

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, April 1, 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 6:30 pm.

Residents in attendance:

Robert and Marie Babjack, Ryan Beam, Robert and Mary Beam, Craig and Sondra Gillig, Dan Laity, Marilyn Metzger (all left at 7:25 pm)
Josh Haar (in at 7:20 pm, left at 9:00 pm)

Employees in attendance:

Jason Bickley, Road Superintendent (in at 7:40 pm, left at 9:00 pm)
Jim Wilburn, Chief, & Mike McGinnis, EMS Asst. Chief
(both in at 8:15 pm, left at 9:55 pm)

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

FINANCIAL:

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

The following expenses were reviewed: *(\$6,130.23)*

#29616	\$ 1,171.65	Bound Tree: EMS drugs/supplies
29617	1,562.00	Careworks Comp: BWC TPA Group rating fee 2020/2021
29618	78.49	Cleveland Comm.: replace broken knobs on Fire radio
29619	58.40	O.E. Meyer: EMS oxygen
29620	798.36	Oak Harbor Hydraulics: case loader repairs to bucket cylinders
29621	47.40	Suburban Press: publish annual report notification 2/28
29622	27.75	Toledo Edison: civil defense sirens electricity
29623	22.85	Truck & Van Land: truck plow rpr part
29624	98.34	Complete Wireless Tech: EMS pager batteries & belt clips
29625	573.62	Luckey Farmers: cemetery grass/weed killer
29626	280.00	Streacker: excavator rental for cemetery
29627	413.08	Business Card: admin printer toner/paper, postage; EMS cleaning supplies; mat Velcro for station
29628	200.00	Elliott: junk hauling 3/12
29629	142.20	Suburban Press: public notice of cemetery clean up 3/18, 3/25
29630	213.93	Time Warner Cable: phones/internet at station
29631	22.47	Business Card: FC from prior month
29632	193.91	Ohio CSPC: withholding 3/28
29633	225.78	Ohio CSPC: withholding 3/28

EFT payroll Bi-Weekly hourly, 03/10 through 03/23/2019, paid 03/28/2019: *(\$5,584.78)*

\$1,139.37	Jason Bickley: roads/cemetery	\$1,068.06	Joel Memmer: roads/cemetery
	Kurtis Baumgartner: EMS	167.56	Brittany Gottfried: EMS
401.63	Rudy Hanzel: EMS	42.82	Mike Heider: EMS
710.24	Jeffrey E. Herman (Jr): EMS	237.41	Jeffrey T. Herman: EMS
340.78	Andrew Johnson: EMS	464.88	Scott Jones: EMS
123.27	Brad Krotzer: EMS	542.56	Lisa Lemmon: EMS
348.24	Amanda McGinnis: EMS	727.32	Michael McGinnis: EMS
342.56	Tammy Meek: EMS		Chris Nelson: EMS
509.46	Deb Pocino: EMS	230.52	Matt Riggle: EMS
229.90	Alex Fertig: EMS	51.76	Karli Sasscer: EMS

113.87 Tim Simpson: EMS

EFT Monthly salaried payroll for March 2019, paid 3/29/2019: (\$4,164.29)

\$735.55 Carol Baker: Trustee	\$ 735.20 Beverly Haar: Trustee
827.55 Jerald Haar: Trustee	1,285.37 Laura Hazel: Fiscal Officer
321.83 Dan Laity: Zoning Inspector	258.79 James Wilburn: Station maintenance

Voucher #247-2019	\$1,224.24	Huntington: biweekly Federal 941 tax 03/28/19
Voucher #255-2019	815.15	Huntington: salaried Federal 941 tax 3/29/19
Voucher #256-2019	844.00	BWC: premium installment 1/21/19
Voucher #257-2019	844.00	BWC premium installment 2/15/19
Voucher #258-2019	844.00	BWC premium installment 3/20/19
Voucher #259-2019	75.89	Business Card: maint supplies station/fire 3/15/19
Voucher #260-2019	1,505.40	Business Card: postage/EMS, HEFD gifts/reimbursed
Voucher #261-2019	200.00	Business Card: EMS conference/Hazel
Voucher #262-2019	844.00	BWC premium installment 4/15/19

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$23,075.98 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. Jason presented quotes for Simplicity and John Deere cemetery mowers. Discussion considered quality of product, ease of use, and longevity. It was unanimously decided to issue a purchase order for one Simplicity tractor for \$1,200 and one zero-turn mower for \$2,800 with trade-ins of current mowers from MJD Motorsports.

Roads:

1. Discussion on Township concerns with Portage River Road annexation by the Village of Elmore, including transparency, saw-toothing of road, road maintenance, and loss of revenues.
2. Amplex was contacted for quote on internet at township garage. \$39.95/per month for basic plan; trees may be an issue with reception. No decisions were made.
3. Bickley reported that Yeasting Road tree/limb removal completed by Beeker. Continue to work on other areas within the Township as hours allow per approved quote.
4. Continued concern from Bickley on time clock punches and not being able to see in/out punches. Hazel advised him to notify her on days he feels there may be a problem with clock in/out.
5. Bickley to begin hot oil treatments on maintenance vehicles and plows to help prevent rust. Josh Haar recommended use of old oil, and not to purchase new oil. Will need to purchase small sprayer and tarps.
6. Salt purchase for 2019/2020 winter from ODOT needs to be confirmed by April 15. Bickley updated our salt shed is currently full, with 25 ton/mixed, along with over 125 ton in other shed, not 50 as previously reported. Trustees decided we will not purchase additional at this time.
7. Baker updated Trustees on proposals and calculations for fencing, gate, operator and land values for ongoing negotiations with ODOT. Original offer from ODOT was \$18,260; trustees agreed on counter offering \$18,889, along with asking for protection of building during construction. Baker will contact ODOT.
8. 2019 Road Tour included:

- a. Portage River South Road – county engineers are working on a package of grants and incentives to replace crossover of Hyde Run by Materion in 2020. Depending on financial options, township may include resurfacing from SR-105 to Harris-Salem Rd.
 - b. Hessville (corner of Weis) – property owner to be contacted about not exceeding weight limits on township roads here and at Yeasting/Linker-Portage Rds. It is also suggested that access/egress at the property be limited to one road to minimize road damage.
 - c. Witty Rd – crossover is collapsing, and has been found to be solely for field drainage. Property owners to be contacted about making repairs.
9. North side retaining wall plans on Portage River Road to be made with county engineer once farmer's (Hetrick) plan to repair rest of the road has been finalized. Hetrick has been in continued communications with the trustees regarding the issue.
 10. Josh Haar asked for assistance with ditch dipping/cleaning out of the creek on his property. There is a tile in the creek bottom that drains. He was advised to call Soil and Water or the county engineer office.
 11. Continued discussion on salt shed expenditures from 2014/2015.

Fire & EMS:

1. Josh Haar inquired on fleet maintenance service costs and volunteered his services as a certified mechanic. Discussion on liability issues, non-emergency membership with department. Chief will contact Prosecuting Attorney for more information on liability.
2. Trustees discussed request for costs incurred from auto deductible of \$100 and removal of basketball pole and bolts sawed off level with ground as a good will gesture from damage caused during an emergency run. The Township has immunity and is not liable for the insurance claim. Beverly Haar moved to reimburse deductible of \$100 and authorize township labor to remedy property damage. Carol Baker seconded. **Motion carried.**
3. Assistant Chief McGinnis provided EMS monthly report, which included EMS squad maintenance/repairs: still waiting on estimate on 449 back end from run incident, wheel alignments on 448 & 449, front tires may need replaced on 448 due to alignment issues, suspension/struts/check engine light on 447. Increased difficulty finding places that are equipped to handle the bigger units and have a quick service turnaround. Grill light purchased for 448 from Penn Care.
4. Annual inspection for stretchers, stair chairs, and power cots are due. Discussions on continued use of subcontractor, with a slower turnaround of at least a week, to a contract directly with the manufacturer, Stryker, quoted at \$17,724 for a (3) year bumper to bumper with a (2) day turnaround, or a preventative maintenance/inspection quote of \$5403 for (3) year contract plus parts, labor and incidentals. Current PM with subcontractor runs \$450/year with additional cost of \$2000/year parts/labor, based on 2018 invoice. Battery replacement is recommended this year for (4) batteries. Current cost is \$400 each, with a life expectancy of (3) years. Decision to be made within 2-4 weeks, along with review of long-term budget.
5. BWC grant funds received for washer, hoods and gloves for fire department and authorization given by Trustees to place purchase order using appropriated funds. Hazel recommended requesting an amended certificate from county auditor to allow for additional appropriations during the year.
6. Chief's reported included: approval for volunteer applicant status for FF/EMT Daniel Deweyer and Medic Gottfried who will be moving into Elmore. Daniel is currently a Lieutenant with Pemberville department. EMT Kashmer has signed up for the volunteer firefighter class end of April. Trustees approved tuition reimbursement with signed contract, with final reimbursement from date of EMT probation.
7. Chief reported Engineer Overmyer will be sending 443 to Williams for replacement of valves.

8. Chief Wilburn requested a change in purchase approval of (6) dash lights for emergency response vehicles at a price of \$95 each to purchase of (3) sirens and (3) dash lights at the same cost. Baker moved to approve the purchase; J. Haar seconded. **Motion carried.**
9. Fire Department upcoming activities: hose testing scheduled for April 20, performed by department, with the Association providing dinner for families afterwards; mock accident drill scheduled with Woodville Fire Department for Woodmore High School; open house activities planned for Explore Elmore Days on May 11; Red Cross blitz on May 18 to update smoke detectors.

Zoning:

1. Continued progress by Representative Arndt on legislation to allow township trustees authority over junk watercraft and/or vessels.

Communications, Announcements, and Other:

1. Resident concern on disposition of wood and scrap metal. Fiscal Officer will contact junk hauler to evaluate agreement with Township on scrap metals. Identified excess loose stone around station/bike path from salt/stone winter mix.
2. Discussion regarding notification from the Village of Elmore that Harris Township residents will no longer be allowed to dispose of yard debris at their Riverbend Park facility as of April 1. Trustees previously responded to their notice, referencing other mutual cooperation agreements for the betterment of both the Village and the Township, and inviting Councilmen and Mayor to attend a Township meeting to negotiate their concerns rather than terminating a long standing agreement. In the interim, discussion on other options for township residents.
3. McGinnis requested cold patch repair by sidewalk/parking lot. Trustees will request repair from Bickley.
4. Chief requested to purchase another case of lightbulbs for station maintenance for approximately \$320/case. Beverly Haar moved to approve purchase; Carol Baker seconded the motion. Motion carried.
5. Exterminator contacted Chief regarding spring preventative spray on building. Trustee approval granted to proceed with this once the weather warms up.
6. Carol Baker attended the Farm Bureau meeting and updated Trustees on topics discussed, which included Lake Erie, new crops for buffer zones, gas tax proposals, and increase of muskrat dens due to diking along the lake affecting farmers and roads.
7. Trustees received and reviewed 2018 Annual Report from Ottawa County Engineer's Office.
8. Invitation from Commissioners to attend Davis Besse tour on 4/3.

There being no further business, a motion to adjourn was made by Beverly Haar and seconded by Jerry Haar. Chairman Beverly Haar declared the meeting duly adjourned at 10:10 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer