

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, March 16, 2020, 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:

- Road Superintendent, Jason Bickley (in at 7:45 pm; out at 8:35 pm)
- Assistant EMS Chief Mike McGinnis (in at 8:30 pm)
- Fire Chief Jim Wilburn (in at 8:33)

Residents/Guests:

- Village of Elmore Administrator, Dave Hower (in at 7:30 pm; out at 7:52 pm)

The minutes of the last regular meeting held on March 2, 2020 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed: (\$8,505.39)

#30090	1,538.24	Bound Tree	EMS supplies
30091	525.09	Corrigan Oil	fuel for roads
30092	65.00	Ferrell Gas	propane at cemetery
30093	573.10	Genoa NAPA	supplies for Fire, roads
30094	124.39	Moriarty Co.	signage for cemetery
30095	3,150.00	Northcoast Security	security cameras for Fire/EMS
30096	1,250.00	Ottawa County Drug Task Force	contribution 2020
30097	26.00	Sandusky County EMS	EMS certifications
30098	10.99	Tracctor Supply	flag markers
30099	82.75	Verizon	EMS squad phones/modems Jan.
30100	68.25	Verizon	EMS squad phones/modems Feb.
30101	748.79	Village of Elmore	electric, water, sewer
30102	6.58	Willie's Sales	shop supplies at maint garage
30103	142.30	MiSDU	withholding 3/12
30104	193.91	OH CSPC	withholding 3/12

EFT payroll Bi-Weekly hourly, 02/23 through 03/07/2020, paid 03/12/2020:

\$1,417.13	J. Bickley: roads	\$1,048.04	A. Rodriguez: cemetery/roads
252.01	T. Almendinger: EMT-B	633.49	A. Kashmer: EMT-B
138.58	D. Berkel: EMT-B	44.87	D. Little: EMT-B
451.40	A. Fertig: Paramedic	350.48	J. Marcson: Paramedic
0.00	K. Fertig: EMT-B	550.05	A. McGinnis: Paramedic
176.99	B. Gottfried: Paramedic	474.42	M. McGinnis: Paramedic
176.06	M. Heider: Paramedic	745.50	T. Meek: EMT-A
128.65	J. E. Herman: Paramedic	747.16	D. Pocino: EMT-B
93.65	J. T. Herman: Paramedic	408.79	M. Riggle: Paramedic
351.18	S. Hites: Paramedic	119.50	L. Woycitzky: Paramedic
351.18	A. Johnson: Paramedic		
		\$8,659.13	

Electronic Payments:

Voucher #203-2020	164.99	Business Card: EMS office chair, supplies
voucher #204-2020	5.38	Business Card: fees
Voucher #205-2020	488.11	Business Card: station, Fire & EMS supplies
Voucher #206-2020	\$56.00	Business Card: postage, fees
	<u>\$714.48</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$17,879.00 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 Trustees reviewed and approved issuance of the following Purchase Orders:
 - a. Verizon Wireless for EMS squad wireless hookups and cell phone fees, in the amount of \$1,400.00, account 2281-230-341-0000, Telephone.
 - b. Time Warner Cable for station phone and internet service, in the amount of \$2,500.00, account 1000-120-341-0000, Telephone.
 - c. Regular Blanket Certificate for EMS operating supplies, in the amount of \$10,000.00, account 2281-230-420-0000.
2. The Fiscal Officer presented the Amended Official Certificate of Estimated Resources as signed by the County Auditor for review. The Total of All Funds figure on the report for December 31, 2020 was \$2,526,716.83.
3. Based on year end fund balance and the Certificate of the Sources Available for Expenditures, and the Amended Certificate, the Fiscal Officer presented permanent appropriations for 2020 as follows:

General Fund	\$138,350.00
MVL Fund	\$ 90,000.00
Gas Tax Fund	\$235,000.00
Road & Bridge Fund	\$201,000.00
Cemetery Fund	\$ 86,000.00
Ambulance and EMS Fund	\$ 79,500.00
Fire & EMS Service Levy Fund	\$315,000.00
EMS Service Only Levy	\$367,000.00
Total 2020 Permanent Appropriations	\$1,511,850.00

A motion to move for the adoption of the Annual Appropriation Resolution for the fiscal year ending December 31, 2020, was made by Jerald A. Haar and seconded by Carol A. Baker. Upon calling the roll, the motion was **unanimously approved.**

4. The Fiscal Officer recommended that an individual blanket certificate up to \$10,000.00 be permitted to be opened during the year 2020, expiring on December 31st, pending enough funds in that particular appropriation. 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 the year 2020, expiring on December 31st, pending enough funds in that appropriation to be encumbered. Upon calling the roll, the motion was **unanimously approved.**
5. Trustees reviewed the initial 2020 blanket certificate and purchase order requests as presented by the Fiscal Officer and approved such to be issued.

Cemetery:

1. Annual notification published in the Suburban Press for spring cemetery clean up. Notification will also be placed on the Village of Elmore scrolling signage in front of the Fire Department.
2. Discussion on mowing assistant vacancy. Bickley spoke with Zak Avers, as did Bev Haar. Their operation is interested in taking on additional work. Trustees to consider hiring additional part-time person to help also.
3. Continued discussion on annual mower upgrade program, including pros and cons of just keeping current models. Bickley to look into current program, as well as with other dealerships.
4. Bickley proposed purchasing a new Gator for the cemetery, as he has been having problems with it starting. He has been advised by John Deere it may require some serious money to fix. Baker suggested purchasing a Gator with dumping capabilities instead of a new pickup truck for dumping. Bickley to research options.
5. Trustees considered putting a renewal levy for cemetery expenses on the ballot in November. It was last levied for tax years 2015-2019, with last collection year of 2020.

A motion was made by Carol Baker and seconded by Jerald Haar to adopt a Resolution Declaring It Necessary to Levy a Tax in Excess of the Ten Mill Limitation in the amount of 1.3 mills for the purpose of maintaining and operating cemeteries under ORC 5705.19(T), which is a renewal of an existing levy of 1.3 mills for a term of five years commencing in the tax year 2020 to be collected in the calendar year 2021, to be placed on the November 3, 2020 ballot.

6. Upon calling the roll, the vote was: Jerald A. Haar, yes; Beverly K. Haar, yes, and Carol A. Baker, yes. The motion to adopt the resolution was unanimously **approved**.

Roads:

1. Voluntary survey was submitted for the Boundary and Annexation Survey (BAS) for the U.S. Census Bureau.
2. Ottawa County Engineer's Office has cancelled the annual tour of Township roads due to Covid-19 restrictions. Carol Baker will work with Road Superintendent Bickley to put together a listing of roads in need of attention for the Engineer's office review.
3. Village of Elmore Administrator Dave Hower identified that several township residents on W. Portage River South Rd approached him regarding their septic tanks caving in, and have asked to be annexed into the Village sewer system. Four additional residents have since inquired and also wish to be annexed if given the opportunity. Additionally, Mr. Huss has asked to be annexed in to tap in to the village sewer on his property on Dischinger Road. Ames/Dischinger is already saw-toothed, but Hower advised the village would like to take a sewer line down to Sugar Creek and eventually to Dischinger Farms.
 - a. Hower is requesting to share the right of way on W. Portage River South Rd and Ames/Dischinger to install sewers. Carol Baker directed him to the county engineer for W. Portage River South Rd, as that is a county road.
 - b. Baker questioned the cost to the residents for annexation into the Village. Hower says it will not cost the residents to be annexed into the Village. That was a former policy by the BOPA. Tap in fee is \$375. There is also a fee (approximately \$5000) for the grinder pump system that would be installed to replace their septic system, and the Village is offering a payment plan for said system install.
 - c. With agreement, he will have Village Solicitor draw up an agreement. Baker stated we would agree, and respect the residents wishes, but still

retain rights to the taxes as permitted by law. If he is approached by any other residents, he will keep us informed.

4. Road salt purchase options were discussed with Bickley for 2020/2021 budgeting. ODOT requires commitment by April 24 to participate in their purchasing program, which obligates you to purchase 90% with the option to purchase 110%. Not much was used during 2019/2020 season, but at the beginning of the season we had approximately 125 ton of salt and 25 ton mixed with stone. Carol Baker moved to purchase 25 ton of salt from ODOT; Jerry Haar seconded the motion.

Motion carried.

5. Bickley presented roads in need of striping for 2020:

Schultz Portage, center and edge lines, from Elmore East to Turnpike Bridge, 1.01 miles; Slemmer, center only, from Snyder (TR44) to Portage River South, 2.5 miles; Smith Rd, center and edge lines, from Hessville to Linker, 1.20 miles. Estimated costs at \$5,740, based on estimates of \$800/mile for centerlines and \$900/mile for edge lines.

After discussion of what roads needed to be striped, a motion to approve the following resolution was made by Carol Baker and seconded by Beverly Haar:

WHEREAS, the Harris Township Trustees are responsible for road maintenance and appropriate striping of Township roads, and

WHEREAS, the Ottawa County Engineer will include those Township Roads that need striping in his road striping bid package,

BE IT THEREFORE RESOLVED, the following (3) Harris Township roads are to be included in the 2020 Ottawa County Road Striping Bid Package:

1. Schultz Portage Rd (from Elmore East to Ohio Turnpike bridge),
 - a. Center and edge lines
2. Slemmer Rd (from Snyder Rd to Portage River South),
 - a. Center only
3. Smith Rd (from Hessville to Linker),
 - a. Center and edge lines

The roll call was as follows:

Beverly Haar, YES; Jerry Haar, YES; Carol Baker, YES.

The motion to adopt the resolution was unanimously approved.

6. Bev Haar updated Trustees on the Portage River culvert project. The farmer is wanting to contact other local farmers who use the culvert for drainage to share in the repair costs. While his desire to gain financial assistance with the project is respected, Trustees feel something needs to be done soon as the joint has shifted and continues to wash out and deteriorate. Bev Haar will contact Mr. Hetrick to seek a resolution and timeline.

Fire/EMS:

1. Association Reverse Raffle postponed until August 14, 2020.
2. McGinnis updated Trustees with current plans and concerns with COVID-19 planning and resources. He reported we don't stock a large surplus of masks, gowns, and other PPE and are currently rationing as needed. Meeting held with Mayor Claar of Village of Elmore, Chief Harrison of Elmore PD, and Elmore Retirement Village administrator Roger Jimison to discuss plans going forward, preparedness, and safety concerns. Due to the state of emergency declared by the

Governor, EMS providers are able to provide additional services. However, McGinnis is recommending that the Trustees do not move forward with and/or participate in any plans to set up a walk in screening/treatment center in Elmore; if they do wish to attend any meetings regarding such, he wishes to be present. Recommends looking into Fire/EMS personnel exposure...decreased workforce, sick time, etc. Amplex also added a free Wi-Fi spot for the Village parking area next to the fire station, which may create a hazard to personnel responding to a call.

3. SUV #447 was involved in a collision, normal traffic, on March 8 at the intersection of Ottawa Street and Rice Street. The vehicle was not responding to a call. Ohio State Patrol was requested to respond due to potential conflict of interest with Elmore PD. Our vehicle sustained repairs that can be repaired in house; the other vehicle involved damage to the truck bumper and quarter panel. Trustees and Fiscal Officer agreed to submit to insurance company for processing.

Zoning:

1. Trustees discussed Zoning Inspector vacancy. Two applications have been received. Fiscal Officer to post vacancy on Facebook, Talk of Elmore page.

Building and Grounds:

1. Trustees agreed to cancel any community room reservations during the COVID-19 pandemic.

Other:

1. Trustees received and reviewed the following correspondence: Ottawa County District Board of Health Annual Report 2019; Ottawa County District Health Advisory Council Meeting minutes, March 14, 2019; Ottawa County Engineer Ditch Maintenance Balances report dated 3/4/2020.
2. Township meetings will be held as scheduled for April and May; however, use of telephone conference call or other meeting capabilities will be used to promote "Stay at Home" advisement. Those wishing to attend will be instructed to phone the office ahead of time to be added to the meeting. Notices will be posted in the usual manner and on the website.

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 at 9:07 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer