

HARRIS TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING MINUTES

Date: Monday, January 15, 2024

Time: 7:30 pm

In Attendance

Board Members:

Beverly Haar, Jerald Haar, DJ Greenhill
Fiscal Officer, Laura Hazel

Employees:

Mike McGinnis, Asst. Chief/EMS
Jim Wilburn, Chief

Approval of Minutes

The minutes of the regular meeting held January 2, 2024 were read by Chairman Beverly Haar. Jerry Haar motioned and DJ Greenhill seconded that the minutes be approved. **Motion carried.**

Finance

Trustees reviewed invoices, signed vouchers, reviewed and initialed payroll, and reviewed and signed purchase orders, including then/now purchase orders and blanket purchase orders.

A motion was made by J. Haar and seconded by B. Haar that the attached list of billing totaling \$47,331.86 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.**

B. Haar moved to approve a supplemental appropriation to the road fund for the purchase of equipment, specifically a new roller in the amount of \$9500 from R and R Equipment, and a purchase order to be issued. Greenhill seconded the motion and upon calling the roll, the vote was unanimously yes. **Motion carried.**

Department Reports

Budget/Administrative – Fiscal Officer report

- Fiscal Officer, Laura Hazel, reported that the only meetings where attendance was officially recorded for zoning commission and zoning appeals boards was the annual organization meeting; however, there was significant time spent by certain members on rewriting of the zoning code for Harris Township. After discussion, B. Haar moved to expend \$150 each to Commission members Avers, Bench, and Amstutz, and \$100 each to Appeals members Fletcher and Overmyer for their assistance with this project in 2023. Greenhill seconded and upon roll call, all voted yes. **Motion carried.**
- Application for CAUV program received from the county auditor for the new cemetery parcels purchased. Hazel to contact deputy auditor for more information.
- 2023 Township Highway System Mileage Certification was reviewed and mileage of 35.462 certified by signature of Trustees.

Zoning –Inspector’s report

- Annual report of 13 permits issued in 2023 - #728 through #740; no variance applications were received during the year.
- Per ORC Section 317.081, annual notification of duty to file any newly enacted zoning resolution or amendments with the County Recorder was received from the County Recorder’s office.
- Zoning permit #740 was issued on 12/28/23 to Kroeger, 16330 W Portage River S Rd, for accessory building/shed.

Cemetery – Sexton’s report

- No report received

Roads – Superintendent’s report

- Request to purchase 2013 Wacker RD12 Roller was approved by board. (see finance section)
- 2004 F250 is back from repairs at Ohio Diesel, but is making a grinding noise which needs to be diagnosed by vendor.

Fire – Chief's report

- Application received for Logan Wolph, with recommendation of the officers to the Board for approval. B. Haar moved to approve application of candidate Wolph; Greenhill seconded. **Motion carried.**

EMS – Assistant Chief's report

- Personnel – J. Marcson resignation accepted. Discussion on part-time employee excessive no call/no show. Request to hire M. Boes as part-time paramedic, pending BCI; approved on motion made by B. Haar and seconded by Greenhill. **Motion carried.**
- EMS call volume report presented for December with 43 incidents responded to with an average response time of 6m:52s. Currently working on year end report for 2023; runs are down.
- Equipment - New squad is scheduled for build at the end of April, with delivery in August/September. Squad 448 has a decent oil leak that will need to be diagnosed for repair. Autopulses returned from annual preventative maintenance with no repairs needed. Still waiting for estimates on cardiac monitor and radio reprogramming.
- Full-time employee hiring still pending updates on policy handbook and benefit package decisions. Trustees discussed wage incentive for attendance bonus and lateral transfers based on years of service, no holiday pay unless worked, two week vacation time based on 48 hour week worked with ability to use at 6 months with successful review and possible carry over to next year, and sick time accrual.

Building & Grounds – Maintenance report

- Wonderly Carpets scheduled for carpet cleaning on 1/29
- Digital sign on the fritz. Discussed turning it off during cold spell.
- CoRayVac heating system was not working at the last bay over the weekend. Yackee called for service. The motor is good, but the end burner is not working. Yackee advised parts are becoming harder to get for this system and suggested a radiator system. He will provide quotes for both.
- Women's bathroom stall doors need adjusted.

- Ottawa County Township Association quarterly meeting scheduled for 1/25 at 6:00 pm. Trustees asked Wilburn to set up community room and clean accordingly prior to meeting.

Old Business

- Discussion on civil defense sirens maintenance quotations from VASU and Cleveland Communications. Cleveland Communications has propriety over the radio signals in Ottawa County. According to Paul Peterson at County, he had a conversation with VASU over the proprietary rights, but we could contract with them for siren repairs. No action taken.
- Building discussions continue regarding upgrades needed for full-time EMS staffing and Fire/EMS storage space. JDI group proposed \$5834 to do code study and provide estimate on building addition. B. Haar will request drawings back to get other estimates for a ball park cost.

New Business

- Park District of Ottawa County has opened the 2024 Parks and Trails Improvements Grant Program for application. No action taken.

Announcements, Communications, Other

- Trustees received and reviewed Ohio Township News Jan/Feb 2024 and Grassroots Clippings January 2024.

Next Meeting

Monday, February 5, 2024 | 7:30 pm, Harris Township Fire Station

There being no further business, a motion to adjourn was made by Greenhill and seconded by B. Haar. Chairman B. Haar declared the meeting duly adjourned at 9:46 pm.

Respectfully submitted,

Beverly Haar, Chairman Laura Hazel, Fiscal Officer

Expenditure Listing

Number	Post Date	Total Warrant Amount	Purpose	Payee
1-2024	1/1/24		-VOIDED-	OPERS
2-2024	1/11/24	\$316.39	BIWEEKLY HOURLY 12/24-1/9/2024	Ron Distel
3-2024	1/11/24	\$1,402.93	BIWEEKLY HOURLY 12/24-1/9/2024	Cary L Johnson
4-2024	1/11/24	\$805.09	BIWEEKLY HOURLY 12/24-1/9/2024	Andres F Rodriguez
6-2024	1/11/24	\$303.13	BIWEEKLY HOURLY 12/24-1/9/2024	Derrick J Berkel
7-2024	1/11/24	\$1,529.67	BIWEEKLY HOURLY 12/24-1/9/2024	Alexander M Fertig
8-2024	1/11/24	\$159.58	BIWEEKLY HOURLY 12/24-1/9/2024	James M Hauden
9-2024	1/11/24	\$383.61	BIWEEKLY HOURLY 12/24-1/9/2024	Vernon M Horst
10-2024	1/11/24	\$1,202.27	BIWEEKLY HOURLY 12/24-1/9/2024	Amanda R. McGinnis
11-2024	1/11/24	\$280.85	BIWEEKLY HOURLY 12/24-1/9/2024	Michael E. McGinnis
12-2024	1/11/24	\$544.64	BIWEEKLY HOURLY 12/24-1/9/2024	Michelle R Reynolds
13-2024	1/11/24	\$1,404.50	BIWEEKLY HOURLY 12/24-1/9/2024	Brian Richards Jr.
14-2024	1/11/24	\$464.29	BIWEEKLY HOURLY 12/24-1/9/2024	Baylee N Tefft
15-2024	1/11/24	\$405.09	BIWEEKLY HOURLY 12/24-1/9/2024	Jarrid D Wyse
16-2024	1/11/24	\$461.37	BIWEEKLY HOURLY 12/24-1/9/2024	Nicholas E Zimmerman
18-2024	1/1/24	\$6,997.92	Withholding and employer match	OPERS
19-2024	1/11/24	\$14,275.26	Withholding and employer match	OPERS
31803	1/11/24	\$400.00	Withholding reimbursement	Andres Rodriguez
31804	1/15/24	\$184.85	Wireless internet	Amplex
31805	1/15/24	\$890.96	natural gas DEC 2023	COLUMBIA GAS
31806	1/15/24	\$674.50	ground ladder testing 12/7/23	Emergency Vehicle Products.
31807	1/15/24	\$206.71	antifreeze and wiper blades	Genoa NAPA
31808	1/15/24	\$935.48	fuel/gasoline Fire/EMS DEC2023	GPM Investments, LLC
31809	1/15/24	\$120.00	J.Marcson CPR & ACLS class/card	Heidi Hess
31810	1/15/24	\$10.00	2024 monitoring services at cemtery-shortpaid	NORTHCOAST SECURITY CENTER
31811	1/15/24	\$233.32	special assessment-ditches	Treasurer of Ottawa County
31812	1/15/24	\$780.00	Q3/2023 MARCS service, 5 radios EMS, 47 Fire	TREASURER STATE OF OHIO
31813	1/15/24	\$283.31	electric, water & sewage at fire station, garage, cemetery	VILLAGE OF ELMORE
31814	1/15/24	\$2,176.14	04 F250 rpl lower ball joints, drag link ends, axle seals, hub seals, drier side steer caliper, alignment	Ohio Diesel
31815	1/15/24	\$9,500.00	2013 Wacker RD12 Roller	R and R Equipment
		\$47,331.86		