

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, October 18, 2021, with the following members present: Trustees Carol Baker, Beverly Haar, and Fiscal Officer Laura Hazel. Trustee Jerry Haar was absent. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

- Zoning Inspector, Bob Babjack (out at 7:35 pm)
- Fire/EMS Chief, Jim Wilburn (out at 8:35 pm)
- Cemetery Sexton, Andy Rodriguez (in at 7:45 pm)

The minutes of the regular meeting held on October 4, 2021, were read by Chairman Beverly Haar and approved on a motion made by Carol Baker and seconded by Beverly Haar. **Motion carried.**

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

FINANCIAL:

The following expenses were reviewed:

30782	\$142.30	MISDU	Payroll withholding 10/7/21
30783	455.32	Bound Tree	EMS supplies and meds
30784	1,881.25	DJL Material	Crack sealant
30785	345.18	Embrace Healthcare	EMS meds
30786	305.99	Genoa NAPA	NAPA filters
30787	106,758.27	Gerken Paving Inc.	Hessville Rd resurfacing
30788	780.67	GPM Investments	fuel/gas for fire/EMS/cemetery
30789	12.52	JD Financial	Misc. parts
30790		-VOID-	
30791	119.17	Oak Harbor Hardware	Misc fittings and supplies
30792	116.00	Spoerr Precast Concrete	Foundation, special order
30793	29.76	Toledo Edison	Civil defense siren electricity
30794	\$1,200.00	VendNovation, LLC	Annual software license for EMS dispenser
30795	\$75.23	Verizon Wireless	EMS wireless hookups
30796	615.05	Village of Elmore	Electricity, water, sewage
30797	88.33	J. Parlette	ACH payroll return 2/21/2019
30798	39.44	Moriarty Co.	Road and cemetery supplies
30799	299.93	Luckey Farmers	Off road diesel for roads
	<u>\$113,264.41</u>		

EFT payroll Bi-Weekly hourly, 09/19 through 10/2/2021, paid 10/7/2021:

\$1,481.04	C. Johnson: roads/cemetery	\$1,165.67	A. Rodriguez: cemetery/roads
781.44	C. Fair: roads	247.88	R. Babjack: cemetery
\$680.97	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	350.48	J. Marcson: Paramedic
495.30	B. Dewyre: Paramedic	571.34	A. McGinnis: Paramedic
280.07	A. Fertig: Paramedic	398.12	M. McGinnis: Paramedic
0.00	K. Fertig: EMT-B	681.63	D. Pocino: EMT-B
0.00	J. E. Herman: Paramedic	87.16	K. Sasscer: EMT-B
145.24	J. T. Herman: Paramedic	47.35	K. Stoudinger: Paramedic

0.00	S. Hites: Paramedic	0.00	L. Woycitzky: Paramedic
		<u>\$7,413.69</u>	

EFT monthly payroll for Fire/EMS Volunteers, Sept. activity, paid 10/20/2021

\$210.79	D. Berkel: Fire/EMS	\$140.54	N. Overmyer: Fire
152.24	J. Berkel: Fire	58.89	J. Parlette: Fire
11.70	C. Berman: Fire	325.21	D. Pocino: Fire/EMS
18.92	K. Boone: EMS	35.13	M. Probst: Fire
245.25	J. Bretzloff: Fire/EMS	105.40	B. Richards: Fire
203.58	B. Dewyre: EMS	153.11	B. Rizzo: Fire/EMS
81.98	D. Dewyre: Fire/EMS	23.42	D. Rogers: Fire
0.00	A. Fertig: Fire/EMS	6.77	B. Sandwisch: Fire
0.00	K. Fertig: EMS	81.98	G. Sasscer: Fire
11.77	S. Jones: Fire/EMS	0.00	K. Shank: Fire
93.96	P. Makulinski: Fire	181.97	T. Simpson: EMS/Fire
85.12	A. McGinnis: EMS	93.96	L. Treat: Fire/EMS
169.17	M. McGinnis: EMS/Fire	11.77	B. Wilburn: Fire
174.76	M. Murray: Fire	848.09	J. Wilburn: Fire/EMS
11.70	C. Overmyer: Fire	0.00	J. Woycitzky: Fire/EMS
152.24	J. Overmyer: Fire	82.45	N. Zimmerman: Fire/EMS
		<u>\$3,771.87</u>	

EFT payroll Bi-Weekly hourly, 10/3 through 10/16/21, paid 10/21/2021:

\$1,481.04	C. Johnson: roads/junk	\$1,011.99	A. Rodriguez: cemetery/roads/junk
799.40	C. Fair: roads	154.02	R. Babjack: cemetery
\$129.42	D. Berkel: EMT-B	\$0.00	S. Jones: EMT-A
0.00	K. Boone: EMT-B	424.38	J. Marcson: Paramedic
0.00	J. Bretzloff: EMT-B	517.90	A. McGinnis: Paramedic
188.29	B. Dewyre: Paramedic	952.42	M. McGinnis: Paramedic
273.35	A. Fertig: Paramedic	932.22	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
300.09	J. T. Herman: Paramedic	191.73	K. Stoudinger: Paramedic
0.00	S. Hites: Paramedic	103.67	L. Treat: EMT-B
0.00	A. Johnson: Paramedic	0.00	L. Woycitzky: Paramedic
		<u>\$7,459.92</u>	

Electronic Payments:

10/11/2021	784-2021	\$114.89	Business Card: postage
------------	----------	----------	------------------------

A motion was made by Carol Baker and seconded by Beverly Haar that the preceding list of bills totaling \$132,024.78 be approved as the lawful obligations of Harris Township and that the Fiscal Officer be permitted to issue warrants in favor of the same. **Motion carried.**

REPORTS:

Fiscal/Administrative:

1. *Old business:*
 - a. Association reimbursement
 - b. American Recovery Plan funding received and Trustees approved request for amended certificate.
 - c. Cyber security policy
 - d. Morton Salt payment
2. The Trustees received the draft of the state auditor's audit report covering years 2019-2020 on October 15, 2021. They expressed appreciation for the excellent report reflecting Fiscal Officer Laura Hazel's professionalism and accuracy in managing Harris Township funds.
3. Woodmore FFA requested to put signage for their scrap drive in December at our maintenance garage during junk collection. After discussion, Haar moved to donate scrap to FFA in November and December. (Elliott will be notified, as they are doing the collection for the FFA.) Baker seconded the motion. **Motion carried.**

Zoning:

1. *Inspector report:*
 - a. Joint meeting scheduled for 10/26 with the Zoning Appeals and Planning Commissions to discuss proposed changes to the zoning code. Trustee Baker recommended they not only discuss building size, but setback requirements.

Cemetery:

1. *Sexton's report:*
 - a. Discussion on Crozier family plots and irregular placement of stones. Trustees recommended contacting Henry decedents and inquiring with past sexton for history before making a decision on how to proceed.
 - b. Rodriguez presented information on surrounding township fees for residents/non-residents. After lengthy discussion, suggested increase to Non-Resident pricing effective January 1, 2022 as follows, but no action taken at this time:
 - i. Grave plot from \$400 to \$600
 - ii. Open/Close full burial \$400 to \$600
 - iii. Open/Close cremation \$200 to \$250
 - iv. Saturday open/close +\$300 (was double regular rate)
 - v. \$100/hour billed to Funeral Home after 3:00 pm
2. Trustees reviewed and signed deeds #647, 648 (both transfers) and #649.

Roads:

1. Road project updates:
 - a. Netcher Road – waiting for billing
 - b. Hessville Road – Trustees signed Gerken Change Order #1-Final for \$660.75 for additions and non-performance.
 - c. Portage River South Resurfacing - still pending 2022 OPWC award
 - d. Portage River South Rd culvert project - still pending TRQ assistance from the Engineer's office for Township Stimulus Funding application
 - e. Township road striping – still awaiting invoicing
2. Notice of resolution for final hearing on vacating part of Smith Road; meeting scheduled to reviewed proposed improvement 10/26/21 at 1:30 pm and final hearing 11/23/21 at 3:00 pm.
3. Baker attended webinar for Township Stimulus program.

Fire/EMS:

1. Chief's report:
 - a. Computer received from Mann Tech. and needs to be set up for use.
 - b. Request for Fire Prevention supplies (stickers, coloring books, plastic helmets, pens, stress balls, magnet clips), which should last through 2024. These were previously purchased by the HEFD Association, but requesting from Township funds in the

amount of \$6,050. Trustees approved purchase for 2022 budget as educational /promotional materials. Baker suggested a line item in budget for such items in the future.

- c. Discussion on Class A uniform purchases. Chief recommended to the Association to continue to purchase, with half being paid by volunteer.
 - d. Hazel questioned what the Association raises money for since the levy increase and more items are able to be purchased with Township funds. She was directed to the Association for that information.
 - e. Four prospective applicants for part-time EMT positions. Hazel reported that the staffing shortage is real, as more than half of the shifts have not been getting covered.
2. Baker inquired about FEMA grant status. Chief stated everything has been submitted and will forward a copy to Hazel. Awards won't be announced for at least a year.

Building/Grounds:

1. Yackee Electric provided a quotation for a new furnace replacement. The original furnace is over 41 years old. The capacitor was recently replaced, and the part charge of \$150 will be waived upon purchase of new furnace. Wilburn reviewed the quote for Air Ease equipment and options for single-stage and 2-stage Century equipment with the Trustees. (The other furnace at the station is Air Ease.) There is a 10-year limited warranty on parts, and Air Ease equipment is not in stock and backordered two months. Baker moved to purchase single-stage 95% efficient Air Ease downflow furnace as quoted, installed, for \$10,823.00. A supplemental appropriation to be sent to the auditor. Beverly Haar seconded the motion.
Motion carried.
2. Wilburn presented a quote for an HP PageWide Pro 477dw color all-in-one business printer for \$600 for the radio room (ink cost \$300). Trustees questioned the need for this model of multifunction printer for the low print quantity that is needed. Haar recommended HP+ program for replacement ink on HP printers. Fiscal Officer asked Wilburn if the current Canon could be repaired; Mann Technologies will clean the print heads and quote repairs for a \$60 fee. Trustee B. Haar approved and instructed Wilburn to have Mann Technologies take a look at repairing it.
3. Trustees reviewed vinyl plank flooring quotes with Wilburn. Quotes were received from Advanced Rug Technologies (12mm wear) \$19,175; S and M Home Improvement and Repair LLC (5.5mm wear) \$13,840; Genoa Custom Interiors (20mm wear) \$17,950. Wilburn to obtain updated quotes from each quoting 12mm wear and confirming removal of old flooring and move of any existing furniture before and after install. Current carpeting was placed in 2010 according to Baker; stains are becoming more difficult to clean per Haar.
4. Ongoing discussion regarding leaf screens, fall gutter cleaning, and repair of brick cracking on sign.
5. Fall bug and pest control to be scheduled for the station.

Communications, Announcements, Other:

1. Trustees reviewed *Grassroots Clippings October 2021*.
2. Bev Haar moved to donate \$200 towards the new Kiwanis sign. Baker seconded the motion.
Motion carried.

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 9:40 pm.

Respectfully submitted,

Beverly Haar, President

Laura Hazel, Fiscal Officer