

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, August 6, 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: Fire Captain Michael Murray (entered at 8:45, left at 8:50)

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

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

The following expenses were reviewed: (\$14,767.14)

#29276	\$ 35.11	Cole Cutchall: volunteer June payroll
29277	1,113.41	Bound Tree: EMS supplies, drugs
29278	1,846.68	Corrigan Oil: gas/fuel for EMS, fire, cemetery, road use
29279	89.08	Laura Hazel: reimbursement for postage and office supplies
29280	335.26	Penn Care: EMS #448 tire pressure extensions
29281	209.93	Time Warner Cable: phones/internet at station
29282	29.46	Toledo Edison: defense siren electricity
29283	83.41	Verizon Wireless: EMS modems, Fire/EMS cell phones for units
29284	43.25	Automatic Fire Protection Systems: fire extinguisher refill
29285	796.03	Buckeye Sanitation: junk disposal 7/19
29286	151.76	Columbia Gas: natural gas used at station & maint garage
29287	188.63	Nichols Paper: station restroom paper, trash liners
29288	675.00	Ottawa County EMA: I Am Responding annual fee EMS
29289	250.00	Pat & Son Towing: Fire engine #444 tow 7/13
29290	300.00	Pediatric Emergency Standards: annual subscription Peds meds
29291	47.00	Suburban Press: Public Notice Zoning Appeals 7/31
29292	5.00	Vanguard: HCP card EMT S. Jones
29293	552.23	Williams: Fire #443 repairs brake line air leak
29294	11.95	Willies: weed whip string for road use
29295	965.67	Business Card: postage, shipping, EMS tire balance, ID badges, station inside door locks, Fire printer ink, repair hardware for #444
29296	279.62	Great Lakes Billing: EMS billing services July
29297	58.65	Michael McGinnis: reimbursement for postage to return old pagers
29298	6,506.10	Ohio First Responder Grants LLC: FEMA award commission, grant management funding req #1
29299	193.91	OCSPC: withholding 8/2/18

**EFT payroll adjustment for Bi-Weekly hourly, 7/1/18 through 7/14/2018, paid 07/31/2018: (\$119.09)**

\$ 119.09 Michael Heider: EMS (pay adjustment to Medic)

**EFT Monthly salaried payroll for July, paid 7/31/2018: (\$4236.55)**

\$732.92 Carol Baker: Trustee	\$ 733.93 Beverly Haar: Trustee
824.92 Jerald Haar: Trustee	1,364.27 Laura Hazel: Fiscal Officer
321.78 Dan Laity: Zoning Inspector	258.73 Brian Richards: Station maintenance

**EFT monthly payroll for Fire/EMS Volunteers, June activity, paid 07/31/2018: (\$4872.86)**

Craig Behlmer	\$128.76 Fire	Haley Behlmer	\$81.94 Fire
Jeff Berkel	304.34 Fire	Laura Hazel	\$46.83 EMS
Krista Hellwig	117.35 Fire	Ryan Herrig	70.53 Fire

Rob Kochan Jr.	257.82 Fire	Debra Little	81.94 EMS
Amanda McGinnis	49.04 EMS	Mike McGinnis	235.27 Fire/EMS
Tammy Meek	23.41 EMS	Mike Murray	364.87 Fire
Sam Nowak	87.79 Fire/EMS	Jared Overmyer	222.42 Fire
Nathan Overmyer	152.17 Fire	Josh Parlette	58.89 Fire/EMS
Deb Pocino	442.61 Fire/EMS	Brian Richards Jr	512.85 Fire/EMS
Brandon Rizzo	121.86 Fire/EMS	David Rogers	93.64 Fire
Glenn Sasscer Jr	167.94 Fire/EMS	Kirk Shank	105.35 Fire
Tim Simpson	86.45 EMS	Brandon Uher	187.28 Fire
James Wilburn	765.86 Fire/EMS	Trey Yarger	105.65 Fire

**EFT payroll for Bi-Weekly hourly, 07/15/18 through 07/28/18, paid 07/5/2018: (\$6996.00)**

\$1,126.89 Jason Bickley: roads/cemetery	\$ 293.81 Ed Magsig: cemetery
1,093.81 Tom Novotney: roads/cemetery	163.90 Jason Adkins: EMS
149.19 Brittany Gottfried: EMS	401.27 Rudy Hanzel: EMS
393.84 Michael Heider: EMS	582.73 Jeff Herman: EMS
225.58 Brad Krotzer: EMS	110.44 Lisa Lemmon: EMS
329.21 Deb Little: EMS	687.00 Amanda McGinnis: EMS
398.38 Michael McGinnis: EMS	70.51 Tammy Meek: EMS
103.85 Chris Nelson: EMS	561.84 Deb Pocino: EMS
303.75 Matthew Riggle: EMS	

Voucher #583-2018	\$8,498.59 OPERS: June withholding/employer match
Voucher #602-2018	67.70 Huntington Bank: bank fee & ACH fee on July statement
Voucher #603-2018	4.97 Great Lakes Billing: July credit card billing fee
Voucher #604-2018	5,912.63 OPERS: July withholding/match
Voucher #605-2018	35.41 OPERS: penalty on late June filing
Voucher #606-2018	3,816.59 Huntington Bank: Federal 941 withholding/employer match
Voucher #607-2018	683.70 Treasurer of Ohio: Ohio withholding July
Voucher #608-2018	22.29 Ohio School District: SD withholding July
Voucher #609-2018	395.57 RITA/Village of Elmore: city withholding July
	<u>\$19,437.45</u>

A motion was made by Jerry Haar and seconded by Beverly Haar that the preceding list of bills totaling \$50,429.09 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.**

The Fiscal Officer recommended issuance of the following supplemental appropriations and purchase orders:

Supplemental appropriation of \$5000.00 from 2281-230-599-0000, Other-Other Expenses to 2281-230-430-0000, Small Tools and Minor Equipment, to provide for purchase of EMS vending machine.

Then and Now Purchase Order to Bound Tree Medical, LLC for the EMS CAP 5 Standard EMS Machine w/Controller, Temperature Control Machine, and Software Service for 36 months that was approved by Trustees on May 7, 2018 from account code 2281-230-430-0000, Small Tools and Minor Equipment for \$13,306.87.

Regular Purchase Order to McCormack Painting for power washing and painting of the maintenance garage roof, account 2031-330-323-0000, Repairs and Maintenance, \$3285.00.

Supplemental appropriation of \$1000.00 from 2031-330-360-0000, Contracted Services, to 2031-330-351-0000, Electricity, to provide for increase in electricity at the maintenance garage.

A second Regular Purchase Order to Village of Elmore Utilities, expiring December 31<sup>st</sup>, for an additional \$1,000.00 for encumbrance of appropriations for account 2031-330-351-0000, Electricity for Road Fund.

Then and Now Purchase Order to Complete Wireless Technologies for quantity 33 G1 Voice Pagers, programmer, and chargers, along with trade in of quantity 23 Motorola Minitor V or V1 pagers, account 2282-220-430-0000, Small Tools and Minor Equipment for \$10,046.35.

A motion was made by Beverly Haar and seconded by Carol Baker to approve the supplemental appropriations and issuance of purchase orders as required. Upon calling the roll, the motion was **unanimously approved**.

### **REPORTS:**

#### **Cemetery:**

1. Cemetery Deed #594 reviewed and signed.
2. Letter received and reviewed from Leslie Hetrick requesting to sell back six unused cemetery lots. Carol Baker moved to purchase six unused lots, as issued to Glenn and Edna Strauch on Deed signed October 27, 1975 at the purchased price of \$100 each, total consideration \$600.00, payable to Leslie Hetrick. Beverly Haar seconded the motion. **Motion carried.**
3. Trustee Jerry Haar reported that brush and stumps on river bank side of Harrington Cemetery need attention. Gordon Lumber rents stump grinders for \$120/day and brush cutters for \$80/day. Carol Baker moved to approve the rental of a stump grinder and brush cutter for use at Harrington Cemetery in the Fall. Brush killer will be applied until then. Beverly Haar seconded the motion. **Motion carried.**

#### **Roads:**

1. Ohio Department of Transportation invitation received to public meeting for updates on Elmore Bridge Replacement project on August 22, 2018 at the Elmore Community Center from 4:00 to 6:00 pm.
2. Trustees reviewed request for support from Virginia Park, township association's representative to the Portage River Basin Council, regarding plans for a water trail along the Portage River from Pemberville in Wood County to Port Clinton near the mouth of the river.
3. Carol Baker reported on discussion she had with County Engineer, Ron Lajti, regarding the washout on Portage River South Road. Rick Claar from the Village of Elmore believes the washout may be caused by a field main/township storm sewer outlet at that location that is shown on a map he has of the storm sewer tile. Trustees agreed Jason Bickley should try to locate the outlet.
4. Fiscal Officer relayed information from Jason Bickley, Road Superintendent:
  - a. Second round of mowing completed
  - b. Injectors were recently replaced on the mower by John Deere Company
  - c. Quotes received for tree trimming and removal along Portage River South Rd. Beeker is the most competitive price, \$1050.00. Jerry Haar moved to proceed with tree trimming and removal by Beeker at quoted price of \$1050.00; Carol Baker seconded. **Motion carried.**
  - d. TRQ for Ernsthausen and Opfer Lentz reviewed with Brough at County. Underground cables to be marked and utility pole to be moved out of right of way. State may also be doing work in the future around this area and Brough will see if any efforts can be combined.
5. Trustees and Fiscal Officer discussed OPWC Issue II funding, Round 33. Engineer's office recommends widening and repairing Graytown Rd. at a cost of approximately \$240,000. Trustees decided to include Lickert-Harder hot mix (rather than cold mix repairs as previously discussed), which is estimated at \$120,000. Our costs on both

with Issue II funding could come in at 50%, with more permanent repairs. Carol Baker will discuss further with Engineer's Office.

**Fire & EMS:**

1. Washington Township Fire Services contract received as accepted.
2. Fire Engine #444 repaired for CAVS pump failure. Estimated repair cost \$4000.00, plus tow.
3. Then and Now Purchase Order issued to Ohio First Responder Grants LLC for FEMA Award commission and Grant Management Fee, 2282-220-319-0000 Other-Professional and Technical Services, \$11,968.60.
4. Trustees reviewed letter of request for acceptance of a fair settlement offer on EMS billing account 18-25100 for township resident involved in no-fault MVA. Carol Baker moved to accept payment of \$513.73 as full and final payment on this account. Beverly Haar seconded the motion. **Motion carried.**
5. Captain Murray reported that our official award letter was received from FEMA and copies emailed to Trustees and Fiscal Officer.

**Zoning:**

1. Zoning permits #638, 639, 640, 641 and 643 were reviewed and approved.

**Other:**

1. Operating Levy renewal resolution was filed with BOA on 8/2/18.
2. Farm Bureau reception invitation received for 8/29.
3. Trustees reviewed GLBA July reports, noting receipts down for July. The OTARMA 2017 Annual Report was also received and reviewed.
4. Discussion on OTA October meeting plans; Harris Township is hosting.

There being no further business, a motion to adjourn was made by Beverly Haar and seconded by Carol Baker. Chairman Beverly Haar declared the meeting duly adjourned at 9:07 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer