

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, April 5, 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 7:35 pm)
- Assistant Chief/EMS, Mike McGinnis (in at 8:10 pm)
- Chief Jim Wilburn (in at 8:10 pm)
- Toby Murray (in at 8:10 pm)

Residents/Guests:

Tim Rettig, Woodmore Superintendent, & Andy Knepper, Levy Chairman (out at 7:37 pm)

The minutes of the special meeting held on March 22, 2021 were read by Chairman Bev Haar and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

The Fiscal Officer presented the January and February 2021 financial reports and bank reconciliation reports. After review, a motion to approve the financial reports and bank reconciliations was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved.

FINANCIAL:

The following expenses were reviewed:

30561	\$54.95	Amplex	Internet at Twp garage
30562	477.58	Bound Tree	EMS supplies & pharmacy
30563	775.64	Columbia Gas	Natural gas at station and Twp garage
30564	400.00	Elliott Scrapping LLC	Junk hauling 3/16, 3/17
30565	108.24	Genoa NAPA	Shop supplies
30566	419.88	Northcoast Security	Annual cemetery alarm monitoring
30567	41.00	OE Meyer Co	EMS medical oxygen
30568	1,130.52	W.W. Williams	#444 PM, LOF, air supply & #446 LOF
30569	9,419.12	Yackee Electric	Fire bay airlines, electrical, lighting
30570	1,263.91	Zoll	EMS autopulse battery, resq pods
30571	50.00	C&L Sanitation	Sanitation unit service at cemetery
30572	153.86	Phoenix Safety Outfitters	300' fire webbing
30573	421.13	Sunny Farms Landfill	Junk landfill fees 3/16, 3/17
30574	71.82	Suburban Press	Cemetery notice spring clean up
30575	56.25	Zoll	EMS supplies

14,843.90

EFT monthly payroll for Fire/EMS Volunteers, February activity, paid 3/23/2021

\$23.42	C. Behlmer: Fire	128.82	N. Overmyer: Fire
286.33	D. Berkel: Fire/EMS	47.12	J. Parlette: Fire
117.10	J. Berkel: Fire	412.36	D. Pocino: Fire/EMS
	K. Boone: EMS	70.26	M. Probst: Fire
290.29	J. Bretzloff: Fire/EMS	105.40	B. Richards: Fire

154.05	B. Dewyre: EMS	117.77	B. Rizzo: Fire/EMS
145.93	D. Dewyre: Fire/EMS		D. Rogers: Fire
27.97	A. Fertig: Fire/EMS	6.77	B. Sandwisch: Fire
	K. Fertig: EMS	93.68	G. Sasscer: Fire
	B. Gilbert: Fire		K. Shank: Fire
11.78	S. Jones: Fire/EMS	250.43	T. Simpson: EMS/Fire
214.39	A. Kashmer: EMS	70.54	L. Treat: Fire
85.12	A. McGinnis: EMS	23.55	B. Wilburn: Fire
231.33	M. McGinnis: EMS/Fire	483.21	J. Wilburn: Fire/EMS
163.95	M. Murray: Fire		J. Woycitzky: Fire/EMS
81.98	J. Overmyer: Fire	47.12	T. Yarger: Fire
		<u>\$117.77</u>	N. Zimmerman: Fire
		<u>\$3,808.44</u>	

EFT payroll Bi-Weekly hourly, 3/7 through 3/20/2021, paid 3/25/2021:

\$1,417.59	C. Johnson: roads/cemetery/junk	\$981.87	A. Rodriguez: cemetery/roads
	C. Fair: roads		R. Babjack: cemetery/roads
212.61	T. Almendinger: EMT-B	933.08	A. Kashmer: EMT-B
379.06	D. Berkel: EMT-B	350.48	J. Marcson: Paramedic
78.99	J. Bretzloff: EMT-B	530.66	A. McGinnis: Paramedic
337.95	B. Dewyre: Paramedic	317.95	M. McGinnis: Paramedic
577.14	A. Fertig: Paramedic	129.43	T. Meek: EMT-A
	K. Fertig: EMT-B	915.23	D. Pocino: EMT-B
	J. E. Herman: Paramedic		M. Riggle: Paramedic
12.23	J. T. Herman: Paramedic	193.43	K. Stoudinger: Paramedic
278.29	S. Hites: Paramedic		L. Woycitzky: Paramedic
176.15	A. Johnson: Paramedic		
		<u>\$7,822.14</u>	

EFT Monthly salaried payroll for March 2021, paid 3/31/2021

\$733.24	C. Baker: Trustee	\$1,399.76	L. Hazel: Fiscal Officer
734.54	B. Haar: Trustee	144.94	R. Babjack: Zoning Insp.
867.69	J. Haar: Trustee	233.85	J. Wilburn: Building Maint.
		<u>\$4,114.02</u>	

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
	<u>\$19,580.08</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$50,168.58 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:

Woodmore School Levy: Mr. Tim Rettig and Mr. Andy Knepper presented information on the Woodmore Substitute Levy on the May 4, 2021 ballot. The purpose is to combine two expiring general fund current levies into one 10-year substitute levy. Q&A with the Trustees on levy facts and seeking endorsement from the trustees and township.

Fiscal/Administrative:

1. Fiscal Officer requested approval of the following purchase orders:
Columbia Gas, \$1,900 for natural gas at fire station and township garage, account 1000-120-353-0000 (\$1,100) and 2031-330-353-0000 (\$800). Then and Now PO to Yackee Electric Service, \$2919.12 for Fire bay air lines, electrical and bracketing and repairs, account 2282-220-323-0000. Trustees reviewed and signed purchase orders.
2. American Rescue Plan does not include funding for townships. Requests for clarification currently submitted by Ottawa County and Ohio.
3. Ohio Township Association virtual training offered. Hazel suggested offering the training to Babjack on zoning 4/20. Trustees agreed.
4. Ottawa County Township Association meeting to be held via Zoom on 4/6 at 10:00 am. Johnson and Rodriguez planning to attend; Engineer's office recommended offering to maintenance employees.
5. Discussion on paying points for Truck Committee for grant. Baker moved to allow one point per month, beginning in April 2021, carryover allowed with a maximum of 9 paid points per HEFD committee member for 2021. B. Haar seconded the motion. J. Haar also agreed, but stated "we should change our department name from volunteers to paid department." **Motion carried.**

Zoning:

No report.

Cemetery:

1. Sexton's update:
 - a. Sexton vacation April 19-23
 - b. Mowers received; waiting on backordered suspension plate for seat
 - c. Cemetery clean up
 - d. Spring cleanup date – discussion on area start dates. Seems to be an issue this year because of it falling over Easter weekend. Trustees agreed to change the date for 2022 to begin on March 20 for one week. (First day of spring.) Signage and website will need updated.
 - e. Request to purchase cemetery flowers and one cubic yard of mulch; provide tax exempt form for Bench's annually; approved.
 - f. Exhaust repair still needs to be scheduled with LH Automotive for cemetery truck.
2. Cemetery Deeds #624 and #625 were reviewed and signed by Trustees for transfer from George C and Florence L Summers, Trustees of the Summers Family Revocable Trust.

3. Review and approval of grave site transfer request for Henry Giesler to Lois and Carlton Giesler. Deeds to be issued.

Roads:

1. Based on an assessment and recommendation by the Harris Township Road Superintendent, Carol Baker moved for adoption of the following road striping to be done during 2021.

Resolution to proceed with Road Striping in 2021

1. Portage River South (TR-18) between Hessville Road (TR-45) and SR-590
 - Two center lines and one edge line on each side
2. Schutt Road (TR-49) between Portage River South (TR-18) and the county line
 - One center line only
3. Ernsthausen Road (TR-58) between SR-105 and Deno Road (TR-57)
 - One center line only

WHEREAS, the Ottawa county Engineers' Office has provided a cost estimate of \$375 for one mile of center line striping and \$350 for one mile of edge striping, which will include construction, 10% contingency, advertising and other expenses, and

WHEREAS, sufficient funds have been encumbered from the Township budget, now therefore

BE IT RESOLVED, that the Board of Trustees of Harris Township requests the Ottawa County Engineers' Office to act as agent for the Township in matters of preparing bid documents, advertising the project, opening and reviewing bids, preparing contract documents and conducting construction overview on its behalf.

Motion seconded by Beverly Haar and the roll being called, the vote is as follows:

Beverly Haar, Yes
Jerald Haar, Yes
Carol Baker, Yes

Adopted this 5th day of April, 2021.

2. Trustees had requested a review of the deteriorating condition of Netcher Road (TR-35) between Schultz-Portage and Linker-Portage by the Ottawa County Engineer. Based on this assessment and recommendation, it was decided to resurface Netcher with chip and seal and a fog seal. After discussion, Jerry Haar moved for adoption of the following resolution:

A Resolution to move forward with the chip and seal and a fog seal of Netcher Road (TR-35) between Schultz-Portage and Linker-Portage.

WHEREAS, the Ottawa county Engineers' Office has provided a cost estimate of \$43,370 which will include construction, 10% contingency, advertising and other expenses, and

WHEREAS, sufficient funds have been encumbered from the Township budget, now therefore

BE IT RESOLVED, that the Board of Trustees of Harris Township requests the Ottawa County Engineers' Office to act as agent for the Township in matters of preparing bid documents, advertising the project, opening and reviewing bids, preparing contract documents and conducting construction overview on its behalf.

Motion seconded by Beverly Haar and the roll being called, the vote is as follows:

Beverly Haar, Yes
Jerald Haar, Yes
Carol Baker, Yes

Adopted this 5th day of April, 2021.

3. Trustees had requested a review of the deteriorating condition of Hessville Road (TR-45) between Elmore Eastern and the county line by the Ottawa County Engineer. Based on this assessment and recommendation, it was decided to resurface Hessville with a full repave with hot mix. After discussion, Carol Baker moved for adoption of the following resolution:

A Resolution to move forward with the hot mix resurfacing of Hessville Road (TR-45) between Elmore Eastern and the county line.

WHEREAS, the Ottawa county Engineers' Office has provided a cost estimate of \$109,738 which will include construction, 10% contingency, advertising and other expenses, and

WHEREAS, sufficient funds have been encumbered from the Township budget, now therefore

BE IT RESOLVED, that the Board of Trustees of Harris Township requests the Ottawa County Engineers' Office to act as agent for the Township in matters of preparing bid documents, advertising the project, opening and reviewing bids, preparing contract documents and conducting construction overview on its behalf.

Motion seconded by Beverly Haar and the roll being called, the vote is as follows:

Beverly Haar, Yes
Jerald Haar, Yes
Carol Baker, Yes

Adopted this 5th day of April, 2021.

4. Hazel reported that salt resolution has been submitted to ODOT for bid and confirmation received.
5. Trustees reviewed support from engineers' office and Ohio Township Association for HB74 to increase force account limit.

Fire/EMS:

1. Chief's report:

- a. H. Behlmer equipment returned on April 1 to Elmore PD.
- b. K. Hellwig requested to rescind her resignation, changing it to a leave, then later confirmed her resignation.
- c. HEFD Association participated in the American Legion Easter egg hunt Saturday.
- d. McGinnis and Wilburn taking Ram truck to FMI for fitting of organization box.
- e. Annual hose testing to be held on 4/17 am, followed by family dinner at Fricker's in Fremont. Request for township to approve payment of dinner, as it saves approximately \$3000 on hiring an outside contractor to perform the testing. Typical cost to Association in the past has been \$500. B. Haar moved to approve the purchase of comradery dinner for those volunteers (and their family) participating in hose testing, and payment made with township credit card. Hazel stated no alcohol can be purchased with Township funds. C. Baker seconded the motion.
Motion carried.
- f. Request for tires for engine #446 to replace the two front tires, mounted, balanced, and aligned, from Speck Tires. Rough estimate provided of \$290/tire, \$35/mount & balance, \$150 alignment.
- g. Researching information on Chipmatic's new factory to break ground in May for metal stamping plant with 140 employees and Schedel's new hotel and steak house. This information can be included with tanker grant application regarding coverage area.
- h. Officers to review application from C. Rogers for re-employment as a volunteer firefighter. Baker to check BMV report.

2. Asst. Chief/EMS report:

- a. Request for Trustees to consider the writing of another grant for MARCS mobile/portable radios for Fire/EMS. This would include the radios, estimated cost of \$194,099, and vehicle repeaters, estimated cost of \$22,707. AFG will allow a portable radio per seated position for every vehicle (28), base radio for station, mobile per truck, and repeater for every truck. Cost to write a second grant for 2021 is \$1,500, and if awarded, the Township's responsibility would be 5% of the AFG award, estimated at \$10,840, along with agreed upon commission to grant writer. (Estimated at 4%, \$20,579.)

Additionally, there would be two other factors to the radio project outside of the Marcs radio grant. In the past Materion paid for replacement through the county. We are now responsible for 50% of all maintenance costs incurred on radio systems. Mobiles will no longer be repaired; they will need to be replaced with new. Annual preventative maintenance is covered by the county for 2021, but future years are questionable. Sandusky county, which we are mutual aid for, are all on the Marcs system.

The central agency paging frequency for 460 MHz is changing. The 460 system is also failing and being abandoned by departments. The new Marcs radios would also act as a one-way scanner, using with the I Am Responding app as our paging system. We would continue to need to save for radios/pagers.

The third part of the radio proposal is a preventative maintenance contract, which is currently being quoted. The radio project would come with a three-year warranty.

After lengthy discussions, Carol Baker moved to proceed with the grant application with Ohio First Responder's Grant writing, Mickey Smith, for a Radio Grant project at 4% commission and \$1,500 grant writing fee, pending preliminary review of eligibility based on Fire/EMS fund revenues and expenses combined. Beverly Haar seconded the motion. After taking the roll call, the motion was unanimously approved.

- b. #447 tire sensors replaced
 - c. #449 a/c recharge, and #448 check engine light
 - d. #449 modem not working since mid-January. Antennae should still be compatible, but if modem found to be unrepairable, a new modem would be \$1500-\$1800.
 - e. Sandusky County has moved their vehicle repairs to Madison Motors in Fremont, which has ability to perform diagnostics and service on squads and heavier equipment. They are willing to extend discounted pricing to Elmore as well. Offering this information as an alternative to LH Automotive as needed.
3. Safety recall received and given to M. McGinnis for 2008 Tahoe for front passenger-side airbag inflator.
 4. Financial information submitted to truck committee for tanker grant by Fiscal Officer.
 5. Trustees discussed and agreed to pay one point for each truck committee member currently on payroll from April to December, not to exceed 9 points for 2021, for official meetings held for planning. Current members of tanker truck grant committee include J. Berkel, D. Berkel, N. Overmyer, M. Murray, N. Zimmerman, M. Probst, B. Rizzo, G. Sasscer, Chief Wilburn and lifetime member A. Katko.

Building/Grounds:

1. Amplex contract was signed and returned via email to Tim on 4/4/2021. They will begin the install for the internet and run the cabling for the phones on 4/20 per M. McGinnis. Lightning fast cable is also being installed in the area of the township road maintenance garage and internet will be upgraded at the garage as well per Rodriguez.
2. Wilburn requested purchase of new sweeper for station use.
3. Wilburn also requested not to use #9 stone salt/stone mix at the station, as it tracks into building.
4. Purchased a shop vac for fire bays, \$85.

Communications, Announcements, Other:

1. Trustees received and reviewed the Columbia Gas request for survey, and the OTA April 2021 *Grassroots Clippings*.
2. Trustees and Fiscal Officer reviewed the Ohio Department of Health Director's Order for Social Distancing, Facial Coverings and Non-Congregating dated 4/5/2021.

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 9:15 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer