

The Board of Trustees of Harris Township, Ottawa County, met in special session via Zoom on Tuesday, November 10, 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 10:00 am.

Employees in attendance:

Chief, Jim Wilburn (via phone at 10:18 am, out at 10:25 am)
Asst. Chief/EMS, Mike McGinnis (via Zoom, out at 10:38 am)

Residents/Guests: None

FINANCIAL:

The following expenses were reviewed:

30349	\$37,223.00	Baumann Auto Group	CRF: service vehicle
30350	123.75	N. Zimmerman	Tuition reimbursement Fire
30351	123.75	M. Probst	Tuition reimbursement Fire
30352	118.75	D. Berkel	Tuition reimbursement Fire
30353	360.00	A. Kashmer	Tuition reimbursement Fire/EMT-B
30354	236.25	K. Curtis-Fertig	Tuition reimbursement EMT-B
30355	106.25	B. Sandwisch	Tuition reimbursement Fire
30356	123.75	L. Treat	Tuition reimbursement Fire
	<u>38,415.50</u>		

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$38,415.50 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:

The purpose of the special session was to make final appropriations for CARES Act Coronavirus Relief Funding received in Round I, II, and III; to discuss and resolve options to exempt emergency personnel from CARES Act paid sick time and/or Extended FMLA; and to make an employment offer to fill Road Supervisor position.

1. The Fiscal Officer presented, for review, the 3rd Amended Certificate of the Total Amounts from All Sources Available for Expenditures, dated November 2, 2020, with a total of \$3,194,439.72.

Based on year end fund balances and the Amended Certificate, the Fiscal Officer presented additional appropriations for 2020 as follows:

Coronavirus Relief Fund (CRF), "other" \$55,783.33

Total CRF Appropriations = \$85,843.57

A motion to move for the adoption of the additional Coronavirus Relief Fund Appropriation Resolution for the fiscal year ending December 31, 2020, was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

2. Wilburn provided an update on the purchase of a 4-wheel drive emergency vehicle to enable non-emergency assistance as needed in the township for obtaining medical supplies and for distribution of food from the food bank if weather and the COVID-19 virus hinders transportation.

The following quotes were provided:

2020 3/4-ton Dodge Ram 1500 from Port Clinton Bauman dealership \$37,223.00

Truck cap from Toys for Trucks \$3,600

Radio, 800mhz mounted from Cleveland Communications \$2,868.16

Lights & Sirens package, 200 watt, dual siren from Sound Off Signal \$5,629

Graphics from Vision Quest \$1,225

Charging system from Sound Off Signal \$2,650

Total \$53,195.16

Baker moved to purchase using CARES CRF monies (as available) to the purchase based on it being an allowable expense by the Trustees, and confirmed via the opinion of Ottawa County Prosecutor, James VanEerten, per Guidelines that it is *1) a necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); 2) was not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and 3) was incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.* Jerry Haar seconded the motion. Upon calling the roll, the vote was unanimous. **Motion carried.**

3. Fiscal officer presented information on the CARES Act and emergency responders for review. Under the FFCRA, an emergency responder may be excluded from the definition of an eligible employee who must be provided the emergency leave provisions of the Paid Sick Leave or Expanded Family and Medical Leave by their Employer. The reason for this is to assist employers who may have difficulty delivering the essential services their organizations provide to their communities during the Coronavirus public health emergency.

That being said, after careful deliberation, Trustee Baker moved to provide Emergency Paid Sick Leave to emergency responders based on their current scheduled hours over a 14-day period, only in the case of their own COVID-19 illness (to include quarantine, advised to self-quarantine, seek diagnosis, preventative care or diagnosis for coronavirus), but exempt them from leave for caring for a family member.

Additionally, effective today, all other eligible employees will be paid according to the FFCRA regulations, specifically relating to amount of pay under EPFMLA (after first 10 days, 2/3 employee regular rate of pay, not to exceed \$200/day, \$10,000 in aggregate) and/or EPSLA (full pay, not to exceed \$511/day, \$5,110 aggregate for employee quarantine, self-quarantine, preventative care or diagnosis; or 2/3 pay, not to exceed \$200/day, \$2,000 aggregate).

Beverly Haar seconded the motion, and upon calling the roll, the vote was unanimous. **Motion carried.**

4. Guidelines were established for reviewing applicants for the position of road/maintenance superintendent. This included currently having a CDL driving license, familiarity with the various township vehicles, successful negotiations of wages and benefits, and interviews.

After discussion, Beverly Haar moved to offer the position to Cary Johnson of Northwood, at a starting salary of \$22.50/hour. Carol Baker seconded. Motion carried. Beverly will contact Mr. Johnson. Carol will notify other applicants of

Board's decision.

5. Trustees saw a need to clarify policy manual regarding accruing sick time to read that 0.5 hours is earned and accrued each month. Probationary employees will accrue sick time, but not be allowed to use it during 6-month probation. Vacation time will be examined with probable change in the 2021 salary schedule.

There being no further business, a motion to adjourn was made by Beverly Haar and seconded by Jerald Haar. Chairman Beverly Haar declared the meeting duly adjourned at 12:11 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer