

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, October 1, 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: Chief Jim Wilburn, Captain Michael Murray (both entered at 7:35 pm, left at 8:00 pm)

The minutes of the last regular meeting held on September 17, 2018, were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

The following expenses were reviewed: *(\$13,888.54)*

#29358	\$ 1,115.50	Arrow International: EMS supplies
29359	2,795.08	Bound Tree: EMS supplies, drugs, mannequin and child car seats
29360	394.95	Buckeye Sanitation: junk disposal 9/21/18
29361		VOID
29362	1,746.25	DJL Material: crack seal for roads
29363	1,567.05	DPM Automotive: EMS repairs #448 turbo boost
29364	542.10	Hilty Office Supply: time clock for road crew
29365	629.06	John Deere Financial: JD6415 repairs to fuel injectors
29366	558.23	Martin Marietta: berming stone
29367	52.88	Suburban Press: cemetery fall clean up notice
29368	213.12	Time Warner Cable: phones/internet at station
29369	28.11	Toledo Edison: defense siren electricity
29370	935.20	Underwriters Lab: fire dept ladder testing
29371	29.67	Verizon: cell phones in squads/engine
29372	85.49	Woodville Surplus: fire boots for volunteer Parlette
29373	137.98	Bound Tree Medical: mass casualty triage tags
29374	139.95	Phoenix: EMS uniform repairs
29375	30.00	Village of Elmore PD: BCI EMS candidate
29376	193.91	OCSPC: withholding 9/27
29377	1,500.00	Ohio First Responder Grants: grant writing AFG2018
29378	164.52	Genoa NAPA: road garage maintenance supplies
29379	178.60	OE Meyer: EMS O2
29380	139.35	Stoneco: Limestone 1's & 2's for roads
29381	215.00	Cleveland Communications: power supply/cabinet in radio room
29382	200.00	Harris-Elmore Library: contribution to expansion/renovation
29383	300.00	Ohio First Responder Grants: AFG2017 grant mgmt-bid spec review

**EFT payroll Bi-Weekly hourly, 09/09/18 through 09/22/18, paid 09/27/2018:** *(\$7165.82)*

\$1,121.31	Jason Bickley: roads/cemetery	\$ 660.05	Ed Magsig: cemetery
554.08	Tom Novotney: cemetery	320.11	Jason Adkins: EMS
149.19	Brittany Gottfried: EMS	240.62	Rudy Hanzel: EMS
533.21	Michael Heider: EMS	229.69	Jeff Herman: EMS
225.58	Brad Krotzer: EMS	369.75	Lisa Lemmon: EMS
215.08	Deb Little: EMS	422.60	Amanda McGinnis: EMS
557.41	Michael McGinnis: EMS	425.05	Tammy Meek: EMS
304.87	Chris Nelson: EMS	639.07	Deb Pocino: EMS
303.75	Matthew Riggle: EMS		

**EFT Monthly salaried payroll for September, paid 09/28/2018:** *(\$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

Voucher #725-2018	\$1,551.81	BWC: September monthly premium installment
Voucher #751-2018	6,325.73	OPERS: September withholding/employer contribution
Voucher #752-2018	3,803.26	Huntington: Sept. Federal withholding/employer match
Voucher #753-2018	733.10	Treasurer of Ohio: Ohio withholding September
Voucher #754-2018	15.29	Ohio School District: SD withholding September
Voucher #755-2018	<u>398.74</u>	RITA/Village of Elmore: city withholding September
	<i>\$12,827.93</i>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$38,118.84 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.**

Fiscal Officer reported that the Amended Certificate of Estimated Resources was approved by the Ottawa County Auditor on 9/17/18.

## **REPORTS:**

### **Cemetery:**

1. Trustee Baker advised of potential liability from online monument orders and deliveries. Baker moved to add a line to Township Policy that Harris Township will not be responsible for offloading and setting of monuments. Jerry Haar seconded the motion. **Motion carried.**
2. Further discussion on poured foundations and pricing. Trustees unanimously agreed, after multiple discussions, to continue using the prefab foundations.
3. New cemetery sexton, Memmer, adjusting well to his duties.

### **Roads:**

1. Road salt shortage. Ottawa County has prepared a second bid package with a lower demand amount. County suggests mixing salt with stone and limiting usage to intersections, curves and/or bridges. Trustees are working with the Engineer's office and have reduced our estimate request for 2018/2019 salt usage from 150 tons to 50 tons due to the shortage.
2. Fall mowing reminders to be sent to repeat nuisance violators.
3. Trustees discussed applying for 2018 MORE grant from OTARMA for safety shirts and sweatshirts for road workers. Updated quote to be obtained locally from Vision Quest.

### **Fire & EMS:**

1. Captain Murray presented Invitation to Bid for approval and 3-week publication for AFG2017 grant awards.
2. Chief Wilburn presented the following:
  - a. Woodville Fire Dept has invited HEFD to join with them for certified hose testing at a cost of \$3000-\$4000. HEFD currently tests their own hoses as part of organization training, with dinner provided by the Association for families afterward. Trustees agreed to continue department testing.
  - b. Pump testing for four apparatus needs to be performed. Williams Detroit Diesel will perform testing for \$275 per apparatus. Baker moved to approve the pump testing; B. Haar seconded. **Motion carried.**
  - c. Association is hosting an off-site Halloween party on October 20 for EMS/Fire personnel and their families.
  - d. Thanksgiving Feather Party to be held on Saturday, November 3<sup>rd</sup> from 7 pm-11 pm.
  - e. Request for six month leave for B. Wilburn due to work schedule.
3. Workplace Resources has discontinued business effective September 30, 2018.

4. EMS September report received from Assistant Chief McGinnis:
  - a. Recommend hiring of Kurtis Baumgartner for a part-time Paramedic position. Beverly Haar moved to approve the hiring of Baumgartner; Carol Baker seconded. **Motion carried.**
  - b. B. Gottfried will be moved up to Acting Lieutenant and Lt. Adkins will be available as well during vacation of Assistant Chief and Captain McGinnis. Request for stipend consideration. Baker moved to pay Gottfried \$0.75/hr additional during the time period of Oct. 5-13, as well as a lump sum stipend for both in support of the extra administrative duties.
  - c. EMT class to be held on Saturdays beginning in November.
  - d. Currently purchasing items for annual grant reimbursement from the State of Ohio.
  - e. Brake lights to be repaired on Squad #449. Turbo issued repaired and driving well on Squad #448; however, it currently has an electrical charging issue within the ambulance box. Diagnosis and repair scheduled for this week.

**Zoning:**

1. Nothing to report.

**Other:**

1. Review of health insurance proposal obtained from BF Group. Discussion on consortium option. Additional proposals and information to be obtained for future discussion.
2. Trustees received and reviewed the following: ODOT update on Rural Consultation Process meetings; Star Ohio annual report 2018.

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 8:59 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer