

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, February 6, 2017, with the following members present: Trustees: Jerry Haar, Beverly Haar, Carol Baker, and Fiscal Officer, Dave Robenstine. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Residents in attendance: None

Also attending: Jason Bickley, Road Supt.; Amanda McGinnis, EMS Captain, joined the meeting at 8:00 and left at 8:20 pm.

The minutes of the last regular meeting held on January 16, 2017, were read and approved on a motion made by Carol Baker and a second by Jerry Haar. Upon calling the roll, the motion was unanimously approved.

The following expenses were reviewed:

EFT payroll for Bi Weekly hourly payroll 01/15/17 through 01/28/17, paid 02/02/17

442.71 Jason Adkins: EMS
991.78 Jason Bickley: roads and cemetery
299.86 Clayton Finken: EMS
257.35 Brittany Gottfried: EMS
245.29 Michael Heider: EMS
697.64 Jeffrey T. Herman: EMS
98.64 Lisa Lemmon: EMS
623.18 Amanda McGinnis: EMS
683.46 Michael McGinnis: EMS
395.93 Tammy Meek: EMS
1040.38 Thomas Novotney: roads & cemetery
626.59 Deborah Pocino: EMS
375.35 Brian Richards Jr., EMS
577.55 Stacey Sieving: EMS

Voucher #90-2017 Bureau of Workers Comp.: monthly installment premium

#28549 \$42.92 Gordon Lumber Co.: supplies for garage & cemetery
28550 96.77 Warren Fire Equipment: fire dept. air bottle repairs
28551 30.95 Thomas Novotney: reimbursement for laptop case
28554 348.73 Buckeye Sanitation: junk hauling and landfill fees
28555 510.00 Zoll Medical Corp.: preventive maintenance on EMS monitors
28556 1250.00 Ottawa County Drug Task Force: 2017 contribution
28557 37.31 Fastenal Company: supplies for use at garage
28558 2830.39 Yackee Electric: Cor-ray heating and toilet repairs at fire station
28559 101.00 Lakecraft Corp.: Aluminum shelf for fire unit #444
28560 10.00 Jason Bickley: reimbursement for wood for 95 GMC
28561 981.89 Robert J. Hille, Ottawa Co. Treasurer, land parcel assessments
58562 506.94 David Robenstine: OTA conference expenses & postage
28563 617.44 Dolph Oil Co.: gas/diesel for EMS and road units
28564 34.01 Ganoa NAPA: part to repairs EMS unit #447 & Freightliner connector
28565 VOID
28566 797.15 Great Lakes Billing Assoc.: reimbursement of refunds paid
28567 674.95 Great Lakes Billing Assoc.: January ambulance billing collection fees
28568 60.00 Treasurer, State of Ohio: fire dept. MARCS 1st qtr. radio fee
28569 100.00 Treasurer, State of Ohio: Cooperative purchasing admin fee 2017
28570 728.52 Bound Tree Medical: EMS supplies
28571 2459.87 Baumann Auto Group, Inc.: repairs to EMS unit #447
28572 6119.87 OPERS: January employee & employer withholdings
28573 58.53 Emilio Chavez: Feb. volunteer fire pay
28574 23.41 Karli Sasscer: Feb. volunteer EMS pay

Voucher #90-2017 \$1747.56 Bureau of Workers' Comp.: Feb. premium

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of expenses totaling \$27,523.92 approved as the lawful obligations of Harris Township and that the Fiscal Officer be authorized to issue warrants in favor of the same. Upon calling the roll, the motion was unanimously approved.

The Fiscal Officer presented the January bank reconciliation, monthly financial reports, and year end 2016 annual report as submitted to the Auditor of State. A motion to approve the January bank reconciliation report, monthly financial statements and the year end 2016 annual report as presented was made by Jerry Haar and seconded by Carol Baker. Upon calling the roll, the motion was unanimously approved.

The Trustees consider the appointment to the Sugar Creed Joint Economic District for the three year term beginning January 1, 2017. It was noted Larry Dean served in that appointment and is willing to be reappointed. As a result, the following action was taken:

Harris Township, Ottawa County
Resolution No. 2017-206

Carol A. Baker moved for the adoption of the following Resolution:

A Resolution Appointing a Township Member to the Sugar Creek Joint Economic Development District Board of Directors

WHEREAS, Harris Township entered into the Sugar Creek Joint Economic Development District Contract on Thursday, May, 29, 2014;

WHEREAS, Section 8 B of such contract requires one member of the Board of Directors to be represent Harris Township and Woodville Township and to be appointed by the Townships;

WHEREAS, the Harris Township Trustees have given careful consideration of such appointment;

BE IT THEREFORE RESOLVED, the Harris Township Board of Trustees duly appoints Mr. Larry Dean as the member representing the Townships per this Contract for the three year term beginning January 1, 2017.

Beverly K. Haar seconded the motion to adopt the Resolution and the roll being called upon its adoption, the vote resulted as follows:

Carol A. Baker, yes; Beverly K. Haar, yes; Jerald A. Haar, yes

The resolution was unanimously adopted this 6th day of February, 2017.

The Trustees considered several slight corrections to existing policies including these major additions:

1. The addition of sick time for full time employees, normally working 40 hours per week. Currently no sick hours are paid. The recommendation is to allow six days, 48 hours each year, to be granted on the employee's anniversary date and be allow to accumulate and to use in no less than 4 hours increments. . If the employee retires from Harris Township, a payout of up to 25% of the days accumulated at the then hourly rate would be paid.

After discussion, a motion to approve the sick leave policy as per the above recommendation was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved.

2. The addition of Medical Marijuana in the Drug and Alcohol Free Workplace section, specifically added to the list of prohibited items on any property or work site.

After discussion, a motion was made by Carol Baker and seconded by Beverly Haar to approve the update to the Harris Township Personnel Policy Manual, Original Date, 2013, revised this 6th day of February, 2017. Upon calling the roll, the motion was unanimously approved.

Reports:

Cemetery:

1. Jason Bickley presented mower trade in prices per the John Deere state bid pricing from Bay Tractor. The cost for replacing the JD X580 with a 54 in. mower deck is \$900.00 and replacing the Z951 B Commercial Ztrak is \$1250.00. Both prices are after trading the present equipment. After discussion, a motion to approve the purchase of the JD Z951 B Commercial Z Trak at a cost of \$1250.00 after trade in and the JDX580 with a 54 inch mower deck at a cost of \$900.00 from Bay Tractor via Deere & Company was made by Jerry Haar and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved.
2. Jason told Trustees a request had been received to replace a couple foundations and as there is time involved removing the existing foundation, should any fee be involved. Jerry Haar suggested looking at sawing off existing as opposed to complete removal and checking with other cemeteries as to how they might address this type of project.

Fire & EMS:

Trustees reviewed the monthly update memo from Asst. Chief/EMS McGinnis. He mentions a couple repairs needed on #447; two EMT's are planning on attending the Partners for Life Conference; and a meeting with Great Lakes Billing is scheduled for February 16th.

Trustees reviewed the 2016 EMS Division Report as prepared by Mr. McGinnis. The report was very well prepared and informative.

The annual Fire/EMS business dinner is scheduled for the Saturday night, February 11th, at the Legion Hall. Trustees are planning on attending.

It was noted that confirmation has been received from Penn Care that the new ambulance has been placed into the production system and is scheduled for delivery in late summer.

Trustees considered an update to the Reimbursement Policy for Fire or EMS New Member Training Class. In short, the Township will pay 75% of initial class fee and the attendee will pay 25% unless a waiver is granted. Upon successful completing of the class and meeting the certification criteria as laid out in the policy, the attendee will be reimbursed for their 25% portion. A motion to approve the Reimbursement Policy for Fire or EMS Class was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the motion was unanimously approved.

Roads:

Beverly Haar is schedule the annual tour of Township roads with the County Engineer. Jason Bickley has been looking at possible locations that may need attention.

The new Freightliner Truck is now at Kalida Truck being built up and delivery is expected by month end. Some discussion was held on the disposition of the current truck as whether to trade in or sell outright, but no decision was made.

Zoning:

Trustees reviewed a notice from Zoning Inspector Almroth saying the annual organizational meeting for the Zoning Commission will be held on Wednesday, February 15th at 7:00 and the Zoning Board of Appeals will be held same date at 7:30 here at the Fire Station.

Other/Correspondence:

It was noted that significant heating repairs to the Co Ray unit out in the fire bay and to the plumbing for the toilets had been completed at the fire station.

There being no further business, a motion was made by Carol Baker to adjourn. Chairman Beverly Haar declared the meeting duly adjourned at 8:50 pm.

Respectfully submitted,

Beverly Haar, Chairman

David Robenstine, Fiscal Officer