

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Tuesday, September 17, 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.

Employees in attendance: None

Others in attendance: Michael Bassett, Candidate for Ottawa County Commissioner (entered at 7:37 pm)

The minutes of the last regular meeting held on September 4, 2018, were read and approved on a motion made by Beverly Haar and seconded by Carol Baker. **Motion carried.**

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

The following expenses were reviewed: (\$6,334.12)

#29337	\$ 116.95	Laura Hazel: reimbursements for postage, zoning recording fee, Fire compressor regulator/fittings, and EMS cleaning supplies
29338	193.91	Ottawa CSPC: withholding 9/13
29339	850.36	Buckeye Sanitation: junk disposal 9/10
29340	120.00	C&L Sanitation: cemetery sanitation unit quarterly service
29341	1,116.21	Great Lakes Billing Assoc.: EMS billing August
29342	77.45	Luckey Farmers: weed control for cemetery
29343	38.31	Martin Marietta: berming stone
29344	352.45	Ottawa County Transportation: F250 repairs: fuel injectors
29345	94.40	Suburban Press: help wanted ad for maintenance/cemetery 9/3, 9/10
29346	99.99	Tractor Supply: cemetery truck hitch
29347	612.00	Treasurer State of Ohio: UAN fees Q4-2018
29348	53.97	Verizon Wireless: EMS squad modems
29349	760.85	Village of Elmore: electric/water/sewage at station, garages, cemetery
29350	56.95	Willie's: cemetery trimmer string
29351		VOID
29352		VOID
29353		VOID
29354	105.35	Derrick Berkel: volunteer fire pay August
29355	58.53	Emilio Chavez: volunteer fire pay August
29356	1,541.93	Corrigan Oil: gas/fuel for Fire, EMS, roads, cemetery vehicles
29357	84.51	Gordon Lumber: maintenance garage and cemetery supplies

**EFT payroll Bi-Weekly hourly, 08/26/18 through 09/08/18, paid 09/13/2018: (\$8338.74)**

\$1,154.82	Jason Bickley: roads/cemetery	\$ 682.55	Ed Magsig: cemetery/roads
1,403.92	Tom Novotney: roads/cemetery	149.19	Brittany Gottfried: EMS
240.62	Rudy Hanzel	152.06	Michael Heider: EMS
229.69	Jeff Herman: EMS	311.81	Brad Krotzer: EMS
369.75	Lisa Lemmon: EMS	370.23	Deb Little: EMS
767.98	Amanda McGinnis: EMS	788.28	Michael McGinnis: EMS
553.29	Tammy Meek: EMS	354.08	Chris Nelson: EMS
655.23	Deb Pocino: EMS	155.24	Matthew Riggle: EMS

**EFT monthly payroll for Fire/EMS Volunteers, August activity, paid 09/20/2018: (\$4085.08)**

Craig Behlmer	\$ 46.83	Fire	Haley Behlmer	
Jeff Berkel	234.11	Fire	Laura Hazel	\$35.11 EMS
Krista Hellwig	58.83	Fire	Ryan Herrig	58.83 Fire
Rob Kochan Jr.	222.72	Fire	Debra Little	70.23 EMS

Amanda McGinnis	49.04 EMS	Mike McGinnis	241.12 EMS
Tammy Meek	23.41 EMS	Mike Murray	169.73 Fire
Sam Nowak	23.41 EMS	Jared Overmyer	81.94 Fire
Nathan Overmyer	128.76 Fire	Josh Parlette	188.19 Fire/EMS
Deb Pocino	199.90 EMS	Brian Richards Jr	325.51 Fire/EMS
Brandon Rizzo	82.45 Fire/EMS	David Rogers	70.23 Fire
Glenn Sasscer Jr	407.24 Fire/EMS	Karli Sasscer	90.49 EMS
Kirk Shank		Tim Simpson	342.85 Fire/EMS
Brandon Uher	128.76 Fire	James Wilburn	723.14 Fire/EMS
Trey Yarger	82.25 Fire		

Voucher #692-2018	\$4,713.54	Huntington Bank: Federal 941 withholding/employer match
Voucher #693-2018	994.67	Treasurer of Ohio: Ohio withholding August
Voucher #694-2018	22.82	Ohio School District: SD withholding August
Voucher #695-2018	485.75	RITA/Village of Elmore: city withholding August
Voucher #696-2018	6,030.62	OPERS: August withholding/employer match
Voucher #697-2018	66.10	Huntington Bank: bank fee & ACH fee on August statement
Voucher #698-2018	<u>28.11</u>	Great Lakes Billing: August credit card billing fee
	<i>\$12,341.61</i>	

A motion was made by Carol Baker and seconded by Beverly Haar that the preceding list of bills totaling \$31,099.55 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 #595 reviewed and signed.
2. During cemetery sexton transition, Trustee Baker will place Fall Clean Up Notice in the Suburban Press for one week.
3. Ongoing discussions regarding request for 8' poured foundation footer. Other cemetery charges \$6 per inch. Other options discussed, including hiring the work out. Jerry Haar to contact local concrete businesses.

### **Roads:**

1. Quote received from Toledo Door and Window for maintenance garage window replacements. Discussion tabled until electrical issues are quoted.
2. Road berming is in progress.
3. Email received from ODNR Orphan Well Program regarding requirements/permits needed for temporary entrance access for 7 wells in Harris Township. Ottawa County Engineer's office referred to Mike Brough, who will work with Bickley.
4. New employee, Joel Memmer, to begin on September 24, 2018. Bickley will be using sick time during the week of September 24<sup>th</sup> for scheduled birth of child. Trustees Jerry Haar and Carol Baker to work with Memmer during Bickley's absence to familiarize him with equipment and cemetery.

### **Fire & EMS:**

1. Financial documents have been submitted for AFG2018 grant application.

### **Zoning:**

1. Junk cars have been removed from property on Harris Salem.
2. Trailer has been replaced on Elmore East, golf course property. Old trailer has been moved behind barn.

**Other:**

1. Follow up needed by Brian Richards on electrical and heating issues at station. Add request for quote on maintenance garage electrical recommendations.
2. Fiscal Officer and M. McGinnis met with representatives from Verizon on September 14<sup>th</sup> to obtain recommendations on telephone system upgrades. Hazel also spoke with TWC/Spectrum representative, Michael Didonato, regarding current government legacy plan for internet/phones and plan pricing. Discussions ongoing.
3. Plans for hosting Ottawa County Township Association quarterly meeting on 10/25 are underway. Beverly Haar obtaining catering quotes, and Carol Baker to confirm speaker.
4. Trustees received and reviewed the following: *Ottawa County Community Foundation, Summer 2018; Grassroots Clippings, September 2018; Ohio Township News, Sept/Oct 2018; GLBA August reports; ODNR Division of Forestry application and seminar invitation.*
5. Trustee Jerry Haar moved to purchase blacktop sealer to seal the blacktop on the Ottawa Street side of station as a community service project for D. Haar. Beverly Haar seconded the motion. **Motion carried.**
6. Trustees received and reviewed request for financial support of Harris-Elmore Public Library expansion/renovation project. Beverly Haar moved to donate \$200.00 towards the project. Jerry Haar seconded the motion. **Motion carried.**

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

Supplemental appropriation of \$200.00 from 1000-110-382-0000, Liability Insurance Premiums, to 1000-110-591-0000, Contributions to Other Organizations, to provide funds for contribution to Library Expansion/Renovation Project.

A Purchase Order, expiring December 31<sup>st</sup>, for \$200.00 for encumbrance of appropriation for account 1000-110-591-0000, Contributions to Other Organizations.

Supplemental appropriation of \$3000.00 from 2031-330-360-0000, Contracted Services, to 2031-330-420-0000, Operating Supplies, to provide for additional operating supplies.

A second Regular Blanket Certificate, expiring December 31<sup>st</sup>, for an additional \$5,000.00 for encumbrance of appropriations for account 2031-330-420-0000, Operating Supplies.

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.**

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned at 8:40 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer