

\$42,521.71 (Capital Outlay 2021-760-700-0000), and reallocation of appropriations for junk labor and flooring in the General Fund.

REPORTS:

Fiscal/Administrative:

1. *Old business:*
 - a. American Recovery Plan appropriations; cyber security policy; HHS covid funding – no updates
2. Fiscal Officer Hazel reported discussion with township legal, Assistant Prosecutor Davia, regarding recent Facebook and text accusations by Fire Department members of “comingling of funds.” Chief stated, specifically, the BG Tractor Pull donation check belongs to the Association and should not have been deposited by the Township. Hazel stated she uses three tests when determining if an undesignated check delivered to the Township PO Box may be for the Association: 1) expectations of the donor, 2) materiality of the proceeds, 2) were any taxpayer funds expended for the activity (i.e., fuel, volunteer points paid, use of equipment). Bottom line remains that regardless of who deposits the funds, the funds are to be used for the same purpose, as the Association exists to supplement the Fire Department of the Township.
Davia agreed with the testing methods and proper depositing of funds, and recommended updating township policy to avoid potential conflict, as the majority of the checks are simply made payable to the Harris-Elmore Fire Department, rather than Harris Township or HEFD Association, with no designation of donation purpose. She also recommended that the Association use their own PO Box for solicitations and that checks are made payable to the Harris-Elmore Firefighters Association, with a designation in the memo field of the check. It did come to the attention of the Fiscal Officer that the Association incurred expenses for this particular event for food, Trustees approved payment of reimbursement for food based on receipts provided, and payment was issued. Chief stated he will update the Association.
3. Budget planning meetings set up with department heads and Fiscal Officer to review current and previous years revenues and expenses: Nov. 19 at 1:00 pm to review Cemetery and Road expenditures, November 29 at 6:00 pm to review Fire expenditures. Hazel already reviewed EMS expenses with Assistant Chief McGinnis.
4. OTARMA safety grant application is still available for \$500.
5. Hazel made the recommendation to explore using ARF for township farmers, stating that information was shared about rising costs of fertilizers and supplies to farmers due to Covid-19 shortages.

Zoning:

1. Upcoming Board of Zoning appeals meeting on 11/10/21 to review possible recommendations for updates to zoning code. This will be the second planning meeting.

Cemetery:

1. *Sexton Rodriguez’s report:*
 - a. Trustees continued their review of pricing for non-resident burial plots and fees. After lengthy discussion, Beverly Haar moved to increase pricing effective January 1, 2022 as follows:
 - i. Grave plot from \$400 to \$650 for non-resident
 - ii. Open/Close full burial \$400 to \$650 for non-resident
 - iii. Open/Close cremation \$200 to \$250 for non-resident
 - iv. Saturday open/close +\$300 (was double regular rate), resident and non-resident
 - v. \$100/hour billed to Funeral Home after 2:30 pm M-F and 1:00 pm Saturday, resident and non-residentThe motion was seconded by Jerry Haar, with Trustee Carol Baker also voting yes.
Motion carried.
 - b. The price of foundation slabs has also increased. Rodriguez is researching other vendors.

- c. Crozier plots have been designated. Mr. Tom Crozier would like to designate a replacement trustee for himself to continue to work with Chris Crozier as joint trustees.
- d. Hayes requesting to place a 56" foundation over single plot. Our rules approve 50" foundation on one grave. Trustees advised to obtain a smaller stone to fit the 50" foundation.

Roads:

- 2. Road project updates:
 - a. Hessville Road – pending final pay application for change order and retention
 - b. Portage River South Resurfacing - pending 2022 OPWC award
 - c. Portage River South Rd culvert project – Trustee Baker drafted narrative for Township Stimulus Funding application; Engineer's office provided other information requested for application. The County Engineer's estimate was \$35,000 for repair of culvert using plastic sleeve, which is also a little shorter (64'), and avoiding the right of way issues and extra regulations from the corps of engineers due to drainage into the Portage River. (The original quote from Unialliance was roughly \$50,000 for iron sleeve). Trustee Bev Haar was named as contact on the application.
 - d. Lickert Road – it was determined that this project would not qualify for the Township Stimulus Funding per Craig at Engineer's office.
- 3. *Superintendent Johnson's report:*
 - a. New JD flail mower received from Streaker.
 - b. A new backhoe is desperately needed for the Township. It has hydraulic leaks, power issues, and other issues. It is 33 years old. Backhoe quoted at \$100,000 from Streaker; current financing deal on new equipment would be \$20k with 5-year payment plan at 3% interest. It is a little bigger than what we currently have, but it will fit in the garage. It has an extended hoe, which would allow an extension over the headstones. It is 4-wheel drive. Johnson and Rodriguez are also checking with John Deere, who doesn't really carry that type of equipment. Southeastern Equipment is going to do an on-site visit to provide a trade in quotation. Also looking at maintenance program. Not necessarily looking at any particular brand. Fiscal Officer Hazel stated Interest would be roughly \$7,000 over five years, based on the quote from Streaker, and the payments could be split between the cemetery and roads as defined by Trustees per confirmation from B. Zura, Ohio Auditor's Office.
 - c. Wood chipper is running, but continuously. Would like to have Moriarty give it a look either this year or next. Cary feels it would be worth putting \$1,000 into it. New one (similar to what Village purchased) may be \$20k. Trustees approved.
 - d. Ongoing clean up of maintenance garages found 2-55 gal drums of foam to be disposed of; Johnson inquired of Chief for recommendations.
 - e. Water pump on JD6415 needs repaired. Costs expected around \$1,500.
- 4. Training approved for LTap Snow & Ice seminar on 11/23 for both Andy and Cary, and NW Ohio Damage Prevention Council breakfast meeting on 12/10, both held in Bowling Green. Cary is on vacation 11/23, so he requested approval to attend and take a vacation day on Monday 11/29. Trustees approved extending Cary's unused vacation due to scheduling conflicts and training. Beverly Haar reminded Cary and Andy of BWC training that needs done by December.
- 5. Jerry Haar moved to hire Jim Rose as assistant snow plow operator at \$15/hour for the 2021/2022 winter season. Beverly Haar seconded the motion. **Motion carried.** Trustees and Johnson would like for him to begin before the season starts so that he is familiar with equipment prior to snowfall.

Fire/EMS:

- 1. *Chief Wilburn's report:*
 - a. Chief Wilburn presented a volunteer application, approved by HEFD officers, for David Fulwider, Firefighter II and EMT-B, who has been recommended by Sandusky

Township. Bev Haar moved to accept applicant, pending BCI/BMV check; Jerry Haar seconded the motion. **Motion carried.**

- b. Email has not been working on Chief's computer.
 - c. Officers are working on budgeting for operational expenses and equipment.
 - d. ISO rating audit scheduled for beginning of new year. We are presently at a 2, and with our new equipment and testing outcomes we expect to improve that rating to the highest rating of 1. This is a residential insurance rating.
 - e. Seven stork valves were ordered for the fire hydrants.
2. Hazel questioned purchase of \$3,000 for boots from Phoenix; Chief stated boots and helmets were ordered with turnout gear, which have both been received now.
 3. *EMS/ Asst. Chief McGinnis's report:*
 - a. Squad #448 was purchased in 2010; it was a 2009 demo truck which was converted for our use. It has been costing more and more in repair costs. Pricing is increasing dramatically and the market for selling used vehicles is at prime.

Quotation for new ambulance received for \$281,799 with government pricing. Squad #449 was purchased in 2017 for appx. \$233k. Braun is quoting a 5-10% increase for 2022. Quote includes change in cabinetry, \$2,500 for UV light cleaner in HVA system, \$1,000 for UV lights/dome light, \$3,000 for climate control drug box cabinet; thus approximately \$40k increase due to market price increases over the past years.

Commitment for purchase before end of year, with delivery end of 2022/beginning of 2023 will hold price and begin process; however, the truck chassis is on back order due to labor and part shortages. Financing plan with 50% down, financing over 3-5 years.

Will also need to purchase Stryker power load/cot system (\$48,000), med vault (\$2,000), and radios (\$10,000), which would bring the total to around \$350,000. There is the option to keep the load system (2013 purchased) and not sell with the squad; however, the resale value would currently be more if sold with the load system in the vehicle, if not the load/cot system together, currently holding a resale value of around \$60,000.

- b. Capital equipment replacement time line provided for Fiscal Officer/Trustee review, and as an aide in budgeting. Hazel confirmed with the Ohio Auditor's office that funds can be earmarked through the use of a new fund to save for purchases. McGinnis made a recommendation to maintain \$200,000 balance for operating expenses that would cover 6 months of wages, and \$90,000 for capital equipment replacements.
 - c. Looking at inventory and drug control software through ESO, the software family we currently are using.
4. Radio and Tanker grant applications have officially been submitted to FEMA. McGinnis reminder Trustee Baker that the SAM account needs to be updated to remove her as administrator.

Building/Grounds:

1. Wilburn confirmed that the HEFD Association will move furniture in preparation for new flooring. The Association also discussed purchasing new tables and 32 roller chairs to aide in protecting vinyl plank flooring. It was suggested that renters or Association are held accountable for any damage done in the future, possibly even charging a deposit. Quote #6318 in the amount of \$13,048.78 from Advanced Rug Technologies includes removal of old flooring, supplies, trim, extra carpet tiles, and installation of flooring in kitchen, bathrooms, storage room, radio room, and walkways in community room with vinyl plank, and installation of carpeting in Chief's office, Trustee/Fiscal Officer offices, and community room. Lengthy discussion on options, with Carol Baker making a motion to approve and proceed with flooring as quoted. Beverly Haar seconded the motion. All were in favor.

Motion carried. Fiscal Officer to issue Purchase Order and payment for 50% down payment to proceed.

2. Weather stripping and caulking installed and on EMS bays. Jerry Haar said the weather stripping on north side of far door looks out of alignment. McGinnis said #448 door has problems, which may be the reason.
3. Len Clouse & G&W/Fremont were contacted for gutter replacement; both will email prices. Jerry Haar said the lower gutters were replaced not too long ago, per C. Almroth.
4. Women's restroom toilet out of service. Hazel suggested obtaining a quote from Yackee for replacement, which could be done in conjunction with flooring install.

Communications, Announcements, Other:

1. Trustees reviewed *Grassroots Clippings, November 2021, Ohio Township News, Nov/Dec 2021, and Joyful Connections, November 2021*. Trustee-elect Greenhill was provided a copy of *Ohio Township News* to review.
2. OTARMA Winter Conference 2022 is scheduled for January 26-28, 2022. Baker made a motion to approve attendance and expenses for Trustees Bev Haar, Trustee-elect DJ Greenhill, and Fiscal Officer Laura Hazel under 2021 budget. Jerry Haar seconded the motion. **Motion carried.**

There being no further business, a motion to adjourn was made by Jerry Haar and seconded by Carol Baker. Chairman Beverly Haar declared the meeting duly adjourned 10:15 pm.

Respectfully submitted,

Beverly Haar, President

Laura Hazel, Fiscal Officer