

The Board of Trustees of Harris Township, Ottawa County, met in regular session, on Monday, April 2, 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: Dan Laity, Zoning Inspector;
 Jim Wilburn, HEFD Chief (entered at 7:40, left at 7:48 pm);
 Brian Richards, Building Maintenance (entered at 8:30, left at 8:50 pm)

The minutes of the last regular meeting held on March 19, 2018 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The Fiscal Officer presented the March bank reconciliations and financial reports. After review, a motion to approve the March bank reconciliations and financial reports was made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

The Fiscal Officer recommended the following supplemental appropriation: \$350.00 from 2041-410-430-0000, Small Tools and Minor Equipment, to 2041-760-740-0000, Machinery Equipment and Furniture, for purchase order for cemetery mowers. A motion to approve the supplemental appropriations was made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

The following expenses were reviewed:

| | | |
|--------|-----------|---|
| #29142 | \$ 374.62 | Buckeye Sanitation: junk disposal 3/22/18 |
| 29143 | 220.00 | Business Card: EMS pharmacy license renewal |
| 29144 | 90.77 | Luckey Farmers: weed tree killer for cemetery |
| 29145 | 131.00 | MasterMind LLC: road sign labels |
| 29146 | 209.93 | Time Warner Cable: internet/phones at station |
| 29147 | 27.69 | Toledo Edison: civil defense siren electricity |
| 29148 | 32.34 | Verizon Wireless: cell phones for fire/ems units |
| 29149 | 41.44 | Warren Fire Equipment: rpl part for broken nozzle on fire hose |
| 29150 | 193.91 | OCSPC: withholding 3/29 |
| 29151 | 627.54 | Columbia Gas: natural gas at station & maint garage |
| 29152 | 99.00 | US Health Works: DOT physical for road supt. |
| 29153 | 15.66 | Heritage: EMS drugs |
| 29154 | 141.00 | Suburban Press: cemetery spring cleanup notices 3/19, 3/26 |
| 29155 | 40.00 | Arden Technical Services: calibrate EMS BP gauge |
| 29156 | 865.00 | Kaylor Plumbing: installation of 3 LED lights in EMS bays |
| 29157 | 286.23 | Business Card: fire dept. printer ink; gear rack name plates fire/EMS |
| 29158 | | VOID |
| 29159 | 612.00 | Treasurer State of Ohio: UAN fees Q2-2018 |

EFT monthly payroll for Fire & EMS Volunteers, February activity, paid 03/27/2018:

| | | | |
|-----------------|-----------------|-------------------|-----------------|
| Craig Behlmer | \$ 81.94 fire | Haley Behlmer | \$23.41 fire |
| Jeff Berkel | 134.61 fire | Krista Hellwig | 11.77 fire |
| Ryan Herrig | 58.83 fire | Josh Kerbel | 520.00 fire/EMS |
| Rob Kochan Jr. | 211.00 fire | Debra Little | 81.94 EMS |
| Amanda McGinnis | 92.26 EMS | Mike McGinnis | 272.42 fire/EMS |
| Tammy Meek | 58.53 EMS | Mike Murray | 158.03 fire |
| Sam Nowak | 64.38 fire/EMS | Jared Overmyer | 210.70 fire |
| Nathan Overmyer | 163.88 fire | Josh Parlette | 47.12 fire/EMS |
| Deb Pocino | 250.31 fire/EMS | Brian Richards Jr | 371.87 fire/EMS |
| Brandon Rizzo | 111.89 fire/EMS | Chad Rogers | 187.28 fire |

| | | | |
|---------------|-----------------|------------------|-----------------|
| David Rogers | 52.67 fire | Glenn Sasscer Jr | 298.05 fire/EMS |
| Kirk Shank | 46.83 fire | Tim Simpson | 243.58 fire/EMS |
| Brandon Uher | 187.28 fire | Brandon Wilburn | 23.55 fire |
| James Wilburn | 588.46 fire/EMS | Trey Yarger | 70.53 fire |

EFT payroll for Bi-Weekly hourly, 3/11/18 through 3/24/2018, paid 3/29/2018:

| | |
|---------------------------------|--|
| \$1,107.18 Jason Bickley: roads | \$115.38 Clay Finken: EMS |
| 272.08 Brittany Gottfried: EMS | 155.38 Brian Gutman: EMS |
| 69.96 Rudolph Hanzel: EMS | 129.91 Scott Jones: EMS |
| 435.45 Joshua Kerbel: EMS | 113.00 Bradley Krotzer: EMS |
| 277.77 Lisa Lemmon: EMS | 756.42 Amanda McGinnis: EMS |
| 557.41 Michael McGinnis: EMS | 425.05 Tammy Meek: EMS |
| 649.16 Deb Pocino: EMS | 1,081.49 Tom Novotney: roads, cemetery |
| 182.50 Brian Richards, Jr: EMS | 158.47 Matthew Riggle: EMS |
| 215.08 Karli Sasscer: EMS | |

EFT Monthly salaried payroll for March, paid 3/30/2018

| | |
|------------------------------------|--|
| \$732.92 Carol Baker: Trustee | \$ 733.93 Beverly Haar: Trustee |
| 824.92 Jerald Haar: Trustee | 1,464.27 Laura Hazel: Fiscal Officer |
| 321.78 Dan Laity: Zoning Inspector | 258.73 Brian Richards: Station maintenance |

| | | |
|-------------------|----------|---|
| Voucher #275-2018 | \$ 69.90 | Huntington Bank: service charge on March stmt. |
| Voucher #276-2018 | 0.35 | Huntington Bank: ACH fee on March bank stmt. |
| Voucher #277-2018 | 102.37 | Great Lakes Billing: monthly credit card billing fees |

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$19,842.11 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 Deed #588 was reviewed and signed.

Fire & EMS:

1. Chief Wilburn presented application for membership for Andrew Kashmer. It will be reviewed at Officer's meeting on April 8.
2. Trustees reviewed email sent by Assistant Chief McGinnis regarding State Board of Pharmacy Inspections happening around the area.

Roads:

1. Fiscal Officer reported that \$6448 was spent on 147 tons of road salt this year that was not planned for in the budget. This may require a supplemental appropriation later in the year for Operating Expenses.
2. Discussion took place regarding truck repairs for the 2002 Freightliner at OCTA. Bev Haar moved to accept verbal quote from OCTA to Road Superintendent, Jason Bickley, on 3/22 of \$800 plus labor for new radiator for 2002 Freightliner. Jerry Haar seconded the motion to approve payment to OCTA for \$800 plus labor for new radiator, stating that the part alone can typically be upwards of \$4000. **Motion carried.**
3. Trustees reviewed letter sent to J. Haar by Ottawa Soil & Water Conservation District regarding Held Ditch inspection and erosion issues, along with his acreage that drains into Held Ditch.

Zoning:

1. Dan Laity presented Draft Rev 2 of Harris Township Zoning Resolution for Trustee review. It includes proposed additions, deletions, and Ottawa County Planning recommendations. Copies have also been given to Harris Township Zoning Commission members for review with a goal to have it approved for presentation to the county on May 5.

Other:

1. Records purge is ongoing. Trustees discussed destruction of documents through AccuShred, either on site or hauling offsite to their facility. Carol Baker moved to arrange for on-site destruction with AccuShred, and a container to be left for ongoing records purge. Fees for on-site destruction are \$95, which they estimate would hold about 21 banker boxes of documents, or 510 pounds, and \$49 per quarter for the ongoing container shred bin. Beverly Haar seconded the motion. **Motion carried.**
2. Fiscal Officer has arranged with OTARMA insurance representative for a renewal review of our current policy. Representative will be present on April 16 at 6:30 if Trustees would like to attend.
3. Reviewed correspondence from Verizon regarding opportunity to quote our telephone system, PJ's Cemetery Mapping Service, Coro-Ex invitation for safe digging training, and announcement from Dolph Oil that they have joined with Corrigan Oil Company.
4. Request for sponsorship of Elmore Fireworks. A motion was made by Beverly Haar to contribute \$250; Carol Baker seconded. **Motion carried.**

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 8:56 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer