

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, December 2, 2019, with the following members present: Trustees Jerry Haar, Carol Baker, Chairman Beverly Haar, and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

Dan Laity, Zoning Inspector (left at 7:55 pm)
 HEFD Truck Committee members: Chief Wilburn, AC/Fire Berkel, G. Sasscer, M. Murray, B. Richards, D. Berkel (N. Overmyer and D. Rogers absent) (in at 7:42, left at 9 pm)

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

FINANCIAL:

The following expenses were reviewed: *(\$19,564.12)*

#29955	\$ 54.95	Amplex: internet at maintenance garage
29956	380.36	Bound Tree: EMS supplies
29957	726.97	Business Card: postage, cc fees, pager batteries and chargers, leaf blower for fire scene cleanup, station cleaning supplies
29958	91.97	C. Pocino: station carpet cleaning
29959	489.20	Columbia Gas: natural gas at station and maint garage
29960	463.07	DPM Auto: #449 battery
29961	400.00	Elliott Scrapping: junk hauling (11/11)
29962	6,126.50	ESO Solutions: EMS/Fire reporting and scheduling software 2020
29963	5,458.18	Ohio Treasurer: OPWC loan payment
29964	150.00	Pat & Son Towing: #449 dig out
29965	87.00	Phoenix: EMS uniform/Riggle
29966	262.22	S&D: hitch for F250
29967	247.88	Sunny Farms: junk landfill fees (11/11)
29968	213.93	Time Warner: internet/phones at station
29969	762.00	Treasurer Ohio: UAN fees Q1-2020
29970	57.87	Verizon: EMS cell phones/modems, fire cell
29971	1,022.19	WW Williams: #446 relief valve rebuild
29972	22.94	Willie's: maint garage supplies
29973	103.51	T. Almendinger: PT EMS payroll 11/17-11/30/19
29974	1,190.96	J. Bickley: Road payroll 11/17-11/30/19
29975	93.73	E. Magsig: cemetery payroll 11/17-11/30/19
29976	946.01	A. Rodriguez: road/cemetery payroll 11/17-11/30/19
29977	101.79	J. Bickley: payroll corrections 11/3-11/16/19 #2
29978	110.89	A. Rodriguez: payroll corrections 11/3-11/16/19 #2

EFT payroll Bi-Weekly hourly, 11/03 through 11/16/2019, paid 11/21/2019: *(\$7883.25)*

\$1,139.37	Jason Bickley: roads/cem/junk	\$990.56	Andy Rodriguez: roads/cem
-0-	Kurtis Baumgartner: EMS	120.57	Alex Fertig: EMS
179.20	Kim Fertig: EMS	170.11	Brittany Gottfried: EMS
-0-	Rudy Hanzel: EMS	160.19	Mike Heider: EMS
-0-	Jeffrey E. Herman (Jr): EMS	215.91	Jeffrey T. Herman: EMS
284.18	Scott Hites: EMS	424.72	Andrew Johnson: EMS
-0-	Scott Jones: EMS	595.67	Andrew Kashmer: EMS
135.86	Deb Little: EMS	142.25	Jennifer Marcson: EMS
495.88	Amanda McGinnis: EMS	461.07	Michael McGinnis: EMS
731.74	Tammy Meek: EMS	746.47	Deb Pocino: EMS
615.12	Matt Riggle: EMS	274.38	Lisa Woycitzky: EMS

EFT Monthly salaried payroll for November 2019, paid 11/30/2019: *(\$4,209.29)*

\$735.55 Carol Baker: Trustee	\$ 735.20 Beverly Haar: Trustee
827.55 Jerald Haar: Trustee	1,330.37 Laura Hazel: Fiscal Officer
321.83 Dan Laity: Zoning Inspector	258.79 James Wilburn: Station maintenance

Voucher #940-2019 \$ 1,327.71 US Treasury: withholding 11/20
Voucher #941-2019 \$ 1,248.94 US Treasury: withholding 11/21
Voucher #949-2019 \$ 770.15 US Treasury: withholding 11/29
Voucher #950-2019 \$ 6,841.93 OPERS: contributions for October

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$41,845.39 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.**

Fiscal Officer recommended issuance of:

- Reallocation of appropriation:
 - Reallocated from 1000-110-330-0000 Administrative Travel and Meeting Expense, \$800;
Reallocated to 1000-130-330-0000 Zoning Travel and Meeting Expense, \$800

A motion was made by Beverly Haar and seconded by Carol Baker to approve reallocation of appropriations as stated. Upon calling the roll, the motion was **unanimously approved.**

REPORTS:

Cemetery:

1. Wreaths Across America ceremony will be held at Union Cemetery on Saturday, December 14, 2019.

Roads:

1. Trustees reviewed proposal from Pavement Technology, Inc. for Reclamite asphalt rejuvenator for Graytown Road, from SR-105 to SR-163, in the amount of \$15,44 .36. This is a unit price of \$0.92 per square yard, including traffic control, resident notification and all labor and materials. Baker suggested to table a decision until more information is received for the Hyde Run project. Bev and Jerry Haar agreed that we should let them know we are interested in being on their schedule, but not ready to sign a Purchase Order yet. Discussion tabled.
2. Fiscal Officer recommended applying for OTARMA MORE grant for 2019 and 2020. Trustees discussed ongoing request for purchase of life jackets for EMS squads, blue-tooth/hands-free devices for road crew, and protective clothing (safety boots, hi-visibility t-shirts/hoodies) for road crew. These are all valid purchases for the MORE grant reimbursement application. Baker moved to approve the purchase of safety boots by Bickley and Rodriguez up to \$150 each on Township credit card (on their own time), with any amount above that being reimbursed to the Township through payroll deduction, along with Township purchase of visibility clothing (4 zip hoodies at \$26.99 each, and 12 t-shirts at \$9.33 each). This will be submitted for reimbursement through OTARMA MORE grant for 2019. EMS can purchase lifejackets in 2020 and apply for reimbursement through the 2020 MORE grant. Beverly Haar and Jerry Haar seconded unanimously. **Motion carried.**

Zoning:

1. Inspector Laity provided update on zoning issues, including discussion with

Prosecutor on multiple violations on properties on Weis and Hessville, and multiple complaints regarding junk vehicles and business on Slemmer Portage Road property. He was instructed that each owner of property as listed by county auditor is individually responsible for zoning violations. Additional property owners not previously notified will be sent letters at an additional cost of \$32.

2. Trustee Beverly Haar contacted Zoning Board member Larry Avers and Zoning Appeals Board member John Fletcher, whose terms are ending in 2019, to see if they would like to be re-appointed for another five years. Fletcher agreed to continue on the Appeals Board, while Avers declined. Trustees discussed and Bev will contact other residents who had expressed an interest in the past.

Fire & EMS:

1. The Fire Truck Committee presented a thorough presentation of the selection process for a new rescue engine. In addition, per NFPA compliance requirements and the AFG/FEMA grant process, the unit has to be “in service” when it leaves the factory, which means all equipment must be included in order for it to be placed in service.

The recommendation to the Trustees was for the acquisition of a custom built Sutphen rescue pumper apparatus from Herb Fire Equipment, with a replacement of the generator with an inverter, for a not to exceed purchase price of \$574,770.00. The selection process and the recommended bid were reviewed by the grant manager and are in compliance with the FEMA grant process requirements, and the committee acknowledges there will be several apparatus configuration changes and/or equipment options that will be made during the apparatus pre- and mid-build specification review and inspection process at Sutphen. Delivery scheduled for thirteen to fourteen months from date of contract signing/purchase agreement.

After a review of the selection process, revised bid specifications, finances and purchase agreement by the Trustees and Fiscal Officer, Jerry Haar moved to accept the Fire Truck Committee’s commendation to acquire a custom built Sutphen rescue pumper apparatus, as indicated above, and to sign a purchase agreement for \$574,770.00 with Herb Fire Equipment after contract is reviewed as to form by the Ottawa County Prosecutor. Beverly Haar seconded the motion. Upon calling the roll, the vote was **approved unanimously**. Baker thanked the committee for all of the hours of thorough work they have done.

2. Jerry Haar advised that he requested the Village replace the yellow light at the end of the EMS building with a bright white light for safety concerns.
3. Fiscal Officer reviewed the EMS ambulance transport billings and collection rates. Ongoing are balances for residents that remain unpaid with a service date of June 1, 2017 to the present, which have not been authorized to place with the Ohio Attorney General for collections. These total \$13,825.19, which are mostly secondary balances after the insurance has paid; only a few are completely uninsured. Financial assistance and payment arrangements are offered to all patients when they call, per Great Lakes Billing Associates. Accounts currently receive a series of four invoice statements, from initial billing to 120 days. Assistant Chief/EMS McGinnis recommends the write off of these resident balances at a certain point in time, rather than letting them remain stagnant.

After discussion regarding these stagnant resident balances, and considering that they are mostly secondary balances after insurance, Beverly Haar moved to request GLBA send two additional statements – one at eleven months and the other at eighteen months, (or six months apart if that time line has been exceeded), requesting payment towards the unpaid amount due to insurance deductible or out of network

balance (wording to be worked out with GLBA and Fiscal Officer). Additionally, authorize GLBA to write off of unpaid resident balances from June 1, 2017 to June 30, 2018. Ongoing, unpaid resident balances will be reviewed every two years for disposition. Carol Baker seconded the motion. **Motion carried.**

3. Fiscal Officer reported that FEMA made administrative corrections to the award package to change the primary point of contact (PPC) from the application to the authorized organization representative (AOR).
4. Chief Wilburn advised that probationers Liam Treat and Nick have passed their Fire-B certification. M. Probst is scheduled to take his test.

Building & Grounds:

1. No report.

Communications, Announcements, and Other:

1. Trustee Baker completed two credit hours towards BWC group safety training for green year 1/1/2016 through 3/31/2017.
2. Trustees received and reviewed: Materion notification of modifications dated 11/20/19; *OTARMA Winter 2019/2020*; Dominion Energy 811 program; *Joyful Connections*; Ottawa County Engineer's Office fee schedule for subdivision reviews, Great Lakes Billing Associates billing reports for November 2019.
3. Proposal received for website hosting and building. No action taken.
4. Review and clarification of policy in regards to treatment of vacation, sick and holiday pay for full-time employees. Vacation, sick, and holiday pay count towards hours worked for overtime calculation. Hours worked on a holiday are to be paid at time and one half, in addition to the holiday pay. Fiscal Officer to make appropriate correction to emergency holiday callout on 11/11.
5. Fiscal Officer reported that the IRS 941 deposit schedule has been set to monthly for 2020. She also reported receipt of official Fire levy ballot certification: 705 for – 197 against.

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 at 10:00 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer