

The Board of Trustees of Harris Township, Ottawa County, met in regular session, on Monday, April 16, 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 7:35pm.

Residents in Attendance: none

Employees in Attendance: Jason Bickley, Road Superintendent (left at 8:25 pm);
Brian Richards, Building Maintenance (entered at 7:40, left at 8:25 pm)

The minutes of the last regular meeting held on April 2, 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 following expenses were reviewed:

#29160	\$ 267.79	L. Hazel: reimbursement for office supplies & postage
29161	193.91	OCSPC: withholding 4/12/18
29162	275.72	Bound Tree: EMS supplies
29163	1,021.32	Dolph Oil: fuel/gas for EMS, Fire, roads
29164	250.00	Elmore Labor Day Committee: community fireworks support
29165	24.15	Fastenal: misc screws for road signs and shop supplies
29166	160.90	Genoa NAPA: oil, fuel, air filters for road vehicles
29167	29.96	Gordon Lumber: titanium bits for cemetery
29168	52.00	Lowe's: grinding wheels, saw for maint garage
29169		VOID
29170	83.65	OE Meyer: EMS oxygen
29171	90.00	Phoenix Safety Outfitters: FF turnout gear repairs/Richards
29172	645.99	Village of Elmore: electric/water at station, maint garage, cemetery
29173	1,533.81	WW Williams: fire engine #443 repairs to intake valve, dryer
29174	55.90	Warren Fire Eq: helmet repairs

EFT payroll for Bi-Weekly hourly, 3/25/18 through 4/07/2018, paid 04/12/2018: 6364.89

\$1,126.89	Jason Bickley: roads	\$155.38	Brian Gutman: EMS
115.24	Rudolph Hanzel: EMS	165.08	Jeff Herman: EMS
129.91	Scott Jones: EMS	113.85	Joshua Kerbel: EMS
510.48	Lisa Lemmon: EMS	660.97	Amanda McGinnis: EMS
658.77	Michael McGinnis: EMS	413.80	Tammy Meek: EMS
211.32	Christopher Nelson	1,093.81	Tom Novotney: roads, cemetery
639.07	Deb Pocino: EMS	155.24	Matthew Riggle: EMS
215.08	Karli Sasscer: EMS		

Voucher #271-2018	\$4,290.88	Huntington Bank: March withholding/federal taxes
Voucher #272-2018	922.40	Treasurer of Ohio: March withholding/Ohio taxes
Voucher #273-2018	18.08	Ohio School District: March withholding/school tax
Voucher #274-2018	459.07	Village of Elmore: March withholding/city tax

A motion was made by Beverly Haar and seconded by Carol Baker that the preceding list of bills totaling \$16,740.42 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 #589 was reviewed and signed, along with update to name for Deed #301.
2. Fiscal Officer Hazel recently spoke with Mr. Kuhlman regarding the trees he requested be planted at the cemetery on his lots. Bickley agreed with Hazel that he thought this had been taken care of, but stated he would inform Cemetery Sexton, Tom Novotny, to follow up.

Fire & EMS:

1. Hazel, speaking on behalf of Chief Wilburn, requested the application of Andrew Kashmer be approved for acceptance for the HEFD EMS program. His application was approved for applicant status by the HEFD Officers. Beverly Haar moved to accept the application of Andrew Kashmer for applicant status; Carol Baker seconded **Motion carried.**
2. EMS report for March was reviewed by Trustees. Items to note include maintenance/equipment repairs, personnel, and billing updates.
3. Trustees and Fiscal Officer reviewed requests for billing adjustments, as recommended by Asst. Chief McGinnis, two for uncollectable accounts due to internal errors/incomplete records, and one qualifying for financial assistance under 100% poverty guideline. Jerry Haar moved to write off the billings for accounts 13-39082 \$638.00 and #14-4022 \$926.60 with Great Lakes Billing Associates due to internal errors, and accounts #17-39295 \$215 and #18-2075 \$340.00 for financial assistance as per policy. Carol Baker seconded the motion. **Motion carried.**
4. Trustees reviewed email from AFG Program, notifying of turndown for Vehicle Acquisition – Pumper/Engine through the FEMA Grant Program. This particular application did not score high enough to receive further consideration through the panel review process.
5. Fiscal Officer reported that check has been received from Washington Township for annual fire protection contract beginning June 15, 2018 in the amount of \$5959.50. However, notification was provided to Washington Township last year of a potential increase in the contract amount. Discussions ensued regarding increase in runs and average cost per run. Jerry Haar moved to propose an increase in the fee to \$7500.00 annually for two years, which is only a 25% increase in comparison to the average number of runs, which has doubled. Carol Baker seconded the motion. **Motion carried.**

Roads:

1. Jason Bickley announced that all road signs from the grant have been erected.
2. Bickley will place stakes on Dennis property once letter has been sent by Fiscal Officer.
3. Uniform proposal submitted from Cintas. Bickley will continue to look for others.
4. Mowers are ready for use.

Zoning:

1. Nothing to report.

Other:

1. Fiscal Officer recommended renewal with CareworksComp as the BWC Managed Care Organization (MCO) for the township, as well as the group rating program for the upcoming BWC year. Beverly Haar moved to accept the Fiscal Officer's recommendation and proceed with any enrollment documents necessary. Carol Baker seconded the motion. **Motion carried.**
2. Trustees discussed possible updates to OTARMA insurance package as proposed by Burnham & Flower representative, Craig Hibner. Changes to consider include deductibles, hardware/software limits, types of vehicle coverages and amounts (i.e.,

guaranteed replacement cost, stated amount, actual cost value), unscheduled miscellaneous property, cemetery entrance signs, signage at station, and local representative selection. Based on recommendation of Fiscal Officer, Carol Baker moved to recognize Craig Hibner of Burnham and Flower Insurance as our exclusive representative for OTARMA going forward. Baker also moved to raise the deductibles on the policy to \$1000 each. Beverly Haar seconded both motions.

Motion carried.

3. Purchase Order #19-2018 signed for Corrigan Oil in the amounts remaining from Dolph Oil purchase order #9-2018 as a result of recent sale of Dolph Oil.
4. .Reviewed utilization report for first quarter 2018 from Workplace Resources; request for financial support from Joyful Connections; notification of FY2018 community Development Block Grant Program (CDBG) meeting; and retirement open house for Ottawa SWCD employee, Mike Gargac.

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 8:46 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer