

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, March 15, 2021, with the following members present: Trustees Beverly Haar, Jerry Haar, Carol Baker, and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

- Cemetery Sexton, Andy Rodriguez (in at 7:30 pm, out at 8:25 pm)
- Assistant Chief/EMS, Mike McGinnis
- Zoning Inspector, Bob Babjack
- Volunteer Fire Truck Committee: Chief Jim Wilburn, Mike Murray, Jeff Berkel (in at 8:25 pm, out at 9:40 pm)

Residents/Guests:

- Tim Alexander with Amplex (out at 8:25 pm)

The minutes of the regular meeting held on March 1, 2021 were read by Chairman Bev Haar and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

The Fiscal Officer presented the December 2020 financial reports and bank reconciliation reports. After review, a motion to approve the December financial reports and bank reconciliation was made by Beverly Haar and seconded by Carol Baker. Upon calling the roll, the motion was unanimously approved.

FINANCIAL:

The following expenses were reviewed:

30533	\$525.00	Admin Resources	PC support: EMS application error
30534	149.15	Bound Tree	EMS supplies
30535	664.39	Corrigan	fuel/gas EMS & Fire
30536	65.00	Ferrell Gas	annual propane tank rental
30537	69.70	Genoa NAPA	road equip maintenance supplies
30538	677.47	Great Lakes Billing	EMS contractual billing February
30539	230.00	Kalida Truck	plow repair '18 Freightliner
30540	1,750.81	LH Automotive	#449 lof, rotors, brake pads
30541	134.31	Nichols Paper	sanitizer and paper towels for maint gar.
30542	443.27	Ottawa county Engineer	salt purchase
30543	934.63	Streacker Tracker	JD6415 bearings
30544	242.49	Sutphen	#444 grabrail & handle gasket
30545	59.85	Suburban Press	annual financial report notice
30546	219.97	Time Warner Cable	phone and internet at station
30547	749.58	Village of Elmore	electricity, water and station/garages/cem
30548	798.85	Yackee Electric	Maint repairs station furnace
	<u>7,714.47</u>		

EFT payroll Bi-Weekly hourly, 2/21 through 3/6/2021, paid 3/11/2021:

\$1,546.38	C. Johnson: roads/cemetery	\$1,108.67	A. Rodriguez: cemetery/roads
636.80	C. Fair: roads		R. Babjack: cemetery/roads
112.16	T. Almendinger: EMT-B	796.75	A. Kashmer: EMT-B
558.83	D. Berkel: EMT-B	350.48	J. Marcson: Paramedic
78.99	J. Bretzloff: EMT-B	133.67	A. McGinnis: Paramedic
504.17	B. Dewyre: Paramedic	429.69	M. McGinnis: Paramedic
759.99	A. Fertig: Paramedic	239.28	T. Meek: EMT-A
180.59	K. Fertig: EMT-B	852.94	D. Pocino: EMT-B
	J. E. Herman: Paramedic		M. Riggle: Paramedic
	J. T. Herman: Paramedic	84.02	K. Stoudinger: Paramedic
176.15	S. Hites: Paramedic		L. Woycitzky: Paramedic
	A. Johnson: Paramedic		
		\$8,549.56	

Electronic Payments:

voucher #172-2021	\$6,574.99	OPERS: January OPERS withholding and contribution
voucher #173-2021	7,370.65	OPERS: February OPERS withholding & contribution
voucher #174-2021	4,489.33	US Treasury: January federal 941 withholding/match
voucher #175-2021	752.71	OH Treasurer: February state withholding
voucher #176-2021	\$13.77	OH Treasurer: February school district withholding
voucher #177-2021	378.63	RITA: February Elmore city withholding
	\$19,580.08	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$35,844.11 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:

Amplex:

Amplex received a request from the Village of Elmore to provide free Wi-Fi for downtown village public recreation usage. As part of that, Tim Alexander with Amplex was present to explain their services and request a formal agreement to place equipment on the fire station tower and provide free fiber optic internet to the Township in exchange. (Said Amplex equipment presently exists on the tower, which was placed in 2020 for free Wi-Fi for the benefit of school children during Covid.) Amplex was also asked by the Township to provide a quote for a VOIP telephone/fax system as part of this exchange as well. This agreement would be for 10 years and would include Business Fiber Gigabit service 1000/1000mbps, fully discounted installation and setup, business managed router, and 4 managed Wi-Fi access points to cover the building. The internet and Wi-Fi would be \$30/month. Unlimited phone service and fax with nationwide calling throughout US and Canada, to include 7 desk phones (Fiscal Officer, Fire Chief, radio room, Fire bay, EMS bay, EMS office, maintenance garage and two PAs). Monthly cost of \$109.95/month, and one-time equipment and installation cost of \$2571.00, which can be paid over 12 or

18 months, interest free. This is a savings of \$80/month over current service with Spectrum.

Trustees discussed security options within the Township buildings and Mr. Alexander provided a very user friendly explanation of how fiber optics work and the security options available to protect sensitive Township and EMS data. Once approved, installation could begin within two weeks. Beverly Haar moved to accept the contract, pending approval by the Ottawa County Prosecutor as to form; Carol Baker seconded the motion. **Motion carried.**

Fiscal/Administrative:

1. Huntington Bank financial pool collateral insufficiency was corrected.
2. Sunny Farms landfill increasing their rates from \$31/ton to \$34/ton effective March 2021.
3. Then and Now Purchase Order issued for credit card billing fees on January bank statement in the amount of \$47.00, 2281-230-310-0000.
4. Review of OTARMA risk and IT risk recommendations. McGinnis to check with health department for mass clinic for Hep B vaccinations and add to physical requirements for new employees, or sign declination form. Welding unit and gas cylinder cap have been stored and separated following NFPA-55 recommendations. Look into safety vehicle check for liability insurance proof. Baker to review our disaster recovery plan, acceptable use policy and backup solution. The new contract with Amplex will address part of all of these IT recommendations. Once compiled, Hazel can respond to recommendations.

Zoning:

1. Zoning rules currently have a 1400 square foot minimum build requirement. Request for "little house" of 400 square foot was recently denied.
2. Joint meeting of Appeals Board and Zoning Committee to be held later in the year to reconvene to consider improvements to restrictions on accessory building. Babjack asked the Trustees to review and consider the restrictions on accessory buildings for lots larger than 1 acre. If we allow larger buildings it will increase property values, and provide for storage for items typically sitting in yards.
3. Trustees reviewed zoning permit #690 issued to McGee, 18780 W. SR-105 for pool, and permit #691 issued to Snyder, 495 S. Stange Rd for new residential construction.

Cemetery:

1. Sexton's update:
 - a. Rodriguez provided updated comparison of Simplicity and John Deere mowers and warranties. Wilburn suggested checking with Bill's Implement in Marblehead who also does a trade up program.

Roads:

1. Engineer's office forwarded information for the ODOT upcoming salt bid. Salt Resolutions must be submitted electronically by April 30, 2021. Per contract, at least 90% must be purchased, and up to 110% can be purchased of amount submitted. Based on previous purchases, and recommendation of Rodriguez and Johnson, Beverly Haar moved to purchase 100 tons of salt through ODOT Winter Salt Contract (018-22) and submission of Resolution Authorizing Participation in the ODOT Road Salt Contracts Awarded in 2021;

motion seconded by Jerry Haar. Roll call: Carol Baker, yes – Jerry Haar, yes, - Beverly Haar, yes. **Motion carried.**

2. Trustees reviewed and discussed the Ohio EPA application by Area Aggregates of Woodville, Ohio, Sandusky County, for a degradation increase, which will flow via the Sugar Creek watershed into the Portage River, which will cross through Harris Township and surrounding farms. Baker drafted a letter expressing a number of concerns and questions, and requesting that a public hearing be scheduled by the Ohio EPA, which was signed by all Trustees.

Fire/EMS:

1. Trustees and Truck Committee discussed extensively the request for grant writing proposal for tanker. Trustees expressed the need for a maximum amount being set for expenditure of township funds based on \$475,000. Restating from previous meeting: township cost would be \$2,500 to write the grant, due now, with 5% or \$23,750 township match, and 6.5% commission fee on federal award of \$29,331 if awarded, and a refund of \$1,500 of grant writing fee. Bev Haar also expressed the need to work together and improve communications, with all communications being cc'd to Fiscal Officer Hazel to keep Trustees informed. Pending contract form approval, Beverly Haar moved to approve Ohio First Responder Grants to write a federal grant for a tanker at a cost of \$2,500; Carol Baker seconded the motion. Motion carried.
2. Discussion continued on maintenance checks of department vehicles, including certifications required, recordkeeping, etc. Chief to contact retired fire dept personnel, A. Katko, to see if there would be any interest in assisting the department with maintenance duties. He is also part of the new truck committee for the tanker.
3. Finley Fire has been replaced by Atlantic Emergency Solutions.
4. Chief's report:
 - a. Checks and contracts for fire school received for Overmyer and Makulinski.
 - b. No response has been received by H. Behlmer to date in response to termination letter. McGinnis reported that the radio has not been picked up from maintenance check, and is in township possession. Pager needs turned in.
 - c. Key for FF Probst; McGinnis to provide.
 - d. All supplies have been ordered, with the exception of carabineers and wrenches through The Fire Store. The sales tax will have to be credited per their policy.
 - e. Air compressor regulator being turned up for filling tires, which is causing problems with fire trucks. Requesting permission to purchase 50-100' air reel for filling tires and locking regulator. Estimated around \$300 for heavy duty line. McGinnis will confirm EMS is not the issue. Trustees approved purchase of air reel if this will solve the problem.
 - f. Need to order (3) additional SCBA lens kits as spares from Draeger, approximate cost \$100 each. Glenn, Liam, and Alex need fitted with eye dr. Berkel to check with eye dr to confirm agreement still in place.
 - g. Trucks were delivered to New York Saturday; they were extremely happy with the donation and Constable extended offer to join them if ever in Dominican Republic.
 - h. \$450 grant reimbursement received for 2020 fire tuition.
 - i. HEFD Reverse Raffle scheduled for October 1, 2021.

5. Asst. Chief/EMS report:
 - a. Permission to re-hire Karli Sasscer as an EMT-B / RN part-time employment; driving record cleared. Motion to approve re-hire made by Bev Haar; seconded by Jerry Haar. **Motion carried.**
 - b. Request to purchase organizer with keyless entry climate control box for Dodge Ram per quote from FMI for \$6,000. Permission to use \$2000 Kuhlman donation to EMS for this purpose. Baker moved to approve purchase; Bev Haar seconded the motion. **Motion carried.**

Building/Grounds:

1. Sanitizer dispensers (black) ordered through another company; Nichols order (white) will be cancelled as they aren't able to ship.
2. Paper towels and pump hand sanitizer ordered for maintenance garage.
3. Trustees agree to continue to wait for further instructions from Governor before opening meeting room for non-township use, and out of Red category.
4. Power lines and air lines replaced and run. Yackee will complete replacement of LED lights in bays Wednesday.

Communications, Announcements, Other:

1. Great Lakes Billing Associates, March EMS billing reports
2. Ottawa County Township Association quarterly meeting to be held via Zoom on 4/6 at 10 am, hosted by the Ottawa County Engineer's office. RSVP required by 3/26.
3. Ohio Township News, March/April 2021

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 10:06 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer