

The Board of Trustees of Harris Township, Ottawa County, met in special session on Thursday, December 29, 2022, to organize for the Year 2023. Board members present: Trustees Beverly Haar, Jerry Haar, DJ Greenhill, and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 6:00 pm.

Employees in attendance: none

## **FINANCE**

1. Trustees reviewed invoices, signed checks and vouchers, reviewed and initialed payroll, reviewed and signed purchase authorizations.
2. A motion was made by Trustee Greenhill and seconded by Trustee J. Haar that the attached list of bills totaling \$45,334.27 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.**

## **ORGANIZATIONAL**

1. Trustee B. Haar made a motion to enter into **depository agreements** with local banking establishments for the purpose of checking account for the Year 2023. Trustee Greenhill seconded. All answered yes to roll call. Motion carried. The Depository Agreement between Huntington Bank and Harris Township will expire on 9/22/27. The total sum of active, interim, and inactive deposits will not exceed \$4,000,000.00.
2. Although Harris Township's primary method of disbursement is check based, electronic fund transfers (**EFT**) are occasionally necessary to conduct financial business of the Township. Trustee B. Haar made a motion that electronic funds transfers (EFT) may be used by the Township's Fiscal Officer for the year 2023 for legal or contractual requirements; when expedited payment is required to meet a payment deadline; when it is already standard industry practice such as with all payments made to any office of the State of Ohio or United States Treasury; payroll direct deposits, or when it is the most cost-effective payment procedure. Trustee J. Haar seconded. All answered yes to roll call. Motion carried.
3. Trustee B. Haar moved to renew the Qualified Small Employer Health Reimbursement Account (**QSEHRA**) in 2023 with Burnham & Flower Insurance for eligible elected officials and full-time employee(s), including full-time equivalent, at \$5,000/annually per employee/family with appropriation to

respective fund. Trustee J. Haar seconded. All answered yes to roll call.  
Motion carried.

4. Trustee B. Haar made a motion to authorize Harris Township to participate in the State of **Ohio Cooperative Purchasing Program** for Year 2023. Trustee Greenhill seconded. All answered yes to roll call. Motion carried.
5. Trustees reviewed and approved **OCTA** Memorandum of Understanding for 2023 maintenance and repairs.
6. The Harris Township Board of Trustees authorize, with a motion made by B. Haar and seconded by J. Haar and all voting yes upon roll call, the **disposal** of unneeded, obsolete, or unfit township property, including motor vehicles, road machinery, equipment, tools, supplies, and office equipment by Internet Auction in accordance with ORC 505.10. Internet auctions will be conducted through [www.govdeals.com](http://www.govdeals.com) with whom Harris Township has contracted. All items will be offered for sale “as is, where is” with Harris Township making no warranty guarantee, or representation of any kind expressed or implied, as to the condition of said items. Items placed on the auction site may also be advertised in the newspaper.
7. A motion was made by B. Haar and seconded by Greenhill 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.
8. **Special Meetings** will be advertised by posting a notice at the Township’s front door main entrance at least 24-hour before the meeting time.
9. The following **appointments** were considered for 2023:

**Fire & EMS Chief:** James Wilburn

**Road Superintendent:** Cary Johnson

**Cemetery Sexton:** Andy Rodriguez

**Station Maintenance:** James Wilburn

**Zoning Inspector:** Paul Perry

**Zoning Commission:** Eric Amstutz for a five-year term ending December 31, 2027.

**Zoning Board of Appeals:** Kraig Baker for a five-year term ending December 31, 2027.

**Sugar Creek Joint Economic Development Board:** Larry Dean three-year term

January 1, 2023 and expiring December 31, 2025 to represent the Harris and Woodville Townships on the Sugar Creek Joint Economic Development District Board of Directors.

**Regional Planning Commission Representative:** D.J. Greenhill

**Health Department Annual Meeting Representative:** D.J. Greenhill

**Volunteer Firefighter Dependents Board:** Jerry Haar, Beverly Haar

A motion was made by B. Haar and seconded by J. Haar to approve the above appointments. All answered yes upon roll call. Motion carried.

***Trustee Greenhill moved to adopt the following (#10-#14) for Year 2023;***

**Trustee B. Haar seconded the motion. Motion carried.**

10. Township **official's salaries** shall be governed by ORC 505.24 and 507.09. Township Trustees and Fiscal Officer will be paid by annual salary and paid in equal monthly installments based on the annual Township budget, and each shall certify to the FO the percentage of time spent working on matters to be paid from the general fund and special revenue funds in accordance with the monthly certification procedures allowed by the Auditor of State and in accordance with the 2023 temporary and permanent appropriations.
11. In accordance with the ORC, the Township shall pay the cost of any required **training** or association dues for employees and elected officials.
12. Reimburse to elected officials and employees of Harris Township for business related **mileage** expenses at the 2023 IRS approved rate of 62.5 cents per mile.
13. The Trustees discussed and approved full-time employee **wages** for the year 2023:

Road Superintendent, **Cary Johnson**: \$25.25/hour, an increase of \$1.25/hr.

Cemetery Sexton, **Andy Rodriguez**: \$20.00/hour, an increase of \$1.00/hr.

- *Effective with the current pay period, which began on Sunday, Dec. 25, 2022.*

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. Vacation, sick, and holiday hours count towards hours worked for OT calculation. Emergency hours worked on holiday are

1.5X, in addition to holiday pay.

**Vacation** = 80 hours available upon 1 year of employment, renews on anniversary date of hire, no carry-over.

**Sick** time accrued at 0.5 days per month.

**Personal** days = 3 days each calendar year, renews Jan 1, no carry-over.

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.

PPE reimbursement approved for full-time employees Johnson and Rodriguez for 2023 up to the amount of \$100.

14. Trustees discussed and approved **re-appointment of part-time and volunteer personnel staffing and supervisors, and the following wages and salaries effective with January 2023 pay period:**

-Fire Chief **Jim Wilburn**: \$250.00 per month, an increase of \$40/month

-EMS Division Asst. Chief/OIC **Mike McGinnis** \$165.00 per month, an increase of \$15/month

-EMS Division Captain/OIC **Amanda McGinnis**: \$165.00 per month, an increase of \$15/month

-EMS Division Lieutenant/OIC **Brittany Dewyre**: \$165.00 per month, an increase of \$15/month

**Volunteer Fireman**: Remains per policy at \$26.00 per 2-hour run and \$13.00 per point, paid monthly, no change, pending future discussion with officers.

**Volunteer EMS**: One-hour minimum - \$15.50 per hour EMT-B, \$0.50/hr. increase; \$17.50 for EMT-A, \$0.50/hr. increase; \$19.75 for paramedic, \$0.75/hr. increase; and \$13.00 per point, no change; paid monthly.

**EMS Part time staff**: Part time staff at station \$15.50 per hour EMT-B, \$0.50/hr. increase; \$17.50 for EMT-A, \$0.50/hr. increase; \$19.75 for paramedic, \$0.75/hr. increase. These wages are paid bi-weekly, and increases effective with pay period beginning 12/25/2022.

**The EMS Administrator, Mike McGinnis, and EMS Asst. Administrator, Amanda McGinnis,** will receive an additional \$0.75/hr., no change.  
**The EMS Supervisor, B. Dewyre,** 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, Paul Perry:** \$365.00 per month, no change.

**Seasonal employees** for cemetery mowing, ditch mowing/maintenance, and emergency snow plow operators will be paid as follows, effective 12/25/22:

- Ron Distel \$15/hr., increase of \$1/hr.;
- Todd Northrup \$15/hr., increase of \$1/hr.;
- Jim Rose \$15/hr., no change.

Quarterly stipends will be considered based on services performed and experience required.

**Zoning meeting** allowance = \$25 per meeting

15. 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 J. Haar moved to issue a Resolution 2022-## 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. B. Haar seconded the motion. All in favor. Motion carried.
  
16. Based on the Official Certificate of Estimated Resources for 2023 and 2022 estimated year end fund balances, the Fiscal Officer recommended **temporary appropriations** for 2023 as follows:

	<u>Total</u>
General Fund	\$ 33,000.00
Gas Tax Fund	\$ 5,000.00
Road & Bridge Fund	\$ 43,000.00
Cemetery Fund	\$ 9,000.00
Ambulance and EMS Fund	\$ 15,000.00
Fire & EMS Service Levy Fund	\$ 35,000.00

EMS Service Only Levy \$106,000.00

Total 2023 Temporary Appropriations \$243,000.00

Legal level of control assigned per ORC 5705.38C at the minimum statutory appropriation level to the Fiscal Officer.

**Purchase Orders** and/or Blanket and/or Super Purchase Orders up to \$5,000 be permitted to be opened as needed for encumbrance of 2023 temporary appropriations, expiring on March 31<sup>st</sup>, pending enough funds in that particular appropriation.

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, 2023 through March 31, 2023; assignment of legal level of control; and purchase order authorization was made by Greenhill and seconded by J. Haar. All answered yes to roll call. Motion carried.

17. All cemetery, zoning, and community hall **fee schedules** will remain the same for 2023.
18. Fiscal Officer asked for a **nomination** for Board Chairman for 2023. Greenhill nominated Beverly Haar as Board Chairman and J. Haar seconded. Motion carried. Trustee B. Haar nominated Jerry Haar as Board Vice-Chairman for 2023; Greenhill seconded. Motion carried.

There being no further business, a motion to adjourn was made by Greenhill and seconded by J. Haar. Chairman Beverly Haar declared the meeting duly adjourned at 8:25 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

(Expenditure attachment on next page....)

The following payments were reviewed:

Number	Date	Amount	Purpose	Payee
1007-2022	12/21/22	\$161.06	VOLUNTEER MONTHLY - November 2022	Derrick J Berkel
1008-2022	12/21/22	\$363.10	VOLUNTEER MONTHLY - November 2022	Jeff Berkel
1009-2022	12/21/22	\$135.14	VOLUNTEER MONTHLY - November 2022	Brittany A. Dewyre
1010-2022	12/21/22	\$135.82	VOLUNTEER MONTHLY - November 2022	Daniel A Dewyre
1011-2022	12/21/22	\$8.38	VOLUNTEER MONTHLY - November 2022	Alexander M Fertig
1012-2022	12/21/22	\$208.89	VOLUNTEER MONTHLY - November 2022	Scott J Jones
1013-2022	12/21/22	\$140.83	VOLUNTEER MONTHLY - November 2022	Paul M Makulinski
1014-2022	12/21/22	\$85.14	VOLUNTEER MONTHLY - November 2022	Amanda R. McGinnis
1015-2022	12/21/22	\$132.26	VOLUNTEER MONTHLY - November 2022	Michael E. McGinnis
1016-2022	12/21/22	\$245.96	VOLUNTEER MONTHLY - November 2022	Michael J. Murray
1017-2022	12/21/22	\$58.56	VOLUNTEER MONTHLY - November 2022	Cameron P Overmyer
1018-2022	12/21/22	\$210.83	VOLUNTEER MONTHLY - November 2022	Jared J. Overmyer
1019-2022	12/21/22	\$257.68	VOLUNTEER MONTHLY - November 2022	Nathan A. Overmyer
1020-2022	12/21/22	\$35.33	VOLUNTEER MONTHLY - November 2022	Joshua M. Parlette
1021-2022	12/21/22	\$338.54	VOLUNTEER MONTHLY - November 2022	Deborah L. Pocino
1022-2022	12/21/22	\$292.82	VOLUNTEER MONTHLY - November 2022	Michael Probst
1023-2022	12/21/22	\$207.90	VOLUNTEER MONTHLY - November 2022	Brian Richards Jr.
1024-2022	12/21/22	\$232.64	VOLUNTEER MONTHLY - November 2022	Brandon E Rizzo
1025-2022	12/21/22	\$128.84	VOLUNTEER MONTHLY - November 2022	Glenn Sasscer Jr.
1026-2022	12/21/22	\$58.56	VOLUNTEER MONTHLY - November 2022	Kirk P. Shank
1027-2022	12/21/22	\$99.16	VOLUNTEER MONTHLY - November 2022	Liam J Treat
1028-2022	12/21/22	\$23.55	VOLUNTEER MONTHLY - November 2022	Brandon M Wilburn
1029-2022	12/21/22	\$199.34	VOLUNTEER MONTHLY - November 2022	James M. Wilburn
1031-2022	12/21/22	\$1,187.82	Federal 941 withholding & match	United States Treasury
1032-2022	12/21/22	\$797.36	Federal 941 withholding & match	United States Treasury
1033-2022	12/23/22	\$97.64	Holiday bonus	Jeff Berkel
1034-2022	12/23/22	\$109.57	Holiday bonus	Ron Distel
1035-2022	12/23/22	\$106.94	Holiday bonus	Cary L Johnson
1036-2022	12/23/22	\$97.64	Holiday bonus	Michael E. McGinnis
1037-2022	12/23/22	\$109.57	Holiday bonus	Todd E Northrup
1038-2022	12/23/22	\$109.57	Holiday bonus	Paul L Perry
1039-2022	12/23/22	\$108.07	Holiday bonus	Andres F Rodriguez
1040-2022	12/23/22	\$97.64	Holiday bonus	James M. Wilburn
1042-2022	12/23/22	\$97.64	Holiday bonus	Amanda R. McGinnis
1044-2022	12/27/22	\$410.64	Federal 941 withholding & match	United States Treasury
1045-2022	12/27/22	\$7,318.19	OPERS withholding & match November	OPERS
1046-2022	12/29/22	\$483.79	BIWEEKLY PAYROLL 12/11-12/24/22	Ron Distel
1047-2022	12/29/22	\$1,519.97	BIWEEKLY PAYROLL 12/11-12/24/22	Cary L Johnson
1048-2022	12/29/22	\$1,262.11	BIWEEKLY PAYROLL 12/11-12/24/22	Andres F Rodriguez
1050-2022	12/29/22	\$199.61	BIWEEKLY PAYROLL 12/11-12/24/22	Derrick J Berkel
1051-2022	12/29/22	\$897.41	BIWEEKLY PAYROLL 12/11-12/24/22	Brittany A. Dewyre
1052-2022	12/29/22	\$164.08	BIWEEKLY PAYROLL 12/11-12/24/22	Michael G Dreka
1053-2022	12/29/22	\$843.70	BIWEEKLY PAYROLL 12/11-12/24/22	Alexander M Fertig
1054-2022	12/29/22	\$657.43	BIWEEKLY PAYROLL 12/11-12/24/22	Jeffrey J Harwick
1055-2022	12/29/22	\$239.05	BIWEEKLY PAYROLL 12/11-12/24/22	James M Hauden
1056-2022	12/29/22	\$88.85	BIWEEKLY PAYROLL 12/11-12/24/22	Jeffrey T. Herman
1057-2022	12/29/22	\$475.88	BIWEEKLY PAYROLL 12/11-12/24/22	Scott J Jones
1058-2022	12/29/22	\$529.72	BIWEEKLY PAYROLL 12/11-12/24/22	Michael E. McGinnis
1059-2022	12/29/22	\$854.41	BIWEEKLY PAYROLL 12/11-12/24/22	Deborah L. Pocino
1060-2022	12/29/22	\$152.10	BIWEEKLY PAYROLL 12/11-12/24/22	Brian Richards Jr.
1061-2022	12/29/22	\$43.44	BIWEEKLY PAYROLL 12/11-12/24/22	Kelly N. Stoudinger
1062-2022	12/29/22	\$315.21	BIWEEKLY PAYROLL 12/11-12/24/22	Baylee N Tefft
1063-2022	12/29/22	\$439.43	BIWEEKLY PAYROLL 12/11-12/24/22	Krista D Watson
1064-2022	12/29/22	\$110.66	BIWEEKLY PAYROLL 12/11-12/24/22	Nicholas E Zimmerman
1066-2022	12/30/22	\$1,229.28	Federal 941 withholding & match	United States Treasury
1067-2022	12/30/22	\$976.09	Monthly salaried Dec 2022	Donald J Greenhill II
1068-2022	12/30/22	\$795.30	Monthly salaried Dec 2022	Beverly K. Haar
1069-2022	12/30/22	\$891.88	Monthly salaried Dec 2022	Jerald A. Haar
1070-2022	12/30/22	\$1,431.05	Monthly salaried Dec 2022	Laura J. Hazel
1071-2022	12/30/22	\$322.47	Monthly salaried Dec 2022	Paul L Perry
1072-2022	12/30/22	\$233.90	Monthly salaried Dec 2022	James M. Wilburn
1074-2022	12/30/22	\$659.56	Federal 941 withholding & match	United States Treasury

## Continued:

Number	Date	Amount	Purpose	Payee
1075-2022	12/30/22	\$1,053.40	Ohio withholding December	TREASURER STATE OF OHIO
1076-2022	12/30/22	\$61.82	Ohio school district withholding December	Ohio School District Income Tax
1077-2022	12/30/22	\$559.17	Elmore village withholding December	VILLAGE OF ELMORE
1078-2022	12/30/22	\$48.90	Voluntary residence city withholding December	Village of Oak Harbor
1079-2022	12/30/22	\$90.00	Voluntary residence city withholding December	City of Northwood
1080-2022	12/30/22	\$25.12	Voluntary residence city withholding December	City of Toledo
1081-2022	12/30/22	\$2.85	Voluntary residence city withholding December	Village of Pemberville
1082-2022	12/28/22	\$358.90	(AR) Brine fittings, cem supplies	Business Card
1083-2022	12/28/22	\$68.60	(CJ) Pump for brine tank	Business Card
1084-2022	12/28/22	\$162.58	toner, deed stationary	Business Card
1085-2022	12/31/22	\$6,980.00	2023 estimated BWC premium	BUREAU OF WORKERS' COMPENSATION
31377	12/28/22	\$125.00	2022 zoning meetings	Eric Amstutz
31378	12/28/22	\$125.00	2022 zoning meetings	Avers, Zak
31379	12/28/22	\$125.00	2022 zoning meetings	Kurt Bench
31380	12/28/22	\$50.00	2022 zoning meetings	DENNIS DOLPH
31381	12/28/22	\$125.00	2022 zoning meetings	JEFF GEPHART
31382	12/28/22	\$225.00	2022 zoning appeals board meetings	Becky Busdeker
31383	12/28/22	\$225.00	2022 zoning appeals board meetings	JOHN FLETCHER
31384	12/28/22	\$75.00	2022 zoning appeals board meetings	Marilyn Metzger
31385	12/28/22	\$225.00	2022 zoning appeals board meetings	L. J. Overmyer
31386	12/28/22	\$175.00	2022 zoning appeals board meetings	Don Goldsby
31387	12/28/22	\$125.00	2022 zoning appeals board meetings	Kraig Baker
31388	12/28/22	\$100.00	Fire department consulting 2022	BRADLEY GILBERT
31389	12/31/22	VOID		Ohio Child Support Payment Central
31390	12/31/22	\$625.28		Ohio Child Support Payment Central
31391	12/31/22	VOID		Village of Luckey
31392	12/31/22	\$35.89	Voluntary residence city withholding Q4	Village of Luckey
31393	12/31/22	\$3,336.76	2022 mowing	Steve or Peggy Avers
		<u>\$45,334.27</u>		