

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, November 16, 2020, with the following members present: Trustees Beverly Haar, Jerry Haar, Carol Baker, and Fiscal Officer Laura Hazel. The meeting was also broadcast via Zoom. Chairman Beverly Haar called the meeting to order at 7:30 pm.

Employees in attendance:

Zoning Inspector, Bob Babjack (out at 8:00 pm)
 Road Superintendent elect, Cary Johnson
 Chief, Jim Wilburn (in at 8:32 pm)

Residents/Guests:

None

The minutes of the special meeting held on November 10, 2020 were read and approved on a motion made by Jerry Haar and seconded by Beverly Haar. **Motion carried.**

FINANCIAL:

The following expenses were reviewed:

# 30357	54.95	Amplex	Internet at maint garage
30358	520.00	Automatic Fire Prot.	Fire extinguisher servicing
30359	3,120.00	Cleveland Comm.	Annual federal weather siren maintenance
30360	228.21	Columbia Gas	Natural gas at station and maint garage
30361	668.90	Corrigan Oil	Fuel/gas at Fire/EMS/cemetery
30362	125.00	Delving Company	Pest control
30363	400.00	Elliott Scrapping	Junk hauling 10/12
30364	702.13	Great Lakes Billing	EMS billing services: July, Oct
30365	128.00	Phoenix Outfitters	EMT uniform pants: Kashmer
30366	1,280.00	Premier Physician Svc.	Medical Directorship 2020
30367	82.00	Spoerr Precast Concrete	Special order foundation
30368	229.91	Time Warner Cable	Internet and phones at station
30369	111.33	Verizon Wireless	EMS/Fire Ipads, EMS cell phones
30370	1,518.51	Bound Tree Medical	EMS supplies
30371	198.55	EMSAR Medical Repair	#448 powerload service
30372	1,841.75	Four County Career Ctr	EMT-B training: Zimmerman
30373	132.50	Lima Radio Hospital	EMS overhead paging repairs
30374	3,681.19	P&R Communications	EMS mount installs
30375	170.95	Shrader Tire	#449 tire repair
30376	840.76	Sunny Farms Landfill	junk disposal
30377	180.00	CLIA Lab	EMS certificate fee through 4/2023
30378	0.00	Driven Excavating	VOID
30379	\$40.00	J. Bickley	cell phone reimbursement October
30380	122,313.31	Driven Excavating	PRS relocation project: payapp #2
	<u>138,567.95</u>		

EFT payroll Bi-Weekly hourly, 11/1 through 11/14/2020, paid 11/19/2020:

		\$1,204.92	A. Rodriguez: cemetery/roads/junk
772.9	C. Fair: roads		R. Babjack: cemetery/roads
311.04	T. Almendinger: EMT-B	176.15	A. Johnson: Paramedic
376.62	D. Berkel: EMT-B	633.62	A. Kashmer: EMT-B
414.57	J. Bretzloff: EMT-B		D. Little: EMT-B
673.41	B. Dewyre: Paramedic	350.48	J. Marcson: Paramedic
577.14	A. Fertig: Paramedic		A. McGinnis: Paramedic
133.63	K. Fertig: EMT-B	755.21	M. McGinnis: Paramedic
	M. Heider: Paramedic	220.05	T. Meek: EMT-A
	J. E. Herman: Paramedic	722.83	D. Pocino: EMT-B
170.15	J. T. Herman: Paramedic	408.83	M. Riggle: Paramedic
263.69	S. Hites: Paramedic	129.18	L. Woycitzky: Paramedic
		<u>\$8,294.42</u>	

EFT monthly payroll for Fire/EMS Volunteers, October activity, paid 11/20/2020

	C. Behlmer: Fire	128.82	M. Murray: Fire
300.76	D. Berkel: Fire/EMS	117.10	J. Overmyer: Fire
46.85	J. Berkel: Fire	152.24	N. Overmyer: Fire
46.85	K. Boone: EMS	47.12	J. Parlette: Fire/EMS
497.48	J. Bretzloff: Fire/EMS	379.24	D. Pocino: Fire/EMS
107.20	B. Dewyre: EMS	163.95	M. Probst: Fire
181.07	D. Dewyre: Fire/EMS	45.95	B. Richards: Fire
23.42	A. Fertig: Fire/EMS	164.89	B. Rizzo: Fire/EMS
35.13	K. Fertig: EMS	11.70	D. Rogers: Fire
	B. Gilbert: Fire	18.55	B. Sandwisch: Fire
	L. Hazel: EMS	70.26	G. Sasscer: Fire
211.35	S. Jones: Fire/EMS		K. Shank: Fire
278.36	A. Kashmer: Fire/EMS	306.36	T. Simpson: EMS
11.70	Deb Little: EMS	105.68	L. Treat: Fire
49.08	A. McGinnis: EMS	643.53	J. Wilburn: Fire/EMS
190.79	M. McGinnis: EMS	23.55	J. Woycitzky: Fire
	T. Meek: EMS		T. Yarger: Fire
		58.89	N. Zimmerman: Fire
		<u>\$4,417.87</u>	

Electronic Payments:		
voucher #930-2020	\$ 75.98	OPERS: late reporting penalty
voucher #931-2020	9,588.95	OPERS: October contributions, fee
	<u>\$ 9,664.93</u>	

A motion was made by Jerry Haar and seconded by Beverly Haar that the preceding list of bills totaling \$160,945.17 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. Trustees reviewed Permit #687 issued to Belcher, 16020 W. Portage River South Rd, for a fence for small dog.
2. Zoning variance meeting scheduled for C. Miller on Dec. 1 at 7:00 pm for set-back and size.
3. Update on first and second violation letters issued to property owners on Yeasting Rd, Slemmer Portage Rd., and SR-590. Babjack to consult with the Prosecutor for assistance moving forward with violations on Slemmer Portage Rd. He also is checking into additional mobile homes on Yeasting Rd property for current registration with BMV. Baker moved to allow resident's guest to remain in mobile home on Yeasting Rd property during the winter, but to give deadline of end of March 2021 to provide name and location of mobile home park she intends to relocate to in the spring. B. Haar seconded the motion to allow her to stay until said park opens in the spring of 2021. **Motion carried.**

Cemetery:

1. Jerry Haar would like to look for a sturdier flagpole for the cemetery. The flagpole was bent during the recent windstorms. Babjack offered to assist Haar.
2. Rodriguez reported that the cemetery back flow preventer on the water line has been removed and request submitted for water shut off from Village Administrator Hower.

Roads:

1. Portage River Road projects are completed. Fiscal Office reported that the Regional Planning Commission notified the Engineer's office that fees to date for the payroll report reviews on the Portage River South Relocation Project are \$111.12. Hazel recommended a purchase order be issued to the Ottawa Regional Planning Commission against the Capital Outlay account 2021-760-700-0000. Trustees approved issued said purchase order.
2. Hazel also said a purchase order will need to be issued to Ottawa County Engineer for the Township's cost sharing portion of Portage River South Road Reconstruction Project (Hyde Run) using appropriations capital outlay account 2011-760-700-0000. Amount was previously certified in special meeting in 2019 for \$47,928.00. Trustees approved the issue of this purchase order as well.

Acting Supervisor Rodriguez emailed road updates:

3. Sandbags needed and with approval, will be purchased this week from either Menards or Moriarty. Trustees agreed this is an operating expense approved through blanket order.
4. Two emergency call outs during Sunday's storm to close Stange Road between SR-105 and SR-163 in the afternoon, and Linker-Portage between Netcher and Portage River South Rd. early evening until road obstruction cleared up.
5. Request to dispose of old tires behind salt shed and in cold barn at the county recycle event.
6. Sinkhole on Linker discovered to be a hole dug for a Frontier telephone line, which cut the pipe. Rodriguez spoke to land owner, Ron Laubacher, who said he would take care of fixing it per county recommendations. Township orange barrel will remain until it is filled.

7. Trustees and Fiscal Officer discussed status of road projects on Portage River South Rd: waiting on final invoice for Safety Improvement Project, and Trustees signed change order and pay app #2 for Slide Relocation Project. Witty Road asphalt has been completed.
8. TRQ submitted to Ottawa County Engineer's office for Stange Rd. east side catch basin.

Fire/EMS:

Chief Wilburn provided updates:

1. Request to relocate junk car to township garage for fire department training, and disposal of pieces in Township scrap bin. J. Haar will discuss relocation and disposal with Rodriguez.
2. FF/EMT-A S. Jones has volunteered to take over the training trailer project for the Association, including a face lift.
3. Windstorm blew crossways off of Engine 443, ruining two fire hoses and a Y-fitting, while enroute to Stange Rd. downed power lines. Replacements will be ordered.
4. New engine still on schedule for Christmas time delivery 2020.
5. County Chiefs meeting scheduled for Wednesday, Nov. 18, at our station. Covid protocols will be enforced.

Fiscal Officer:

1. Fiscal Officer reviewed encumbrances with Trustees approved on 10/19, 11/2, and 11/10/2020, and recommended a necessary reallocation from appropriated services to other. Reallocation of \$3012.59 reduction in Salaries, Fringes, and Services and increase to Supplies/Materials and Capital Outlay for Coronavirus Relief Fund 2272. In addition, a correction to the revenue code budgeted and receipts applied from Local Government Funds to Federal Receipts-Other, as the money is coming from federal government, but dispersed in accordance with LGS method. After discussion, Trustee Baker moved to make the correction in Fund 2272 from revenue code 532, Local Government Distribution, to 519, Other-Federal Receipts for the total amount of \$85,843.57, and to reallocate as necessary for a total of \$5,574.37 appropriated to Salaries & Fringes and \$80,269.20 to Supplies/Materials and Capital Outlay and for the Fiscal Officer to issue purchase orders, including Then and Now POs, based on prior purchase approvals, as final encumbrances need to be made by November 20. Beverly Haar seconded the motion, and upon calling the roll, the vote was unanimous. **Motion carried.**
2. Receipt received from former employee Bickley for cell phone reimbursement for October 2020. Last day of employment was October 23, 2020. Hazel reported that purchase order was adjusted after paying Jan-Sept receipts and that a Then & Now PO would need to be issued if reimbursement approved. Bev Haar moved to reimburse Bickley for October cell phone bill in the amount of \$40.00 and authorized Fiscal Officer to issued Then & Now PO for \$40.00 from account 2031-330-341-0000, Telephone. Carol Baker seconded the motion. **Motion carried.**
3. Baker questioned status of risk assessment recommendations for maintenance garage. Copy of recommendations will be provided to Johnson.
4. Continued discussion on Village of Elmore annexations and whether there is actual revenue loss to Township. There seems to be confusion between

Auditor, Prosecutor, and Village Solicitor regarding inside millage and road revenues. Township continues to maintain Portage River South Road. Other levies are charged to Village and Township residents.

5. Cary Johnson was offered the position as Road Superintendent and has accepted the Township's offer. He will begin working on November 30, 2020.
6. Provider adjustment request of \$310 due to low income from Great Lakes Billing Associates Inc. for account 200723-2015. Income verified by Fiscal Officer to be within 200% poverty level, thus eligible for 100% financial assistance, and recommendation for write off per Township financial hardship policy. Trustees agreed.
7. Fiscal Officer recommended to the Board that Mr. Larry Dean has agreed to reappointment to a three-year term beginning January 1, 2020 and expiring December 31, 2022 to represent the Harris and Woodville Townships on the Sugar Creek Joint Economic Development District Board of Directors. Carol Baker moved to adopt a Resolution Appointing a Township Member to the Sugar Creek Joint Economic Development District Board of Directions, in which the Board re-appoints Mr. Larry Dean as the member representing the Townships, term expiring December 31, 2022. Beverly Haar seconded the motion to adopt the Resolution, and the roll being called, the vote was unanimous. **Resolution dated November 16, 2020, attached.**
8. Vendor application submitted to Health & Safety Institute.
9. Health insurance census submitted for quote: 2 elected officials interested, 2 part-time eligible interested, and 2 full-time employees.

Building/Grounds:

1. Fiscal Officer stated an invoice for bulk water in October was received from the Village of Elmore. Researching with Village Administrator what this may have been for and what department.

Communications, Announcements, Other:

1. Trustees reviewed Joyful Connections donation request and *Grassroots Clippings, November 2020.*

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Jerry Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:13 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer