

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, May 4, 2020 via Zoom video conferencing, with the following members present: Trustees Beverly Haar, Jerry Haar, Carol Baker, and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 7:38 pm.

Employees in attendance:

Cemetery Sexton, Andy Rodriguez
Zoning Inspector, Bob Babjack

Residents: None

The minutes of the last meeting held on April 20, 2020 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

| | | | |
|--------|--------------------|-------------------------|---|
| #30140 | \$54.95 | Amplex | internet at maint garage |
| 30141 | 841.02 | Bound Tree | EMS supplies/drugs |
| 30142 | 60.00 | C&L Sanitation | sanitation unit service at cemetery |
| 30143 | 383.44 | Columbia Gas | natural gas at station and maint garage |
| 30144 | 101.72 | Embrace Healthcare | EMS drugs |
| 30145 | 245.58 | MJD Motorsports | Intimidator mirror & misc. oils |
| 30146 | 50.00 | Northcoast Security | service camera malfunction/focus issues |
| 30147 | 229.91 | Time Warner Cable | internet and phones at station |
| 30148 | 178.43 | Verizon Wireless | EMS modems, EMS/Fire Ipad, cells |
| 30149 | 974.01 | Zoll Medical | EMS supplies |
| 30150 | 607.51 | DPM Automotive | #447 caliper/pads/rotors/hardware |
| 30151 | 852.10 | Baker, Kraig/Kimberly | PRS relocation easement |
| 30152 | 6,982.50 | Avers, Tom/Lori | PRS relocation easement |
| 30153 | 762.00 | Treasurer State of Ohio | UAN fees Q2/2020 |
| 30154 | 142.30 | MISDU | withholding 5/7/2020 |
| 30155 | 193.91 | OCSPC | withholding 5/7/2020 |
| | <u>\$12,659.38</u> | | |

EFT Monthly salaried payroll for April 2020, paid 04/30/2020:

| | | | |
|----------|-------------------|-------------------|-----------------------------|
| \$733.24 | C. Baker: Trustee | \$1,376.10 | L. Hazel: Fiscal Officer |
| 734.54 | B. Haar: Trustee | 310.11 | R. Babjack: Zoning Insp. |
| 853.29 | J. Haar: Trustee | 233.85 | J. Wilburn: Building Maint. |
| | | <u>\$4,241.13</u> | |

Electronic Payments:

| | | |
|-------------------|-------------------|--|
| voucher #349-2020 | 7,000.24 | OPERS: withholding/match March |
| voucher #379-2020 | 8.73 | GLBA: cc billing fees on April bank stmt |
| voucher #380-2020 | 117.20 | Huntington: bank fees April bank stmt |
| voucher #381-2020 | 182.49 | Business Card April |
| voucher #382-2020 | 3.42 | Business Card April |
| voucher #383-2020 | 17.69 | Business Card April |
| voucher #384-2020 | 309.53 | Business Card April |
| | <u>\$7,639.30</u> | |

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$24,539.81 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. **Motion carried.**

REPORTS:

Finance:

1. Fiscal Officer presented OTARMA 2020-2021 renewal agreement for liability and casualty insurance coverage. The premium increased to \$18,808 for the policy year, an increase of roughly 4% from previous year. Hazel recommended approving the renewal, with a more in-depth review during the year to ensure proper coverage limits. Beverly Haar moved to approve payment and issue a then-and-now purchase order for \$18,808 to OTARMA. Carol Baker seconded the motion. **Motion carried.**
2. A public records request was received by means of e-mail from John Roy of Quadient for a copy of any postage equipment agreements or leases. Fiscal Officer responded to the request, stating no agreements/leases are currently in place for postage.
3. Hazel reported that the Township's Huntington Bank account manager has retired, and information on the new account team provided.
4. Under recommendation from Great Lakes Billing Associates, the Fiscal Officer reviewed the application for CARES Act Provider Relief Fund Round 2 and recommended to the Trustees to pursue any funding opportunity(s) available due to COVID-19 billing decreases and expenditure increases. Carol Baker moved to apply for round 2 of the Provider Relief under the CARES Act; Beverly Haar seconded the motion. **Motion carried.**
5. Purchase Orders reviewed and signed by Trustees for:
 - a. Portage River Rd slide easements 2021-760-700-0000, Capital Outlay, in the amounts of \$852.10 and \$6,982.50;
 - b. Portage River Rd slide invitation to bid from MNCO 2021-760-700-0000, Capital Outlay, in the amount of \$204.68;
 - c. Tree trimming for Portage River Rd slide 2021-760-700-0000, Capital Outlay, in the amount of \$450.00;
 - d. Then & Now PO for cemetery flagpole 2041-410-599-0000, Other-Other Expenses, in the amount of \$119.99;
 - e. Then & Now PO for chop saw 2031-330-430-0000, Small tools, in the amount of \$124.99, and DOT physical 2031-330-599-0000, Other-Other Expenses, in the amount of \$89.00;

Cemetery:

1. Weed spraying of Roundup and Triplet as weather allows. Discussion with Sexton Rodriguez on spider mites on four evergreens at the station. Trustees approved purchase of hand sprayer for cemetery.
2. Baker provided Bench's with a blanket sales tax exemption form for 2020. Rodriguez will be purchasing mulch and flowers.

Roads:

1. Portage River Slide Relocation project: easements have been signed by Avers and Baker and recorded; purchase orders and checks to be issued as agreed on with property owners; resolution for Ottawa County Engineer's office to solicit, advertise, and open bids on 5/21/2020 at 1:00 pm at their offices via phone conference (attached); Jerry Haar moved to accept bid from Beeker Landscaping for \$450 and authorize to proceed with tree trimming as part of easement agreement with Baker. Beverly Haar seconded the motion. **Motion carried.**
2. Portage River South Rd catch basin project: no updates per Trustee B. Haar. Will follow up with certified letter if no response continues.
3. Hyde Run, aka Portage River South Rd Improvement Project, has been set for bid opening by the commissioners for 5/21 at the County Engineer's office at 11:00 am.
4. Junk day will resume May 9. Fiscal Officer to post on Facebook and post office bulletin board.
5. Discussion on mowing options for small area on Opfer Lentz Road. Bickley to ask Woodville Township if they would be interested in working together with us.

Fire/EMS:

1. No report provided.

Zoning:

1. Trustees reviewed zoning activity reports provided on 4/20 and 5/4.
2. Application for permits were reviewed by Trustees, as approved by Zoning Inspector Babjack: #670 Turner-home addition on SR-105, and #671 Grodi-pole barn on Harris Salem.

Communications, Announcements, Other:

1. Trustees received and reviewed Great Lakes Billing Associates billing reports for April 2020.
2. Materion notification of modifications received for Jan 20, Mar 23, Apr 6 modifications.
3. Trustees received and reviewed renewal application with USDA for Boyer Farms.

There being no further business, a motion to adjourn was made by Jerry Haar and seconded by Carol Baker. Chairman Beverly Haar declared the meeting duly adjourned at 8:45 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

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Trustees: Beverly K. Haar, Chairman, Jerald A. Haar, Carol A. Baker
Fiscal Officer: Laura J. Hazel

Trustees have received notification that the County Engineer's office is ready to proceed with the advertising for bids, and opening and reviewing of bids for the emergency repair of the embankment slide on Portage River South Road (T-18), which will include a retaining wall and road relocation. After discussion, Carol Baker moved for adoption of the following resolution:

A Resolution to move forward with setting the date, time and location for the bid opening for the Embankment Slide Repair on Portage River South Road (T-18).

WHEREAS, the Board of Trustees of Harris Township has already passed prior resolution for the Ottawa County Engineer's Office to act as agent for the township in matters of preparing bid documents, advertising the project, opening and reviewing bids, preparing contract documents and conducting construction overview on its behalf, and therefore,
BE IT RESOLVED, that the Board of Trustees of Harris Township further moves for the Ottawa County Engineer's Office to:

- A. open bids on the township's behalf at their offices at
8247 W State Route 163, Oak Harbor, Ohio; and,
- B. Set the advertisement date for May 7th in the Port Clinton News Herald; and,
- C. Set the opening date and time for May 21, 2020 at 1:00 p.m. local time, via phone conference.

Motion seconded by Beverly Haar and the roll being called, the vote is as follows:

Carol Baker: YES
Beverly Haar: YES
Jerald Haar: YES

The motion is unanimously adopted this 4th day of May, 2020.

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I, Laura J. Hazel, Fiscal Officer of Harris Township, do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Harris Township Trustees duly adopted on May 4, 2020 and appearing upon the official records of said Board.

Laura J. Hazel, Fiscal Officer
Harris Township, **Ottawa** County, Ohio