

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, June 17, 2019, 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 7:15 pm.

Employees in attendance:

Jim Wilburn, Fire/EMS Chief (left at 7:40 pm; returned at 8:05 pm)
Jeff Berkel (in at 7:38 pm, left at 7:43 pm)

Residents and guests:

Jeff Schimmel, Phoenix Safety Outfitters (out at 7:40)
Jacob Anstead, Township resident

The minutes of the last regular meeting held on June 3, 2019 were read and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

The Fiscal Officer presented the March, April and May 2019 bank reconciliations and financial reports. After review, a motion to approve the March, April and May bank reconciliations and financial reports was made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

FINANCIAL:

The following expenses were reviewed: *(\$23,673.40)*

#29712	\$	193.91	Ohio CSPC: payroll withholding 6/6/19
29713		76.93	Bench's Greenhouse: cemetery flowers and containers
29714		1,599.08	Corrigan Oil: fuel/gasoline for Fire/EMS, roads, cemetery
29715		649.57	Great Lakes Billing Assoc. May EMS billing
29716		88.02	Moriarty Co: cemetery signage, safety glasses, flap disc
29717		90.28	Lowes: cemetery grounds supplies
29718		300.00	NW Ohio Emergency Equip: personal vehicle lights
29719		55.20	OE Meyer: EMS O2 fills
29720		18,045.00	OTARMA: property/liability insurance premiums 2019/2020
29721		60.00	Shelly Materials: 310 stone
29722		8.29	Tractor Supply: oil
29723		58.72	Verizon: EMS modems
29724		683.40	Village of Elmore: electric/water/sewer at station, garages, cemetery
29725		1,765.00	Witt & Gaines: electrical work at road maint building

EFT payroll Bi-Weekly hourly, 05/19 through 06/01/2019, paid 06/06/2019: *(\$8715.62)*

\$1,179.50	Jason Bickley: roads/cemetery	\$1,043.95	Andy Rodriguez: roads/cemetery
459.78	Ed Magsig: cemetery	327.41	Craig Fair: roads
496.96	Kurtis Baumgartner: EMS	730.50	Alex Fertig: EMS
167.56	Brittany Gottfried: EMS	296.89	Rudy Hanzel: EMS
-0-	Mike Heider: EMS	124.08	Jeffrey E. Herman (Jr): EMS
382.14	Jeffrey T. Herman: EMS	255.90	Andrew Johnson: EMS
-0-	Scott Jones: EMS	124.57	Lisa Lemmon: EMS
658.24	Amanda McGinnis: EMS	671.80	Michael McGinnis: EMS
847.69	Tammy Meek: EMS	724.39	Deb Pocino: EMS
244.26	Matt Riggle: EMS		

Voucher #442-2019	\$1,374.42	US Treasury: biweekly 941 tax 6/6/19
Voucher #443-2019	753.87	Ohio Treasurer: monthly withholding May
Voucher #444-2019	20.44	School District: monthly withholding May
Voucher #445-2019	418.25	RITA/Elmore: monthly withholding May
Voucher #446-2019	79.50	Huntington: bank fees on March statement
Voucher #447-2019	4.55	GLBA: credit card billing fee on March bank stmt
Voucher #448-2019	80.70	Huntington; bank fees on April statement
Voucher #449-2019	8.78	GLBA: credit card billing fee on April bank stmt
Voucher #450-2019	6,743.03	OPERS: retirement EE/ER April 2019
Voucher #451-2019	6,026.43	OPERS: retirement EE/ER May 2019
Voucher #452-2019	99.50	Huntington: bank fees on May statement
Voucher #453-2019	13.47	GLBA: credit card billing fees on May bank stmt

A motion was made by Carol Baker and seconded by Beverly Haar that the preceding list of bills totaling \$48,011.96 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.**

Fiscal Officer recommended issuance of Then and Now Purchase Orders for:

Treasurer of State of Ohio, 1000-110-312-0000, Auditing Services, for Agreed Upon Procedure for 2017-2018, in the amount of \$840.50 as billed.

Ottawa County Auditor, 1000-420-370-0000, Payment to another Political Subdivision, for Health Department deduction from real estate settlements in 2019, in the amount of \$9,800.00.

OTARMA Service Center for 2019-2020 property and liability insurance premiums in the amount of \$18,045.00 to accounts: 1000-110-381-0000 \$1597, 2282-220-382-0000 \$1078, 2031-330-382-0000 \$577, 2041-410-599-0000 \$386, 2031-330-381-0000 \$2366, 2282-220-381-0000 \$7421, 2283-230-381 \$2240, 1000-110-382-0000 \$2380.

Reallocation of appropriations from 4403-820-820-0000 to 2031-820-820-0000, Principal Payments-Notes in the amount of \$495.10, for incorrect fund for OPWC principal payment, as discussed with Bradley Zura, Senior Audit Manager, Auditor of State office; purchase order and payment to Benton Township for principal payment on road resurfacing Linker-Portage & Schultz-Portage Roads for OPWC CE06V joint loan.

Beverly Haar moved to approve issuance of all purchase orders as stated and reallocation of appropriations from fund 4403 to 2031 as stated; Carol Baker seconded the motion. **Motion carried.**

Trustees reviewed and discussed the renewal of the existing 1.5 mill levy for Fire/EMS department expenses, which expires in 2019. Based on increasing costs of fire department operating expenses and NFPA standards, a renewal with an increase will be necessary. A renewal will preserve the existing rollback and exemption on the existing levy, with the increase providing the additional funding necessary. Trustees reviewed estimated millage needed to generate between \$250,000 to \$300,000 annually in property tax revenues.

A motion was made by Beverly Haar and seconded by Jerry Haar to adopt a Resolution requesting the Ottawa County Auditor to prepare a Certificate of Estimated Property Tax Revenue and declaring It Necessary to Levy a Tax in Excess of the Ten Mill Limitation for the purpose of “providing and maintaining fire apparatus, mechanical resuscitators, underwater rescue and recovery equipment, or other fire equipment and appliances, buildings

and sites therefor, or sources of water supply and materials therefor, for the establishment and maintenance of lines of fire-alarm communications, for the payment of firefighting companies or permanent, part-time, or volunteer firefighting, emergency medical service, administrative, or communications personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.34 of the Revised Code, for the purchase of ambulance equipment , for the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company, or for the payment of other related costs under Ohio Revised code Section 45705.19 (I),” which is a 1.5 mill renewal of an existing levy, with an increase of 2.3 mill, to constitute a tax of 3.8 mills, for a term of five years commencing in the tax year 2019, first due in the calendar year 2020, to be placed on the November 5, 2019 ballot of the General Election.

Upon calling the roll, the vote was: Jerald A. Haar, yes; Beverly K. Haar, yes, and Carol A. Baker, yes. The motion to adopt the resolution was unanimously **approved**.

REPORTS:

Cemetery:

1. Tractor mower still on backorder, zero turn seal has been repaired.
2. Jason requesting small power washer at cemetery to clean mowers. He is currently looking at pricing.

Roads:

1. Anstead reported the county repaired the bridge on Hessville Road last year, but there is some patching and berming that needs done on Hessville Rd. Jerry Haar to discuss with Jason Bickley.
2. Request for road and cemetery employees to take July 5th off and work the 4th for the 2019 holiday. Trustees agreed unanimously.
3. The roads on the south side of the Portage River have been mowed.
4. Trustees reviewed and approved maintenance repairs on civil defense sirens from Cleveland Communications to replace a battery for \$95 (#35, W Elmore Eastern Road between Linker-Portage Road and Hessville-Portage Road) and a rotation board for \$155 (#32, S Stange Road between SR-163 and SR-105) to keep them operational. Siren 34 (W. Elmore Eastern Rd at Woodmore High School) battery was replaced in 2018.
5. Pre-meeting for 2018 OPWC project for Graytown Road resurfacing to be held in mid-July. Bid appears to have come in around \$9000 more for road than the engineer’s estimate.
6. Portage River Road landslide – operating and revenue budgets were requested by County for current years funding qualifications. Funding available beginning July 1. Discussion on process of land acquisition and reaching out to farmer, Knipp, who may be retiring.

Fire & EMS:

1. Jeff Schimmel presented NFPA 1851 mandate information on turnout gear, useful life (currently 10 years), and cleaning. Standards continue to evolve and be updated around this, and the carcinogens that are getting to the skin. It is suggested to have front line gear and back line gear, or secondary gear. Phoenix offers a finance program to purchase 25 sets of gear for the department, stretching out the payment over 5 years, with a cost savings due to the 5% price increase annually. Lyon gear currently is priced at \$2149 set, or \$12,068 annually for 5 years. Unfortunately, they don’t offer a program to hold pricing and purchase 5 a year. They do offer a rental program of roughly \$75 set per month. Ohio purchases on state contract, which is based on previous year pricing. The Lyon gear is made similar to a flight suit, and

proven to reduce stress on the firefighter. This pricing is valid until the next price increase notification. No action taken.

2. Trustees reviewed notice from 2019 Equipment Grant application that funding resources were exhausted.
3. Policy was reviewed for application of paid points on special events that benefit the community. No points will be paid for parades.
4. Chief Wilburn presented applications and information on potential candidates for HEFD Fire/EMS: John Woycitzky, PT/Volunteer paramedic, FF2 (2021 exp), approved at 4/14 officers meeting, is now residing in Ohio. Daniel Dewyre, EMT, FF2, as volunteer and PT. Woycitzky approved by Trustees; Dewyre previously approved. Nicholas Zimmerman completed application for Fire/EMS, but needs to be approved by Association. He has training in both through the military, but would need certification.
5. Josh Haar has been assigned volunteer #499, as volunteer mechanic. Trustees reviewed information received for September class offerings for \$25 NFPA certificates. Chief will discuss with Haar to see if this is of interest to him.
6. Bay door #448 wouldn't close. Wilburn tried to adjust it and consulted with other local technicians. A service call was placed for Northwood Door to repair frayed cable.

Zoning:

1. Trustees reviewed permit #654 for fence.

Communications, Announcements, and Other:

1. Wilburn cleaned gutters and hosed down parking lot a couple weeks ago.
2. Additional coats of blacktop were applied to parking lot on west side of station. HEFD striped the parking lot. Cracks need filled in by east side of building foundation. Trustees to discuss with Bickley and use with an emulsifier.
3. Trustees received and reviewed Great Lakes Billing Associates billing reports for June, *Grassroots Clippings* June, *OTARMA* summer edition, notifications of permit modifications from Materion Brush, Commissioners resolution granting annexation for Village of Elmore, Pomeroy Foundation historical marker grant program, and 2017 F550 Ford Truck safety recall.
4. Resident letter received from Grant Cummings for website refresh/update.

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 9:30 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer