

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, February 1, 2021, with the following members present: Trustees Beverly Haar, Jerry Haar, Carol Baker, and Fiscal Officer Laura Hazel. The meeting was also available via Zoom video conferencing. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

Chief, Jim Wilburn (in at 8:00 pm, out at 9:10 pm)

Residents/Guests:

None

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

FINANCIAL:

The following expenses were reviewed:

30481	\$58.83	B. Wilburn	monthly payroll December: Fire volunteer
30482	142.30	MiSDU	withholding 1/24
30483	210.45	OH CSPC	withholding 1/20
30484	112.50	Admin Resource	troubleshoot printer Fire office
30485	54.95	Amplex	internet at twp garage
30486	847.46	Columbia Gas	natural gas at station and twp garage
30487	31.36	John Deere Financial	bulk hose and pipe plug for sprayers
30488	1,068.00	Kalida Truck Equipment	auger for cemetery plow
30489	88.50	OE Meyer Co	cylinder retest
30490	148.52	Time Warner Cable	phone and internet service at station
30491	34.95	Toledo Edison	civil defense siren electricity
30492	113.50	Verizon Wireless	EMS squad cell phones, Ipads for fire/EMS
30493	30.00	Village of Elmore, PD	BCI: Makulinski
30494	364.47	Vision Quest	Safety garments road/cemetery
30495	485.02	Zoll Medical Corp	EMS supplies
	<u>\$3,790.81</u>		

EFT monthly payroll for Fire/EMS Volunteers, December activity, paid 1/20/2021

\$0.00	C. Behlmer: Fire	93.68	N. Overmyer: Fire
216.20	D. Berkel: Fire/EMS	0.00	J. Parlette: Fire
105.40	J. Berkel: Fire	304.48	D. Pocino: Fire/EMS
0.00	K. Boone: EMS	105.40	M. Probst: Fire
486.67	J. Bretzloff: Fire/EMS	46.85	B. Richards: Fire
77.47	B. Dewyre: EMS	148.58	B. Rizzo: Fire/EMS
172.97	D. Dewyre: Fire/EMS	0.00	D. Rogers: Fire
0.00	A. Fertig: Fire/EMS	0.00	B. Sandwisch: Fire
0.00	K. Fertig: EMS	58.55	G. Sasscer: Fire
0.00	B. Gilbert: Fire	0.00	K. Shank: Fire
210.45	S. Jones: Fire/EMS	18.92	T. Simpson: EMS/Fire
247.73	A. Kashmer: Fire/EMS	82.26	L. Treat: Fire
49.08	A. McGinnis: EMS/Fire	510.98	J. Wilburn: Fire/EMS
182.69	M. McGinnis: EMS/Fire	11.77	J. Woycitzky: Fire/EMS

93.68	M. Murray: Fire	0.00	T. Yarger: Fire
105.40	J. Overmyer: Fire	47.12	N. Zimmerman: Fire
		<u>\$3,376.33</u>	

EFT payroll Bi-Weekly hourly, 1/10 through 1/23/2021, paid 1/28/2021:

\$1,515.71	C. Johnson: roads/cemetery	\$981.86	A. Rodriguez: cemetery/roads
0.00	C. Fair: roads	0.00	R. Babjack: cemetery/roads
252.01	T. Almendinger: EMT-B	0.00	A. Johnson: Paramedic
540.05	D. Berkel: EMT-B	803.73	A. Kashmer: EMT-B
90.25	J. Bretzloff: EMT-B	350.48	J. Marcson: Paramedic
337.95	B. Dewyre: Paramedic	398.74	A. McGinnis: Paramedic
577.14	A. Fertig: Paramedic	397.41	M. McGinnis: Paramedic
192.91	K. Fertig: EMT-B	310.09	T. Meek: EMT-A
0.00	J. E. Herman: Paramedic	900.85	D. Pocino: EMT-B
0.00	J. T. Herman: Paramedic	0.00	M. Riggle: Paramedic
437.62	S. Hites: Paramedic	138.84	L. Woycitzky: Paramedic
		<u>\$8,225.64</u>	

EFT Monthly salaried payroll for Jan. 2021, paid 1/29/2021

\$733.24	C. Baker: Trustee	\$1,376.10	L. Hazel: Fiscal Officer
734.54	B. Haar: Trustee	310.11	R. Babjack: Zoning Insp.
853.29	J. Haar: Trustee	233.85	J. Wilburn: Building Maint.
		<u>\$4,241.13</u>	

Electronic Payments:		
voucher #72-2021	\$3,966.08	US Treasury: January federal 941 withholding
voucher #73-2021	664.22	OH Treasurer: January state withholding
voucher #74-2021	9.92	OH Treasurer: January school district withholding
voucher #75-2021	396.10	RITA: January Elmore city withholding
		<u>\$5,036.32</u>

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$24,670.23 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:

Fiscal Officer:

1. The Fiscal Officer presented, for review, the Amended Official Certificate of Estimated Resources for the fiscal year beginning January 1, 2021, which was signed and approved on 1/20/2021 from the county auditor's office. The total of all funds available was \$2,592,626.03.

