

The Board of Trustees of Harris Township, Ottawa County, met in regular session, on Monday, March 19, 2018, 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 7:30pm.

Residents in Attendance: none

Employees in Attendance: Mike McGinnis, Assistant Chief-EMS (entered at 7:50 pm, left at 8:20 pm)

The minutes of the last regular meeting held on March 5, 2018 were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The following expenses were reviewed:

#29119		VOID
29120	\$ 69.98	Gordon Lumber: misc. supplies for signage installation
29121	786.37	Great Lakes Billing Assoc.: EMS billing for Feb 2018
29122	125.00	Lima Radio Hospital: EMS squad #449 radio/antenna rpr
29123	110.70	Lowes: supplies for use at maint garage
29124	767.45	OCTA: rpr brakes 2000 dump truck, speed sensor/LOF on 2004 F250
29125	208.00	Phoenix: FF names added to turnout gear
29126	70.50	Suburban Press: publish annual report notification 2/28/18
29127	246.67	Warren Fire Equip: (2) SCBA mask pieces for fire gear
29128	71.49	Willie's: rpr cemetery saw
29129	350.00	Nat'l Property Insp: maint garage inspection
29130	48.80	Baumann: misc. fluids for EMS vehicles
29131	38.63	Freightliner: taillight for '02 Freightliner road truck
29132	131.46	NAPA: misc. supplies for road trucks, fluids for fire engines
29133	193.91	OCSPC: withholding 3/15/18
29134	375.04	Buckeye Sanitation: junk disposal 3/9/18
29135	957.50	Couse Construction: rpr roof leaks over EMS bays
29136	114.89	Moriarty Co: first aid kit for maint garage, sign holders for roads
29137	170.00	Kaylor Plumbing: replace 2 EMS light fixtures under warranty
29138	53.76	Verizon: modems for EMS squads
29139	759.32	Village of Elmore: electric/water at station, garage, cemetery
29140	872.25	Warren Fire: annual SCBA bench test for Fire Dept
29141	60.00	Treasurer State of Ohio: MARCS radio fee Q1-2018 2 units

EFT payroll for Bi-Weekly hourly, 2/25/28 through 3/10/2018, paid 3/15/18 6753.55

\$1,126.89 Jason Bickley: roads, junk	\$115.38 Clay Finken: EMS
385.25 Brittany Gottfried: EMS	309.82 Brian Gutman: EMS
115.24 Rudolph Hanzel: EMS	129.91 Scott Jones: EMS
113.85 Joshua Kerbel: EMS	225.58 Bradley Krotzer: EMS
358.85 Lisa Lemmon: EMS	692.79 Amanda McGinnis: EMS
489.34 Michael McGinnis: EMS	216.51 Tammy Meek: EMS
205.08 Chris Nelson: EMS	1,093.80 Tom Novotney: roads, cemetery, junk
639.07 Deb Pocino: EMS	118.59 Brian Richards, Jr: EMS
303.75 Matthew Riggle: EMS	113.85 Karli Sasscer: EMS

Voucher #216-2018 \$1,729.73 BWC: monthly estimated premium installment for April

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$15,065.00 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:

Cemetery:

1. Cemetery clean up notice will run in the Suburban Press March 19 & March 26.
2. Beverly Haar presented quotations provided by Jason Bickley for the trade up program on mowers with John Deere. Trustees compared and reviewed quotes to the previous year. B. Haar moved to accept the 2018 trade up program and issue purchase orders with pricing as quoted of \$1250 for Z915E Commercial ZTrack with trade allowance, and \$1100 for X580 Tractor with 48" mower deck as quoted, with trade allowance. Carol Baker seconded. **Motion carried.**

Fire & EMS:

1. Trustees signed the Agreements for Fire and EMS services, which were accepted by Benton Township Trustee signatures on March 5, 2018, retroactive to January 1, 2018.
2. Trustees reviewed and accepted the applications of Derrick Berkel and Cole Cutchall as "applicants" to the Harris Elmore Volunteer Fire Department, based on recommendation of HEFD Officers. However, it was noted that, per policy, even though they meet the age requirement of 18, the 12-week applicant period begins once each has received his high school diploma.
3. McGinnis has requested a meeting with Fiscal Officer and Trustee Baker to review first quarter budget, new contract with Nyeco Gas, and previous requests for purchase of radios, drug software and vending machine storage. Meeting to be granted once Fiscal Officer's schedule frees up mid-April.

Roads:

1. Trustees and county engineers made the annual tour of township roads on Monday, March 19. Issues included water drainage on Portage River South and Hessville-Portage; wedge coating on Hessville-Portage, Slemmer-Portage, and Graytown Roads; resurfacing of Lickert-Harder and Deno Roads; and a possible crossover collapse on Witty Road. Appropriate requests will be made to the engineers' office for assessment, recommended materials, and costs. Based on that information, a project list will be developed for the road repairs. As part of OPWC grant, resurfacing will be done later this year for sections of Schultz-Portage and Linker-Portage Roads.
2. Resident concern discussed regarding Sugar View pond. The weed height exceeds 10' and the pond overflows into residents back yards. Bickley responded to the resident concern with a visit; unfortunately, the pond belongs to a township resident and not the township. A controlled burn was suggested previously, but was never pursued. Discussion tabled.
3. As suggested by the recent maintenance garage inspection, Trustee Jerry Haar contacted several companies for quotes on removal of the loose paint on the metal roof, repairs/patching and painting. New Image Powerwashing provided a quote for removing the loose paint on the roof of \$1800, but do not perform repairs or painting. Some coordination of scheduling would need done unless a company can be found to do all three, or subcontract on their own. Trustees and Fiscal Officer to continue search for vendors and quotes.

Zoning:

1. Nothing to report for zoning.

Other:

1. The records Retention Schedule (RC-2) submitted by Harris Township records commission was approved and accepted by the Ohio History Connection – State Archives and Auditor of State on 3/1/18. Proper disposal/document destruction of old records may officially commence.
2. Beverly Haar attended the Ottawa County Annual Meeting of the District Advisory Council on March 15. L. J. Overmyer was recommended for appointment to the Board of Health by Harris Township Trustees to fill a full term representing western Ottawa County. Trustee Haar reports that his appointment was accepted.
3. Fiscal Officer Hazel presented notes received from station custodian, Brian Richards, regarding building maintenance. (1) Lights in EMS bays have been replaced by Kaylor, along with hook up of a 3-way switch. (2) They suggested adding a switch by the EMS office door to activate the lights for safety purposes at night. Verbal quote of 6 hours at \$85/hour. (3) Richards would like to purchase 2 “Caution Wet Floor” signs for around \$30 each. (4) Rope on flag pole needs replaced; obtain quote on new flagpole also. (5) Paper supplies were delivered, but wrong product needs to be returned. (6) Rent a lift to clean lights in bays. (7) Entry carpet runners need glued, possibly replaced with non-skid backing to avoid trips.
4. Website renewal received from Administrative Resource & Services, with increase of annual hosting fee from \$50 to \$100. Trustees agreed this increased fee still remains reasonable in comparison to typical hosting fees; however, Fiscal Officer to contact company administrator to discuss other possible options for the township.
5. Fiscal Officer acknowledged late reporting/payment of OPERS for period ending 2/24/18 to Trustees. The report was due on 3/2 and was reported/paid on 3/5, resulting in penalty charges of \$28.38. Hazel requested permission to pay from personal funds; however, B. Haar moved that this was de minimus and could be paid from township funds as a cost of learning. J. Haar and C. Baker unanimously agreed and seconded the motion.
6. Thank you card was signed by Trustees acknowledging donation made to Fire Dept by Mr. & Mrs. Mike Warren.

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 8:45 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer