

The Board of Trustees of Harris Township, Ottawa County, met in regular session, due to the New Year's holiday, on Tuesday, January 3, 2017, with the following members present: Trustees: Beverly Haar, Jerry Haar, Carol Baker and Fiscal Officer David Robenstine. Chairman for 2016, Beverly Haar, called the meeting to order at 7:30pm.

Resident in Attendance: None

Others in Attendance: Fire Chief Wilburn and fireman Craig Behlmer entered at 8:10 and left at 8:35.

As this is the first meeting of the year, the Fiscal Officer asked for nominations to be Chairman for the year 2017. A motion was made by Carol Baker and seconded by Jerry Haar to elect Beverly Haar as Chairman for the year 2017. Upon calling the roll, the motion to elect Beverly Haar as Chairman of the Harris Township Board of Trustees for the year 2017, was unanimously approved.

The Fiscal Officer then asked for nomination for Vice Chairman. A motion was made by Beverly Haar and seconded by Carol Baker to elect Jerry Haar as Vice Chairman for the year 2017. Upon calling the roll, the motion to elect Jerry Haar as Vice Chairman of the Harris Township Board of Trustees for the year 2017, was unanimously approved.

The minutes of the last regular meeting held on December 19, 2016, were reviewed. A motion to approve the minutes as presented was made by Beverly Haar and second by Jerry Haar. Upon calling the roll, the motion was unanimously approved.

A motion was made by Carol Baker and seconded by Jerry Haar to hold the regular meetings of the Harris Township Board of Trustees on the first and third Mondays of each month beginning at 7:30 pm. at the Harris Elmore Fire & EMS Station. Upon calling the roll, the motion was unanimously approved.

The following appointments were considered for 2017:

**Fire & EMS Chief:** James Wilburn

**Road Superintendent:** Jason Bickley

**Cemetery Sexton:** Tom Novotney

**Zoning Inspector:** Charles Almroth

**Regional Planning Commission Representative:** Jerry Haar

**Zoning Commission:** Dan Laity for a five year term ending December 31, 2021.

**Zoning Board of Appeals:** Becky Busdeker for the five year term ending December 31, 2021.

A motion was made by Carol Baker and seconded by Jerry Haar to approve the above appointments for 2017. Upon calling the roll, the motion was unanimously approved.

A motion to approve the reasonable expenses of the Trustees and Fiscal Officer per the Township's Travel Policy while attending the conferences of the Ohio Township Association in 2017, was made by Jerry Haar and seconded by Carol Baker. Upon calling the roll, the motion was unanimously approved.

A motion was made by Beverly Haar and seconded by Jerry Haar to have the 2017 monthly salary of Trustees and Fiscal Officer taken from funds other than the General Fund in accordance with the monthly certification procedures allowed by the Auditor of State and in accordance with the 2017 permanent appropriations. Upon calling the roll, the motion was unanimously approved.

A motion was made by Carol Baker and seconded by Beverly Haar to reimburse elected officials and employees of Harris Township for business related mileage expenses at the 2017 IRS approved rate, currently of 53.5 cents per mile. Upon calling the roll, the

motion was unanimously approved.

The Trustees discussed wages for the year 2017;

A motion to approve the following wages effective with the pay period beginning January 1, 2017, amending the salary schedule as follows, was made by Carol Baker and seconded by Jerry Haar:

**Jason Bickley:** \$20.25/hour up from \$19.75/hr. an increase of .50 per hour

**Tom Novotney:** \$17.75/hour up from \$17.50/hr. an increase of .25 per hour

Both Jason Bickley and Tom Novotney will be paid 8 hours for all legal holidays, overtime after 40 hours per week, Monday through Friday. Overtime, time and one half, for Saturday, Sunday, or Holiday and emergency call out after normal work hours caused by safety matters or funeral related cemetery needs shall also be paid.

Fire Chief **Jim Wilburn:** \$200.00 per month, no change

EMS Division Asst. Chief **Mike McGinnis** \$150.00 per month, no change

EMS Division Captain **Amanda McGinnis:** \$100.00 per month, no change

**Volunteer Fireman:** Remains per policy at \$26.00 per run and \$13.00 per point, paid monthly, no change.

**Volunteer EMS:** Remains per policy at \$26.00 per run for basic EMT, \$30.00 per run for paramedics, and \$13.00 per point, paid monthly, no change. .

**EMS Part time staff:** Part time staff at station to \$14.30 /hr. up from \$13.80 for Paramedics; and \$12.30, up from \$11.80 for EMT advanced; and \$10.75/hr., up from \$10.00 per hour for EMT basic. These wages are paid bi-weekly, pay period beginning 1/1/17.

**The EMS Administrator and EMS Asst. Administrator** will receive an additional \$.75/hr, up from the \$.50 additional per hour.

**Charles Almroth:** \$325.00 monthly for fire station maintenance, up from \$310.00 per month. Zoning Inspector salary of \$365.00 per month, up from \$350.00 per month.

**Emergency Snow Plowers:** \$15.00, time and one half overtime for hours before 7:00 am and after 3:00 pm weekdays, weekends, and holidays. No change.

Upon calling the roll, the above motion to approve rates of pay for 2017 was unanimously approved.

The Fiscal Officer reviewed the financial reports comparing fund status, revenue status, and appropriation status for years 2013, 2014, 2015, and 2016. The December financial reports and bank reconciliation were presented. After discussion, a motion to approve the financial reports as presented was made by Jerry Haar and seconded by Carol Baker. Upon calling the roll, the motion was unanimously approved.

The Fiscal Officer presented the Certificate of the Total Amount From All sources Available for Expenditures and Balances as signed by the County Auditor for review. The Total of All Funds figure on the report as of December 31, 2016 was \$1,828,098.47.

Based on year end fund balance and the Certificate of the Sources Available for

Expenditures, and the Amended Certificate, the Fiscal Officer presented permanent appropriation for 2017 as follows:

General Fund	\$207,325.00
MVL Fund	\$ 60,000.00
Gas Tax Fund	\$110,000.00
Road & Bridge Fund	\$179,200.00
Cemetery Fund	\$ 79,100.00
Ambulance and EMS Fund	\$208,200.00
Fire & EMS Service Levy Fund	\$154,650.00
EMS Service Only Levy	\$425,500.00
Total 2017 Permanent Appropriations	\$1,423,975.00

A motion to move for the adoption of the Annual Appropriation Resolution for the fiscal year ending December 31, 2017, was made by Jerald A. Haar and seconded by Carol A. Baker. Upon calling the roll, the motion was unanimously approved.

The Fiscal Officer recommended that an individual blanket certificate up to \$10,000.00 be permitted to be opened during the year 2017, expiring on December 31<sup>st</sup>, pending enough funds in that particular appropriation. A motion was made by Carol Baker and seconded by Jerry Haar to allow a blanket certificate to be opened at a maximum amount of \$10,000.00 for the year 2017, expiring on December 31<sup>st</sup>, pending enough funds in that appropriation to be encumbered. Upon calling the roll, the motion was unanimously approved.

Trustees reviewed the initial 2017 blanket certificates and purchase orders as presented by the Fiscal Officer and approved such.

The following expenses were reviewed:

#EFT bi-weekly hourly payroll, pay period 12/18 through 12/31/16, paid 1/5/17:

\$1072.66 Jason Bickley: road & cemetery  
393.37 Clayton Finken: EMS  
132.99 Brittany Gottfried: EMS  
142.82 Ruduplh Hanzel: EMS  
252.67 Michale Heider: EMS  
152.05 Jeffrey Herman: EMS  
57.97 Scott Kaminski: EMS  
386.76 Lisa Lemmon: EMS  
694.55 Amanda McGinnis: EMS  
473.72 Michael McGinnis: EMS  
277.80 Tammy Meek  
1066.12 Tom Novotney: roads & cemetery  
396.81 Deborah Pocino: EMS  
589.60 Brian Richards Jr.: EMS  
406.15 Stacey Sieving: EMS

#28522 \$193.91 Ohio Child Support Payment Central: withholding  
28523 8050.68 OPERS: December employee & employer withholding  
28524 2384.41 OCTA: fuel injector repairs to 04 F250  
28525 617.69 W. W. Williams: valve repairs for fire truck #443  
28526 95.00 Elmore Postmaster: Box 341 annual rent and stamps  
28527 85.11 O. E. Meyer Co.: oxygen supplies for EMS  
28528 60.00 C & L Sanitation: cemetery sanitation unit service

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

**Reports:**

**Cemetery:**

1. A thank you from the Ottawa County Veterans Commission was received in conjunction with the Wreaths Across America Project.
2. Trustees discussed the purchase of a laptop for the recording of cemetery records. Tom Novotney has provided information on the purchase for approximately \$500.00 plus a Word program for \$100.00. After discussion, a motion to approve the laptop and Word program for cemetery records in the estimated amount of \$600.00 was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved. .

**Fire & EMS:** Fire Chief Wilburn gave a brief report that included the following items:

1. The number of runs made by both fire and EMS in year 2016.
2. The reverse raffle will be held Sat. January 28<sup>th</sup> at Old Zims.
3. The annual fire department appreciation dinner will be held on Sat., Feb. 11<sup>th</sup>.
4. EMS unit #447 was involved in a traffic accident on Dec. 31<sup>st</sup>. There were no injuries. The Fiscal Officer reported the claim has been submitted to the insurance carrier.
5. Chief Wilburn indicated the gas detector used by the department is not working and recommended the purchase of a new device at an estimated cost of \$1700.00. After discussion, a motion to approve the purchase of a new gas detector for the fire department was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved.
6. Craig Behlmer discussed the possibility of having qualified members of the fire department do the routine service maintenance on the trucks instead of taking them out to W. W. Williams and as a result, should result in a substantial cost savings. Trustees indicated a member of the department did provide the needed routine maintenance in the past, but after leaving the department, it had been done by a vendor. After discussion, Trustees asked Mr. Behlmer to come up with a schedule and plan to have the routine servicing done by department members as he had requested and thanked him for his initiative.
7. A letter of resignation from Sean Peters as of Dec. 23, 2016, was received. A motion was made by Carol Baker and seconded by Jerry Haar to accept the letter of resignation as presented. Upon calling the roll, the motion was unanimously approved.

**Roads:**

1. Trustees discussed possible replacement of the current Township garage in the event the new bridge slated to be installed by ODOT means taking the current garage. It was agreed to have Jason Bickley begin to look at some options.
2. Discussion was held on keeping the 95 Freightliner as a backup unit as it is anticipated its value in trade or sale will not amount to much. The pros and cons of keeping were discussed with space, repairs, and insurance being primary factors for trading in or selling the current unit when the new unit is delivered. No final decision was reached.

**Zoning:** No report

**Other:**

1. The quarterly meeting of the Ottawa County Township Association will be held on Thursday, January 19, hosted by Carroll Township.
2. Trustees considered an annual maintenance contract on the civil defense sirens being offered by Cleveland Communications as the current contract with TransCore was terminated. The contract with Cleveland is for the same amount

- and appears to provide the same coverage. A motion to approve the service contract with Cleveland Communications for the four civil defense sirens at a cost of \$780.00 per unit was made by Jerry Haar and seconded by Carol Baker. Upon calling the roll, the motion was unanimously approved.
3. The January Grass Root Clippings was reviewed.
  4. A Ditch Improvement Notice to view and first hearing on the Sugar Creek Ditch #162 was reviewed.
  5. Carol Baker indicated legal counsel has requested a special meeting with Trustees and is seeking available dates and times. Upon agreeing to a date, a special meeting notice will be posted and it is anticipated an executive session will be entered into for the purpose of discussing pending litigation.

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Jerry Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:25 pm.

Respectfully submitted,

Beverly Haar, Chairman

David Robenstine  
Fiscal Officer