

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Tuesday, September 20, 2021, with the following members present: Trustees Carol Baker, Beverly Haar, Jerry Haar and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

- Zoning Inspector, Bob Babjack (out at 7:45 pm)
- Cemetery Sexton, Andy Rodriguez (out at 8:19 pm)
- Chief, Jim Wilburn (in at 8:12 pm, out at 9 pm)

The minutes of the regular meeting held on September 7, 2021 were read by Chairman Beverly Haar and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

30755	\$73.50	Admin Resource	twp garage email setup
30756	269.90	Baumann	#447 Tahoe battery, starting issues
30757	60.00	C&L Sanitation	sanitation unit servicing July, Aug.
30758	1,100.26	GPM Investments	fuel/gas fire, ems, road, cemetery
30759	1,443.63	LH Automotive	#448 brake vacuum pump, batteries, LOF
30760	815.32	Luckey Farmers	off road diesel for roads, cemetery pesticide
30761	25.47	Oak Harbor Hardware	shop supplies
30762	31.23	Toledo Edison	civil defense sirens electricity
30763	75.23	Verizon	EMS wireless squad hookups
30764	783.91	Village of Elmore	electric, water, sewer for station, cem., garage
30765	206.88	Willie's Sales	station leaf blower repairs
30766	55.72	OH CSPC	withholding 9/21
30767	\$284.60	MISDU	withholding 9/9, 9/23
	<u>\$5,225.65</u>		

EFT payroll Bi-Weekly hourly, 08/22 through 9/4/2021, paid 9/9/2021:

\$1,341.47	C. Johnson: roads/cemetery	\$1,011.99	A. Rodriguez: cemetery/roads
874.90	C. Fair: roads, cemetery	306.22	R. Babjack: cemetery
\$620.38	D. Berkel: EMT-B	\$0.00	S. Jones: EMT-A
112.16	K. Boone: EMT-B	175.86	J. Marcson: Paramedic
191.21	J. Bretzloff: EMT-B	505.48	A. McGinnis: Paramedic
0.00	B. Dewyre: Paramedic	641.43	M. McGinnis: Paramedic
577.89	A. Fertig: Paramedic	1,025.00	D. Pocino: EMT-B
0.00	K. Fertig: EMT-B	0.00	M. Riggie: Paramedic
0.00	J. E. Herman: Paramedic	165.54	K. Sasscer: EMT-B
91.02	J. T. Herman: Paramedic	32.68	K. Stoudinger: Paramedic
0.00	S. Hites: Paramedic	0.00	L. Woycitzky: Paramedic
176.15	A. Johnson: Paramedic		
		<u>\$7,849.38</u>	

EFT monthly payroll for Fire/EMS Volunteers, Aug. activity, paid 9/21/2021

\$298.00	D. Berkel: Fire/EMS	\$105.40	N. Overmyer: Fire
152.24	J. Berkel: Fire	11.77	J. Parlette: Fire
11.70	C. Berman: Fire	271.16	D. Pocino: Fire/EMS
141.43	K. Boone: EMS	46.85	M. Probst: Fire
265.96	J. Bretzloff: Fire/EMS	157.20	B. Richards: Fire

227.02	B. Dewyre: EMS	125.02	B. Rizzo: Fire/EMS
128.82	D. Dewyre: Fire/EMS	23.42	D. Rogers: Fire
0.00	A. Fertig: Fire/EMS	6.77	B. Sandwisch: Fire
0.00	K. Fertig: EMS	93.68	G. Sasscer: Fire
55.72	S. Jones: Fire/EMS	23.42	K. Shank: Fire
117.38	P. Makulinski: Fire	132.43	T. Simpson: EMS/Fire
122.97	A. McGinnis: EMS	175.94	L. Treat: Fire/EMS
207.02	M. McGinnis: EMS/Fire	11.77	B. Wilburn: Fire
175.66	M. Murray: Fire	837.90	J. Wilburn: Fire/EMS
81.98	C. Overmyer: Fire	0.00	J. Woycitzky: Fire/EMS
128.82	J. Overmyer: Fire	129.56	N. Zimmerman: Fire/EMS
		<u>\$4,267.01</u>	

Electronic Payments:

679-2021	\$4,299.61	US Treasury: Aug. federal 941 withholding/match
680-2021	720.02	OH Treasurer: Aug. state withholding
681-2021	11.74	OH Treasurer: Aug. school district withholding
682-2021	326.50	RITA: Elmore city withholding Aug.
703-2021	6,293.63	OPERS: July OPERS withholding & contribution
704-2021	6,261.62	OPERS: Aug. OPERS withholding & contribution
762-2021	1,647.14	BWC: Aug./Sept. premium installment
765-2021	11.96	Bank of America: crack seal for salt shed
766-2021	802.79	Bank of America: Fire/IN trip expenses
	<u>\$20,375.01</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$37,717.05 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:

Zoning:

1. *Inspector report:*
 - a. Activity is picking up; a lot of small projects being done for fall. St. John variance hearing held on 9/9 and was approved. Second meeting to be held on 9/22, which will include a joint meeting for appeals board and zoning board to discuss zoning regulations and possible changes to code for repetitive appeals hearings.
 - b. Zoning permit #670 issued to Turner, 20950 W SR 105, for addition, pool and pool house.
2. Trustee Bev Haar informed Board of complaint of junk cars on parking lot behind gas station; discussion followed.

Cemetery:

1. *Sexton's report:*
 - a. Don Gamby was consulted for window installation and flashing advice at township garage. He offered his services at \$100 per window install.
 - b. Gamby asked if the Township could do anything about the tree that is lying across the Portage River behind his house. He's worried that it will damn up the river. County said to be careful with liability. Trustee Baker suggested contacting Bruce Card (SR-105) and begin discussions on what can be done.

- c. Verbryke family stone was reset on base with the assistance of Chris DeTray/Crosser.
- d. Cemetery roads were cold patched for the season; Erie and Shelly were unavailable to do the work.
- e. Comparison of cemetery services and pricing for discussion on price increases in the future.
- f. October 1 is fall cleanup; public notice placed in Suburban Press to run this weekend.

Roads:

- 1. Notice received from county that Netcher Road will be closed for fog sealing Sept. 20-21.
- 2. *Superintendent's report:*
 - a. Hessville Road berming completed; small stockpile of stone

Fire/EMS:

- 1. *Old Business:*
 - a. \$500 budget approved by Trustees for EMS skills day on 10/13 to provide breakfast and lunch for volunteers who participate. The incentive is to train volunteers to cover more part-time shifts for EMS, which is experiencing a staffing crisis.
 - b. \$2,500 estimate approved by Trustees for Knox Box replacement in EMS office.
- 2. After lengthy discussion via phone with Asst. Chief/EMS, M. McGinnis, Trustee Bev Haar moved to approve the following:
 - a. \$2.00/hour pay increase for part time EMS staffing effective with pay week beginning October 3, 2021. The new rates, based on certification level, will be \$15/hour EMT-B, \$16.50 EMT-A, and \$19/hour Paramedic.
 - b. There will also be a transition from incident run points to hourly pay for volunteers at the same certification levels, at one hour minimums.
 - c. Additionally, due to current staffing shortages, a training incentive program for volunteer EMS activities and on-call has been developed, which would consist of an extra \$100 pay for every 25 events/runs made by volunteers, maximum of \$400 every 4 month period (periods as defined), and \$1,200 per year per volunteer. Jerry Haar seconded the motion. All in favor. **Motion carried.**
- 3. McGinnis stated that resignation of paramedic M. Riggle was received, and he anticipates another paramedic may be leaving as well. J. Marcson has returned to her Saturday schedule. EMT D. Berkel has also stated he will be reducing his hours.
- 4. *Chief's report:*
 - a. Chief Wilburn stated he is in need of a new basic copier/printer for the radio room. Would like a feeder tray and accommodation to copy legal and ledger documents as well. Hazel and McGinnis will obtain quotes.
 - b. Computer desktop in Chief's office is failing. He would like for this to be replaced soon. He would prefer a desktop. Hazel and McGinnis will obtain quotes for this as well.
 - c. Turnout gear (9 sets) has been shipped from Phoenix and is expected to be received this week.
 - d. #443 repairs completed at Williams as quoted.
 - e. #442 cab light was not working. Sutphen said the part is under warranty, but the labor to install is not. New cab light was ordered. During drill, it was discovered that the grounding wire was removed during radio install by Cleveland Communications; once this was reconnected, the cab light works again and we now have a spare light.
 - f. Quote received for \$765 for SCBA replacement (Pocino) that was damaged from vehicle running over it.
- 5. Fiscal Officer reported that Great Lakes Billing Associates are requesting completion and approval of enrollment applications for OPTUM (United Healthcare claim payments) and Worldpay (new credit card processing company). Bank information will be provided for both applications and applications submitted to GLBA.
- 6. GLBA also announced today that Health and Human Services (HHA) is subgranting a new round of covid funding. Application to be reviewed by Fiscal Officer for details.

Building/Grounds:

1. Yackee Electric installed a new capacitor on the old furnace on 8/28. He will be providing a quote on replacement of the old furnace, as it was installed in 1981 and parts are becoming obsolete.
2. Wilburn has samples of flooring for community room. He is going to contact installer for quote, but thinks the material pricing was \$2/sq.ft and the room is 2500 sq.ft. Would like to purchase a Roomba to sweep the floor daily. Baker questioned Hazel as to whether this could qualify for ARP funding due to cleaning and sanitation issues of carpeting during Covid.

Fiscal/Administrative:

1. *Old business:*
 - a. Financial documents are with auditor for review.
 - b. HEFD Association still has not reimbursed for Phoenix Class A uniforms. D. Berkel believes he paid towards his uniforms. Trustees requested Association President Rizzo and Treasurer D. Berkel be present to discuss at next board meeting.
 - c. Documents will be submitted for American Recovery Plan; the application deadline was extended until 9/24/21.
 - d. OTARMA cyber application documents were submitted. Hazel recommends an internal review on procedures in place.
 - e. Payment being held for Morton Salt, pending correction of bill to information.
2. Upcoming training opportunities include OAS webinar on 10/5 on Auditing of ARPP funding, LTAP webinar on 10/12 on Township Stimulus Funding, upcoming ethics training.
3. Review/reconciliation of gratis BMV registrations.

Communications, Announcements, Other:

1. Hazel submitted photos to OTARMA for the 2022 calendar; local photographer credits to Styles McAtee.
2. Trustees received and reviewed *Grassroots Clippings September 2021* and *STAR Ohio Annual Report 2021*.
3. Donation request from FOPA #34 for fallen officer memorial campaign for Ottawa County. No action taken.

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned 10:42 pm.

Respectfully submitted,

Beverly Haar, President

Laura Hazel, Fiscal Officer