The Fiscal Officer recommended permanent appropriations for 2021 as follows:

General Fund	\$134,597.00
MVL Tax	45,000.00
Gasoline Tax	200,000.00
Road and Bridge	196,300.00
Cemetery	86,200.00
Ambulance and EMS	84,500.00
Fire and ES Service Levy	170,150.00
EMS Service only Levy	<u>377,000.00</u>
TOTAL 2021 Appropriations	\$1,293,747.00

After review, a motion to move for the adoption of the Permanent Appropriations for the fiscal year ending December 31, 2021 was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The Fiscal Officer recommended that an individual blanket certificate up to \$10,000.00 be permitted to be opened for 2021 appropriations, expiring on December 31st. A motion was made by Carol Baker and seconded by Jerry Haar to allow a blanket certificate to be opened at a maximum amount of \$10,000.00 for 2021 appropriations, expiring on December 31st, pending resources available in the Fund. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

2. The Fiscal Officer also recommended the following regular purchase orders be issued:
 - \$3,048.00, Treasurer State of Ohio, UAN fees
1000-110-313-0000 Uniform Accounting Network Fees
 - \$4,000.00, Elliott Scrapping LLC, junk hauling
1000-320-360-0000 Contracted Services
 - \$9,800.00, Ottawa County Auditor, Health department deduction
1000-420-370-0000 Payment to Another Political Subdivision
 - \$11,000.00, Ohio Treasurer, OPWC principal payment
2031-810-810-0000 Principal Payments-Bonds
 - \$9,000.00, Great Lakes Billing Assoc. Inc, contract ambulance billing & EMS fees, 2281-230-310-0000 Professional Services
 - \$2,170.00, Premier Physician Services, Inc, EMS medical directorship 2021, 2283-230-310-0000 Professional ServicesA motion was made by Carol Baker and seconded by Jerry Haar to issue regular purchase orders as listed. Upon calling the roll, the motion was unanimously approved. **Motion carried.**
3. Vacation policy was again reviewed. As a hire on incentive for C. Johnson, it was agreed that one week of vacation would be earned after completion of six-month probation period and two weeks after one year of employment, with no carryover after the anniversary date. After many

multiple lengthy discussions on the topic, Baker moved to change the vacation policy to read one-week vacation upon one-year anniversary, and two-weeks upon two-year anniversary. Additionally, any unused vacation will not be paid out; it must be used with advance notice per policy. This change is made to the policy to award A. Rodriguez with an additional week upon his two-year anniversary (a year earlier than current policy), and taking into consideration that the Township currently only has two full-time employees subject to the vacation policy. Beverly Haar seconded the motion. Jerry Haar was not in agreement, stating that they were not earning the vacation ahead of time, which seems to be confusion on wording. **Motion carried.**

4. Hazel explained QESHRA insurance plans to Trustees and options. Discussion on information obtained regarding grouping townships and other municipalities together: almost impossible due to Affordable Care Act rules, self-funded, and liability for catastrophic claims that could bankrupt a small township. More discussion to take place on the QESHRA plan in the near future.

Zoning:

1. Trustees reviewed zoning permit #689 issued to Wilburn, 3132 S SR-51, Elmore, for accessory building (storage shed).

Cemetery:

1. Garage door sensor and battery have been replaced by Kuns.
2. Quotes obtained from MJD Motorsports for mower upgrades for 2021: Simplicity Cobalt LE 37HP 61" deck with trade in and mulch kit \$7,725, Simplicity Cobalt 28HP 61" deck with trade in and mulch kit \$4,225, Simplicity Conquest 52" with trade in and tires \$3,699. Trustees reviewed previous three years purchases/trades. Request quotes for Deere from Bay Tractor.

Roads:

1. Superintendent's update:
 - Trustees reviewed Menards quotes provided by Road Supervisor Johnson, and Assistant Rodriguez for three single hung, self-installed windows for maintenance garage. Trustees agreed to purchase one at \$255.22 (if the pricing is good for one and not three as quoted) and install.
 - Hessville Rd potholes patched as a temporary fix.
 - Auger replaced and cemetery plow truck back in service for snow plowing.
2. Jerry Haar moved to purchase a 55-gallon drum for oil at the township garage. A hand pump will need to be purchased as well. Bev Haar seconded the motion. **Motion carried.** Pricing to be obtained and provided to Fiscal Officer.
3. Employees to attend training webinar 2/2 10-11:30 am on asphalt pavement.
4. Ottawa County Senior Resources agreement for snow plowing 2021 was reviewed and signed by the Trustees.
5. Trustees unanimously agreed to purchase starter for Village's roller as previously discussed. Cost expected to be between \$150-\$200.
6. TRQ-01 approved for expenditure of contracted services from Engineer's office for vac truck and personnel for catch basin cleanout on Stange Road. Estimated cost of \$400 based on 2 men, 1 vac truck, and 2 hours; however, the job would be a force account.
7. Trustee Baker to follow up with Craig at the Engineer's office regarding the road tour and road projects for 2021 and 2022.

Fire/EMS:

1. Chief's update:
 - a. Personnel –2 inactive volunteer FFs discussed whose cards are expired or expiring, certified letter was sent. Disciplinary action taken on FF/EMT, who turned in radio/pager.
 - b. Firefighter tuition reimbursement for Makulinski after 8 weeks. Prior to that, he can self-pay Vanguard and turn in for 75% reimbursement after 8 weeks and obtaining certification, 25% after completion of one-year service, per contract.
 - c. Physicals for new volunteer FF: need to confirm with Fremont Urgent Care that contract pricing will be continued.
2. License plates received for Ram and new Engine.

Building/Grounds:

No update

Communications, Announcements, Other:

1. Trustees received and reviewed:
 - a. Materion notification of modification request to Hazardous Waste Facility Permit 1/22/21
 - b. Ottawa Soil & Water 2021 Tree Order Form

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 9:20 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer