

# HARRIS TOWNSHIP BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

**Date:** Monday, May 20, 2024

**Time:** 7:30 pm

### In Attendance

#### Board Members:

Beverly Haar, DJ Greenhill

Fiscal Officer, Laura Hazel

*Trustee Jerry Haar was absent*

#### Employees:

Mike McGinnis, Asst. Chief/EMS (in at 7:46 pm, left at 8:55 pm)

### Approval of Minutes

The minutes of the special meeting and the regular meeting, both held May 6, 2024, were read by Chairman Beverly Haar. DJ Greenhill made a motion to accept the minutes, and Beverly 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 Greenhill 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)

- Hazel reported receipt of updated Employee Handbook with changes made to civil service township, as it does not apply to Harris Township. She will review changes and have questions resolved before next meeting.
- Discussion on EMS on-call responding to Fire incident. Trustees agreed to pay, in this particular incident, the incident call and not the on-call for those hours.
- It was brought to the attention of the Board that the Fiscal Officer has been behind in duties and suggested that an assistant be hired, especially during the months of Jan-April.

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

- None

### Cemetery – Sexton’s report (Andy Rodriguez)

- American Legion will be placing flags on veteran’s graves at the cemetery Thursday in observation of Memorial Day.

Roads – Superintendent’s report (Cary Johnson)

- None

Fire – Chief’s report (Jim Wilburn)

- None

EMS – Assistant Chief’s report (Mike McGinnis)

- Quote received for squad #448 repairs from John’s Body Shop in Elmore for \$1,314.15. Invoice received from PennCare for lights for same repairs. B. Haar moved to proceed with repairs as quoted and pay from EMS budget rather than an insurance claim. Greenhill seconded. **Motion carried.**
- Radio programming quote received from P&R Communications for \$1,000 and accepted by McGinnis.
- EMS Monthly Update report presented to Board for April.
- ARPA grant applied for additional retention bonuses and wage reimbursement for the three new full-time employees. If awarded, funds must be expended by October/November.
- Interviews held for internal full-time candidates. External posting to be made towards the end of the week via Indeed and other job posting sites.

Building & Grounds – Maintenance report (Wilburn)

- None

**Old Business**

- B. Haar to contact Engineer’s office regarding unanswered TRQs and speed survey.

**New Business**

- Upon request of Assistant Chief McGinnis, Trustees discussed ORC and Harris Township purchasing policy regarding credit card limits for

personnel. B. Haar moved to increase the spending limit for M. McGinnis to \$3,000 per monthly period; Greenhill seconded. **Motion carried.**

## Announcements, Communications, Other

- None

## Next Meeting

Monday, June 3, 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 9:00 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
334-2024	5/15/24	\$6,260.25	Payroll withholding tax	United States Treasury
335-2024	5/15/24	\$1,156.23	Payroll withholding tax	TREASURER STATE OF OHIO
336-2024	5/15/24	\$27.64	Payroll withholding tax	Ohio School District Income Tax
337-2024	5/15/24	\$784.62	Payroll withholding tax	R.I.T.A.
338-2024	5/15/24	\$4.88	Payroll withholding tax	City of Oregon
339-2024	5/15/24	\$18.87	Payroll withholding tax	City of Toledo
340-2024	5/15/24	\$4.98	Payroll withholding tax	Village of Pemberville
341-2024	5/16/24	\$629.11	BIWEEKLY HOURLY 4/28-5/11/24	Ron Distel
342-2024	5/16/24	\$1,581.40	BIWEEKLY HOURLY 4/28-5/11/24	Cary L Johnson
343-2024	5/16/24	\$1,405.38	BIWEEKLY HOURLY 4/28-5/11/24	Andres F Rodriguez
345-2024	5/16/24	\$550.64	BIWEEKLY HOURLY 4/28-5/11/24	Meredith A Boes
346-2024	5/16/24	\$396.64	BIWEEKLY HOURLY 4/28-5/11/24	Kimberly J Devos
347-2024	5/16/24	\$582.21	BIWEEKLY HOURLY 4/28-5/11/24	Brittany A. Dewyre
348-2024	5/16/24	\$803.96	BIWEEKLY HOURLY 4/28-5/11/24	Alexander M Fertig
349-2024	5/16/24	\$596.48	BIWEEKLY HOURLY 4/28-5/11/24	Kimberly N Fertig
350-2024	5/16/24	\$880.95	BIWEEKLY HOURLY 4/28-5/11/24	Elizabeth A France
351-2024	5/16/24	\$333.56	BIWEEKLY HOURLY 4/28-5/11/24	James M Hauden
352-2024	5/16/24	\$402.89	BIWEEKLY HOURLY 4/28-5/11/24	Vernon M Horst
353-2024	5/16/24	\$900.90	BIWEEKLY HOURLY 4/28-5/11/24	Amanda R. McGinnis
354-2024	5/16/24	\$1,016.17	BIWEEKLY HOURLY 4/28-5/11/24	Michael E. McGinnis
355-2024	5/16/24	\$787.24	BIWEEKLY HOURLY 4/28-5/11/24	Michelle R Reynolds
356-2024	5/16/24	\$940.70	BIWEEKLY HOURLY 4/28-5/11/24	Brian Richards Jr.
357-2024	5/16/24	\$413.80	BIWEEKLY HOURLY 4/28-5/11/24	Allie R Waters
358-2024	5/16/24	\$1,294.45	BIWEEKLY HOURLY 4/28-5/11/24	Jarrid D Wyse
31904	5/21/24	\$184.85	Phones/Fax/Wifi MAY	Amplex
31905	5/21/24	\$250.00	Memorial Day support 2024	COMMUNITY POST #279
31906	5/21/24	\$1,000.00	Community support - Labor Day Fireworks Festival 2024	Entertain Elmore, LLC
31907	5/21/24	\$3,810.50	Flow test SCBA & PM Extrication tools	Howell Rescue Systems
31908	5/21/24	\$217.50	Email, M365, Proofpoint - March	Link Computer Corporation
31909	5/21/24	\$190.42	hose/reel/nozzles Fire/EMS	LOWES BUSINESS ACCOUNT
31910	5/21/24	\$632.67	Fuel, off-road diesel dyed 5/10	LUCKEY FARMERS, INC.
31911	5/21/24	\$60.00	Chiefs Dues - County 2024	OTTAWA COUNTY CHIEFS Assoc
31912	5/21/24	\$10,273.84	6507 Power Pro 2, et. al. (3 annual payments)	Stryker Flex Financial
31913	5/21/24	\$48.51	defense siren electricity May	TOLEDO EDISON
31914	5/21/24	\$101.60	EMS/Fire data/mobile	Verizon Wireless
31915	5/21/24	\$83.94	EMS supplies MAY	BOUND TREE MEDICAL, LLC.
31916	5/21/24	\$59.98	SF400 Clamshell for stringtrimmers	S & K Mow & Snow LLC
31917	5/21/24	\$876.48	chemicals and supplies for roads	Tractor Supply Credit Plan
31918	5/21/24	\$75.23	EMS wireless hook ups for EMS squads, cell phones, iPads for fire & EMS	Verizon Wireless
31919	5/21/24	\$175.00	zoning board 2023	Avers, Zak
31920	5/21/24	\$25.00	zoning board 2023	DENNIS DOLPH
31921	5/21/24	\$175.00	zoning board 2023	Eric Amstutz
31922	5/21/24	\$25.00	zoning board 2023	JEFF GEPHART
31923	5/21/24	\$175.00	zoning board 2023	Kurt Bench
31924	5/21/24	\$125.00	zoning appeals board 2023	JOHN FLETCHER
31925	5/21/24	\$125.00	zoning appeals board 2023	L. J. Overmyer
31926	5/21/24	\$25.00	zoning appeals board 2023	Becky Busdeker
31927	5/21/24	\$25.00	zoning appeals board 2023	Don Goldsby
31928	5/21/24	\$25.00	zoning appeals board 2023	Kraig Baker
		<b>\$40,539.47</b>		