fiscal Officer presented, for review, the Certificate of the Total Amounts from All Sources Available for Expenditures and Balances to be approved and signed by the County Auditor. The Total of All Funds figure on the report as of December 31, 2017 was \$1,785,687.63.

Based on year end fund balance and the Certificate of the Sources Available for Expenditures, the Fiscal Officer presented temporary appropriations for 2018 as follows:

|                                     |              |
|-------------------------------------|--------------|
| General Fund                        | \$24,435.00  |
| MVL Fund                            | \$ 0         |
| Gas Tax Fund                        | \$ 0         |
| Road & Bridge Fund                  | \$53,100.00  |
| Cemetery Fund                       | \$24,600.00  |
| Ambulance and EMS Fund              | \$ 0         |
| Fire & EMS Service Levy Fund        | \$25,650.00  |
| EMS Service Only Levy               | \$93,500.00  |
| <br>                                |              |
| Total 2018 Temporary Appropriations | \$221,285.00 |

A motion to move for the adoption of the Temporary Appropriations for the fiscal year ending December 31, 2018, was made by Carol A. Baker and seconded by Jerald A. Haar. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The Fiscal Officer recommended that an individual blanket certificate up to \$3,000.00 be permitted to be opened for 2018 temporary appropriations, expiring on March 31<sup>st</sup>, pending enough funds in that particular appropriation. A motion was made by Carol Baker and seconded by Jerry Haar to allow a blanket certificate to be opened at a maximum amount of \$3,000.00 for 2018 temporary appropriations, expiring on March 31<sup>st</sup>, pending enough funds in that appropriation to be encumbered. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

Reports:

**Cemetery:**

1. Tree and stump removals have been completed by Beeker Landscaping.

**Fire & EMS:** Fire Chief Wilburn gave a brief report that included the following items:

1. The number of runs made by both fire and EMS in year 2017, both departments setting new run totals for the year.
2. Trey Yarger has been given his paperwork to obtain his background check and physical. Still waiting for follow up from inactive firefighter Chavez.
3. Bowling Green Fire School to be held March 10<sup>th</sup> & 11<sup>th</sup>. Attendees eligible for 12-hour CE credit.

4. County Chiefs meeting January 15<sup>th</sup> in Rocky Ridge.
5. The annual fire department appreciation dinner will be held on Sat., Feb. 10 at the American Legion. Dinners will be catered by an outside vendor, yet to be selected.
6. Miscellaneous items are needed: (6) personal vehicle dash lights at \$90 each, gloves and hoods as previously requested, Tanker #446 will need seals replaced in back soon as they are all leaking. Jerry Haar suggested obtaining estimates from Williams and B&B, as well as talking to A. Katko, as he may have replaced these in the past.
7. Some members are interested in taking a Fire II class. Trustee Baker advised we should wait, as we may have other expenses this year if awarded the grant.
8. McGinnis reported that three EMTs are currently signed up for training with Partners for Life at Kalahari at a cost of \$300 each for three days of training. There have typically been five to eight personnel attend, so he is hoping for additional EMTs to sign up. Beverly Haar moved to approve said training for up to eight personnel, and Carol Baker seconded. **Motion carried.**
9. FO Hazel reported that our account has been set up with the OAG and Great Lakes Billing Associates will be sending the final notices out the first week of January. Placements to the OAG will be 30 days from the final notice print date, which coincides with tax season collections.
10. McGinnis suggested an update to our website to include FAQ section and current updates from the Fire/EMS divisions, including posting of Privacy Practices.
11. Discussion took place regarding firefighters Kochen and Rogers interest in EMT course in January. Kochen is interested and able to pay 25% of the fee. Carol Baker moved to accept Kochen's application for EMT class with 25% of the fee paid up front to the Township until one year after certification is achieved. Beverly Haar seconded. **Motion carried.**
12. McGinnis requested approval of Tire Pressure Maintenance System for both squads at a quoted cost of \$294.64 each. Discussion ensued. Beverly Haar moved to approve purchase of 2 tire pressure/valve stem maintenance systems at a total cost of \$589.28. Carol Baker seconded. **Motion carried.**
13. FO Hazel presented contract information and run reports for 2017 for Benton and Washington Townships. The Benton Township 3-year contract for Fire/EMS just expired on Dec 31, 2017. Fire runs in 2017 were doubled from 2016. EMS runs increased 10% from 2016, which were up 52% from 2015. Hazel suggested continuing coverage based on the previous agreement, but renegotiating the contract with the next three months with Benton Township, noting that medications and supply costs are also increasing drastically. McGinnis asked that we also look at the contract wording in regards to billable runs. Many non-transport calls have come with a significant expense to Harris Township recently. Hazel will reach out to FO Millinger and send a bill for 2017 EMS runs per contract. Discussions also ensued on Washington Township contract for Fire Protection, which expires June 14, 2018.

**Roads:**

1. Salt pricing for 2018 is \$43.84/ton per Tina at the Ottawa County Engineer's office.

**Zoning:**

1. Laity has been working on converting PDF zoning code to a word compatible file. He has noticed inconsistencies in the format and making corrections as needed.

**Other:**

1. Richards updated Trustees on building maintenance issues: Atkins was called for a frozen drain the fire bay; he is trying to contact Louie Squires to arrange for EMS quarters floor waxing; Kaylor to provide a quote on replacing the 3

- overhead light fixtures in the EMS bays; Northcoast Security is scheduled to rekey the fire station building on 1/9, along with providing a key for the bathroom trash cans.
2. Beverly Haar made contact with Clouse in regards to the roof leak over the EMS quarters. Clouse has us on his waiting list.
  3. The quarterly meeting of the Ottawa County Township Association will be held on Thursday, January 25, hosted by Danbury Township.
  4. Contact lists updated for OPERS and Ottawa County Engineers
  5. Reviewed the following correspondences: Ottawa County Bridge condition ratings; Engineer's letter regarding reception difficulties with their 151.1 channel; and Ottawa County Community Foundation request for donation

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Jerry Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:55 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel  
Fiscal Officer