

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, October 4, 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:

-Cemetery Sexton, Andy Rodriguez (in at 7:40 pm)

The minutes of the regular meeting held on September 20, 2021 were read by Chairman Beverly Haar and approved on a motion made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

The Fiscal Officer presented the August 2021 financial reports and bank reconciliation reports. After review, a motion to approve the August 2021 financial reports and bank reconciliations was made by Jerry Haar and seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

30768	\$184.85	Amplex	Phones/fax/internet
30769	32.97	Bill's Implement Sales	Cemetery mower oil
30770	1,230.76	Bound Tree Medical	EMS supplies, meds
30771	100.00	C. Almroth	Zoning assistance
30772	222.67	Columbia Gas	Natural gas
30773	200.00	Elliott Scrapping LLC	Junk hauling 9/15/21
30774	22,041.00	Phoenix Safety Outfitters	Turnout gear: (9) sets coat/pant
30775	865.00	Steve Avers	Mowing services: June, July
30776	317.93	Sunny Farms Landfill	Landfill fees 9/15/21
30777	56.12	Suburban Press	Cemetery notice of fall cleanup
30778	206.52	Tri-County Tire	Tractor tire and tube
30779	100.94	Verizon Wireless	EMS cell phones, iPad Fire/EMS
30780	\$7,590.99	W.W. Williams	#443 valves, LOF, HVAC, window regulators
30781	\$470.00	Don Gamby	Twp. garage windows build out
	<u>33,619.75</u>		

EFT payroll Bi-Weekly hourly, 09/5 through 9/18/2021, paid 9/23/2021:

\$1,613.52	C. Johnson: roads/cemetery/junk	\$1,011.99	A. Rodriguez: cemetery/roads/junk
918.06	C. Fair: roads	258.48	R. Babjack: cemetery
\$1,078.32	D. Berkel: EMT-B	0.00	A. Johnson: Paramedic
0.00	K. Boone: EMT-B	\$0.00	S. Jones: EMT-A
0.00	J. Bretzloff: EMT-B	175.86	J. Marcson: Paramedic
686.89	B. Dewyre: Paramedic	512.11	A. McGinnis: Paramedic
727.22	A. Fertig: Paramedic	398.12	M. McGinnis: Paramedic
0.00	K. Fertig: EMT-B	1,029.67	D. Pocino: EMT-B
0.00	J. E. Herman: Paramedic	0.00	K. Sasscer: EMT-B
71.80	J. T. Herman: Paramedic	164.29	K. Stoudinger: Paramedic
0.00	S. Hites: Paramedic	0.00	L. Woycitzky: Paramedic
		<u>\$8,646.33</u>	

EFT Monthly salaried payroll for September 2021, paid 9/30/2021

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:

9/30/2021	758-2021	\$4,508.92	US Treasury: Sept. federal 941 withholding/match
9/30/2021	759-2021	790.01	OH Treasurer: Sept. state withholding
9/30/2021	760-2021	12.61	OH Treasurer: Sept. school district withholding
9/30/2021	761-2021	377.35	RITA: Elmore city Sept. withholding
9/30/2021	763-2021	27.09	GLBC: EMS billing fees Sept.
9/30/2021	764-2021	78.50	Huntington Bank: service charges Sept.
10/3/2021	767-2021	<u>1,496.50</u>	OH Treasurer: AUP audit fees thru 9/25
		<u>\$7,290.98</u>	

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$53,651.65 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:

Zoning:

1. *Inspector report:* no update provided

Cemetery:

1. *Sexton's report:* Fall cleanup in progress.
2. Trustees reviewed and signed deed transfers #644, 645, and 646.

Roads:

1. *Superintendent's report:*
 - a. Window installs completed at township garage.
 - b. Johnson requested to take vacation on 10/22, and 11/22 through 11/24. Trustees approved, but discussion on backup plans should winter snow arrive.
2. Road project updates:
 - a. Netcher Road has been completed by Erie Construction.
 - b. Hessville Road has been completed and striped by Gerken.
 - c. Portage River South Resurfacing is pending 2022 OPWC award, with project pending for 2023.
 - d. Portage River South Rd culvert project has been submitted to the Engineer's office for TRQ assistance for Township Stimulus Funding application.
 - e. Township road striping completed and Engineer's office to invoice.
3. Notice received of aggregate price increase of 10% for 2022. Trustees discussed stocking up prior to spring.

Fire/EMS:

1. No updates provided

Building/Grounds:

1. No update provided

Fiscal/Administrative:

1. *Old business:*
 - a. Audit is still in progress.
 - b. Association reimbursement still pending for Phoenix Class A uniforms. Hazel discussed with HEFD President, Rizzo, and he promised resolution after reverse raffle.
 - c. American Recovery Plan funding approved for electronic payment.
 - d. Hazel recommends an internal review on procedures in place for cyber security in relation to recent OTARMA cyber insurance application.
 - e. Morton Salt payment still being held for bill to correction of name.
 - f. Training webinars: OAS on Auditing of ARP on 10/5 – Fiscal Officer plans to attend; LTAP on Township Stimulus funding on 10/12 – Trustees Baker and B. Haar plan to attend.
 - g. A new round of Covid funding is available from Health & Human Services through GLBA for EMS. Hazel stated she will need to look into the requirements.
2. Advisory Memo received from Auditor of State regarding fuel inventory/usage and fuel card/accounts. Discussion between Trustees and Rodriguez regarding inventory and monitoring of off-road diesel tank at maintenance garage. Trustees suggested a plan of action should be made.
3. Hazel stated she completed the annual attestation on 10/1 for the Ohio Pooled Collateral System.

Communications, Announcements, Other:

1. None

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Beverly Haar. Chairman Beverly Haar declared the meeting duly adjourned 8:00 pm.

Respectfully submitted,

Beverly Haar, President

Laura Hazel, Fiscal Officer