

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Tuesday, September 5, 2017, with the following members present: Trustees Carol Baker, Beverly Haar, Jerry Haar, and Fiscal Officer, Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees attending:

- Brian Richards, Building Maintenance (left at 7:45 pm);
- Jim Wilburn, Chief Fire/EMS; (entered at 8:22 pm; left at 8:25);

The minutes of the last regular meeting held on August 21 2017, were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

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

The following expenses were reviewed:

#28839	\$ 318.37	Scott Jones: EMS payroll
28840	762.00	Treasurer Ohio: UAN fees Q4
28841	800.60	Great Lakes Billing: EMS billing August
28842	1,004.93	Steve or Peggy Avers: cemetery mowing June/July
28843	92.68	Gordon Lumber: concrete mix for cemetery, road & rpr parts
28844	130.64	Business Card: ink cartridges for station printer
28845	58.94	Dexter Company: ditch mower pin
28846	1,414.28	Bound Tree Medical: EMS supplies
28847	54.00	Action Printing: envelopes for fire dept.
28848	26.91	Martin Marietta: stone for berming
28849	140.38	Columbia Gas: natural gas at garage and station
28850	203.84	Shelly Materials: cold mix/stone for berm
28851	143.49	Bay Tractor: clean/replace blade on cemetery mower
28852	128.48	Kalida Truck Equip: replace hyd filter on road truck
28853	68.80	Heritage: EMS drugs
28854	2,615.00	Phoenix Safety Outfitters: boots/turnout gear for FF Rizzo
28855	1,676.25	DJL Material: pallet crack seal
28856	1,006.53	Dolph Oil: gas/fuel for EMS, fire, roads, cemetery
28857		VOID
28858		VOID
28859	888.00	Warren Fire Equipment: fire hoses
28860	1,000.00	Bound Tree: EMS training equipment
28861	569.76	Heritage: EMS drugs
28862		VOID
28863		VOID

Adjustment ck #28831	\$ 2.95	Village of Elmore: online bill pay fee
Voucher #634-2017	\$ 79.50	Huntington Bank: August bank fees
Voucher #635-2017	\$ 15.00	Great Lakes Billing: August credit card fees
Voucher #636-2017	\$982.16	Treasurer Ohio: payroll withholding for August
Voucher #637-2017	\$ 20.18	Ohio School District: payroll withholding for August
Voucher #638-2017	\$5,289.89	Huntington Bank: employee/employer federal withholding

EFT payroll for Bi-Weekly hourly payroll, 08/13/17 through 08/26/2017, paid 8/31/17

\$ 306.80	Jason Adkins: EMS	\$1,140.18	Jason Bickley: roads, cemetery
244.05	Brittany Gottfried: EMS	242.89	Rudolph Hanzel: EMS
386.82	Michael Heider: EMS	63.35	Jeffrey Herman: EMS
311.40	Lisa Lemmon: EMS	411.39	Edward Magsig: cemetery, roads
627.72	Amanda McGinnis: EMS	724.64	Michael McGinnis: EMS
427.20	Tammy Meek: EMS	292.76	Christopher Nelson: EMS
519.28	Deborah Pocino: EMS	1,077.76	Tom Novotney: roads, cemetery
139.64	Stacey Sieving: EMS		

EFT Monthly salaried payroll for August, paid 8/31/17

\$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

A motion was made by Beverly Haar and seconded by Carol Baker that the preceding expenses totaling \$30,548.22 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. Carol Baker reported that the Village of Elmore may have need for cemetery plat for deceased indigent resident.

Fire & EMS

1. Feedback was received from Prosecutor VanEerten that he reviewed the Agreement with Ohio First Responder Grants, LLC (OFRG) and Harris Township, and could stamp it approved as to form. He also recommended having OFRG manage the grant, if awarded, to ensure there were no errors in the process. The agreement was reviewed again by the Trustees and Fiscal Officer and signed.
2. Chief Wilburn invited Trustees and Fiscal Officer to a meeting scheduled for Wednesday 9/6/17 at 6:00 pm to discuss the information needed to begin work on the FEMA Assistance to FireFighters Grant program.
3. I Am Responding renewal of \$675 was received and reviewed. Fiscal Officer Hazel reported this invoice was for year 2 of a 3 year agreement with the Emergency Management Agency for a negotiated, shared rate with the county and other fire/EMS departments. The first year was paid for by the Ottawa County Commissioners. Carol Baker moved to approve renewal of I Am Responding for \$675 and Beverly Haar seconded. **Motion carried.**
4. Trustees received and reviewed the EMS monthly update report.
 - a. Jerry Haar moved to hire Matt Riggle as a part-time Paramedic and Carol Baker seconded the motion. **Motion carried.**
 - b. Maintenance has been scheduled for EMS unit 448 for an electrical issue. Weather stripping and door openers are needed for the EMS bays. A quote will be provided.
 - c. Proposal of \$765 was reviewed from Northcoast Security for rekeying the building. Beverly Haar moved to table the discussion on rekeying and was seconded by Jerry Haar. **Motion postponed.**
 - d. Trustees reviewed a proposal from Boundtree to provide a rebate for part of the Operative IQ costs with a three year contract, which would include a requirement to spend \$10,500 annually with Boundtree, which is normal yearly spending. Carol Baker moved to postpone discussions on the Boundtree proposal and Beverly Haar seconded. **Motion postponed.**
5. Discussion held on EMS billing collection with OAG, review of OAG questionnaire and agreement, sample financial assistance application and 1st amendment to billing service agreement with Great Lakes Billing. Discussions ensued on collections of non-township resident accounts versus resident (taxpayer) accounts along with issuance of four billing statements at 0-45-90-120 days and wording options. Carol Baker moved to postpone completion of agreements until additional information is obtained by Fiscal Officer Hazel. Beverly Haar seconded the motion. **Motion postponed.**

Roads:

1. A Joint Resolution was signed by Carol Baker and Beverly Haar on August 30, 2017 for OPWC grant with Benton and Carroll Townships.
2. Jason Bickley is working with Jason Wester on programming stations for new radios on order.
3. Crack sealing is complete on Portage River South road from SR-590 to the Brush campground, both sides of road.
4. Bickley plans to work on hot mix this week and repair a sinkhole on Graytown Road/SR-105.

5. Trustees discussed Bickley's request for a new or used backhoe in 2018, or possibly a complete overhaul. Jerry Haar stated that Streaker in Fremont would be able to provide an estimate on condition and repairs needed.
6. Discussion on noxious weeds policy. Mowing of weeds on SR-105 property has not been fully completed. Beverly Haar to contact property owner and start lien process if not completed by Monday, September 11.
7. Jason Bickley requested vacation time October 16 through the 20, 2017. Carol Baker moved to allow this time off and Beverly Haar seconded. **Motion carried.**

Zoning:

1. Zoning appeals board meeting to be held on sign variance request for Bethel Church on Monday, September 18, 2017 at 7:00 pm.
2. Discussion was held on overhang and zoning code interpretation for Claus property. Trustees unanimously agreed that as long as the overhang is not closed in, it should not be included as part of building square footage.

Other/Correspondence:

1. Beverly Haar questioned Brian Richards whether he was comfortable with the position and felt he had enough guidance. Brian stated that everything is going well; he knows what needs done, but is still working with Charlie Almroth to obtain pertinent contacts for building repairs. He stated that there are some ongoing issues with roof leaks discoloring the ceiling tiles in the EMS bedroom, in addition to a new leak over the EMS bay. Recent thermostat problems occurred with the station air conditioning and Yackee Electric will be contacted. Follow up is also needed with Yackee for heating in the fire bays. A Shark vacuum cleaner has been purchased for station cleaning, and he will be ordering a case of paper towels. Motion was made by Beverly Haar and seconded by Carol Baker to order paper towels, contact Yackee Electric, and contact the roof contractor for repairs. **Motion carried.**
2. Discussion held regarding preliminary options for maintenance building. Further research and information gathering is on-going.
3. Agreement for annual Employee Assistance Program with Workplace Resources was reviewed. Carol Baker moved to continue this program at a cost of \$1200.00 for another year, beginning October 1, 2017. Beverly Haar seconded. **Motion carried.**
4. Trustees received and reviewed Grassroots Clippings September 2017; Invitation to Ottawa Soil and Water Conservation District's Annual Banquet; and Great Lakes Billing reports for July 2017.

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 9:31 pm.

Beverly K. Haar, Chairman

Respectfully submitted,
Laura J. Hazel, Fiscal Officer