

# HARRIS TOWNSHIP BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

**Date:** Monday, May 6, 2024

**Time:** 7:30 pm

### In Attendance

#### Board Members:

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

#### Employees:

Paul Perry, Zoning (left at 8:19 pm)  
Mike McGinnis, Asst. Chief/EMS (in at 8:30 pm, left at 9:15 pm)  
Nate Overmyer (in at 8:40 pm, left at 8:45 pm)  
Jim Wilburn, Chief (in at 8:45 pm, left at 9:15 pm)

### Approval of Minutes

The minutes of the special meeting and the regular meeting, both held April 15, 2024, were read by Chairman Beverly Haar. DJ Greenhill made a motion to accept the minutes, and Jerry Haar 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 Bev Haar and seconded by Jerry Haar that the attached list of billing 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.**

## Department Reports

### Budget/Administrative – Fiscal Officer report (Laura Hazel)

- DJ Greenhill moved to table the discussion on adopting the Personnel Policies Manual until necessary changes regarding civil service townships are confirmed. B. Haar seconded the motion to table. **Motion tabled.**
- Discussion on archiving or deleting website posts. No action taken.
- Fiscal Officer requested a motion to renew with Sedgwick for BWC Group Rating enrollment for 2025. B. Haar moved, and Greenhill seconded. **Motion carried.**
- Trustees discussed donation to Entertain Elmore LLC for annual fireworks and activities in September. B. Haar moved to increase to Big Boomer donation of \$1,000; J. Haar seconded the motion. Greenhill abstained due to personal/business interest with business ownership in village and DORA. **Motion carried.**

### Zoning –Inspector's report (Paul Perry)

- Pending application for Runion fence 2236 Hessville Rd
- Zoning Amendment has been approved by the County and posted to township website. Twenty copies of updated amendment in printing by counting; will need to order binders.

Cemetery – Sexton’s report (Andy Rodriguez)

- Cemetery deed #708 issued to Knipp.

Roads – Superintendent’s report (Cary Johnson)

- ODOT Resolution submitted for salt purchase.
- Discussion on uprooted tree at deceased resident house obstructing view of Elmore Eastern cross road. Trustees approved obtaining quotes for removal under the circumstances.
- Ottawa County Engineer’s office issued permit 24-042 for driveway on Slemmer Portage Rd.

Fire – Chief’s report (Jim Wilburn)

- Overmyer stated that Engine #443 was inspected at Williams on 4/20 and is in need of pump repairs \$2100. Engine #442, 444, 446 are also on the schedule for annual inspection and oil change.
- Hose testing was held on 4/19 and will be continued on 4/27 with Fricker’s comradery afterwards. \$36 in hydration beverages were purchased for 4/19 hose testing.
- Chief, on behalf of B. Kaylor, requested waiver due to financial hardship for 36-hour training. Greenhill moved to approve with signed application; B. Haar seconded. **Motion carried.**

EMS – Assistant Chief’s report (Mike McGinnis)

- Four internal applications were received for full-time EMS position(s): 1 medic, 1 EMT-A, 2 EMT-B. Job posting was listed for 10 days, ending 4/29. Tentatively planning for July 1 start week of new hires.
- After discussion, B. Haar moved to approve the quotation and grant for the Transitional Work Program with BWC at a cost of \$6,800, which will be reimbursed by a BWC grant. Reallocation of funds from Machinery & Equipment (1000-760-740-0000) to Other-Professional Services (1000-110-319-0000) also approved and fiscal officer directed to issue purchase order.

J. Haar seconded. Job descriptions should be completed by June/July.

**Motion carried.**

- Supervisor training needs to be scheduled for department heads.
- Forensic Fluids was contacted for in-house drug testing. Test kits are \$40/each with a 4-6-year shelf life.
- Physicals were discussed for new-hires as well as annual for township employees, fire, and EMS employees.
- New squad delivery has been delayed once again to the end of 2024.

Building & Grounds – Maintenance report (Wilburn)

- None

Old Business

- Squad #448 repairs still pending. Lights have been ordered; estimate cost between \$60-\$700. John's Body Shop to quote repairs to mirror and side panel. Decision to be made regarding submitting to insurance once costs are evaluated.

New Business

- Resolution for 911 Review Committee moved by B. Haar and seconded by DJ Greenhill. All voted yes upon roll call. **Motion carried.**
- Trustees reviewed the Ohio Water and Sewer Rotary Program.

Announcements, Communications, Other

- None

Next Meeting

Monday, May 20, 2024 | 7:30 pm, Harris Township Fire Station

There being no further business, a motion to adjourn was made by Greenhill and seconded by J. Haar. Chairman B. Haar declared the meeting duly adjourned at 9:50 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

Attached: Expenditure listing

The following expenditures were reviewed and approved for payment:

| Number   | Post Date | Amount     | Purpose                        | Payee                 |
|----------|-----------|------------|--------------------------------|-----------------------|
| 275-2024 | 4/30/24   | \$161.05   | Monthly Volunteer - March 2024 | Derrick J Berkel      |
| 276-2024 | 4/30/24   | \$210.83   | Monthly Volunteer - March 2024 | Jeff Berkel           |
| 277-2024 | 4/30/24   | \$167.59   | Monthly Volunteer - March 2024 | Brittany A. Dewyre    |
| 278-2024 | 4/30/24   | \$134.02   | Monthly Volunteer - March 2024 | Daniel A Dewyre       |
| 279-2024 | 4/30/24   | \$0.00     | Monthly Volunteer - March 2024 | Alexander M Fertig    |
| 280-2024 | 4/30/24   | \$28.83    | Monthly Volunteer - March 2024 | James G France JR     |
| 281-2024 | 4/30/24   | \$35.12    | Monthly Volunteer - March 2024 | Cary L Johnson        |
| 282-2024 | 4/30/24   | \$44.84    | Monthly Volunteer - March 2024 | Scott J Jones         |
| 283-2024 | 4/30/24   | \$262.35   | Monthly Volunteer - March 2024 | Paul M Makulinski     |
| 284-2024 | 4/30/24   | \$199.35   | Monthly Volunteer - March 2024 | Amanda R. McGinnis    |
| 285-2024 | 4/30/24   | \$284.14   | Monthly Volunteer - March 2024 | Michael E. McGinnis   |
| 286-2024 | 4/30/24   | \$163.98   | Monthly Volunteer - March 2024 | Michael J. Murray     |
| 287-2024 | 4/30/24   | \$11.70    | Monthly Volunteer - March 2024 | Cameron P Overmyer    |
| 288-2024 | 4/30/24   | \$70.27    | Monthly Volunteer - March 2024 | Jared J. Overmyer     |
| 289-2024 | 4/30/24   | \$81.99    | Monthly Volunteer - March 2024 | Nathan A. Overmyer    |
| 290-2024 | 4/30/24   | \$35.33    | Monthly Volunteer - March 2024 | Joshua M. Parlette    |
| 291-2024 | 4/30/24   | \$46.86    | Monthly Volunteer - March 2024 | Michael Probst        |
| 292-2024 | 4/30/24   | \$569.13   | Monthly Volunteer - March 2024 | Brian Richards Jr.    |
| 293-2024 | 4/30/24   | \$121.40   | Monthly Volunteer - March 2024 | Brandon E Rizzo       |
| 294-2024 | 4/30/24   | \$23.42    | Monthly Volunteer - March 2024 | Kirk P. Shank         |
| 295-2024 | 4/30/24   | \$11.77    | Monthly Volunteer - March 2024 | Liam J Treat          |
| 296-2024 | 4/30/24   | \$23.55    | Monthly Volunteer - March 2024 | Brandon M Wilburn     |
| 297-2024 | 4/30/24   | \$830.43   | Monthly Volunteer - March 2024 | James M. Wilburn      |
| 298-2024 | 4/30/24   | \$75.17    | Monthly Volunteer - March 2024 | John R Woycitzky      |
| 298-2024 | 4/30/24   | \$75.17    | Monthly Volunteer - March 2024 | John R Woycitzky      |
| 300-2024 | 4/30/24   | \$1,100.85 | Salaried monthly April 2024    | Donald J Greenhill II |
| 301-2024 | 4/30/24   | \$910.57   | Salaried monthly April 2024    | Beverly K. Haar       |
| 302-2024 | 4/30/24   | \$1,017.19 | Salaried monthly April 2024    | Jerald A. Haar        |
| 303-2024 | 4/30/24   | \$1,594.29 | Salaried monthly April 2024    | Laura J. Hazel        |
| 304-2024 | 4/30/24   | \$322.47   | Salaried monthly April 2024    | Paul L Perry          |
| 305-2024 | 4/30/24   | \$233.90   | Salaried monthly April 2024    | James M. Wilburn      |
| 307-2024 | 5/2/24    | \$623.41   | BIWEEKLY HOURLY 4/14-4/27/24   | Ron Distel            |
| 308-2024 | 5/2/24    | \$1,581.40 | BIWEEKLY HOURLY 4/14-4/27/24   | Cary L Johnson        |
| 309-2024 | 5/2/24    | \$132.07   | BIWEEKLY HOURLY 4/14-4/27/24   | Todd E Northrup       |
| 310-2024 | 5/2/24    | \$1,238.04 | BIWEEKLY HOURLY 4/14-4/27/24   | Andres F Rodriguez    |
| 312-2024 | 5/2/24    | \$319.59   | BIWEEKLY HOURLY 4/14-4/27/24   | Derrick J Berkel      |
| 313-2024 | 5/2/24    | \$181.53   | BIWEEKLY HOURLY 4/14-4/27/24   | Meredith A Boes       |
| 314-2024 | 5/2/24    | \$288.78   | BIWEEKLY HOURLY 4/14-4/27/24   | Kimberly J Devos      |
| 315-2024 | 5/2/24    | \$387.27   | BIWEEKLY HOURLY 4/14-4/27/24   | Brittany A. Dewyre    |
| 316-2024 | 5/2/24    | \$1,075.90 | BIWEEKLY HOURLY 4/14-4/27/24   | Alexander M Fertig    |
| 317-2024 | 5/2/24    | \$689.86   | BIWEEKLY HOURLY 4/14-4/27/24   | Kimberly N Fertig     |
| 318-2024 | 5/2/24    | \$333.56   | BIWEEKLY HOURLY 4/14-4/27/24   | James M Hauden        |
| 319-2024 | 5/2/24    | \$448.01   | BIWEEKLY HOURLY 4/14-4/27/24   | Vernon M Horst        |
| 320-2024 | 5/2/24    | \$166.58   | BIWEEKLY HOURLY 4/14-4/27/24   | Alexi Kruse           |
| 321-2024 | 5/2/24    | \$1,181.57 | BIWEEKLY HOURLY 4/14-4/27/24   | Amanda R. McGinnis    |
| 322-2024 | 5/2/24    | \$954.40   | BIWEEKLY HOURLY 4/14-4/27/24   | Michael E. McGinnis   |
| 323-2024 | 5/2/24    | \$643.31   | BIWEEKLY HOURLY 4/14-4/27/24   | Michelle R Reynolds   |
| 324-2024 | 5/2/24    | \$937.70   | BIWEEKLY HOURLY 4/14-4/27/24   | Brian Richards Jr.    |
| 325-2024 | 5/2/24    | \$360.82   | BIWEEKLY HOURLY 4/14-4/27/24   | Kelly N. Stoulinger   |
| 326-2024 | 5/2/24    | \$524.97   | BIWEEKLY HOURLY 4/14-4/27/24   | Allie R Waters        |
| 327-2024 | 5/2/24    | \$841.71   | BIWEEKLY HOURLY 4/14-4/27/24   | Jarrid D Wyse         |

| Number   | Post Date | Amount             | Purpose  | Payee                           |
|----------|-----------|--------------------|--|---------------------------------|
| 329-2024 | 5/5/24    | \$75.23            | EMS data for squads APR  | Verizon Wireless                |
| 330-2024 | 5/5/24    | \$421.81           | landfill fees Mar/Apr  | Sunny Farms Landfill            |
| 331-2024 | 4/29/24   | \$876.00           | UAN Q2-2024  | TREASURER STATE OF OHIO         |
| 332-2024 | 5/10/24   | \$340.44           | natural gas for fire station 4/25 actual                       | COLUMBIA GAS                    |
| 333-2024 | 5/10/24   | \$74.24            | natural gas for garage 4/25 read                               | COLUMBIA GAS                    |
| 31878    | 4/24/24   | \$645.00           | Fire Safety Inspector: Murray                                  | Bowling Green State University  |
| 31879    | 4/24/24   | \$125.00           | spring pest control  | Delving Company                 |
| 31880    | 4/24/24   | \$31.57            | supplies   | Fremont Auto Parts              |
| 31881    | 4/24/24   | \$331.39           | supplies   | Genoa NAPA                      |
| 31882    | 4/24/24   | \$140.97           | EMS medications  | Mercy StVincent Pharmacy        |
| 31883    | 4/24/24   | \$58.99            | exmark mower battery   | Oak Harbor Hardware             |
| 31884    | 4/24/24   | \$304.00           | 6415 blades  | STREACKER TRACTOR SALES         |
| 31885    | 4/24/24   | \$48.63            | defense siren electricity Apr                                  | TOLEDO EDISON                   |
| 31886    | 4/24/24   | \$504.04           | electric, water & sewage at fire station, garage, and cemetery | VILLAGE OF ELMORE               |
| 31887    | 5/6/24    | \$3,612.48         | EMS supplies MAR/APR   | BOUND TREE MEDICAL, LLC.        |
| 31888    | 5/6/24    | \$400.00           | junk hauling 4/13  | Elliott Scrapping LLC           |
| 31889    | 5/6/24    | \$539.10           | Contract ambulance billing & credit card fees APR              | GREAT LAKES BILLING ASSOC       |
| 31890    | 5/6/24    | \$280.55           | operating supplies at fire station                             | Imperial Dade                   |
| 31891    | 5/6/24    | \$300.02           | fuel, 4/23   | LUCKEY FARMERS, INC.            |
| 31892    | 5/6/24    | \$66.79            | EMS medications  | Mercy StVincent Pharmacy        |
| 31893    | 5/6/24    | \$2,105.00         | Hydrostatic Testing SCBA bottles                               | Municipal Emergency Services    |
| 31894    | 5/6/24    | \$95.00            | Service call replace door sensor at cemetery                   | NORTHCOAST SECURITY CTR         |
| 31895    | 5/6/24    | \$10.99            | ant killer   | Oak Harbor Hardware             |
| 31896    | 5/6/24    | \$369.70           | Phones/Fax/WiFi APR-MAY  | Amplex                          |
| 31897    | 5/6/24    | \$852.04           | fuel/gas   | GPM Investments, LLC            |
| 31898    | 5/6/24    | \$150.00           | Assessment 2024 (ORC146)                                       | TREASURER STATE OF OHIO         |
| 31899    | 5/6/24    | \$3,224.00         | PM power cot/manual cot/Powerpro2/PowerLoad(2)/StairChair(2)   | Stryker                         |
| 31900    | 5/6/24    | \$127.41           | Payroll withholding  | Ohio Child Support Pymt Central |
| 31901    | 5/6/24    | \$70.00            | Zoning amendment recording fee                                 | Paul Perry                      |
| 31902    | 5/6/24    | \$1,720.00         | 2025 BWC group rating enrollment                               | Sedgwick                        |
| 31903    | 5/6/24    | \$64.71            | #442 Level Latch for ladders                                   | SUTPHEN Corporation             |
|          |           | <b>\$39,723.14</b> |  |                                 |