

The Board of Trustees of Harris Township, Ottawa County, met in regular session, on Monday, February 5, 2018, 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 7:30pm.

Residents in Attendance: Tom Deitemyer (left at 8:15 pm)

Employees in Attendance: Zoning Inspector, Dan Laity (left at 8:15 pm);
Chief, Jim Wilburn (in at 7:45 pm, left at 8:45 pm);
Asst Fire Chief, Jeff Berkel (in at 8:45 pm, out at 9 pm)

The minutes of the last regular meeting held on January 15, 2018 were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

The following expenses were reviewed:

#29056		VOID
29057	\$ 387.82	Ohio CSPC: withholding 1/18
29058	32.16	Dave Heitzman: mailbox replacement
29059	3,792.00	eCore Software: annual EMS scheduling software fee
29060	209.93	Time Warner Cable: phones/internet at station
29061	84.67	Verizon Wireless: EMS squad modems & Fire/EMS cell phones
29062	100.00	Bradley Gilbert: 2017 Fire Dept. consulting
29063	1,500.00	Mercy Health St V's Life Flight: EMS training conference
29064	324.00	Crowne Plaza Hotel: OTA winter conference
29065	295.40	Business Card: FD printer ink, fuel for #446, 443
29066	223.44	Heritage: EMS drugs
29067	195.00	Louis Squires: EMS quarters strip/wax floors
29068	419.88	Northcoast Security: annual cemetery alarm monitoring
29069	197.75	Northwood Door: repair maint garage door
29070	4,359.89	Ottawa County Engineer: road salt for winter snow/ice
29071	266.88	Pat & Son Towing: tow bill for snowplow
29072	191.24	Robert Hille Treasurer: special assessment
29073	27.51	Toledo Edison: civil defense siren electricity
29074	39.00	US Healthworks: accident drug/alcohol test
29075	30.00	Village of Elmore PD: BCI-FF Yarger
29076	184.80	Zoll: EMS Resqpod
29077	193.91	Ohio CSPC: withholding 2/1

EFT payroll for Bi-Weekly hourly, 12/31/17 through 1/13/2018, paid 1/18/18

\$ 402.45 Jason Adkins: EMS	\$1,533.75 Jason Bickley: roads
26.39 Haley Behlmer: roads	40.99 Clay Finken: EMS
261.10 Brittany Gottfried: EMS	293.75 Brian Gutman: EMS
255.49 Rudy Hanzel: EMS	81.00 Jeffrey Herman: EMS
129.91 Scott Jones: EMS	374.28 Joshua Kerbel: EMS
113.00 Bradley Krotzer: EMS	105.04 Lisa Lemmon: EMS
610.83 Amanda McGinnis: EMS	541.50 Michael McGinnis: EMS
322.76 Tammy Meek: EMS	439.68 Chris Nelson: EMS
629.98 Deb Pocino: EMS	1,480.40 Tom Novotney: roads, cemetery
58.07 Brian Richards, Jr: EMS	304.98 Matthew Riggle: EMS
174.29 Karli Sasscer: EMS	

EFT monthly payroll for Fire & EMS Volunteers, December activity, paid 01/19/2018:

Craig Behlmer	\$ 46.83 fire	Haley Behlmer	\$23.41 fire
Jeff Berkel	92.75 fire	Laura Hazel	23.41 EMS
Krista Hellwig	82.25 fire	Ryan Herrig	11.77 fire
Josh Kerbel	414.86 fire/EMS	Rob Kochan Jr.	82.25 fire
Debra Little	165.68 EMS	Amanda McGinnis	67.05 EMS
Mike McGinnis	139.38 fire/EMS	Mike Murray	105.35 fire
Sam Nowak	152.17 fire/EMS	Jared Overmyer	58.53 fire
Nathan Overmyer	46.83 fire	Josh Parlette	23.55 fire/EMS
Deb Pocino	156.67 fire/EMS	Brian Richards Jr	226.92 fire/EMS
Brandon Rizzo	100.12 fire/EMS	Chad Rogers	35.11 fire
David Rogers	35.11 fire	Glenn Sasscer Jr	515.97 fire/EMS
Kirk Shank	11.70 fire	Tim Simpson	48.62 EMS
James Wilburn	740.00 fire/EMS		

EFT Monthly salaried payroll for January, paid 1/31/2018

\$743.01 Carol Baker: Trustee	\$ 719.99 Beverly Haar: Trustee
800.01 Jerald Haar: Trustee	1,439.35 Laura Hazel: Fiscal Officer
321.78 Dan Laity: Zoning Inspector	258.73 Brian Richards: Station maintenance

EFT payroll for Bi-Weekly hourly, 1/14 through 1/27/2018, paid 2/1/18

\$ 320.11 Jason Adkins: EMS	\$1,366.20 Jason Bickley: roads, cemetery
192.69 Clay Finken: EMS	261.10 Brittany Gottfried: EMS
309.82 Brian Gutman: EMS	255.49 Rudy Hanzel: EMS
259.25 Scott Jones: EMS	227.28 Joshua Kerbel: EMS
225.58 Bradley Krotzer: EMS	445.65 Lisa Lemmon: EMS
597.31 Amanda McGinnis: EMS	557.41 Michael McGinnis: EMS
222.33 Tammy Meek: EMS	103.85 Chris Nelson: EMS
443.50 Deb Pocino: EMS	1,259.48 Tom Novotney: roads, cemetery
94.86 Brian Richards, Jr: EMS	155.24 Matthew Riggle: EMS
113.85 Karli Sasscer: EMS	

Voucher #95-2018	\$8,601.27 OPERS: withholding EE/ER December
Voucher #155-2018	\$ 348.02 Village of Elmore: electric/water
Voucher #160-2018	\$ 470.27 Village of Elmore: electric/water
Voucher #161-2018	\$ 216.87 Village of Elmore: electric/water

A motion was made by Beverly Haar and seconded by Jerry Haar that the preceding list of bills totaling \$45,775.51 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:

Cemetery:

1. Dan Myers, resident of Genoa, has contacted Tom Novotny, cemetery sexton, and Laura Hazel, Fiscal Officer in regards to replacement of a deed for William Cogar family. However, the family does not know who currently has possession of said deed. Laura stated that she did a little research and has contacted the Prosecuting Attorney for confirmation, who confirmed that a deed passes either through will or intestate succession, but that is not up to the township to settle. That responsibility rests with the family of the deceased to prove ownership.

Fire & EMS:

1. Benton Township is seeking renewal of the fire/EMS service contract for 2018, and has expressed that we send our proposed/revised contract to them for review. Hazel will contact Benton Township Fiscal Officer and send new contract.
2. Mike Murray reported through e-mail that an air pack was found to be in need of repair from recent bench test. Quote was provided for \$99.75 plus shipping to replace the gauge line and test, and repairs have begun.
3. Chief Wilburn received an application for Derrick Berkel for the fire department. Derrick is currently a senior at Woodmore and has interest in pursuing a career as a life flight medic. Wilburn will review the application with staff at the next officers meeting on Feb. 18.
4. Chief Wilburn reported that he has accepted appointment as Vice President for the Fire Chiefs Council for 2018.
5. Quotation was provided by Chief Wilburn for 72 reservations for annual fire/EMS dinner. Payment will be due on Feb. 10 in the amount of \$1494.00. Carol Baker moved to accept the quotation from Lake Erie BBQ and reservations of 72 attendees and provide a check in the amount of \$1494.00 to Lake Erie BBQ. Beverly Haar seconded the motion. **Motion carried.**
6. A/C Berkel reported that HEFD has been asked, and will, submit an application for grant funds from Ottawa County for new rescue equipment, life jackets, suits, and tablets for IamResponding in engines. An award was received from Ottawa County in 2017.
7. Berkel also plans to participate in a webinar through OTARMA on HR Essentials: Sexual Harassment & Bullying. This webinar will discuss the legal issues regarding sexual harassment, bullying and other inappropriate workplace behavior. He has invited other officers from the department to watch with him at the station on February 6.
8. Discussion regarding EMS staffing and office space took place between Berkel and the Trustees, related to recent comments/questions that came from Trustee J. Haar.

Roads:

1. Claim invoice was received from Toledo Edison for property damage to a telephone pole guy wire that happened while mowing. Fiscal Officer Hazel spoke with Jason Bickley and has contested the charge to Toledo Edison, as the guide wire was not secured and not visible. No action taken by Trustees at this time.
2. Trustees were notified by the Ottawa County Engineers that the township has received OPWC funding for Linker and Schultz Road resurfacing. After discussion, Jerry Haar moved for adoption of the following resolution:

A Resolution to accept OPWC funding and to proceed with road resurfacing for Linker-Portage TR-22 and Schultz-Portage TR-47.

WHEREAS, the Harris Township Board of Trustees followed the OPWC funding application protocol set forth by the Ottawa County Engineer's Office for resurfacing and the Trustees have reviewed the estimate provided August 30, 2017, in the amount of \$188,520.88 (Linker-Portage \$132,703.31 and Schultz-Portage \$55,817.57), and

WHEREAS, the funds to proceed with the proposed Linker and Schultz resurfacing are available from OPWC funding and the Township's MVL, Gasoline Tax, and Road and Bridge Funds; and

WHEREAS, the Ottawa County Engineers' Office will advertise, bid, and award the bid on behalf of the Harris Township Trustees to resurface Linker and Schultz Roads;

BE IT THEREFORE RESOLVED, the Harris Township Board of Trustees, Ottawa County, hereby authorizes the Ottawa County Engineer's Office to proceed to advertise, bid, award bids, and act in the best interest of Harris Township to resurface Linker-Portage from Smith road to Portage River South road, and Schultz-Portage from Elmore Eastern Road to Portage River South Road as proposed in the Cost Estimate provide August 30, 2017.

The motion was seconded by Beverly Haar and upon calling the roll, the vote was as follows:

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

The motion was duly adopted this 5th day of February, 2018.

Zoning:

1. Zoning permit #634 was reviewed and found to be satisfactory for accessory building, side deck with outside seating.
2. Zoning Commission met on January 22, 2018 for their annual organization meeting. Officers were appointed as follows: Eric Amstutz, Chairman, Kurt Bench, Secretary. Laity distributed draft copies of proposed zoning code changes for Commission's review in late February.
3. Laity provided a detailed status update to the Trustees on his ongoing review of the current zoning codes, and discussions with Mark Messa and Prosecutor VanEerton in relation to the current zoning codes. They plan to reconvene in late February.
4. Mr. Deitemyer provided some history on the golf course and, in his opinion, the gradual decline of the grounds and buildings.

Other:

1. Fiscal Officer Hazel attended the Ohio Township Association Winter Conference Jan 31 to Feb 2 in Columbus. She reported that the workshops she attended were very informative and will be useful to her role as Fiscal Officer.
2. Quotation received from Kaylor Plumbing for installation of 3 LED lights in the EMS Bay: Materials and Labor \$865.00. No action taken.

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 9:28 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel
Fiscal Officer