

# HARRIS TOWNSHIP BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

**Date:** Monday, August 19, 2024  
**Time:** 7:30 pm

**Location:** 321 Rice Street, Elmore

### In Attendance

#### Board Members:

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

#### Employees/Visitors:

Jim Wilburn, Chief (left at 8:24 pm)  
Cary Johnson, Road Superintendent (left at 8:24 pm)  
Andy Rodriguez, Cemetery Sexton (left at 8:24 pm)  
Mike McGinnis, EMS Asst. Chief (left at 9:35 pm)

Chairman Bev Haar opened the meeting with the Pledge of Allegiance.

### Approval of Minutes

The minutes of the regular meeting, held August 5, 2024, were read by Chairman B. Haar. Greenhill made a motion to accept the minutes, and J. 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.

A motion was made by J. Haar and seconded by B. Haar that the attached list of billings 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)

- Supervisors M. McGinnis, J. Wilburn, C. Johnson, A. Rodriguez, and elected officials B. Haar, J. Haar, DJ Greenhill, L. Hazel completed supervisor training as part of the Transitional Work Program.
- Fiscal Officer presented Amended Official Certificate of Estimated Resources dated July 9, 2024 as approved by the Ottawa County Budget Commission for the additional revenue and creation of Custodial Fund 9001 for Harris Allen Carroll Joint Road Project in the amount of \$473,400.00. Greenhill made a motion to appropriate \$473,400.00 to said Fund for payment of road work on said project.

In addition, Greenhill moved to appropriate Fund 2276, Ohio Ambulance Impacted Industry Program Grant, for new full-time payroll and retention bonus for EMS. J. Haar seconded the motion. **Motion carried.**

- Discussion on creation of Ohio Deferred Comp account for public employees. Hazel reached out to Prosecutor's office for clarification on whether this was mandatory for our township per ORC. Either way, Trustees were not opposed to voluntary contributions. More discussion to follow once more information is gathered.
- Notification received from Ottawa County Budget Commission of estimated Local Government Fund share for 2025 in the amount of \$17,247.90. This is \$98 higher than 2024 estimate.

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

- Zoning permits were issued to:
  - #750 Galen Koepke, remodeling porch/patio cover, \$35.00
  - #751 Kathy Bench-, accessory building-garage, \$81.50
  - #752 Jay Potter, fence, \$20.

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

- Cemetery Deeds were issued to: Dunham and Hower.  
Cemetery Transfer Deeds were issued to: Fowler from Roepke, Lowe from Hayes, Jacobs from Luckey.
- Approval granted from Trustees for Rodriguez to register and attend Pesticide Recertification continuing education seminar in Findlay on Jan 29, 2025 at a cost of \$120, along with license renewal cost of \$35. Both fees to be paid from township budget, along with maximum of 8 hours of wages per motion made by B. Haar and seconded by Greenhill. **Motion carried.**

- With the resignation of Distel, it was decided to begin advertising for cemetery assistant position around mid-February (14<sup>th</sup>), interviews held March 1, with a start date of March 17 for spring clean up.
- Continued planning for proposed columbarium for budgeting 2025.

#### Roads – Superintendent's report (Cary Johnson)

- Johnson reported they are working on the third round of ditch mowing, and are slightly behind schedule with the anticipated loss of assistance from Northrup, who will be returning to his job with the schools.
- The Ernsthausen ditch project is almost complete. Concrete has been removed and grass seed needs planted.
- Assisted with pot hole repairs at Woodmore High School as part of a community assistance effort.
- Discussion on pot hole repair at station near sidewalk.
- Repaired Deno Road with cold patch as needed due to wear and tear from concrete trucks at new home construction.
- Durapatcher repair parts installed. Need to purchase emulsion and stone.
- Trustee Greenhill passed along a question from Gargas regarding why we stopped at Witty Road with repairs. Johnson stated that the county actually measured our section of the road to the tower, but we have been maintaining the road further than that for plowing.
- Johnson approved to obtain DOT physical before end of August.

#### Fire – Chief's report (Jim Wilburn)

- No report

#### EMS – Assistant Chief's report (Mike McGinnis)

- Review of EMS report for June and July
- New truck is in production, anticipated for completion by end of year.
- Approval to purchase monitor mount, suction bracket, and flashlights for new truck at an approximate cost of \$2,500. So moved by B. Haar; seconded by Greenhill. **Motion carried.**
- Discussion on Marketplace health insurance open enrollment dates.
- Motion made by B. Haar and seconded by J. Haar to approve hiring of Jonah Babcock for full-time paramedic, Carl Popielarczyk as part-time paramedic, and Dillon Thornton as part-time EMT. **Motion carried.**
- Trustees discussed restrictions imposed with recent BWC claimant and it was decided to request a BWC re-evaluation if employee is still interested in employment.

### Building & Grounds – Maintenance report (Wilburn)

- Lights installed in radio room (2), men's restroom (2), and (4) to be installed in kitchen.
- Exterminator called for spiders.

### **New Business**

- Greenhill moved at 9:40 pm to enter into executive session to discuss personnel related matters pertaining to compensation and hiring for cemetery assistant (per ORC 121.22). B. Haar seconded the motion. Upon roll call, all voted "yes".

At 9:55 pm, Greenhill moved to return to regular session. J Haar seconded the motion. Upon roll call, all voted "yes." No action was taken.

- Motion made by B. Haar, and seconded by Greenhill, to issue payment to Ron Distel for \$500 based on hours worked on road equipment. **Motion carried.**

### **Announcements, Communications, Other**

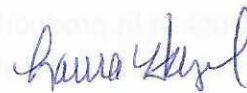
- None

### **Next Meeting**

Monday, September 16, 2024 | 7:30 pm, Harris Township Fire Station

There being no further business, a motion to adjourn was made by J. Haar and seconded by Greenhill. Chairman B. Haar declared the meeting duly adjourned at 10:15 pm.

Respectfully submitted,



Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

Attached: Expenditure listing

The following expenditures were reviewed and approved for payment:

Number	Date	Amount	Purpose	Payee
32004	8/23/24	\$438.92	Maintenance Bonus Jan-August	Ron Distel
32005	8/23/24	\$45.98	Payroll withholding	Ohio Child Support Payment Central
32006	8/23/24	\$474.35	seat rpr & safety switch	Ag-Pro Ohio LLC
32007	8/23/24	\$11,000.00	Building Cost Studies	Feick Design Group, Inc.
32008	8/23/24	\$56.29	road & squad supplies	Genoa NAPA
32009	8/23/24	\$217.50	Email, M365, proofpoint June	Link Computer Corporation
32010	9/2/24	\$217.50	Email, M365, proofpoint June	Link Computer Corporation
32011	8/23/24	\$336.61	Fuel, off-road diesel dyed 8/5	LUCKEY FARMERS, INC.
32012	8/23/24	\$496.47	LED lights 2X4 - kitchen, mens restroom, radio room	McNaughton-McKay Electric Co
32013	8/23/24	\$33.56	EMS - medical Oxygen	O.E. MEYER CO.
32014	8/23/24	\$100.00	Chiefs dues Oct24-Sept25	Ohio Fire Chiefs' Association
32015	8/23/24	\$375.00	Post 7" replacement marker - Ohio Historical Marker	Ohio History Connection
32016	8/23/24	\$618.00	I Am Responding Annual contract yr2/5	Ottawa County Emergency Management Agency
32017	8/23/24	\$465.22	Uniforms: AFertig, EFrance	Phoenix Safety Outfitters
32018	8/23/24	\$462.28	Durapatcher parts	The McLean Company
32019	8/23/24	\$15.59	shipping: broken pulse ox	The UPS Store
32020	8/23/24	\$44.97	civil defense siren electricity	TOLEDO EDISON
32021	8/23/24	\$75.23	EMS wireless hook ups for EMS squads, cell phones, iPads for fire & EMS	Verizon Wireless
32022	8/23/24	\$270.00	AED recertification	ZOLL Medical Corporation
32023	8/23/24	\$75,187.50	Fire Hydrants/Harris Township Elmore Water Supply Project	Ottawa County Treasurer
		\$90,930.97		

