

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, November 20, 2023, with the following members present: Trustees Jerry Haar, DJ Greenhill and Fiscal Officer Laura Hazel. Trustee Bev Haar was absent. Vice-Chairman Jerald Haar called the meeting to order at 7:30 pm.

Employees in attendance:

-Fire Chief, Jim Wilburn (left at 8:00 pm)

The minutes of the regular meeting held November 6, 2023, were read by Jerry Haar. Jerry Haar motioned and DJ Greenhill seconded that the minutes be approved. **Motion carried.**

FINANCE

1. Trustees reviewed invoices, signed checks and vouchers, reviewed and initialed payroll, reviewed and signed purchase authorizations.
2. A motion was made by Trustee J. Haar and seconded by Trustee Greenhill that the attached list of bills totaling \$35,948.97 be approved as the lawful obligations of Harris Township and that the Fiscal Officer be permitted to issue warrants in favor of the same. **Motion carried.**
3. Bank reconciliations and financial statements for September and October were reviewed, approved and signed on a motion by Trustee Jerry Haar and seconded by Trustee Greenhill. **Motion carried.**

DEPARTMENT REPORTS

Financial/Administrative: *(Fiscal Officer 's report)*

1. Purchase order issued to Huntington Bank for annual backhoe lease purchase, year 2, in the amount of \$19,505.26, allocated per amortization schedule, at 60% cemetery and 40% roads.

Then & Now PO issued to Bound Tree Medical for EMS supplies, \$5476.94, account 2281-230-420-0000. This is part of EMS reimbursement grant.

Then & Now PO issued to W.W. Williams for annual pump testing on fire engines, \$1500.00, 2282-220-323-0000.
2. The semi-annual bond payment to OPWC was paid in the amount of \$2,689.80. The remaining balance is \$10,759.19, with four remaining payments through 2025.
3. Fiscal Officer presented and reviewed YTD expenses for Road and Cemetery expenses, along with a review of the previous 5 years expenditures, and fund balances in preparation for 2024 budget appropriations.
4. Continued discussion on cyber security plan. No decisions made.

5. After much discussion, Beverly Haar moved to enter into an Agreement with the Ottawa County Board of Commissioners for the purchase and installation of eight fire hydrants at a cost not to exceed \$80,200, and for said hydrants to be installed in designated areas of Harris Township during the water system improvements for the Village of Elmore, with payment anticipated due upon completion of the project in the fall of 2024. DJ Greenhill seconded the motion. Upon roll call, all votes were yea. **Motion carried.**

Zoning: *(no report)*

Cemetery: *(Sexton's report)*

1. Deeds issued: #694 Lockhart; #695 (transfer from) St Paul Trinity UMC to Minier

Roads: *(Superintendent's report)*

1. Trustees reviewed 2023 road project listing from county engineer:
 - Portage River South culvert lining project with Unilliance – project completed and can be closed out
 - Portage River South Paving project with Kokosing – project completed with final construction costs (under estimate) of \$274,466.28. Invoicing will be forthcoming from Engineer's office and request for payment from OPWC. Kokosing submitted the project for a "Quality Asphalt Pavement Award" through the flexible pavements of Ohio.
 - Tar/Chip Seal Project from 2022: Bergman re-applied tar/chip seal on Lickert-Harder Road in Sept. 2023 and the project was successful. However, the reapplication did not go as planned on Linker-Portage due to too much stone loss to address with patching. Additional work on Linker-Portage Rd was stalled until opinion/assessment could be obtained from material supplier. John McVicker of K-Tech Specialty Coatings provided an opinion to Bergman, which was also reviewed by county engineer and Trustees. In an effort to close out the project, the Trustees agreed with the opinion of the engineer's office to propose a reduction from the bid for the cost of the tar and chip seal of \$10,462.91, and move forward with a re-tar and chip in 2024 on Linker-Portage Rd. If acceptable, total project costs for both roads to the Township would be \$86,562.29.
2. 2024 OPWC Hot Mix Resurfacing projects:
 - Witty Road, west twp. maintenance limit to SR 51, with a total project estimated at \$115,700, with \$43,823 expected out of pocket for Township with OPWC grant/loan funding.
 - Martin-Williston, from southern line to Witty Rd, with a total project estimated at \$96,700, with \$43,824 expected out of pocket for Township with OPWC grant/loan funding.
 - Additional Tar/Chip Seal projects to be bid include Linker-Portage Rd (Elmore East to Smith Rd), previously estimated at \$10,000 & Schneider Rd, previously estimated at \$25,000. These roads were selected as they are near Linker-

Portage, which may also be added to the bid list depending on resolution with Bergman from 2022 project.

3. 2025 projection looks good for an OPWC award for Yeasting Rd Hot Mix Resurfacing Project estimated at \$133,000, with total out of pocket for township at \$74,900 with OPWC grant funding.
4. Engineer's office still needs to respond to Portage River Road speed survey from Ravine Dr to village limits & TRQ for rumble strips near Materion.
5. Trustee Greenhill reported there is another company, Vasu Communications, in Avon that may be able to service civil defense sirens. He will reach out to them for more information.

Fire: *(Chief's report)*

1. Contract was signed for Ohio First Responder Grants for a \$500 rewrite for third year AFG grant writing services for a new tanker to replace 1991 engine #446, which was approved at last meeting.
2. Chief requested approval to purchase 25' 2.5" truck to truck supply line hose for \$175 plus shipping. Approved.
3. Trustees approved sending up to 10 officers to training at Fremont Fire on 2/17/2024 at a cost of \$50 per person.
4. Air compressor motor out and needs repaired/replaced. Pnu-matic will be contacted for service; billing paid by Materion (Dan Frank approval).
5. Association requests purchase of a \$3200 storage container for storage of tables and chairs, and other misc. items being stored in compressor room. The container measures 40' x 8' x 8.5' high. They wish to place it along east side of building by EMS quarters. Trustee Haar reminded them that the village owns that side of the driveway; second choice for placement is along the north end of the building. Haar advised they should measure out their area first and check with village zoning to determine if a permit would be needed.
6. Appreciation dinner scheduled for 2/10/24 at the Elmore Community Center.

EMS: *(Assistant Chief/EMS Administrator's report)*

1. Trustees reviewed request from Asst. Chief McGinnis for 2-yr contract with Power DMS by NeoGov for scheduling/timekeeping software to replace current ePro contract. Fiscal Officer has questions concerning increased contract pricing in year 2 that McGinnis will respond to before Trustees make a decision.

Building & Grounds: *(no report)*

Announcements, Communications, Other:

None

There being no further business, a motion to adjourn was made by DJ Greenhill and seconded by Jerry Haar. Vice-Chairman Haar declared the meeting duly adjourned at 9:29 pm.

Respectfully submitted,

Jerald Haar, Vice-Chairman

Laura Hazel, Fiscal Officer

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