

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Tuesday, September 7, 2021, 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 in attendance:

- Road Superintendent, Cary Johnson
- Cemetery Sexton, Andy Rodriguez

The minutes of the regular meeting held on August 16, 2021 were read by Chairman Beverly Haar and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

30729	\$32.43	Toledo Edison	civil defense sirens-electricity
30730	101.06	Verizon	EMS wireless hookups, iPad Fire/EMS
30731	24.91	OH CSPC	withholding 8/20
30732	142.30	MiSDU	withholding 8/26
30733	140.00	Turner Vault Co.	concrete box urn vault, reimbursed Moellman
30734	184.85	Amplex	internet, Wi-Fi, phones, fax station & garage
30735	200.00	A. Rodriguez	reimbursement cell phone
30736	1,327.51	Bound Tree	EMS medications & supplies
30737	215.62	Columbia Gas	natural gas at station and maint garage
30738	400.00	Elliott Scrapping	junk hauling 8/18/21
30739	6,000.00	Fire & Marine Inc.	#447 Ram custom cabinetry
30740	71.00	Genoa NAPA	JD side mower vbelts
30741	\$702.17	Great Lakes Billing	contract billing fee August
30742	2,896.36	LH Automotive	02 Freightliner alternator, #449 radiator LOF, batteries
30743	5,123.70	Morton Salt	road salt
30744	103.00	Occupational Health	DOT recertification Rodriguez
30745	100.00	Ohio Fire Chiefs Assn.	membership dues
30746	149.14	Ottawa County Engineer	JetVac services Stange Rd ditch
30747	366.13	Sunny Farms Landfill	junk landfill fees August
30748	545.16	Sutphen Corp.	#442 fender
30749	242.75	The Dexter Co.	18 Freightliner snow blade edge & bolts
30750	74.82	The Suburban Press	Notice of appeals mtg St. John
30751	450.00	OH Treasurer	MARCS radio quarterly service
30752	118.00	Zoll Medical	EMS supplies
30753	1,788.00	Turner Vault Co.	cemetery foundation bases
30754	304.03	Lucky Farmers	off road diesel
	<u>\$21,802.94</u>		

EFT payroll Bi-Weekly hourly, 08/8 through 8/21/2021, paid 8/26/2021:

\$1,480.29	C. Johnson: roads/cemetery	\$1,018.22	A. Rodriguez: cemetery/roads/junk
593.65	C. Fair: roads	114.42	R. Babjack: cemetery
\$958.71	D. Berkel: EMT-B	\$0.00	S. Jones: EMT-A
78.99	K. Boone: EMT-B	0.00	J. Marcson: Paramedic
0.00	J. Bretzloff: EMT-B	674.87	A. McGinnis: Paramedic
176.99	B. Dewyre: Paramedic	589.77	M. McGinnis: Paramedic
677.70	A. Fertig: Paramedic	699.64	D. Pocino: EMT-B
0.00	K. Fertig: EMT-B	0.00	M. Riggle: Paramedic

0.00	J. E. Herman: Paramedic	0.00	K. Sasscer: EMT-B
93.65	J. T. Herman: Paramedic	105.96	K. Stoudinger: Paramedic
0.00	S. Hites: Paramedic	0.00	L. Woycitzky: Paramedic
0.00	A. Johnson: Paramedic		
			<u>\$7,262.86</u>

EFT monthly payroll for Fire/EMS Volunteers, July activity, paid 8/20/2021

\$256.74	D. Berkel: Fire/EMS	\$58.55	N. Overmyer: Fire
58.55	J. Berkel: Fire	23.55	J. Parlette: Fire
0.00	C. Berman: Fire	308.99	D. Pocino: Fire/EMS
0.00	K. Boone: EMS	46.85	M. Probst: Fire
253.35	J. Bretzloff: Fire/EMS	35.13	B. Richards: Fire
245.92	B. Dewyre: EMS	106.00	B. Rizzo: Fire/EMS
127.02	D. Dewyre: Fire/EMS	0.00	D. Rogers: Fire
11.70	A. Fertig: Fire/EMS	6.77	B. Sandwisch: Fire
0.00	K. Fertig: EMS	70.26	G. Sasscer: Fire
24.92	S. Jones: Fire/EMS	0.00	K. Shank: Fire
105.68	P. Makulinski: Fire	75.67	T. Simpson: EMS/Fire
85.12	A. McGinnis: EMS	175.94	L. Treat: Fire/EMS
249.35	M. McGinnis: EMS/Fire	11.77	B. Wilburn: Fire
81.98	M. Murray: Fire	577.25	J. Wilburn: Fire/EMS
93.68	C. Overmyer: Fire	0.00	J. Woycitzky: Fire/EMS
70.26	J. Overmyer: Fire	47.12	N. Zimmerman: Fire/EMS
			<u>\$3,208.12</u>

EFT Monthly salaried payroll for August 2021, paid 8/31/2021

735.74	C. Baker: Trustee	1,369.08	L. Hazel: Fiscal Officer
735.79	B. Haar: Trustee	149.94	R. Babjack: Zoning Insp.
870.19	J. Haar: Trustee	233.85	J. Wilburn: Building Maint.
			<u>4,094.59</u>

Electronic Payments:

702-2021	\$876.00	OH Treasurer: UAN quarterly fees
683-2021	<u>86.00</u>	Huntington Bank: service fees Aug
	<u>\$962.00</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$37,330.51 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:

Fiscal/Administrative:

1. *Old business:*
 - a. Agreed Upon Procedures audit has begun for years 2019 and 2020.
 - b. Formal Memo sent to HEFD Association for reimbursement of Phoenix Class A invoices in the amount of \$892.
 - c. ARP funding application extended to 9/24. Hazel is waiting for Ohio Grants Management to respond to questions before submitting application.

2. Fiscal Officer presented the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor for the year commencing January 1, 2022, and recommended its adoption. A motion to adopt the Resolution prepared by the County Auditor's office in the amount of \$830,570 was made by Carol Baker and seconded by Beverly Haar. Upon calling the roll, the **motion was unanimously approved**.
3. Fiscal Officer reviewed the letter from the County Budget Commission in regards to the share of Local Government Fund proceeds in 2022 amounting to \$15,164.76. This is about \$2,504 more than the 2021 estimate.
4. STAR Ohio is enhancing its program; updates will be implemented in two phases.

Zoning:

1. Zoning permits issued: #697 Parks, remodeling addition at 19254 W Witty Road; #698 Piotrowski, accessory building at 18634 W SR 105.
2. Property owner at 17770 W Riverside has responded to nuisance policy violation by mowing the lot.

Cemetery:

1. Road paving – Shelly Co. did look at it, but has not sent a bid. Cary having difficulty obtaining quotes. Gerken never responded. Erie did send a quote, but had a lot price of \$10,981. Approved to proceed if quote still good, as the work on Netcher has already been completed.
2. *Sexton's report:*
 - a. Recommend Trustees review rates and foundation pricing, as pricing of bases increases each year and our pricing for non-residents is much less than surrounding townships.
 - b. Trustees approved sexton application for pesticide licensing and training, which he plans to have by March 2022.
 - c. Request to obtain quotes for tree trimming, as chipper is not working. Approved.
 - d. Recommended using Tractor Supply generic roundup, for a \$20/gallon savings.
3. Cemetery deed #642 issued, along with cemetery deed transfers #641 and #643

Roads:

1. Portage River South Road culvert repair – Trustees discussed methods for repair. The county engineer's office feels that it would be better to dig out the pipe (possibly 16'), replace and raise it up. However, Trustee Jerry Haar stated there will be sinkage in the future once it settles. Superintendent Johnson feels that the sleeve repair method would be a better option; it's just a new method. Unialliance provided a quote of \$47,120. Johnson stated that the materials may be hard to get right now, and suggested we move forward as soon as possible. Trustee Baker moved to repair using the sleeve repair method and apply for Township Stimulus Funding for the project. Trustee Bev Haar seconded the motion. All in favor. **Motion carried unanimously**. B. Haar will contact Craig at the Engineer's office to move forward with the grant application and bidding if necessary.
2. Johnson confirmed that CR-44, off of Witty Road, is in Sandusky County and we are not responsible for the road repairs. Trustee Baker had a copy of 1979 Maintenance agreement with Sandusky County.
3. Kempke Road washout completed Thursday. It was sleeved with an 8" pipe, 8' long, 6' deep, per Johnson. As a side note, Rodriguez lost a boot in this project.
4. Notice of Furnishing from American Roadway Logistics was received for the Netcher Road project and emailed to Tina at Ottawa County Engineers' Office.
5. Portage River Road OPWC application has been turned in; pending award for 2022, work to begin 2023.
6. Gerken plans to begin work on Hessville Road on 9/8.
7. Trustees discussed regional water plan development between county and village to run from Materion and hook up and run into town for drinking water for village.
8. Bev Haar discussed a resident concern about the speed limit on Portage River Road coming from cemetery road. The speed limit is 55 mph. Craig at county said they could do a speed survey later this fall. TRQ 2021-04 submitted.

9. *Superintendent's report:*

- a. Pickup berm stone for Hessville Rd, and need stakes for snow fencing
- b. Maintenance garage window replacement next week; may need to contact Gamby for completion of flashing.
- c. Tire replacement needed for mowing tractor; quotes will be obtained and Trustees approved purchase of 2 tires.

Fire/EMS:

1. *Assistant Chief/EMS report:*

- a. Personnel issues – request to advertise for part-time help on Indeed.com with a budget of \$500, which was approved by Trustees. EMS Officers hosting EMS skills day on 10/13 for volunteer training of EMTs to work part-time and cover on-call shifts. Requesting budget of \$500 for training, which would include breakfast and lunch for participants. Hazel to inquire on what would be needed for this budget before approval is given by Trustees.
 - b. Knox Box in EMS office broken and needs to be replaced.
 - c. Maintenance/Equipment repairs – Squad 449 had radiator replaced, oil changed and batteries replaced at LH Automotive. Squad 448 scheduled for check engine light, starting issues, and front blower. Dodge Ram moved to EMS department as new #447, and Tahoe unit number changed to #441. Requesting purchase of rubber floor mats, seat covers, and IPAD mounting bracket under a budget of \$500. Hazel to inquire on pricing of items and need.
 - d. EMS rates of pay need to be addressed. Requesting \$2.00/hour increase across the board for EMS activities and transition everyone to hourly rates of pay for activities rather than points. Additional discussion requested on training incentive program for EMS activities, which would consist of an extra \$100 for every 25 events/runs made by volunteers.
 - e. Request for reimbursement contract approval for B. Rizzo for EMT-B. Training is through Vanguard at a cost of \$995. Unanimous approval by Trustees.
 - f. Cyber security application for OTARMA completed and needs reviewed by Trustees before submission. Still working on quotes for email services through Microsoft.
2. Hazel requested review from Trustees of resident balances with Great Lakes Billing Associates. It was found that resident invoices are sent at initial invoice, 45-day invoice, and 90-day invoice. Per minutes on 12/2/19, additional statements were to be sent at 120 days, 11 months, and 18 months. Hazel to work with GLBA on this, and recommended no write off of balance until at least 75% of balance has been paid or financial application received. Trustees to review.

Building/Grounds:

1. *No update provided.*

Communications, Announcements, Other:

1. Trustees received and reviewed invitation for The Greater Port Clinton Arts Council informational meeting on 9/8; Great Lakes Billing Associates August billing reports; OTARMA Update Fall 2021.
2. Invitation received for Eagle Scout Court of Honor for Anthony Carter on 10/10 at Grace Lutheran Church at 2 pm. RSVP requested.
3. Notification of Traditional Bell Ceremony to be held at Port Clinton Fire Station at 9 am on 9/11. All agencies and public are welcome to attend.

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 9:29 pm.

Respectfully submitted,

Beverly Haar, President

Laura Hazel, Fiscal Officer