

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, November 6, 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 7:54, returned 8:17 pm);
- Jason Bickley, Road Superintendent;
- Jim Wilburn, Fire/EMS Chief (arrived at 8:10, departed 8:24 pm);
- Michael Murray Jr, Fire Captain (arrived at 8:10, departed 8:24 pm)

The minutes of the last regular meeting held on October 16, 2017, were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

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

The following expenses were reviewed:

#28930	\$ 162.54	Bowers Asphalt: hot mix for roads
28931	69.90	Suburban Press: 10/16 notice of cemetery fall clean up
28932	445.00	Wonderly Carpet Care: carpet cleaning of station & EMS bedrooms
28933	317.50	Lima Radio Hospital: PM check of EMS PA system
28934	561.97	Cleveland Communications: move EMS radio from old squad to new
28935	91.88	Bay Tractor & Turf: repair mulcher on cemetery mower
28936	243.40	Shelly Materials: cold mix & stone for roads
28937	2,164.64	Ottawa County Engineer: chip & seal roads
28938	220.92	Matthew Riggle: hourly, bi-weekly pay 10/22-11/4/17
28939	626.91	Great Lakes Billing: refund warrant
28940	783.03	Great Lakes Billing: contractual ambulance billing for Sept.
28941	99.98	Thomas Novotney: copy paper, backup drive for cemetery records
28942	1,357.71	Dolph Oil: gas/fuel for use on roads, cemetery, fire, EMS
28943	193.91	Child Support Payment Central: withholding 11/9

Voucher #789-2017	\$1,747.56	Bureau of Workers Comp: October installment
Voucher #806-2017	69.05	Huntington Bank: fees on October bank stmt
Voucher #807-2017	15.25	Great Lakes Billing: credit card collection fees Oct.
Voucher #808-2017	1,755.96	Bureau of Workers Comp: November installment
Voucher #809-2017	671.41	Treasurer State of Ohio: withholding October
Voucher #810-2017	20.02	Ohio School District: withholding October
Voucher #811-2017	4,269.14	United States Treasury: withholding & employer October
Voucher #812-2017	6,140.51	OPERS: withholding & employer October

EFT payroll for Bi-Weekly hourly payroll, 10/08/17 through 10/21/2017, paid 10/26/17

\$ 399.69 Jason Adkins: EMS	\$1,169.02 Jason Bickley: roads, cemetery, junk
134.82 Brittany Gottfried: EMS	108.00 Rudy Hanzel: EMS
206.19 Michael Heider: EMS	557.23 Jeffrey Herman: EMS
569.33 Scott Jones: EMS	468.81 Edward Magsig: cemetery
748.01 Amanda McGinnis: EMS	680.85 Michael McGinnis: EMS
322.08 Tammy Meek: EMS	1,093.06 Tom Novotney: roads, cemetery, junk
856.78 Deborah Pocino: EMS	302.76 Karli Sasscer: EMS

EFT Monthly salaried payroll for October, paid 10/31/17

\$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, 10/22/17 through 11/04/2017, paid 11/09/17

\$ 303.69 Jason Adkins: EMS	\$1,202.21 Jason Bickley: roads, cemetery
254.69 Brittany Gottfried: EMS	108.00 Rudy Hanzel: EMS
220.90 Michael Heider: EMS	440.63 Jeffrey Herman: EMS

384.24 Scott Jones: EMS	470.00 Lisa Lemmon: EMS
258.86 Edward Magsig: cemetery	557.21 Amanda McGinnis: EMS
667.98 Michael McGinnis: EMS	195.14 Christopher Nelson: EMS
1,093.06 Tom Novotney: roads, cemetery	423.46 Deborah Pocino: EMS
302.76 Karli Sasscer: EMS	

A motion was made by Carol Baker and seconded by Beverly Haar that the preceding expenses totaling \$40,709.56 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.**

The Fiscal Officer recommended the following supplemental appropriation: \$8739.06 from 2281-760-750-0000, Motor Vehicles, to 2281-230-430-0000, Small Tools and Minor Equipment, to allow for purchase and installation of No Smoke diesel exhaust removal system for new squad. A motion to approve the supplemental appropriations was made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

The Trustees signed a regular Purchase Order to Ward Diesel Filter Systems for the purchase and installation of a NO SMOKE diesel exhaust removal system on new Braun squad, per quotation #5188R7, in the amount of \$8739.06.

Reports:

Cemetery:

1. Bickley reported that clean-up of old pavers and stone has begun at the cemetery.
2. Quotes are being collected for removal of (3) trees and stumps at Union Cemetery.

Fire & EMS

1. Trustees received 2018 EMS budget proposal which included uniforms, radios, pagers, batteries, computer upgrades/software, medicine tracking, and pay schedule.
2. Reviewed EMS Monthly Update report for October.
3. Reviewed Great Lakes Billing Associates October reports.
4. Chief Wilburn and Captain Murray presented correspondence they received regarding Federal Desk Reviews that could take place with AFG grant awards.
5. Chief Wilburn discussed visits and communications from his search for new fire engine quotations.

Roads:

1. Bickley requested to purchase a sprayer to be used on the Gater in the spring/summer, along with (4) lights for the Gater and a hardwired light bar for the Freightliner truck for use during snowplowing. He will check with the Elmore Police Department and Ottawa County Sheriff's Department on licensing of the Gater for use on the roads. Beverly Haar made a motion to approve the purchase of a sprayer from Tractor Supply Company for an estimated sale cost of \$130, along with requested lights for the Gater and the Freightliner from Soundoff Signal distributor for a cost of \$545. Carol Baker seconded. **Motion carried.**
2. Fiscal Officer Hazel stated that an account should be opened with Tractor Supply Company, as well as Valley Freightliner of Toledo and requested permission from the Trustees to do so. Carol Baker motioned to approve the request to open credit accounts and Beverly Haar seconded. **Motion carried.**
3. Tree was removed from Ernsthausen Road property. Carol Baker made a motion to invoice property owner for labor and equipment used, as this falls under the Ohio Revised Code. Beverly Haar seconded. **Motion carried.**
4. Baker reported on her ongoing research for the maintenance garage building replacement, including the current septic system.
5. Baker stated that Mike Stormer, ODOT engineer in charge of SR-51 bridge project requested a meeting with the Township and the Village to update on progress. This meeting tentatively scheduled for Tuesday, November 21 at 4 pm at the station.

Zoning:

1. Nothing to report.

Other/Correspondence:

1. Beverly Haar reached out to Clouse to obtain more information regarding their quotation for the roof leak repairs. Clouse to return the phone call.
2. Trustees discussed ongoing requests for reduced hall rental fees. It was decided that these requests could be answered under the discretion of Brian Richards, as he is the building superintendent and oversees the hall rentals.
3. Fiscal Officer Hazel requested confirmation on jury duty pay. Township policy has been to pay the time off to full time employees; any jury duty pay issued by the court is to be reimbursed by the employee to the Township.
4. Hazel reported that she is looking into quotes for liability insurance renewals.
5. She has also registered for the UAN year-end update webinar on December 8.

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 8:35 pm.

Beverly Haar, Chairman

Respectfully submitted,
Laura J. Hazel, Fiscal Officer