

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, November 1, 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:

- Road Superintendent, Cary Johnson (out at 9:17 pm)
- Fire/EMS Chief, Jim Wilburn (in at 7:45 pm, out at 9:10 pm)
- EMS Asst. Chief, Mike McGinnis (in at 7:45 pm, out at 9:10 pm)

The minutes of the regular meeting held on October 18, 2021, were read by Chairman Beverly Haar and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

The Fiscal Officer presented the October 2021 financial reports and bank reconciliation reports. After review, a motion to approve the October 2021 financial reports and bank reconciliations was made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

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The following expenses were reviewed:

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	<u>\$2,826.60</u>		

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2. Trustee J. Haar to review proposed changes to cemetery non-resident rates. Fiscal Officer Hazel to review costs for foundation installations.
3. Confirmation made by Trustees in regards to placement of stones in Crozier family plot, lining up with stone already placed for D. Crozier.
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 - c. Updated quote QT-KA-34033 received and approved by Trustees for Knoxbox medvault and circuit board upgrades, along with a 3-year cloud license. Fiscal Officer to issue revised PO to include the 3-year cloud licensing for a total of \$4,151.00.

Building/Grounds:

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Respectfully submitted,

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 - c. Met with Mike Brough and excavating company on driveway project on Yeasting Rd. It was decided to use 12” rather than 10” pipe.
 - d. Jim Rose, retiree with CDL, interested in assisting with part-time winter snow plowing. He is personally known by Andy Rodriguez. Trustees said he should complete an application for consideration. Discussion on backup assistance and training ahead of snowfall.
 - e. New John Deere flail mower is expected this month. It has been on backorder for about nine months.
3. Kevin Fox contacted Trustee Bev Haar in regards to proceeding with cleaning, widening and moving the ditch along Stange Road before the poles fall. He is willing to pay for the service, and will extend the easement as necessary to the township. Trustee B. Haar drafted TRQ 2021-04 for county engineers’ involvement, which was signed by all three trustees.

Fire/EMS:

1. *Chief Wilburn’s report:*
 - a. Association tables and chairs are missing and are needed for bingo event on 11/13. Suggestions by Trustees to contact Elmore Historical Society or the American Legion to borrow theirs for the event.
2. *EMS/ Asst. Chief McGinnis’s report:*
 - a. Looking into one-two copiers that will be replaced by Carroll Township that they may be willing to sell. The fax mechanism isn’t working on them, but that is not something we would need. Will have more information by next meeting.
 - b. Requesting approval to hire two part-time employees: T. Martens/EMT-B, and M. Dreka/EMT-B, testing for paramedic. Discussion on a third EMT-B applicant who holds Georgia licensing and pursuing medical school. Trustees **unanimously approved** for hire, pending acceptance of our employment offer and BMV check for driving record.
 - c. Updated quote QT-KA-34033 received and approved by Trustees for Knoxbox medvault and circuit board upgrades, along with a 3-year cloud license. Fiscal Officer to issue revised PO to include the 3-year cloud licensing for a total of \$4,151.00.

Building/Grounds:

1. Updated quotes for 20 mm wear layer vinyl plank flooring provided by Wilburn to Trustees. Trustee J. Haar questioned the square footage measurement of 3,000 square foot, stating it seemed like a lot of waste included. Additional discussion on whether bathrooms and offices needed to be included. No furniture moving included on any of the quotes; Wilburn stated multiple times that he will take care of the furniture moving. Bev Haar stated felt should be installed on furniture legs to prevent scratching of new floors after install, as well as care taken to return furniture after installation. Carpeting cost would be approximately 60% the cost of vinyl plank flooring, and would reduce noise and provide warmth; commercial carpet tiles are recommended over rolled carpet. Baker suggested carpeting the community room, with “walkways” in vinyl plank from doorways. McGinnis stated the men’s bathroom floor needs replaced. S&M’s quote was highest for the vinyl plank; Advanced Rug and Custom

Interiors were comparable at \$19,175 and \$17,950, respectively. All agreed to proceed local with Advanced Rug Technologies and discuss carpet/vinyl plank combinations for further quotation and opinions.

2. Gutter seams are leaking due to rust, especially on the newest part of the building (EMS quarters). Wilburn to contact Clouse Construction and Fremont Roofing for quote on replacement steel gutters. He doesn't think leaf screens can be placed on steel gutters, as there is no where to attach.
3. Weather stripping on bay doors is failing again. Wilburn requested to replace the two south EMS bay doors with an upgraded weather stripping by Northwood Door, with replacement of #447 bay door and fire bay doors in the near future. Wilburn suggested budgeting for preventative maintenance on the door openers, with replacement as needed.
4. New furnace ordered by Yackee Electric; delivery expected 4-6 weeks.
5. Warranty LED 2x4 light still needs to be replaced by Kaylor over EMS walkway door.
6. Two soap dispensers re-ordered from original order from Quill. Incorrect items were received and will be returned to Quill. Same item found \$10 cheaper on Amazon; reimbursement to be made to Deb Pocino, including sales tax. Trustees stressed to Wilburn that sales tax should not be charged, and that is why orders need to be made from approved vendors.
7. Trustee B. Haar stated she was given a phone number for a bricklayer that she will contact for fixing the front sign.

Communications, Announcements, Other:

1. No update.

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 9:45 pm.

Respectfully submitted,

Beverly Haar, President

Laura Hazel, Fiscal Officer