

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, October 15, 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: Jason Bickley, Road Maintenance Supervisor;
Nate Overmyer, Fire Engineer (in at 7:30 pm, out at 7:35 pm)

The minutes of the last regular meeting held on October 1, 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)

#29384	\$ 26.39	Bay Tractor: JD Z915B cemetery mower blade sharpening
29385	527.03	Bound Tree: EMS supplies & skill guide
29386	151.13	Columbia Gas: natural gas at station & maintenance garage
29387	1,837.58	Corrigan Oil: fuel/gas for roads, cemetery, Fire & EMS
29388	120.00	Engler Printing: EMS time slips and assessment cards
29389	621.75	EVRS Emergency Vehicle Repair: Squad 448 replace battery charger
29390	139.93	Gordon Lumber: blacktop sealer for station side lot
29391	816.66	GLBA: EMS billing September 2018
29392	776.20	Martin Marietta: berming stone for roads
29393	137.75	Phoenix: EMS uniform D. Little
29394	105.63	Tractor Supply: maint garage shop supplies

EFT payroll Bi-Weekly hourly, 09/23/18 through 10/06/18, paid 10/11/2018: (\$7,304.51)

\$1,126.89	Jason Bickley: roads/cemetery	\$ 622.51	Ed Magsig: cemetery
1,059.31	Joel Memmer: roads/cemetery	157.22	Jason Adkins: EMS
296.27	Brittany Gottfried: EMS		
113.67	Michael Heider: EMS	670.23	Jeff Herman: EMS
188.21	Brad Krotzer: EMS	201.33	Lisa Lemmon: EMS
416.91	Deb Little: EMS	510.10	Amanda McGinnis: EMS
591.23	Michael McGinnis: EMS	331.45	Tammy Meek: EMS
180.11	Chris Nelson: EMS	839.07	Deb Pocino: EMS

Voucher #772-2018 \$ 161.06 Business Card 0630: EMS supplies/cleaning supplies
Voucher #773-2018 1,273.05 Business Card 6806: EMS lumber/supplies, MCI supplies,
Fire premix fuel for tools and air compressor for department

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$22,627.16 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. Deeds #596, 597, 598, 599 reviewed and approved.
2. Bickley reported that the sign at Union Cemetery has been removed to update contact information of new cemetery sexton. Local funeral homes have also been updated.

3. Larger foundations, 50" and larger, continue to be poured as needed. Bickley brought to the Trustees attention that we may not be covering our costs on these poured foundations. After discussion, Bickley will gather time and material costs to reevaluate pricing.
4. Resident request/complaint received that additional dirt be added to cemetery section where resident owns. Trustees discussed with Bickley. No action taken.
5. Cemetery clean-up almost complete.

Roads:

1. Continued discussions on salt shortage with the Engineers Office. We currently have approximately 50 tons. Fiscal Officer suggested \$8000 could be encumbered. Beverly Haar moved to order at least 50 tons, pending pricing and availability. Carol Baker seconded the motion. Jerry Haar also approved. **Motion carried unanimously.**
2. Carol Baker provided estimate on safety green shirts and sweatshirts. Beverly Haar moved to order (6) pocket t-shirts and (1) hooded sweatshirt for road/cemetery workers at an estimated cost of \$400 from Vision Quest in Elmore. Jerry Haar seconded the motion. **Motion carried.** Baker reiterated that these safety garments are eligible for the OTARMA MORE grant in 2018 with receipt.
3. Baker presented final aesthetic drawing from ODOT meeting on Oct. 10 for SR-51 bridge. Construction planned to begin mid-February 2020, ending August 2020.
4. Bickley reported that they have been getting equipment ready for winter. The smaller 2000 plow on the pickup has issues, and is used as a backup for the cemetery plow. According to Kalida, parts are becoming obsolete and there may be other repairs needed. Bickley recommended purchase of a new Boss v-plow for \$6300, which would be transferable to another vehicle in the future and is very reputable brand. Additionally, the cemetery truck is also in need of major repairs from rust and may not be dependable for plowing in the near future. After lengthy discussion and comparison of options and funds, Jerry Haar moved to purchase the Boss v-plow for \$6300. Carol Baker seconded. Bev Haar also voted yes. **Motion carried unanimously.**
5. Driver side fuel tank on 2002 Freightliner needs replaced along with fuel lines for a cost of \$1150 per side from OCTA. Trustees approved as a necessary, routine repair expense.

Fire & EMS:

1. Overmyer requested approval to proceed with repairs on Engine #444 shattered pump impeller at a cost of \$1400 from Williams Detroit Diesel. Bev Haar moved to approve the repairs; Carol Baker seconded the motion. **Motion carried.**
2. Notice of Bid Solicitations for extrication tools and SCBAs for AFG2017 Grant has been placed in the Suburban Press for publishing on 10/15, 10/22, and 10/29. Documents available on our website at www.harristownshipohio.com under announcements. Bid opening to be held at 6:30 on Monday, November 05, 2018, an hour before regularly scheduled Trustee meeting.

Zoning:

1. Application #645 for new residential construction was reviewed and approved.

Other:

1. Ottawa County Township Association meeting October 25, hosted by Harris Township. Trustees discussed and confirmed speaker gratuity, catering, preparations.
2. Discussion on station maintenance for 2019. Trustees also discussed suggestion from Chief Wilburn to install a laminate floor over the meeting room carpeting for a material cost of roughly \$1000. No action taken.

3. Trustees received and reviewed the following correspondence: notification of counsel for Workplace Resources, Limited; Utilization Report for third quarter 2018 from Workplace Resources; Materion Brush notification of pump change; OTARMA leadership election; aggregate pricing update from Shelly Company; Great Lakes Billing Associates September reports; and October 2018 Grassroots Clippings.
4. Fiscal Officer presented information on: Ohio Pooled Collateral System online portal activation; and notice of \$59.45 overpayment to be refunded from Toussaint Creek petition project double assessment.
5. The Fiscal Officer recommended issuance of the following supplemental appropriations and purchase orders:

Supplemental appropriation of \$5,000.00 from 2031-330-430-0000, Small Tools and Minor Equipment, in the amount of
\$2000 to 2031-330-420-0000, Operating Supplies,
\$2700 to 2031-330-323-0000, Repairs and Maintenance, and
\$300 to 2031-760-740-0000, Machinery & Equipment,
to reallocate funds for remainder of fiscal year operations.

A Purchase Order, expiring December 31st, to Kalida for \$6300.00 for encumbrance of appropriation for account 2031-760-740-0000, Machinery & Equipment, for purchase of Boss v-plow.

Purchase Orders to Ottawa County Engineer and OPWC, expiring December 31st, for combined encumbrance of appropriation for account 2011-760-700-0000, Capital Outlay, in the amount of \$10,000 –and- \$90,000 for account 2021-760-700-0000, Capital Outlay, for 2018 road improvements.

Close out of blanket purchase orders, with unencumbered amounts added to new blanket purchase orders for:
\$5046.62, 2031-330-323-0000, Repairs and Maintenance, and
\$3870.85, 2031-330-420-0000, Operating Supplies

Supplemental appropriation of \$5,000.00 from 2021-330-360-0000, Contracted Services, to 2031-330-400-0000, Supplies and Materials.

A Blanket Purchase Order, expiring December 31st, in the amount of \$5,000 for the purchase of salt, stone and treatment for the winter 2018/2019 season, account 2021-330-400-0000, Supplies.

A motion was made by Carol Baker and seconded by Beverly Haar 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 Jerry Haar. Chairman Beverly Haar declared the meeting duly adjourned at 8:58 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer