

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

Residents in Attendance: none

Employees in Attendance: Brian Richards, Building Maintenance (entered at 7:55, left at 8:53 pm); Jim Wilburn, HEFD Chief (entered at 8:00 pm, left at 8:50 pm); FF Nate Overmyer (entered at 8:30 pm, left at 8:35 pm).

The minutes of the last regular meeting held on April 16, 2018 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

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

The following expenses were reviewed: (\$12,197.12)

#29175	\$ 162.50	AccuShred LLC: document destruction
29176	336.35	Buckeye Sanitation: junk disposal 4/12
29177	40.16	Business Card: EMS laptop repairs; postage reimbursement
29178	1,562.00	CareWorksComp: BWC TPA Group rating program fee 2019
29179	538.16	Columbia Gas: natural gas at station and maint garage
29180	2,350.00	Deere & Co: 2018 JD cemetery mowers/trade up program
29181	1,979.11	EMSAR Med Repair: annual insp/rpr of EMS cots, loads, stair chairs
29182	1,281.41	Great Lakes Billing: EMS billing March & April
29183	300.24	Howard Moriarty Co: road signs for mowing
29184	148.70	Luckey Farmers: cemetery weed spray
29185	174.55	Nichols Paper: station bathroom and paper supplies
29186	131.20	Northcoast Security Center: station bathroom refuse container locks
29187	1,679.07	OCTA: repairs on 2001 Freightliner dump truck radiator
29188	209.93	Time Warner Cable: internet/phones at station
29189	27.39	Toledo Edison: civil defense sirens electricity
29190	60.00	Treasurer of Ohio: MARCS radio fees Q2
29191		VOID
29192	85.66	Verizon Wireless: Fire/EMS cell phones, EMS squad modems
29193	193.91	Ohio CSPC: withholding 4/26
29194	193.91	Ohio CSPC: withholding 5/10
29195	506.62	Bound Tree: EMS supplies
29196	48.25	OE Meyer: EMS oxygen
29197	188.00	Ray's Electronics: squad antenna install

EFT monthly payroll for Fire & EMS Volunteers, March activity, paid 04/25/2018:
\$5346.70

Craig Behlmer	\$140.47 fire	Haley Behlmer	\$70.23 fire
Jeff Berkel	257.52 fire	Laura Hazel	23.41 EMS
Krista Hellwig	199.30 fire	Ryan Herrig	140.77 fire
Josh Kerbel	156.67 fire/EMS	Rob Kochan Jr.	129.07 fire
Debra Little	58.53 EMS	Amanda McGinnis	80.56 EMS
Mike McGinnis	272.02 fire/EMS	Tammy Meek	46.83 EMS
Mike Murray	140.47 fire	Sam Nowak	175.59 fire/EMS
Jared Overmyer	210.70 fire	Nathan Overmyer	152.17 fire
Josh Parlette	58.89 fire/EMS	Deb Pocino	332.71 fire/EMS
Brian Richards Jr	582.19 fire/EMS	Brandon Rizzo	123.67 fire/EMS
Chad Rogers	312.84 fire	David Rogers	117.05 fire
Glenn Sasscer Jr	446.63 fire/EMS	Kirk Shank	11.70 fire

Tim Simpson	255.72 EMS	Brandon Uher	163.88 fire
Brandon Wilburn	70.53 fire	James Wilburn	534.33 fire/EMS
Trey Yarger	82.25 fire		

EFT payroll for Bi-Weekly hourly, 4/8/18 through 4/21/2018, paid 4/26/2018: \$6549.86

\$1,126.89 Jason Bickley: roads, junk	\$283.25 Brittany Gottfried: EMS
155.38 Brian Gutman: EMS	757.74 Jeffrey Herman: EMS
285.02 Bradley Krotzer: EMS	380.64 Lisa Lemmon: EMS
301.68 Amanda McGinnis: EMS	557.41 Michael McGinnis: EMS
537.58 Tammy Meek: EMS	144.68 Christopher Nelson: EMS
639.07 Deb Pocino: EMS	1,093.80 Tom Novotney: roads, cemetery, junk
286.72 Matthew Riggle: EMS	

EFT Monthly salaried payroll for April, paid 4/30/2018: \$4336.55

\$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

EFT payroll for Bi-Weekly hourly, 4/22/18 through 5/5/2018, paid 05/10/2018: \$7775.60

\$1,171.58 Jason Bickley: roads, cemetery	\$518.59 Brittany Gottfried: EMS
155.38 Brian Gutman: EMS	683.49 Jeff Herman: EMS
129.91 Scott Jones: EMS	113.00 Bradley Krotzer: EMS
518.58 Lisa Lemmon: EMS	37.95 Debra Little: EMS
574.18 Amanda McGinnis: EMS	872.67 Michael McGinnis: EMS
315.13 Tammy Meek: EMS	173.85 Christopher Nelson: EMS
800.69 Deb Pocino: EMS	1,133.35 Tom Novotney: roads, cemetery
438.26 Matthew Riggle: EMS	138.99 Ed Magsig: cemetery

Voucher #294-2018	\$5,647.49 OPERS: March withholding
Voucher #295-2018	28.38 OPERS: penalty/interest on January filing/payment
Voucher #296-2018	1,729.73 BWC: May monthly premium installment
Voucher #348-2018	1.34 Treasurer of Ohio: interest on March IT-501, SD-101
Voucher #349-2018	75.45 Huntington Bank: service fees on April stmt
Voucher #350-2018	26.07 Great Lakes Billing: April credit card/ACH fees
	<u>\$7508.46</u>

Voucher #351-2018	3,613.71 Huntington Bank: April withholding/federal taxes
Voucher #352-2018	681.75 Treasurer of Ohio: April withholding/Ohio taxes
Voucher #353-2018	17.73 Ohio School District: April withholding/school tax
Voucher #354-2018	358.81 RITA/Village of Elmore: April withholding/city tax
Voucher #355-2018	5,540.48 OPERS: April withholding
	<u>\$10,212.48</u>

A motion was made by Beverly Haar and seconded by Carol Baker that the preceding list of bills totaling \$53,926.77 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. Trustee Baker presented information she gathered on unused graves, along with pricing, for reference in the event of future buy back options.
2. Trustees discussed receipt of new mowers; Avers have already mowed twice; and Magsig has returned as part time help for mowing.
3. Discussion on current pricing of cemetery plots as compared with other townships. Sexton Novotny to obtain some other pricing for future discussion.

4. Jerry Haar suggested we could begin readying the newer section for roads and fill with stone, as the need occurs to obtain good topsoil for use in other areas.

Fire & EMS:

1. EMS report was reviewed for April:
 - a. Medic Gottfried has been appointed as acting EMS Lieutenant to cover vacation of AC McGinnis and Captain McGinnis, handling most of day to day operations in their absence. Request made for an increase in her compensation during this time. Beverly Haar moved to increase the hourly rate of Paramedic Brittany Gottfried from \$15.00/hour to \$16.60/hour during her tenure as Acting EMS Lieutenant from May 4 to May 13, 2018. Carol Baker seconded the motion. **Motion carried.**
 - b. Trustees reviewed and discussed at length a request for a Proclamation for EMS Week May 20th through May 26, 2018. Carol Baker will contact Village to add to digital sign and appreciation cards will be given to EMS staff and volunteers.
 - c. Discussion on website, social media accounts, and other options for communication postings. Carol Baker to contact Glenn Sasscer to work on issues with website.
 - d. Grant received for two iPad Pro's from the Division of EMS. Request for mileage and time reimbursement for Brittany Gottfried who traveled to Columbus to retrieve during hours set for award pick-up. Discussion held on mileage reimbursement. Carol Baker moved to approve request for reimbursement to Brittany Gottfried for 2 hours at \$15/hr. and 143 miles at \$0.545/mile on May 2, 2018. Beverly Haar seconded the motion. **Motion approved.**
 - e. Review of adjusted priority of EMS projects for 2018 as discussed with Fiscal Officer: vending machine, radio batteries, and pagers are priority requests. Options still being reviewed on radios. Further discussions with Chief necessary on MARCS radios from turnpike. Beverly Haar moved to purchase
 - i. Quantity (1) Temperature Controlled CAP 5 Vending Machine and software, per Bound Tree quotation dated 3/26/18, for \$13,306.87 plus shipping; new internet line and security cards for said machine at an approximate cost of \$300;
 - ii. Quantity (12) P7100 lithium-ion batteries and chargers for current radios, per Cleveland Communications quotation dated 4/23/18, for \$148.00/ea. and \$96.20 ea., respectively;
 - iii. Quantity (6) pagers annually, in the Fall, as needed, for an approximate cost of \$500 each, to be coordinated with A/C McGinnis.Carol Baker and Jerry Haar seconded the motion. **Motion approved unanimously.**
2. Chief Wilburn presented his report:
 - a. Personnel: FF Chad Rodgers has moved out of our territory and has resigned. FF Emilio Chavez returning to active status due to job change. FF/EMT Josh Kerbel has also moved due to a change in job position, but would like to stay active as volunteer and PT/EMT on weekends when in town.
 - b. Posting for Fire Lieutenant position, due to the vacancy created when FF Jeff Berkel was appointed as Assistant Fire Chief.
 - c. Request for approval to purchase (4) 1-3/4" hoses found to be faulty during annual fire hose testing. Carol Baker moved to purchase (4) 1-3/4" hoses at a cost not to exceed \$121.95/each. Jerry Haar seconded the motion. **Motion carried.**
3. Review and discussion with Chief on inconsistencies with requirements and eligibility progression to HEFD membership. Typically, according to policy, applicants are not eligible for training reimbursement until they have been with the department for 12 weeks, then they sign up for the class.

Trustees discussed and agreed tonight that if they are **already enrolled in class** before completion of their 12-week application process, then it becomes a reimbursement plan with the applicant paying 100% of the costs up front, rather than the 25%, as stated on reimbursement contract, with reimbursement of 75% with certification & 25% upon completion of one year probation. The 12-week application period would become part of their one-year probationary period, with a review and recommendation to Trustees at the end of the 12-week period. (**This would apply to Kashmer. Waiver made for Derek Berkel, as he has been an observer for the past 12 weeks.*)

Also discussed was waiver of 12-week application process for applicants who **already have their certification**. Again, the 12-week application period becomes part of their one-year probationary period, with a review and recommendation to Trustees at the end of the 12-week period. At that time, once approved, they will be sent for their FF physical (unless proof of one within the previous 12 months).

4. Nate Overmyer requested mulch for station landscaping. Jerry Haar moved to approve purchase of 2 yards of mulch for use around station. Beverly Haar seconded the motion. **Motion carried.**
5. Further discussion ensued regarding Washington Township Fire services contract. Reported runs included turnpike runs and request for increase needs to be re-evaluated, as well as billing to turnpike for said runs. Fiscal Officer to prepare new analysis.

Roads:

1. Jerry Haar reported that he contacted McCormack Painting and asked them to make recommendation of which paint to use after they complete the power washing, scraping, and repairs of the roof at the maintenance garage. McCormack will schedule as soon as the weather warms up.
2. Meeting set for 5/15 at 2:30 pm at Materion to discuss Hyde Run. All Trustees plan to attend.
3. SR-51 bridge meeting to be held in August.
4. Discussion on resident request for dye test for clogged pipes in basement. This is not a road issue. However, Jason Bickley will contact the Village with information for this to be a possible “test sight” for a new camera they may be purchasing.
5. TRQ 2018-05 was signed by Trustees for advice on a ditch at the corner of Ernsthansen Road and State Route 105. Water is draining, but pavement is beginning to slide towards ditch.
6. Road striping updates for 2018 includes seven township roads, with prices ranging from \$1100 to \$9000. After discussion of what roads needed to be striped, a motion to approve the following resolution was made by Jerry Haar and seconded by Beverly Haar:

WHEREAS, the Harris Township Trustees are responsible for road maintenance and appropriate striping of Township roads, and

WHEREAS, the Ottawa County Engineer will include those Township Roads that need striping in his road striping bid package,

BE IT THEREFORE RESOLVED, the following (4) Harris Township roads are to be included in the 2018 Ottawa County Road Striping Bid Package:

1. Portage River South Rd.: from SR-590 East to Slemmer Portage, center and sides
2. Opfer Lentz Rd: from Portage River South Rd to county line, center
3. Linker-Portage Rd: from county line to Elmore East Rd, center and sides
4. Netcher Road: center

The roll call was as follows: Beverly Haar, yes; Jerry Haar, yes; Carol Baker, yes.
The motion to adopt the resolution was unanimously approved.

Zoning:

1. Zoning Commission public meeting to be held on 5/17 at 7:00 pm.

Other:

1. Get well card was signed for FF Kochan.
2. Trustees signed the Eagle Scout Commendation Certificate for Spencer Pendleton. Carol Baker plans to present at Court of Honor on 5/13/18.
3. Brian Richards presented his update on Building and Grounds Maintenance:
 - a. Road corner needs some fill dirt by the fire hydrant. Contacting the Village Administrator to replace the post also.
 - b. Flag post lighting isn't working. Looking into lighting placement on digital sign and removal of ground lights, as they are a mowing hazard.
 - c. Asphalt paving has low/sinking spots. Trustees discussed contacting the Village to possibly add with their paving for a discounted price; otherwise, we will need to wait as the cost is too expensive for a small area. Jerry Haar suggested that Jason Bickley may be able to fill that in, as well as grinding the uneven sidewalk down. Jerry will discuss with Jason.
 - d. Striping needs redone in parking lot and outside the emergency vehicle bays. Brian to contact the Village Administrator to see if they will help us with this.
 - e. Waiting on response from Yackee Electric to repair bay heater venting.
 - f. Yard needs treated for dandelions. Contacting cemetery sexton for assistance.
4. Fiscal Officer reported notification of BWC rebate of 85% for 2016 premiums as part of their Billion Dollars Back program, which should amount to approximately \$16,000.
5. Reviewed Resolution from The American Legion Post 279 of their desire to conduct Memorial Services and decorate graves in celebration of Memorial Day and request for funds per ORC Section 307.66. Carol Baker moved to pay American Legion Post 279 the sum of \$200 for Memorial Day services and grave decorations. Beverly Haar seconded the motion. Motion carried.
 - a. Fiscal Officer advised that a Supplemental Appropriation of \$200.00 would be required from 1000-110-313-0000, UAN Fees, to 1000-110-591-0000, Contributions to Other Organizations, for the Memorial Day appropriation, along with a Then and Now Purchase Order. A motion to approve the above supplemental appropriation and Then and Now Purchase Order was made by Carol Baker and seconded by Beverly Haar. **Motion carried.**
6. Reviewed Great Lakes Billing reports for March & April; notice of polling location for Primary Election 5/8; notification of Ohio EPA citizen advisory meeting 5/10; CDBG second public hearing 5/15; Ottawa County Leadership Class 2018 graduation 5/16.

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 9:32 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer