

The Board of Trustees of Harris Township, Ottawa County, met in special session at the home of Trustee Beverly Haar on Thursday, December 30, 2021, with the following members present: Trustees Beverly Haar, Carol Baker, and Fiscal Officer Laura Hazel. Jerry Haar was absent. Chairman Beverly Haar called the meeting to order at 10:05 am.

Employees in attendance:
Trustee-elect, DJ Greenhill

A motion was made by Beverly Haar and seconded by Carol Baker to hold the regular meetings of the Harris Township Board of Trustees on the first and third Mondays of each month beginning at 7:30 pm. at the Harris Elmore Fire & EMS Station. **Motion carried.**

⇒ The following appointments were considered for 2022:

Fire & EMS Chief: James Wilburn
Road Superintendent: Cary Johnson
Cemetery Sexton: Andy Rodriguez
Station Maintenance: James Wilburn
Zoning Inspector: (vacancy)
Regional Planning Commission Representative: D.J. Greenhill
Zoning Commission: Jeff Gephart for a five-year term ending December 31, 2026.
Zoning Board of Appeals: Becky Busdeker for a five-year term ending December 31, 2026.

A motion was made by Beverly Haar and seconded by Carol Baker to approve the above appointments for 2022. **Motion carried.**

⇒ A motion was made by Beverly Haar and seconded by Carol Baker to have the 2022 monthly salary of Trustees and Fiscal Officer taken from funds other than the General Fund in accordance with the monthly certification procedures allowed by the Auditor of State and in accordance with the 2022 temporary and permanent appropriations. **Motion carried.**

⇒ A motion was made by Beverly Haar and seconded by Carol Baker to reimburse elected officials and employees of Harris Township for business related mileage expenses at the 2022 IRS approved rate of 58.5 cents per mile. **Motion carried.**

The Trustees discussed wages for the year 2022:

⇒ A motion to carry the following full-time wages was made by Carol Baker and seconded by Beverly Haar:

Road Superintendent, **Cary Johnson:** \$24.00/hour, no change

Cemetery Sexton, **Andy Rodriguez:** \$19.00/hour, no change

Both Cary Johnson and Andy Rodriguez will be paid 8 hours for all legal holidays, overtime after 40 hours per week. Emergency call out after normal work hours caused by safety matters or funeral related cemetery needs shall also be paid, with a two-hour minimum on emergency call outs; overtime paid after 40 hours per week.

⇒ A motion was made by Carol Baker to continue the reimbursement for personal cell phone for Road Superintendent at \$40/month, appropriated to Fund 2031 for Roads, and Cemetery Sexton at \$25/month, appropriated to Fund 2041. (Both were

previously appropriated to Road Fund 2031 for emergency road service. Beverly Haar seconded the motion. **Motion carried.**

⇒ A motion to approve the following wages, carrying the salary schedule as follows, was made by Carol Baker and seconded by Beverly Haar:

Fire Chief **Jim Wilburn**: \$210.00 per month, no change

EMS Division Asst. Chief **Mike McGinnis** \$150.00 per month, no change

EMS Division Captain **Amanda McGinnis**: \$150.00 per month, no change

EMS Division Lieutenant **Brittany Dewyre**: \$150.00 per month, no change

Volunteer Fireman: Remains per policy at \$26.00 per 2-hour run and \$13.00 per point, paid monthly, no change.

Volunteer EMS: One-hour minimum - \$15.00 per hour EMT-B, no change; \$17.00 for EMT-A, no change; \$19.00 for paramedic, no change; and \$13.00 per point, no change; paid monthly.

⇒ A motion to approve the following part-time and appointed position wages, carrying the salary schedule as follows, was made by Carol Baker and seconded by Beverly Haar:

EMS Part time staff: Part time staff at station \$13.00 /hr. for EMT-B, no change; \$14.50/hr. for EMT-A, no change; and \$17.00/hr. for Paramedic, no change. These wages are paid bi-weekly.

The EMS Administrator and EMS Asst. Administrator will receive an additional \$0.75/hr., no change.

The EMS Supervisor will receive an additional \$0.50 per hr., no change.

Station Maintenance, Jim Wilburn: \$300.00 monthly for fire station maintenance, no change.

Zoning Inspector: \$365.00 per month, no change.

Emergency Snow Plowers: \$15.00 per hour, no change

Seasonal Cemetery Mowing: \$14.00 per hour, no change

Seasonal Road Mowing and Maintenance: \$17.00 per hour, no change

⇒ Under ORC 3.061, an “employee dishonesty and faithful performance of duty policy,” such as a coverage document issued by a joint self-insurance pool like OTARMA, can protect a township from financial or property loss in lieu of giving a surety bond for public officials that are required to be bonded under ORC 3.061. Trustee Carol Baker moved to issue a Resolution to continue to use “employee dishonesty and faithful performance of duty policy” through OTARMA instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties in compliance with ORC 3.061. Beverly Haar seconded the motion. All in favor. Resolution attached.

⇒ Based on the Official Certificate of Estimated Resources for 2022 and 2021 estimated year end fund balances, the Fiscal Officer recommended temporary appropriations for 2022 as follows:

	<u>Payroll</u>	<u>Other</u>	<u>Total</u>
General Fund	\$ 11,800.00	\$21,175.00	\$ 32,975.00
Gas Tax Fund	\$0	\$ 2,000.00	\$ 2,000.00
Road & Bridge Fund	\$ 36,070.00	\$12,730.00	\$ 48,800.00
Cemetery Fund	\$ 7,480.00	\$10,820.00	\$ 18,300.00
Ambulance and EMS Fund	\$0	\$17,600.00	\$ 17,600.00
Fire & EMS Service Levy Fund	\$ 12,450.00	\$26,800.00	\$ 39,250.00
EMS Service Only Levy	\$143,500.00	\$16,650.00	\$160,150.00

Total 2022 Temporary Appropriations \$319,075.00

A motion to move for the adoption of the Temporary Appropriations, as recommended by the Fiscal Officer for the three-month period of January 1, 2022 through March 31, 2022, was made by Beverly Haar and seconded by Carol Baker. **Motion carried.**

⇒ Trustee Baker also moved that purchase orders and/or blanket and/or super purchase orders up to \$5,000.00 be permitted to be opened as needed for encumbrance of 2022 temporary appropriations, expiring on March 31st, pending enough funds in that particular appropriation. Beverly seconded the motion. **Motion carried.**

⇒ Trustees reviewed and approved OCTA Memorandum of Understanding for 2022 maintenance and repairs.

⇒ Financing discussed for backhoe, ambulance, and cot/load system purchases. Trustee Beverly Haar moved to obtain financing approval with Huntington Public Capital, c/o Huntington Bank for all 3 purchases. A loan/lease now for the backhoe in the amount of \$90,908.00, 5-year, annual payment, fixed interest at 2.49%, with 0% prepayment penalty after 3.5 years. Financing will be determined for the ambulance and cot/load system closer to deliver in 12-14 months. Trustee Carol Baker seconded the motion. **Motion carried.**

⇒ Update on flooring installation: outer rooms have been laid, but there is disapproval concerning unprofessional gaps and edges left. Wilburn is working with Squires on correcting the problems noted.

⇒ Implementation of E-mail upgrades to begin January 10, 2022 per McGinnis.

⇒ QSEHRA discussion on amounts for 2022 and 2021 plan implementation. Fiscal Officer to research eligibility for American Rescue Plan funding under revenue loss. Beverly Haar moved to continue with \$5,000 annual contribution towards QSEHRA per eligible employee/family, with annual appropriations as follows: \$5,000 CEM2041, \$5,000 RDS2031, \$5,000 EMS2283, \$10,000 GEN1000. Motion seconded by Carol Baker. **Motion carried.**

FINANCIAL:

The following payments were reviewed:

Number	Post Date	Amount	Purpose	Payee
987-2021	12/28/21	\$188.00	OTA conf & postage	Business Card
988-2021	12/28/21	\$259.25	Diag & Rpr: Wood chipper	Business Card
989-2021	12/28/21	\$341.82	CPR training mats	Business Card
990-2021	12/28/21	\$84.57	EPSON ink	Business Card
991-2021	12/29/21	\$87.89	fees	OPERS
992-2021	12/30/21	\$562.89	BIWEEKLY HOURLY 12/12-12/25/21	Leslie Craig Fair
993-2021	12/30/21	\$1,430.11	BIWEEKLY HOURLY 12/12-12/25/21	Cary L Johnson
994-2021	12/30/21	\$1,023.52	BIWEEKLY HOURLY 12/12-12/25/21	Andres F Rodriguez
996-2021	12/30/21	\$289.03	BIWEEKLY HOURLY 12/12-12/25/21	Derrick J Berkel
997-2021	12/30/21	\$601.08	BIWEEKLY HOURLY 12/12-12/25/21	Brittany A. Dewyre
998-2021	12/30/21	\$684.73	BIWEEKLY HOURLY 12/12-12/25/21	Alexander M Fertig
999-2021	12/30/21	\$220.80	BIWEEKLY HOURLY 12/12-12/25/21	Kimberly N Fertig
1000-2021	12/30/21	\$169.30	BIWEEKLY HOURLY 12/12-12/25/21	Jeffrey T. Herman
1001-2021	12/30/21	\$204.62	BIWEEKLY HOURLY 12/12-12/25/21	Jennifer N Marcson
1002-2021	12/30/21	\$532.88	BIWEEKLY HOURLY 12/12-12/25/21	Amanda R. McGinnis
1003-2021	12/30/21	\$1,116.28	BIWEEKLY HOURLY 12/12-12/25/21	Michael E. McGinnis
1004-2021	12/30/21	\$968.94	BIWEEKLY HOURLY 12/12-12/25/21	Deborah L. Pocino
1005-2021	12/30/21	\$61.18	BIWEEKLY HOURLY 12/12-12/25/21	Kelly N. Stouddinger
1006-2021	12/30/21	\$502.37	BIWEEKLY HOURLY 12/12-12/25/21	Liam J Treat
1007-2021	12/30/21	\$323.64	BIWEEKLY HOURLY 12/12-12/25/21	Lisa J. Woycitzky
1008-2021	12/30/21	\$103.68	BIWEEKLY HOURLY 12/12-12/25/21	Michael G Dreka
1010-2021	12/31/21	\$0.00	SALARIED MONTHLY - DECEMBER 2021	Robert L Babjack
1011-2021	12/31/21	\$736.06	SALARIED MONTHLY - DECEMBER 2021	Carol A Baker
1012-2021	12/31/21	\$736.11	SALARIED MONTHLY - DECEMBER 2021	Beverly K. Haar
1013-2021	12/31/21	\$870.55	SALARIED MONTHLY - DECEMBER 2021	Jerald A. Haar
1014-2021	12/31/21	\$1,370.09	SALARIED MONTHLY - DECEMBER 2021	Laura J. Hazel
1015-2021	12/31/21	\$233.90	SALARIED MONTHLY - DECEMBER 2021	James M. Wilburn
1017-2021	12/31/21	\$85.50	Service fees on Dec. stmt	Huntington Bank
1018-2021	12/31/21	\$5,544.81	941 tax withholding and employer contribution - Dec.	United States Treasury
1019-2021	12/31/21	\$1,044.21	Ohio tax withholding - Dec.	TREASURER STATE OF OHIO
1020-2021	12/31/21	\$20.60	Ohio school district tax withholding - Dec.	Ohio School District Income Tax
1021-2021	12/31/21	\$477.67	City tax withholding - Dec.	VILLAGE OF ELMORE
30872	12/23/21	\$737.19	EMS supplies	BOUND TREE MEDICAL, LLC.
30873	12/23/21	\$6,126.50	ESO EMS/Fire reporting software	ESO Solutions, Inc.
30874	12/23/21	\$500.00	Stop/Slow lighted signage	HOWARD T. MORIARTY COMPANY
30875	12/23/21	\$29.55	civil defense siren electricity	TOLEDO EDISON
30876	12/23/21	\$150.00	Volunteer Firefighters' Dependents Fund assessments	TREASURER STATE OF OHIO
30877	12/23/21	\$75.23	squad modems for EMS	Verizon Wireless
30878	12/28/21	\$324.00	landfill fees 12/13	Sunny Farms Landfill
30879	12/28/21	\$400.00	junk hauling 12/13/21	Elliott Scrapping LLC
30880	12/28/21	\$30.00	BCI: A. Gottschalk	Village of Elmore, Police Dept.
30881	12/28/21	\$416.02	EMS meds & supplies	Embrace Healthcare
30882	12/28/21	\$196.02	EMS supplies: organization bins	FASTENAL COMPANY
30883	12/28/21	\$191.77	off-road diesel	LUCKEY FARMERS, INC.
30884	12/28/21	\$1,195.86	electric/water/sewer station/gar/cem	VILLAGE OF ELMORE
30885	12/30/21	\$309.84	BIWEEKLY HOURLY 12/12-12/25/2021	Tiffany A.M. Martens
30886	12/29/21	\$123.75	25% fire tuition reimbursement; rpl ck #30356	Liam Treat
30887	12/29/21	\$106.25	25% fire tuition reimbursement; rpl ck #30356 11/12/2020	Benjamin Sandwisch
30888	12/30/21	\$284.60	Withholding	Michigan State Disbursement Unit (MiSDU)
30889	12/30/21	\$100.11	Withholding	Ohio Child Support Payment Central
30890	12/30/21	\$480.00	MARCS radio quarterly service Q3/2021 (5 EMS, 11 FIRE)	TREASURER STATE OF OHIO
30891	12/30/21	\$247.07	thermometers *CRF*	Laura Hazel
30892	12/30/21	\$2.76	EMS supplies	BOUND TREE MEDICAL, LLC.
30893	12/30/21	\$184.85	phones/fax/internet	Amplex
30894	12/31/21	\$290.70	Reimburse misc P/R withholding (1022-2021)(receipt 220-2021)	Laura Hazel
30895	12/31/21	\$100.00	Reimbursement: cell phone Sept-Dec 2021	Andres Rodriguez
30896	12/31/21	\$480.00	Reimbursement Cell Phone (Jan-Dec 2021)	Cary Johnson
		\$33,958.15		

A motion was made by Beverly Haar and seconded by Carol Baker that the preceding list of bills totaling \$33,958.15 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.**

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 at 11:45 am.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer