

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, March 2, 2020, 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 7:25 pm.

Employees in attendance:

- Zoning Inspector Dan Laity (out at 9:03 pm)
- Assistant EMS Chief Mike McGinnis (in at 7:41 pm)
- Fire Chief Jim Wilburn (in at 9:00, out at 9:47 pm)

Residents:

- L. J. Overmyer (left at 9:12 pm)
- John & Diana Blausey (in at 7:27)

The minutes of the last regular meeting held on February 17, 2020 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

The Fiscal Officer presented the December 2019 bank reconciliation and financial reports. After review, a motion to approve the December 2019 bank reconciliation and financial reports was made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed: (\$6,638.69)

#30077	54.95	Amplex	internet at maint garage
30078	745.00	Columbia Gas	natural gas at station and maint garage
30079	1,688.05	DPM Automotive Inc	lube, oil filter on squads, rotors on #448
30080	200.00	Elliott Scrapping LLC	junk haul 2/11
30081	163.93	Nichols Paper	station paper supplies
30082	408.48	Oak Harbor Hydraulics	repair stabilizer cylinder Ford (roads)
30083	1,684.18	Penn Care	repairs #448
30084	141.75	Sunny Farms	landfill fees 2/11
30085	229.91	Time Warner Cable	phones/internet at station
30086	945.00	Vanguard	EMT tuition
30087	142.30	MISDU	withholding 2/27
30088	41.23	OH CSPC	withholding 2/21
30089	193.91	OH CSPC	withholding 2/27

EFT payroll Bi-Weekly hourly, 02/9 through 02/22/2020, paid 02/27/2020:

\$1,193.66	J. Bickley: roads	\$922.60	A. Rodriguez: cemetery/roads
252.01	T. Almendinger: EMT-B	801.26	A. Kashmer: EMT-B
577.01	A. Fertig: Paramedic	44.87	D. Little: EMT-B
0.00	K. Fertig: EMT-B	175.86	J. Marcson: Paramedic
271.18	B. Gottfried: Paramedic	411.62	A. McGinnis: Paramedic
461.59	M. Heider: Paramedic	627.83	M. McGinnis: Paramedic
0.00	J. E. Herman: Paramedic	797.48	T. Meek: EMT-A
93.65	J. T. Herman: Paramedic	761.54	D. Pocino: EMT-B
437.62	S. Hites: Paramedic	0.00	M. Riggle: Paramedic
354.80	A. Johnson: Paramedic	305.73	L. Woycitzky: Paramedic

\$8,490.31

EFT Monthly salaried payroll for February 2020, paid 02/28/2020:

\$732.41	C. Baker: Trustee	\$1,329.74	L. Hazel: Fiscal Officer
734.54	B. Haar: Trustee	321.89	D. Laity: Zoning Inspector
852.45	J. Haar: Trustee	233.85	J. Wilburn: Building Maint.
		<u>\$4,204.88</u>	

Electronic Payments:

Voucher #1042-2019 \$287.00 Harris Twp: township payroll reimbursement

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$19,620.88 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:

Financial:

1. Reallocation of appropriations for station electricity: \$302.04 to 1000-120-351-0000, Electricity, from 1000-120-353-0000, Natural Gas; operating expenses for cemetery \$300.00 to 2041-410-420-0000, Operating, from 2041-410-190-0000, Other-Salaries.
2. Purchase Orders reviewed, approved and signed for additional expenses from 2019: Corrigan Oil for diesel for road units to account 2021-330-400-0000, Supplies and Materials, in the amount of \$1700.00; Columbia Gas for natural gas at station to account 1000-120-353-0000, Natural Gas, in the amount of \$600.00; Blanket Certificate for zoning meeting expense in the amount of \$800 to account 1000-130-330-0000; Then and Now Purchase Order for Great Lakes Billing Associates for credit card fees for billing deposits to account 2281-230-310-0000, Professional and Technical Services, in the amount of \$66.20; Village of Elmore for electricity at station to account 1000-120-351-0000, Electricity, in the amount of \$355.83.
3. Risk audit being scheduled for annual OTARMA property/liability insurance renewal. This year cyber security will be addressed. McGinnis requested to be present.

Cemetery:

1. Trustees reviewed, approved and signed Cemetery Deed #610

Roads:

1. Revised mileage certification for ODOT. Trustees reviewed, approved and signed.
2. Trustees discussed Portage River South Road culvert and cost sharing proposal. Beverly to call Jerry Hetrick to review proposal. A more detailed contract may be needed.

Fire/EMS:

1. Trustees and Fiscal Officer reviewed patient requests for write off from GLBA. Resident accounts 19/6692 and 17/52248, \$121.11 and \$102.62 respectively, qualify for financial hardship and therefore approved for write-off. Non-resident account 18/52590 request for financial hardship in the amount of \$971.35 was lacking required information, and therefore denied at this time. GLBA has authority to approve these financial hardship applications based on guidelines set.

2. Fiscal Officer still waiting for detailed paperwork from D. Berkel for reimbursement of EMT tuition. Documentation needs to include proof of payment and detailed description of courses taken.
3. Baker questioned website application for EMS/Fire. McGinnis said that Prosecutor is reviewing.
4. Chief presented check to Fiscal Officer from Sandusky County EMA for reimbursement from 10/22/19 incident. Request to purchase \$4,000 of materials and supplies to replenish. Hazel instructed he wait until permanent appropriations are approved by Trustees 3/16.

Zoning:

1. John and Diana Blausey were present regarding their continued dissatisfaction on the zoning issues with their agricultural property on Hessville Road. Lengthy discussion ensued. LJ Overmyer was also part of the discussion, both as a resident and as a member of the Board of Appeals. Overmyer suggested some areas in the zoning code that may need some review regarding use variances. No agreement was reached between the parties and the Trustees. Due to this lack of agreement on how to proceed, zoning inspector Dan Laity resigned his position effective that night. Trustees will be looking for a replacement to fill the vacant Zoning Inspector position.

Building and Grounds:

1. McGinnis reported Northwood Door was out to replace the weather seal on EMS bay doors, but proceeded to attempt to clean for 30 minutes. Quote was not provided for other doors. Wilburn to discuss with company owner.
2. Pothole exists on bike trail next to station. Baker to notify Village of Elmore Administrator Dave Hower.

Other:

1. Ottawa County Agricultural Community Breakfast 3/20; RSVP due by 3/17
2. Ottawa County Farm Bureau Annual Legislative Breakfast 3/27; RSVP due 3/20
3. Trustees reviewed request for contributions for Wreaths Across America

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 10 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer