

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, August 20, 2018, with the following members present: Trustees Beverly Haar, Jerry Haar, and Carol Baker. Fiscal Officer Laura Hazel was absent. Chairman Beverly Haar called the meeting to order at 6:30 pm.

Residents in Attendance: Becky Busdecker (entered at 7:30 pm, left at 8:40 pm)

Employees in attendance:

Jim Wilburn, Fire Chief (entered at 6:30 pm with intermittent attendance, left at 9:10pm)

Jason Bickley, Road/Maintenance Superintendent (entered at 6:30 pm, left at 7:20 pm)

Tom Novotney, Cemetery Sexton (entered at 6:30 pm, left at 7:20 pm)

Dan Laity, Zoning Inspector (entered at 7:30 pm, left at 8:45 pm)

The minutes of the last regular meeting held on August 6, 2018, were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

The following expenses were reviewed: *(\$39,311.40)*

#29300	\$ 11.70	Cole Cutchall: volunteer July payroll –fire
29301	49.00	AccuShred: document destruction
29302	687.36	Bound Tree: EMS drugs/supplies
29303	13,306.87	Bound Tree: EMS supply vending machine
29304	1,562.00	CareWorks Comp: replacement ck for BWC group rating fee
29305	10,046.35	Complete Wireless Tech: fire/ems pagers
29306	1,152.79	Corrigan Oil: fuel/gas for EMS, Fire, roads, cemetery
29307	187.86	Genoa NAPA: maint fire eng 443/445, maint gar/road truck parts
29308	208.93	Heritage: EMS drugs
29309	600.00	Leslie Hetrick: buyback of cemetery lots 579-582, 627-628
29310	123.06	Lowes: maint garage supplies/tools, cemetery splice
29311	154.90	Luckey Farmers: cemetery weed spray
29312	3,285.00	McCormack Painting: powerwash paint maint garage roof
29313	1,943.69	OCTA: 2001 dumptruck repairs
29314	985.31	Soundoff Signal: lightbar for road truck
29315	83.00	Streacker Tracker: JD6415 ditch mower parts
29316	53.74	Verizon: EMS squad modems
29317	867.48	Village of Elmore: electric/water/sewage at station/maint gar/cemetery
29318	3,365.10	WW Williams: fire engine #444 trans leak
29319	85.15	Warren Fire: SCBA cylinder maintenance
29320	536.25	Zoll: EMS supplies
29321	15.86	Phoenix: shipping

**EFT payroll for Bi-Weekly hourly, 07/29/18 through 08/11/18, paid 08/16/2018:**

*(\$7580.16)*

\$1,182.75 Jason Bickley: roads/cemetery/junk	\$ 307.05 Ed Magsig: cemetery
1,080.63 Tom Novotney: roads/cemetery/junk	63.49 Rudy Hanzel: EMS
168.22 Michael Heider: EMS	350.67 Jeff Herman: EMS
377.07 Scott Jones: EMS	113.00 Brad Krotzer: EMS
478.07 Lisa Lemmon: EMS	113.85 Deb Little: EMS
588.66 Amanda McGinnis: EMS	523.37 Michael McGinnis: EMS
312.81 Tammy Meek: EMS	190.51 Chris Nelson: EMS
1,054.55 Deb Pocino: EMS	675.46 Matthew Riggle: EMS

**EFT monthly payroll for Fire/EMS Volunteers, July activity, paid 08/20/2018: (\$4468.12)**

Craig Behlmer	\$ 46.83 Fire	Haley Behlmer	
Jeff Berkel	221.50 Fire	Laura Hazel	\$81.94 EMS
Krista Hellwig	58.83 Fire	Ryan Herrig	117.35 Fire
Rob Kochan Jr.	269.53 Fire	Debra Little	58.53 EMS
Amanda McGinnis	49.04 EMS	Mike McGinnis	296.04 Fire/EMS

Mike Murray	187.28 Fire	Jared Overmyer	70.23 Fire
Nathan Overmyer	152.17 Fire	Josh Parlette	129.56 Fire/EMS
Deb Pocino	254.37 Fire/EMS	Brian Richards Jr	520.90 Fire/EMS
Brandon Rizzo	64.78 Fire/EMS	David Rogers	23.41 Fire
Glenn Sasscer Jr	421.57 Fire/EMS	Karli Sasscer	188.64 EMS
Kirk Shank	11.70 Fire	Tim Simpson	328.45 EMS
Brandon Uher	23.41 Fire	James Wilburn	798.12 Fire/EMS
Trey Yarger	93.94 Fire		

Voucher #652-2018 \$1,729.73 BWC: August premium installment

A motion was made by Jerry Haar and seconded by Beverly Haar that the preceding list of bills totaling \$53,089.41 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.**

Trustees reviewed the letter from the County Budget Commission in regards to the share of Local Government Fund proceeds in 2019 amounting to \$13,810.76. This is about \$729 more than the 2018 estimate, according to Fiscal Officer.

Fiscal Officer provided and recommended that Trustees review and adopt the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor for the year commencing January 1, 2019. A motion to adopt the Resolution as prepared by the County Auditor's office was made by Carol Baker and seconded by Jerry Haar. Upon calling the roll, the motion was **unanimously approved.**

**REPORTS:**

**Cemetery:**

Nothing to report.

**Roads:**

1. Trustees discussed the following adjustments to reporting work hours to be more consistent with auditor guidelines.
  - a. A time clock will be installed to accurately record beginning and ending of shifts.
  - b. Work sheet reflecting more detailed daily time usage will be kept/turned in weekly.
  - c. Township will provide water/coffee as needed during the work day.
  - d. Employees will utilize packed lunches when schedules include work some distance from garages.
  - e. Personal work may be done in township garage after work hours.
2. Beverly and Jason will take pictures of Graytown and Lickert Harder Roads for OPWC grant application.
3. Jason will contact county about estimating what needs to be done with LaCarpe ditch by Kempke Road.
4. Witty Road's weeds will be mowed as soon as possible.
5. Stone slabs sliding into a ditch on Graytown were replaced with proper screening material and the resident is willing to pay for the work.
6. The crack sealing machine and one skid of tar has been ordered for delivery August 27.
7. Tom will be on vacation and Jason has a maternity class scheduled September 8 junk day. Jerry will operate the front end loader, but there will be no assistance in unloading junk into the loader.
8. Jerry and Jason reported that McCormack Painting has finished painting the maintenance garage roof.

9. Trustees will attend a joint meeting with several county townships as part of the OPWC grant request. The meeting will take place on Tuesday, August 21, at the County Engineers Office in Oak Harbor.
10. Trustees will attend ODOT meeting about designs/details involving replacing the Route 51 bridge into Elmore scheduled for 2020. ODOT meeting will take place in the Elmore Community Center on Wednesday, August 22 from 4 to 6 pm.

**Fire & EMS:**

1. Fire Chief Wilburn recommended Firefighter Josh Parlette be appointed to fill the vacant lieutenant position. The trustees approved unanimously.
2. EMT applicant status was approved for Kenna Sasscer.
3. Trustees approved a purchasing policy for acquiring the SCBAs and battery-operated tools that were approved in the FEMA grant award.
4. The trustees authorized Chief Wilburn to purchase a new air compressor for the fire bays since the old one is beyond repair and keeping air in the tires of each apparatus is critical.
5. A water level sensor in 443 needs to be repaired.
6. Fuel for power tools is being switched to a premix variety.
7. The EMS supply dispensing machine is scheduled to be delivered Friday.
8. The FEM grant writer will be reapplying for funding for a new fire engine in the 2018 grant cycle at no cost to the township.

**Zoning:**

1. Application #644 for a fence was approved.
2. A conditional use for a B&B was approved for Tim and Cindy Wheler on Riverside Drive.
3. The zoning resolution revision was filed with the recorder's office.
4. Dan reported that several residents are in violation of the zoning code. He has personally talked to them and corrections have not been made so he will be sending a letter with deadlines. If deadlines are not met, these matters will be referred to the county prosecutor.
5. Dan is suggesting that fees for variance requests be raised due to the number of meetings needed and increases in publication costs for notices. No action was taken.
6. Dan discussed the need for clearer maps of zoning area. Digital copies are available which could be placed on the township website. He will be checking on costs and availability.
7. Becky Busdecker was concerned that hangs to the zoning resolution might be construed as directed to individual residents. She was assured some situations were reported to the trustees, but the zoning inspector had nothing in the code to address the matters. A recent example was that B&B's could operate in the township but no area was designated for conditional use. The revision corrected that.

**Other:**

1. The August *Grassroots Clippings* was received.
2. The Active Transportation Plan has a meeting on August 29 at 6 pm.
3. The *Suburban Press* sent a notification that it is raising its rates.

At 8:50 pm, Beverly Haar moved that the Trustees go into executive session to discuss employee discipline with Chief Wilburn. Jerry Haar seconded. Roll call: Beverly Haar, yes; Jerry Haar, yes; Carol Baker, yes.

At 9:10 pm, Beverly Haar moved that the Trustees return to regular session. Jerry Haar seconded. Roll call: Beverly Haar, yes; Jerry Haar, yes; Carol Baker, yes.

No action was taken.

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 9:10 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer