

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, September 21, 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:

- Zoning Inspector, Bob Babjack (out at 7:36 pm)
- Cemetery Sexton, Andy Rodriguez (in at 7:50 pm, out at 8:50 pm)
- Assistant Chief/EMS, Mike McGinnis (in at 7:53 pm, out at 8:50 pm)

Residents: None

The minutes of the last meeting held on September 8, 2020 were read and approved on a motion made by Carol Baker and seconded by Beverly Haar. **Motion carried.**

**FINANCIAL:**

The following expenses were reviewed:

# 30291	\$4,467.25	Driven Excavating	Portage River Rd relocation project #1
30292	1,250.00	Admin Resources	computer network analysis PH1
30293	27.47	Shelly Materials	stone for road
30294	156.12	Columbia Gas	natural gas at station
30295	20.00	Deborah Pocino	refund meeting room fee
30296	20.00	Brian Richards	refund meeting room fee
30297	150.00	Treasurer OH	volunteer firefighters dependency fund assess.
30298	100.00	Ohio Fire Chiefs' Assn	Chief dues
30299	77.06	Valley Freightliner	batteries '02 Freightliner
30300	5.99	Tractor Supply	dry gauge for road sprayer
30301	671.13	GLBA	EMS billing for August
30302	39.12	Gordon Lumber	concrete mix for road pothole
30303	615.00	Southeastern Equip.	stump grinder rental for roads
30304	164.34	Crown Battery	batteries for cem truck
30305	35.00	Willie's Sales	sharpen chains
30306	63.70	Verizon	EMS modems
30307	986.97	Corrigan Oil	fuel/gas for roads, cemetery, EMS, fire
30308	229.91	Time Warner	internet and phones at station
30309	32.04	Toledo Edison	civil defense siren electricity
30310	387.82	OH CSPC	withholding: 9/10, 9/24
30311	105.96	OH CSPC	withholding: 9/25
30312	284.60	MISDU	withholding: 9/10, 9/24
	<u>9,889.48</u>		

**EFT payroll Bi-Weekly hourly, 8/23 through 9/5/2020, paid 09/10/2020:**

\$1,112.53	J. Bickley: roads/cem	\$981.86	A. Rodriguez: cemetery/roads
	C. Fair: roads		R. Babjack: cemetery
133.63	T. Almendinger: EMT-B		A. Johnson: Paramedic
726.82	D. Berkel: EMT-B	633.62	A. Kashmer: EMT-B
	J. Bretzloff: EMT-B		D. Little: EMT-B
723.42	A. Fertig: Paramedic	507.63	J. Marcson: Paramedic

89.73	K. Fertig: EMT-B	171.75	A. McGinnis: Paramedic
647.96	B. Gottfried: Paramedic	423.23	M. McGinnis: Paramedic
176.06	M. Heider: Paramedic	239.28	T. Meek: EMT-A
	J. E. Herman: Paramedic	747.55	D. Pocino: EMT-B
	J. T. Herman: Paramedic	94.02	M. Riggle: Paramedic
	S. Hites: Paramedic	283.50	L. Woycitzky: Paramedic
		<u>\$7,692.59</u>	

**EFT monthly payroll for Fire/EMS Volunteers, August activity, paid 09/22/2020:**

	C. Behlmer:	93.68	J. Overmyer: Fire
255.83	D. Berkel: Fire/EMS	70.26	N. Overmyer: Fire
99.55	J. Berkel: Fire	76.55	J. Parlette: Fire/EMS
374.06	J. Bretzloff: Fire/EMS	483.13	D. Pocino: EMS
182.42	D. Dewyre: Fire/EMS	35.13	M. Probst: Fire
15.13	A. Fertig: Fire/EMS	46.85	B. Richards: Fire
	K. Fertig:	94.22	B. Rizzo: Fire/EMS
104.95	B. Gottfried: EMS	11.70	D. Rogers:
	L. Hazel:	18.55	B. Sandwisch: Fire
35.33	K. Hellwig: Fire	11.70	K. Shank: Fire
105.95	S. Jones: Fire/EMS	319.17	T. Simpson: EMS
87.38	A. Kashmer: EMS	93.96	L. Treat: Fire
	Deb Little: EMS	584.87	J. Wilburn: Fire/EMS
49.08	A. McGinnis: EMS	35.33	J. Woycitzky: Fire
159.26	M. McGinnis: Fire/EMS	35.33	T. Yarger: Fire
	T. Meek:	11.77	N. Zimmerman: Fire
134.67	M. Murray: Fire	46.21	B. Gilbert: Fire
		<u>\$3,672.02</u>	

**EFT payroll Bi-Weekly hourly, 9/6 through 9/19/2020, paid 09/24/2020:**

\$1,175.26	J. Bickley: roads/cem/junk	\$981.86	A. Rodriguez: cemetery/roads
	C. Fair: roads	150.79	R. Babjack: cemetery
133.63	T. Almendinger: EMT-B	176.15	A. Johnson: Paramedic
427.22	D. Berkel: EMT-B	633.62	A. Kashmer: EMT-B
45.14	J. Bretzloff: EMT-B		D. Little: EMT-B
650.28	A. Fertig: Paramedic	350.48	J. Marcson: Paramedic
252.01	K. Fertig: EMT-B		A. McGinnis: Paramedic
301.40	B. Gottfried: Paramedic	317.95	M. McGinnis: Paramedic
150.40	M. Heider: Paramedic	107.35	T. Meek: EMT-A
128.65	J. E. Herman: Paramedic	766.70	D. Pocino: EMT-B
246.44	J. T. Herman: Paramedic	549.95	M. Riggle: Paramedic
626.06	S. Hites: Paramedic	283.50	L. Woycitzky: Paramedic
		<u>\$8,454.84</u>	

**EFT Monthly salaried payroll for Sept. 2020, paid 9/30/2020**

\$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>	

**EFT payroll CORRECTIONS: biweekly hourly: paid 09/30/2020:**

K. Fertig	22.43
K. Fertig	67.3
	<u>\$22.43</u>

<b>Electronic Payments:</b>		
voucher #743-2020	\$4,316.63	US Treasury: federal tax August
voucher #744-2020	770.95	OH Treasurer: OH withholding August
voucher #745-2020	6.54	OH SD: School withholding August
voucher #746-2020	443.06	RITA/Elmore: withholding August
	<u>\$5,537.18</u>	

A motion was made by Carol Baker and seconded by Beverly Haar that the preceding list of bills totaling \$39,509.67 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. Township Fiscal Officer still working with UAN on troubleshooting computer problems attributed to latest Windows update.
2. Trustee Baker continues to work with Prosecutor’s office on 2019 Village of Elmore annexation on Portage River South (east) and tax revenue loss, along with current notifications regarding Type 2 expedited filing annexations for Portage River South (west towards Schedels) and property on Dischinger Rd.
3. Baker did an annual check on employee/volunteer BMV records.
4. Fiscal Officer requested direction on full-time employee time card variances with time clock reports. Baker moved to begin paying from time clock reports, with a 5-minute grace period on the quarter hour for clock in/out, effective 9/21/2020. If employee has any issue with time clock, notification is to be sent to Fiscal Officer by text or email for approval. Beverly Haar seconded the motion. **Motion carried.**
5. Trustees agreed that Network Analysis Project Phase I recommendations should be sent to OTARMA IT Risk representative for review before proceeding with Phase II.

**Cemetery:**

1. Water leak in cemetery continues to remain unidentified. Nate Gaines used divining rods, dowsing the area to locate water below the surface. There seems to be an area near Schultz Portage Rd where the water main comes in that is of interest. Trustees agreed to keep water turned off, but to pursue options for placing new lines and mapping out in spring 2021. There is a company in Carey, OH, along with Zimmerman Construction that may do this type of excavating that we can get a quote for budgeting and planning purposes.
2. New deeds and transfers #614 through #620 were reviewed and signed.

**Roads:**

1. Jerry Haar in contact with the Engineer's Office regarding obtaining an easement from Rothert to move poles in ditch on Witty Rd.
2. Witty Rd to be closed to repair dip in road due to broken clay tile, which will need dug out, filled in with stone and hot mix placed.

**Fire/EMS:**

1. McGinnis provided information received from Walk In Urgent Care for flat rate fee to provide annual fire fighter testing to include physical, fitness testing, vaccinations, lab work, and five-year chest x-ray with reading for a discount fee of \$410/person up to 30 fire fighters, \$12,300 total. This is much more reasonable compared to the \$30,000 quoted for the in-house company. Trustee B. Haar moved to approve and instructed Fiscal Officer to issue purchase order and McGinnis to proceed with scheduling for October and November. Jerry Haar seconded the motion. Fiscal officer said a reallocation of appropriations may be necessary and was instructed by trustees to reallocate appropriations as necessary.
2. Portable air scrubbers ordered from O.E. Meyer. Still researching UV lights, and dispensers for sanitizer/soap.
3. Discussion on personnel: specifically, EMT candidate who is taking course over, new employee, tuition reimbursement for EMT candidate, and termination returned for change of address.
4. Vanguard offering Fire/EMT Instructor course for \$550 tuition/including books, and Paramedic program for \$7300 tuition/including books and testing fees, A&P also required for \$425 tuition. This information can be considered in capping our tuition programs. No action taken at this time.
5. Squad #449 going in for oil change at DPM.

**Zoning:**

1. Babjack provided biweekly update on junk vehicles on SR-590 and Slemmer Portage, as well as business on SR-105.
2. Complaint received from resident on shed going up on W. Portage River S. Rd near Riverside Drive. Babjack will follow up with county on building permit.

**Building/Grounds:**

1. The Firearms/weapon policy was revised per recommendation of Chief Wilburn. Beverly Haar moved to accept revisions as part of Harris Township handbook; Carol Baker seconded the motion. **Motion carried.**
2. Trustees approved upgrading plan with Time Warner/Spectrum from the 15x2 program to a 200x20 (upload/download) plan at a reduce monthly cost. There is no contract required; month to month. The modem/equipment may need upgraded as well, but cost should not exceed \$100.

**Communications, Announcements, Other:**

1. Trustees received and reviewed *Grassroots Clippings September 2020; Ottawa County Community Foundation, Summer 2020; OTA Cares Act* packet.
2. Request for letter of commendation for Eagle Scout Aden Carter, along with invitation to ceremony to be held on Oct 11 at 2pm at Grace Church, Elmore.

There being no further business, a motion to adjourn was made by Jerry Haar and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:06 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer