

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, May 18, 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 7:34 pm.

Employees in attendance:

- Cemetery Sexton, Andy Rodriguez (left at 8:57 pm)
- Fire/EMS Chief, Jim Wilburn (left at 8:28 pm)
- EMS Asst. Chief, Mike McGinnis (left at 8:40 pm)
- Zoning Inspector, Bob Babjack

Residents: None

The minutes of the last meeting held on May 4, 2020 were read and approved on a motion made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

The Fiscal Officer presented the March and April 2020 bank reconciliations and financial reports. After review, a motion to approve the March and April bank reconciliations and financial reports was made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

# 30156	\$279.14	Bound Tree Medical	EMS supplies
30157	14.98	Fremont Auto Parts	cemetery fuse kit/fuses
30158	314.28	Genoa NAPA	misc vehicle supplies for roads/Fire/EMS
30159	430.52	GLBA	EMS billing fees for April 2020
30160	71.40	O.E. Meyer	EMS oxygen
30161	209.86	Phoenix	extrication gloves (hazmat incident rpl)
30162	31.35	Toledo Edison	civil defense siren electricity
30163	29.44	S. Jones	Monthly volunteer payroll: EMS/Fire
30164		VOID	
30165	142.30	MiSDU	Withholding: 5/21
30166	223.36	OH CSPC	Withholding: 5/21
30167	550.00	Beeker Landscaping	tree trimming/tree removal
30168	57.88	Bench's Greenhouse	flowers and mulch at cemetery
30169	66.38	Lowe's	cemetery Intimidator parts
30170	259.45	Luckey Farmers	weed spray for cemetery
30171	500.00	NW Ohio Emerg. Equip.	#447 light/siren replacement
	<u>\$3,180.34</u>		

EFT payroll Bi-Weekly hourly, 04/19 through 05/02/2020, paid 05/07/2020:

\$1,171.33	J. Bickley: roads, cemetery	\$952.48	A. Rodriguez: cemetery
		336.09	R. Babjack: cemetery
133.63	T. Almendinger: EMT-B	673.22	A. Kashmer: EMT-B
89.73	D. Berkel: EMT-B	44.87	D. Little: EMT-B
601.51	A. Fertig: Paramedic	175.86	J. Marcson: Paramedic

0.00	K. Fertig: EMT-B	635.64	A. McGinnis: Paramedic
494.55	B. Gottfried: Paramedic	423.23	M. McGinnis: Paramedic
0.00	M. Heider: Paramedic	730.03	T. Meek: EMT-A
128.65	J. E. Herman: Paramedic	761.93	D. Pocino: EMT-B
395.47	J. T. Herman: Paramedic	436.53	M. Riggle: Paramedic
550.35	S. Hites: Paramedic	0.00	L. Woycitzky: Paramedic
0.00	A. Johnson: Paramedic		

\$8,735.10

EFT monthly payroll for Fire/EMS Volunteers, April activity, paid 05/21/2020:

\$0.00	C. Behlmer: Fire	11.70	J. Overmyer: Fire
227.90	D. Berkel: Fire/EMS	35.13	N. Overmyer: Fire
11.70	J. Berkel: Fire	0.00	J. Parlette: Fire/EMS
80.17	D. Dewyre: Fire/EMS	433.87	D. Pocino: EMS
0.00	A. Fertig:	11.70	M. Probst: Fire
0.00	K. Fertig:	46.85	B. Richards: Fire/EMS
148.64	B. Gottfried: EMS	23.55	B. Rizzo: EMS
0.00	L. Hazel:	0.00	D. Rogers:
0.00	K. Hellwig:	0.00	B. Sandwisch:
0.00	S. Jones:	0.00	K. Shank:
273.85	A. Kashmer: Fire/EMS	0.00	T. Simpson:
0.00	Deb Little:	11.77	L. Treat: Fire
68.01	A. McGinnis: EMS	552.17	J. Wilburn: Fire/EMS
124.13	M. McGinnis: EMS	0.00	J. Woycitzky:
0.00	T. Meek:	11.77	T. Yarger: Fire
\$11.70	M. Murray: Fire	0.00	N. Zimmerman:

\$2,084.61

EFT payroll Bi-Weekly hourly, 05/03 through 05/16/2020, paid 05/21/2020:

\$1,236.02	J. Bickley: roads, junk	\$952.48	A. Rodriguez: cem., roads, junk
29.53	C. Fair: roads	238.37	R. Babjack: cemetery
252.01	T. Almendinger: EMT-B	673.22	A. Kashmer: EMT-B
44.87	D. Berkel: EMT-B	0.00	D. Little: EMT-B
577.14	A. Fertig: Paramedic	350.48	J. Marcson: Paramedic
0.00	K. Fertig: EMT-B	477.97	A. McGinnis: Paramedic
176.99	B. Gottfried: Paramedic	965.25	M. McGinnis: Paramedic
334.91	M. Heider: Paramedic	620.85	T. Meek: EMT-A
0.00	J. E. Herman: Paramedic	714.02	D. Pocino: EMT-B
246.44	J. T. Herman: Paramedic	264.50	M. Riggle: Paramedic
351.18	S. Hites: Paramedic	277.16	L. Woycitzky: Paramedic
176.15	A. Johnson: Paramedic		

\$8,959.54

Electronic Payments:		
voucher #370-2020	\$ 4,079.13	US Treasury: withholding & ER SS/Med April
voucher #371-2020	735.22	Treasurer Ohio: withholding April
voucher #372-2020	2.13	Ohio School District: withholding April
voucher #373-2020	423.79	RITA/Village of Elmore: city withholding April
voucher #374-2020	965.50	BWC: monthly installment and recollected grant
voucher #375-2020	2,476.50	BWC: monthly installment July-Aug
voucher #376-2020	782.36	Business Card: Fire/EMS encumbrances March
voucher #378-2020	183.47	Business Card: EMS locker paint, station plumbing
	<u>\$9,648.10</u>	

A motion was made by Carol Baker and seconded by Jerry Haar that the preceding list of bills totaling \$32,607.69 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. Purchase Orders reviewed and signed by Trustees for:
 - a. Then & Now PO for Beeker Tree Services – remove fallen tree on Stange Rd 2031-330-360-0000, Contracted Services, in the amount of \$100.00;
 - b. Then & Now PO for Carol Baker – reimbursement for PRS slide relocation easement recording fees 2021-760-700-0000, Capital Outlay, in the amount of \$124.00;
2. Reallocation for increased levy collection fees in March from 2282-220-323-0000, Repairs and Maintenance, to 2282-220-314-0000, Tax Collection Fees, in the amount of \$3,500 was approved by Trustees.
3. Trustees reviewed annual fire run report summaries for 2018 and 2019 for Washington Township. Per request of the Washington Township Fiscal Officer to coincide with their levy renewal, Hazel recommended a one-year renewal holding the current pricing, as average runs have remained consistent. Bev Haar moved to renew the Washington Township fire contract for \$7,500.00 for a one-year period from June 15, 2020 through June 14, 2021. Carol Baker seconded the motion, and Trustees signed the renewal agreement. **Motion carried.**

Cemetery:

1. Trustees reviewed and signed Deed 611.
2. Rodriguez reported that Union Cemetery spring cleanup is complete, and local American Legion volunteers would be placing flags this upcoming week for Memorial Day.
3. Additional 56" foundations will be ordered, as well as completing the exchange from the previous incorrect delivery.

Roads:

1. Portage River South culvert update: Bev Haar updated Trustees after speaking with Ron and Craig at the Engineers' Office that Mike Libben

provided a water flow map showing that only 20% was from Hetrick's fields. A petition will be sent to the other landowners that drain into this culvert for cost sharing of repairs.

2. Graytown Road update: Road Superintendent Bickley spoke with Craig at Engineers Office who recommended crack sealing and additional berm stone on the questionable areas. After discussion, Trustees will seek recommendation on laying road sealant before or after crack sealing.
3. Trustees discussed request from Susan Rothert to clean a 1,000-foot ditch on Witty Road in Harris Township, section 14T6N13E, Township Road 50. Mike Brough, Utility Coordinator/Engineering Technician at the Ottawa County Engineers Office, Trustee Jerry Haar, and Road Superintendent Jason Bickley visually surveyed the ditch and no problems were foreseen with this request. A motion was made by Carol Baker and seconded by Jerry Haar to approve the request for the ditch cleaning. **Motion carried.**
4. Fiscal Officer Hazel reported that a clarification was issued to the Engineers Office on May 14 for approval to do an open cut on Yeasting Road for an irrigation pipe. The clarification was that Rosemarie Bench is the property owner, not requestor Robert Bench as previously approved by motion on Feb 4, 2020.

Fire/EMS:

1. McGinnis provided EMS report to Trustees:
 - a. Resignation of Medic R. Hanzel on 4/26
 - b. Run volume down in comparison to 2019
 - c. The need for full staffing, 24-hour EMS personnel, as well as a review of unpaid resident billings
 - d. Covid-19 stimulus- watch the fine print and what's required
 - e. Committed one ambulance to FEMA type program for Region I (unofficial survey of ambulances available)
 - f. Trustees unanimously approved use of Hex-R by Mid-County EMS beginning in June for an extended period of time during their road work/sewer project. Research damage waiver for liability.
 - g. Tough books (TabletPC) received. Obtaining quotes for wiring/mounting stations so they can be installed. Anticipated cost \$5000.
 - h. Continue research on post-accident testing program after-hours
2. Chief Wilburn provided report from Officers meeting on 5/11:
 - a. Dan Dewyre was unanimously chosen for Fire Lieutenant after interviews with each of the four applicants.
 - b. Officers recommended approval of Cole Cutchall and Justin Bretzloff as probationary employees. Carol Baker moved to approve probationary status of Cole Cutchall and Justin Bretzloff. Jerry Haar seconded the motion. **Motion carried.**
 - c. Hoping to resume drills in June, pending further updates from Governor DeWine.
 - d. Per Mickey Smith, Grant Manager, there are a few housekeeping items that need to be in place prior to the delivery of the new truck. A copy of this email was provided to the Trustees on 4/20. One requirement in particular is that "anyone that either will or could have the ability to drive that new vehicle, SHALL have had an NFPA 1582 or DOT 649-F physical within the last 365 days." McGinnis consulted Bio-Care for a quote. On-site medical examination to include physical exam, vitals, medical history questionnaire, comprehensive blood panel, complete urinalysis with Micro, vision, pulmonary function, and 12-lead resting EKG: \$30,545 for 36 volunteers. Fiscal Officer Hazel stated this will put a hardship on the budget for 2020, which may already be strained

due to decreased funding receipts due to Covid-19. Bev Haar suggested Chief contact Sutphen to see if delivery or delaying payment to 2021 are viable options.

- e. Association will be adopting written guidelines for standard operating policies/procedures to concur with FY2018 NOFO, and required equipment standards to NFPA 1901-2016 edition.
3. Baker questioned if any cloth masks were needed by Fire/EMS, as the EMA has offered availability to Ottawa County Townships. Chief will pick up 30 for Fire and 4 for Township employees.

Zoning:

1. Applications for permits were reviewed by Trustees, as approved by Zoning Inspector Babjack: #672 Okenka-new residential construction & accessory building on Sugar View Drive, #673 Travis-pool on Sugar View Drive, and #674 Hammond-new residential construction on W. Portage River South Rd.
2. Trustee Baker brought to the attention of the Zoning Inspector and Trustees a request for a shooting range on SR-51, next to Orchard Drive. Seeking guidance from county prosecutor and regional planning.
3. Babjack provided updates on other permits in process, as well as a request to revise the current permit/receipt for easier digital scanning.

Communications, Announcements, Other:

1. Covid-19:
 - a. Trustees discussed and agreed to continue the Board of Trustee meetings for June via Zoom teleconferencing.
 - b. Station meeting room will continue to be closed for private gatherings in June while Governor DeWine's order is still in effect limiting gatherings to less than 10 people. A sanitization procedure will also need to be in place once this order is lifted.

There being no further business, a motion to adjourn was made by Jerry Haar and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:37 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer