

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

Residents in attendance: Ron Distel (left at 7:42 pm)

Others: Fred Petersen, Ottawa County Emergency Management and Allen Close, owner of Cleveland Communications (both left at 7:57 pm)

Employees attending:

Jason Bickley, Road Superintendent, (entered at 7:36 pm, left at 8:28 pm);
Brian Richards, Building Maintenance, (entered at 7:40 pm, left at 8:33 pm);
Jim Wilburn, Fire/EMS Chief, (entered at 7:40 pm, left at 9:39 pm);
Jeff Berkel, Assistant Fire Chief, (entered at 9:02 pm, left at 9:39 pm)

The minutes of the last regular meeting held on July 17, 2017, were read and approved on a motion made by Carol Baker and seconded by Beverly Haar. **Motion carried.**

The Fiscal Officer presented the July financial reports and bank reconciliation reports. After review, a motion to approve the July financial reports and bank reconciliations was made by Carol Baker and seconded by Beverly Haar. **Motion carried.**

The following expenses were reviewed:

#28801	\$ 193.91	Ohio Child Support: withholding
28802	8,685.43	OPERS: July employee/employer retirement contributions
28803	120.00	Engler Printing: MAI guidelines for EMS
28804	1,416.24	EMSAR Medical Repair: annual insp of EMS cots/stairchairs
28805	29.61	Toledo Edison: civil defense siren electricity
28806	964.80	Ottawa Regional Planning Comm: annual support fee
28807	141.65	Columbia Gas: natural gas at maint garage and station
28808	82.98	Cleveland Communications: speaker installation on fire 445/441
28809	94.49	Woodville Surplus: boots for EMT Kerbel
28810	28.00	Michael McGinnis: reimbursement for EMS cleaning supplies
28811	190.46	Dexter Company: road mower repair parts
28812	67.50	Gordon Lumber Co.: concrete mix for cemetery
28813	908.68	Southeastern Equipment: repair foot pedal on loader
28814	33.86	Martin Marietta: 8 ton stone for berming
28815	209.93	Time Warner Cable: phone/internet service at station
28816	200.18	Business Card: flags/pole supplies station, safety glasses for fire/ems
28817	177.57	Heritage: IV kits for EMS
28818	83.95	Verizon Wireless: EMS squad connection and fire/ems cell phones
28819	59.96	Michael McGinnis: reimbursement for 2 axes for ems squads
28820	141.50	Heritage: EMS IV drugs
28821	39.47	Fastenal: road mower parts and maint supplies
28822	496.52	Genoa NAPA: supplies for fire/ems, maint, shop, F250 LOF/antifreeze, road mower belts
28823	455.66	Great Lakes Billing: EMS billing contract July
Voucher #554-2017	\$ 1153.29	Village of Elmore: April-May-June payroll withholding
Voucher #555-2017	\$ 68.70	Huntington Bank: July service charge
Voucher #556-2017	\$ 16.11	Great Lakes Billing: July credit card fees
Voucher #557-2017	\$ 4238.61	IRS: July payroll withholding and employer match
Voucher #558-2017	\$ 22.25	OH School District: July payroll withholding
Voucher #559-2017	\$ 729.79	Treasurer of Ohio: July payroll withholding

EFT monthly payroll for Fire & EMS Volunteers, June activity, paid 07/21/17:

Craig Behlmer	\$ 46.83 fire	Haley Behlmer	\$ 81.94 fire
Jeff Berkel	128.76 fire	Ken Hazel	23.41 fire/EMS

Laura Hazel	117.05 EMS	Krista Hellwig	70.53 fire
Ryan Herrig	47.12 fire	Josh Kerbel	35.11 fire
Rob Kochan Jr	105.65 fire	Amanda McGinnis	98.57 EMS
Mike McGinnis	257.50 fire/EMS	Tammy Meek	103.55 EMS
Mike Murray	217.48 fire/EMS	Sam Nowak	311.12 fire/EMS
Jared Overmyer	23.41 fire	Nathan Overmyer	70.23 fire
Josh Parlette	106.00 fire/EMS	Cody Peters	0.00 fire
Deb Pocino	280.95 fire/EMS	Brian Richards Jr	615.31 fire/EMS
Brandon Rizzo	76.55 EMS	Chad Rogers	140.47 fire
David Rogers	93.64 fire	Glenn Sasscer Jr	203.49 fire/EMS
Karli Sasscer	11.70 EMS	Kirk Shank	23.41 fire
Stacey Sieving	11.70 EMS	Tim Simpson	87.34 EMS
Brandon Uher	46.83 fire	Brandon Wilburn	35.33 fire
James Wilburn	703.04 fire		

EFT Monthly salaried payroll for July, paid 7/31/17

\$669.21 Carol Baker: Trustee	\$ 649.70 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 payroll, 07/16/17 through 07/29/2017, paid 8/03/17

\$ 150.72 Jason Adkins: EMS	\$1,161.35 Jason Bickley: roads, cemetery
223.86 Clayton Finken: EMS	244.05 Brittany Gottfried: EMS
233.71 Rudolph Hanzel: EMS	318.48 Michael Heider: EMS
293.67 Jeffrey Herman: EMS	432.98 Lisa Lemmon: EMS
338.30 Edward Magsig: cemetery	775.06 Amanda McGinnis: EMS
642.22 Michael McGinnis: EMS	215.62 Tammy Meek: EMS
292.76 Christopher Nelson: EMS	1,110.48 Tom Novotney: roads, cemetery
469.55 Deborah Pocino: EMS	90.76 Karli Sasscer: EMS
280.45 Stacey Sieving: EMS	

A motion was made by Beverly Haar and seconded by Carol Baker that the preceding expenses totaling \$36,637.92 are approved as the lawful obligations of Harris Township and that the Fiscal Officer is authorized to issue warrants in favor of the same. **Motion carried.**

Reports:

Cemetery:

1. Trustees accepted the donation of grave #1, Lot 11, by John Slates to the Township for use by "someone who needs it, i.e.: some tragic death, someone who can't afford one, etc." A new deed will be issued and the sexton notified of its availability under these terms. Fiscal Officer to send a thank you to Mr. Slates.
2. Received general notification of Department of Commerce cemetery registration. Beverly Haar to follow up and make sure we are in compliance with the registration requirements.
3. Invoices for foundation work were mailed out by Cemetery Sexton, Tom Novotny.
4. Jason Bickley reported that Chris at Crosser Funeral Home was refinishing three headstones and would require new foundations for them.

Fire & EMS

1. EMS monthly report, provided by Assistant Chief McGinnis, was reviewed with items to note:
 - a. Personnel - Ongoing discussions regarding coverage gaps with volunteer on-call; Deb Little and Josh Kerbel have passed their EMT and actively responding to calls; interviews held for part-time EMS positions; recommend approval of trustees to hire volunteer EMT, Karli Sasscer, and Advanced EMT, Scott Jones. Motion made by Beverly Haar and seconded by Carol Baker to approve hiring of Sasscer and Jones as part-time employees. **Motion carried.**

- b. Grant application has been awarded from Firehouse Subs in the amount of \$16,817.23 for EMS training mannequins.
The Fiscal Officer noted a supplemental appropriation would be required in the amount of \$16,817.23 from 1000-220-430-0000, Small Tools and Minor Equipment-Fire, to 1000-230-430-0000, Small Tools and Minor Equipment EMS, for this purchase.
A motion to approve the above supplemental appropriations was made by Carol Baker and seconded by Beverly Haar. **Motion carried.**
2. Chief Wilburn provided update on fire department, with items to note:
 - a. The governor on Unit 443 was adjusted by Cummins to increase its allowable speed to 75 mph. This has become important with the increased calls responded to on the turnpike. Cost estimate of \$175. Carol Baker questioned experience level of drivers. Chief Wilburn assured that experienced firefighters are used as drivers. Hoses have also been ordered from Warren Fire, on sale for \$888. These were previously approved for purchase.
 - b. Requested approval to order set 17 of 18 approved turnout gear for active Probationary FF Rizzo. Motion made by Carol Baker and seconded by Beverly Haar. **Motion carried.**
 - c. HEFD Jaws of Life (cutters) have been designated obsolete per the manufacturer. They are a 1989 vintage and no longer able to be sharpened. The department currently has two sets of hydraulic cutters, and would like to eventually obtain a battery operated set for turnpike use. Requesting approval to order (1) set of Hertz hydraulic cutters with 8 gal of hydraulic fluid at a cost of \$7076 (\$6000 for cutters, \$1000 oil, \$76 shipping). A second quote was received at a cost of \$6500 for the same cutters. Carol Baker inquired on other tools used with the cutters. Wilburn reported our spreaders still work, and the hydraulic cutters will work with our older equipment. Motion made by Carol Baker to issue purchase order for \$7076 for cutters and oil. Motion seconded by Beverly Haar. **Motion carried.**
 - d. Resignations accepted from J. Eschedor, C. Kuchenriter, and C. Cutchall, due to moves or inactivity. They have been removed from the fire department roster.
 - e. Association has followed up with grant that was submitted for (30) SCBAs in the amount of \$265,000, currently in round 13 or 14. Grant outlook is not good and SCBAs are a priority need at this time. The department is also in need of extrication equipment, with a rescue engine being a third priority as the average age of the fleet is 21 years and lowers ISO ratings for homeowner insurance. FF Association has voted to bring a grant writer in from Columbus, who is a retired firefighter. He has a 91% success rate with FEMA grants. The Association is requesting township trustee participation at a consultation meeting scheduled for Saturday, August 19, 2017 at 3:00 pm.
 - f. Assistant Chief/Fire Berkel reported that other departments do bill for certain fire department rescues, depending on the situation. Assistant Chief/EMS McGinnis is going to look into implementation with Great Lakes Billing, especially for MVA calls on the turnpike.

Roads:

1. Fred Petersen and Allen Close presented information on upgrading two-way radio communications to the County 800 system currently used by the Ottawa County Engineers department. Discussion on necessity of being on the same radio system, models available, warranties, and handheld versus installed was held. Close will provide a quote to Bickley for (2) basic, hand-held model (XG15) used by the county with a two year warranty, and optional additional three year warranty.
2. Jason Bickley presented road report:
 - a. Mowers keep breaking, but Witty and Opfer Lentz have been mowed, along with parts of W. Portage River South Rd.
 - b. Trees cut back from guardrail by Sugar Creek Bridge.
 - c. Working in conjunction with the village, crack sealing is planned for next week on Portage River South by Materion, along with tree trimming on Harris Street. Trustees stressed continued mowing as time permits.
3. Carol Baker reported that dead trees still need maintenance on Ernsthause. She will follow up with property owner who is currently residing in Florida.

4. Sign Grant was awarded to Harris Township.
5. Drawings received from Clouse Construction for preliminary ideas and review of maintenance garage upgrades. A discussion was held on the roof pitch of a steel frame building, along with the size of the overhead doors. Baker to pursue further discussions with Clouse and ODOT.
6. Bickley and Baker met with property owners on Sugar View regarding crossover made of sidewalk concrete, creating French drain. Property owner to pursue repairs on their own.
7. Baker presented information from Police Chief Harrison regarding speed limit change on State Route 51 by ODOT to 55 mph crossing the Elmore bridge to Harris Street. Baker and Harrison to pursue with ODOT for a reduced speed limit sign.
8. Bickley reported ongoing review of crossovers with Engineer's Office in the township, specifically Graytown near SR-105 where there is a large hole. Baker proposed a TRQ for equipment assistance from the county for this area.
9. Trustees reviewed preliminary information sent to Jerry Haar from Columbia Gas for gas line easement by maintenance garages. More information is needed from Kurt Saam/Columbia Gas in order to proceed.

Zoning:

1. Letter received from township property owner acknowledging receipt of letter in regards to a zoning permit for a swimming pool located at a leased property. The property owner questioned the date of the current zoning resolution, as the swimming pool has been in place for quite some time. Trustees agreed not to pursue.
2. An application for an accessory building variance appeal has been received for property located at 15400 W SR-105. A public hearing has been scheduled, with notifications issued, for Wednesday, August 16, 2017 at 7:30 pm at the Harris Township building.

Other/Correspondence:

1. Ron Distel requested that the trustees take action on nuisance weeds next to his property, which are creating a breeding ground for wild animals. He reported there are also post holes and a junk vehicle on the property. The situation is posing a hazard to his family and pet. Trustees reported the property owner has already been contacted and has promised to clean up said property mid-August. Beverly Haar said she will contact our zoning inspector to confirm the property is not zoned as agricultural. Trustees will follow up with property owner to ensure the matter is resolved.
2. Station maintenance: Brian Richards reported there were no rentals or maintenance issues for the month of July. Fiscal Officer Hazel reported a 1:00 hall reservation for Materion on August 8. Richards requested approval to schedule station carpet cleaning in October before the election, along with the EMS bedrooms. He also requested approval to purchase a new vacuum cleaner for the station, as the roller bristles are worn. Motion made by Beverly Haar and seconded by Carol Baker to schedule carpet cleaning and purchase a new vacuum cleaner with a limit of \$250 for the sweeper. **Motion carried.**
3. Ottawa County Township Association quarterly meeting will be held on July 27 at Catawba Island Club. Trustees Carol Baker and Beverly Haar and Fiscal Officer Laura Hazel plan to attend.
4. Review of communications/announcements: Ottawa County Safety Council membership, OPERS notice of HB 520 amendments, ODOT LTAP Newsletter, Ohio 2020 Census participation, Great Lakes Billing reports for July.

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:55 pm.

Beverly K. Haar, Chairman

Respectfully submitted,
 Laura J. Hazel, Fiscal Officer