

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, March 4, 2019, 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:

Jim Wilburn, Chief (in at 7:42 pm, left at 8:40 pm)

The minutes of the last regular meeting held on February 18, 2019 were read and approved on a motion made by Jerry Haar and seconded by Beverly Haar. **Motion carried.**

### **FINANCIAL:**

The Fiscal Officer presented the December 2018 bank reconciliations and financial reports. After review, a motion to approve the December bank reconciliations and financial reports was made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

Fiscal Officer recommended issuance of then and now purchase orders for the following:

- Howard Moriarty Company: \$92.76 account code 2041-410-420-0000, Operating Supplies, for cemetery signs; regular purchase order 10-2019 to Corrigan Oil will be reduced.
- Treasurer State of Ohio: \$150.00, account code 2282-220-214-0000, Volunteer Firemen's Dependents Fund, for annual assessment; reallocate appropriations from 2282-220-314-0000, Tax Collection Fees.
- FerrellGas: \$65.00, account code 2041-410-599-0000, Other-Other Expenses, for annual propane tank rental for cemetery; regular purchase order 8-2019 to Village of Elmore will be reduced.
- Vanguard Sentinel JVSD: \$475.00, account code 2282-220-599-0000, Other-Other Expenses, and \$945.00, account code 2283-230-599-0000, Other-Other Expenses, for volunteer Firefighter and EMT tuition; reduce regular blanket certificate 13-2019 for FF tuition and reallocate appropriations from 2283-230-314-0000, Tax Collection Fees, for EMT tuition.
- Penn Care: \$1,261.00, account code 2281-230-430-0000, Small Tools and Minor equipment, for EMS squad tire pressure maintenance system; reduce regular blanket certificate 8-2019.

A motion was made by Carol Baker and seconded by Beverly Haar to approve the issuance of purchase orders as required, along with reallocations and reductions as stated. Upon calling the roll, the motion was **unanimously approved.**

The following expenses were reviewed: (\$6822.28)

#29587	\$ 1,000.00	Danbury Township: (10) 800mhz radios/chargers for Fire Dept
29588	873.47	Columbia Gas: natural gas at station & maint garages
29589	65.00	FerrellGas: annual propane tank rental for cemetery
29590	92.76	Moriarty Co: cemetery signage
29591	667.70	Howell Rescue: Drager spectacle kits (7) for Fire Dept
29592	1,261.00	Penn Care: cateyes tire pressure maint sys for EMS squad
29593	37.00	Dexter Co: shop plow parts
29594	27.57	Toledo Edison: civil defense siren electricity
29595	150.00	Treasurer OH: Vol FF Dependents Fund assessment
29596	1,420.00	Vanguard: tuition FF D. Berkel, EMT Kochan
29597	1,033.87	Village of Elmore: electric/water/sewage at station, garages, cemetery
29598	193.91	OH CSPC: withholding 2/28/19

**EFT payroll Bi-Weekly hourly, 02/10 through 02/23/2019, paid 02/28/2019: (\$8,590.87)**

\$1,391.59 Jason Bickley: roads	\$1,272.27 Joel Memmer: roads/cemetery
343.89 Kurtis Baumgartner: EMS	454.17 Brittany Gottfried: EMS
Rudy Hanzel: EMS	401.18 Mike Heider: EMS
856.31 Jeffrey E. Herman (Jr): EMS	89.08 Jeffrey T. Herman: EMS
170.93 Andrew Johnson: EMS	116.99 Scott Jones: EMS
251.12 Brad Krotzer: EMS	363.69 Lisa Lemmon: EMS
463.91 Amanda McGinnis: EMS	610.02 Michael McGinnis: EMS
342.56 Tammy Meek: EMS	72.81 Chris Nelson: EMS
817.10 Deb Pocino: EMS	573.25 Matt Riggle: EMS

**EFT Monthly salaried payroll for February 2019, paid 2/28/2019: (\$4,246.53)**

\$735.55 Carol Baker: Trustee	\$ 735.20 Beverly Haar: Trustee
827.55 Jerald Haar: Trustee	1,367.61 Laura Hazel: Fiscal Officer
321.83 Dan Laity: Zoning Inspector	258.79 James Wilburn: Station maintenance

Voucher #173-2019	\$ 732.91	Huntington: salaried Federal 941 tax 02/28/19
Voucher #174-2019	1,298.24	Huntington: biweekly Federal 941 02/28/19
Voucher #175-2019	769.73	OH Treas.: monthly withholding Feb. 2019
Voucher #176-2019	32.91	Ohio School District: monthly withholding Feb. 2019
Voucher #177-2019	464.30	RITA: Elmore city monthly withholding Feb. 2019

A motion was made by Carol Baker and seconded by Beverly Haar that the preceding list of bills totaling \$22,957.77 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. Annual notification to be run in the Suburban Press for spring Cemetery Clean Up. Notification will also be placed on the Village of Elmore scrolling signage in front of the Fire Department.

**Roads:**

1. Trustees received, reviewed and responded to notification from Village of Elmore Solicitor Mulligan that the Village will no longer be honoring the informal agreement for processing yard waste, leaves, shrubs, and limbs to Township residents at Village facilities.
2. Trustees discussed the \$0.18 fuel tax increase proposal headed to the House of Representatives and the importance to Township funding.
3. Annual Summary of Bridge Conditions report from the Ottawa County Engineer's Office for 2018 was received and reviewed.
4. Road salt purchase options for the 2019/2020 year were discussed; more information to be gathered.
5. Discussion on fallen tree limbs on Yeasting Road, between Linker and Hessville Roads. Trustees agreed to contact Beeker Tree Service for quote on removing limbs over the right of way.
6. Trustees are in negotiations with ODOT for property needed to complete SR-51 bridge reconstruction.

### **Fire & EMS:**

1. Pricing obtained from Associated Eye Care for SCBA lenses, ranging from \$50 for single vision lenses, \$90 bifocal lenses, \$185 progressive lenses. Based on recommendation of Chief and A/C Berkel, most would need lenses for distance, some for close up and distance. Beverly Haar moved to approve set up of account with Associated Eye Care, providing names of eligible members, and instructing members to take their prescription and spectacle kit for purchase of single vision or bifocal, not to exceed \$700 for 7 members. Carol Baker seconded the motion. **Motion carried.**
2. Chief Wilburn reported that Harris Elmore Fire Fighter Association is pursuing 501(c3) status; however, they are officially a non-profit with the state of Ohio.
3. Three people were interviewed for EMS Lieutenant. The interview panel recommends appointment of Brittany Gottfried, as she is the only one who meets all qualifications for the position, and has filled in previously. Carol Baker moved to appoint Gottfried to the position of EMS Lieutenant and Beverly Haar seconded the motion. **Motion carried unanimously.**
4. Trustees approved hiring of PT Paramedic Alex Fertig. Chief also reported that he is an Elmore resident and would like to join the volunteer department, both EMS and fire. Carol Baker moved to approve the hiring of Alex Fertig as a part time EMS employee; Beverly Haar seconded the motion. **Motion carried.**
5. Chief provided applications for volunteer fire fighter Chad Rogers and volunteer EMT-A/FF Scott Jones, who lives just outside of Harris Elmore district. Providing that HEFD Officers recommend the application of current PT EMT-A employee Jones, Carol Baker moved to approve his application, and to waive his 12-week application process, joining as a Probationer. Beverly Haar seconded the motion. **Motion carried.** Background/BMV check will need to be completed for Rogers.
6. Chris Bone' has also applied for volunteer EMS. He is currently an EMT student at Owens. Trustees approve Applicant status, pending official recommendation from HEFD Officers.
7. Resignation expected for Firefighter B. Wilburn; he is moving out of state per Chief.
8. Trustees reviewed and accepted tuition Reimbursement Contracts for Derrick Berkel and Rob Kochan. Carol Baker moved to waive employee payment for Rob Kochan based on financial hardship; Beverly Haar seconded. **Motion carried.**

### **Zoning:**

1. No report.

### **Communications, Announcements, and Other:**

2. Wilburn placed an order for paper products for the station and reported on spring maintenance projects, including scheduling of annual furnace cleaning/checks with Yackee Electric. He also noted that he has possession of replacement motor that was under warranty for heating system valued at \$600.00. The original motor was fixed while waiting for part.
3. Trustees received and reviewed a thank you letter from the Ottawa County Task Force for our monetary contribution; invitation from County Commissioners to meet/welcome State Senator Theresa Gavorone on 3/4/19; invitation for Ottawa County Farm Bureau Legislative Luncheon 3/27/19.
4. Notification received from Charter Communications of an internal corporate reorganization in which Spectrum Mid-America, LLC now operates the cable system in the community. No changes in services will be made.
5. Fiscal Officer received request to participate in voluntary survey for the Boundary and Annexation Survey (BAS) for the U.S. Census Bureau.
6. OTARMA offering comprehensive property appraisals through CBIZ Valuation Group, who will be contacting us soon.

There being no further business, a motion to adjourn was made by Beverly Haar and seconded by Carol Baker. Chairman Beverly Haar declared the meeting duly adjourned at 9:16 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer