

HARRIS TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

Date: Monday, October 7, 2024

Location: 321 Rice Street, Elmore

Time: 7:30 pm

In Attendance

Board Members:

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

Employees/Visitors:

Jim Wilburn, HEFD Chief (in at 8:00 pm, left at 8:18 pm)

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

Approval of Minutes

The minutes of the regular meeting, held September 16, 2024, and the special meeting held September 27, 2024, were read by Chairman B. Haar. J. Haar made a motion to accept the minutes, and 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 as applicable.

A motion was made by Greenhill 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)

- Station electric expenditure increase was finally resolved. Per emails from Dave Hower, Village Administrator, on Sept. 20, an audit had been completed in March 2024 on the rate structures within the old utility billing system. It was discovered that customers with an E1 code were being charged 0.01158/kwh during the period of October 2022-February 2024. These customers were converted to a new rate code of D1 at 0.1158/kwh (a finding of a keying error in the system by a factor of 10). Additionally, upon our request to have a replacement meter installed, the Village also added inserted demand features on the new meter at that time. A demand meter is installed for all businesses and customers that are billed for hourly consumption patterns and peak demand for energy.
- Upon inquiry, county auditor reported that inside millage should increase by roughly 30% with new appraised valuations.

Zoning –Inspector's report (Paul Perry)

- No activity reported by Perry for this period.

Cemetery – Sexton's report (Andy Rodriguez)

- Water lines repaired at cemetery. The section that was fixed previously had rotted away at the union. It was fixed and filled in, but the meter was still running. A second leak was found to be a cracked elbow at a hydrant, which has also now been repaired.
- Fall cemetery cleanup notification was placed in the Suburban Press and cleanup has begun.
- New historical marker has been installed at the old cemetery. An 8" pipe was placed around the stainless-steel marker post to help protect the base.

Roads – Superintendent's report (Cary Johnson)

- Johnson reported a boat fell off a trailer onto the side of Deno Road over the weekend. He contacted the Sheriff's Dept. and the owner, who has contacted their insurance company for removal within the week.
- TRQ sent to Engineer's office regarding crossover repairs on Mudd Road. Property owned by Materion, who drains into it, and the farmer uses it to access his fields.
- J. Haar recommended we replace hoses on big dump truck before winter. He will talk to Cary about obtaining a quote.

Fire – Chief’s report (Jim Wilburn)

- Ink purchased for Chief’s printer \$120
- Request for reimbursement to HEFD Association for \$175.39 for nameplates for Fire/EMS lockers.

EMS – Assistant Chief’s report (Mike McGinnis)

- McGinnis has asked to defer discussion on the following until next meeting when he can be present:
 - Sick and vacation time – decision needs to be made on when it begins accruing, when it can be used, and increments it can be used in (hourly), as probation period for full-time EMS and township employees is different. Trustees propose 90 day wait for all eligible employees.
 - Benton Township contract renewal – proposed changes to contract. Trustees requested Fiscal Officer send to Risk Management for review of liability and expense clauses in Fire and EMS contracts.
 - QSEHRA – proposed changes to 2025 contract for EMS.
 - PCG contract for additional Medicare funding – discussions to be held with GLBA regarding exemption from their billing contract fees
 - Oak Harbor dispatch – discussion with Sheriff’s office regarding implications
 - Approval to purchase MARCS radio and install at Oak Harbor station \$10,766 material and installation cost
 - Explanation needed on how calls will be routed to dispatch
- Trustees reviewed Operating Job Descriptions as adjusted with previous changes. B. Haar moved to accept job descriptions once 10/7 approved changes are incorporated; J. Haar seconded the motion. Upon roll call, all voted “yes”. **Motion carried.** Fiscal Officer Hazel to add approved changes and forward to McGinnis for incorporation so project can be closed out with Michelle Ish.
- New ambulance to be picked up on 10/14 and taken to P&R on 10/16 for installation of radios and modem. Monitor mount will need moved over; if additional charge, a quote will be obtained first.
 - Per prior discussions on funding, Bev Haar moved to enter into contract for lease purchase with Huntington National Bank for roughly \$192,000 at 4.3% APR, over 5 years, with the option to pay off early after 3 years with no penalty, annual payments, per previous conversation with HNB on 9/13/24. ARP funds have been previously allocated for the balance. DJ Greenhill seconded the motion to proceed with lease purchase with Huntington. Upon roll call, all voted “yes”. **Motion carried.**
- Notification received from Cindy Huber at Great Lakes Billing Associates of wrote off approval for hardship for date of service 7/28/24 in the amount of \$208.39.

Building & Grounds – Maintenance report (Wilburn)

- Northwood Door called for service on EMS 447 overhead door.
- Meeting with contractor to obtain quote on EMS floor strip/wax and carpet cleaning this week.

Old Business

- B. Haar moved at 8:45 pm to enter into executive session to discuss the purchase of property for public purpose (per ORC 121.22). J. Haar seconded the motion. Upon roll call, all voted “yes”. **Motion carried.**

At 9:40 pm, B. Haar moved to return to regular session. Greenhill seconded the motion. Upon roll call, all voted “yes.” **Motion carried.** No action was taken.

New Business

- Road maintenance building walk through with Freedom Roofing. Verbal quote of \$65,000 for new roof and \$130,000 for siding on main building would provide aesthetics improvement.
- Request from Mark Mesa, Director Ottawa County Regional Planning, for resolutions prohibiting Medical Marijuana and Retail dispensaries in townships. B. Haar stated we did this prior to 2022. Hazel to look for resolution.
- Trustees requesting follow up on contracts for Employee Assistance Program (EAP) and 24/7 Fire/EMS employee continuing education before authorizing renewal.

Announcements, Communications, Other

- *Grassroots Clippings, September 2024 & October 2024*, reviewed by Trustees and Fiscal Officer.
- *OTARMA Update, Fall 2024*, received.
- *Ohio Township News, Sept/Oct 2024*, received.
- Road Closure Notice EXTENSION received from Engineer’s office for Portage River South Rd, TR#18 over Sugar Creek through October 18.
- 2025 Parks and Trails Improvement Grant application received.

Next Meeting

Monday, October 21, 2024 | 7:30 pm, Harris Township Fire Station

There being no further business, a motion to adjourn was made by B. Haar and seconded by J. Haar. Chairman B. Haar declared the meeting duly adjourned at 9:42 pm.

Respectfully submitted,


Beverly Haar, Chairman


Laura Hazel, Fiscal Officer

Attached: Expenditure listing

Number	Date	Total	Purpose	Payee
1184-2024	9/19/24	\$1,581.40	BIWEEKLY HOURLY 9/1-9/14/24	Cary L Johnson
1185-2024	9/19/24	\$1,238.04	BIWEEKLY HOURLY 9/1-9/14/24	Andres F Rodriguez
1187-2024	9/19/24	\$1,473.70	BIWEEKLY HOURLY 9/1-9/14/24	Jonah I Babcock
1188-2024	9/19/24	\$168.27	BIWEEKLY HOURLY 9/1-9/14/24	Derrick J Berkel
1189-2024	9/19/24	\$1,546.20	BIWEEKLY HOURLY 9/1-9/14/24	Alexander M Fertig
1190-2024	9/19/24	\$818.17	BIWEEKLY HOURLY 9/1-9/14/24	Kimberly N Fertig
1191-2024	9/19/24	\$377.22	BIWEEKLY HOURLY 9/1-9/14/24	Elizabeth A France
1192-2024	9/19/24	\$167.29	BIWEEKLY HOURLY 9/1-9/14/24	James M Hauden
1193-2024	9/19/24	\$372.06	BIWEEKLY HOURLY 9/1-9/14/24	Vernon M Horst
1194-2024	9/19/24	\$1,269.65	BIWEEKLY HOURLY 9/1-9/14/24	Amanda R. McGinnis
1195-2024	9/19/24	\$1,201.43	BIWEEKLY HOURLY 9/1-9/14/24	Michael E. McGinnis
1196-2024	9/19/24	\$423.86	BIWEEKLY HOURLY 9/1-9/14/24	Carl J Popielarczyk
1197-2024	9/19/24	\$335.51	BIWEEKLY HOURLY 9/1-9/14/24	Michelle R Reynolds
1198-2024	9/19/24	\$793.78	BIWEEKLY HOURLY 9/1-9/14/24	Brian Richards Jr.
1199-2024	9/19/24	\$142.11	BIWEEKLY HOURLY 9/1-9/14/24	Kelly N. Stoudinger
1200-2024	9/19/24	\$213.11	BIWEEKLY HOURLY 9/1-9/14/24	Allie R Waters
1201-2024	9/19/24	\$738.24	BIWEEKLY HOURLY 9/1-9/14/24	Jarrid D Wyse
1202-2024	9/19/24	\$664.44	BIWEEKLY HOURLY 9/1-9/14/24	Nicholas E Zimmerman
1204-2024	9/20/24	\$303.58	BIWEEKLY HOURLY 9/1-9/14/24	Dillon J Thornton
1207-2024	9/10/24	\$228.44	natural gas	COLUMBIA GAS
1208-2024	9/20/24	\$205.12	IPads for fire & EMS, cells for EMS 7/12-9/12	Verizon Wireless
1209-2024	9/20/24	\$75.23	EMS wireless hook ups for EMS squads	Verizon Wireless
1210-2024	9/27/24	\$688.23	electric, water & sewage at fire station, garage, cemetery	VILLAGE OF ELMORE
1211-2024	9/19/24	\$184.85	Phones/Fax/Wifi SEPT	Amplex
1212-2024	9/20/24		Transitional Work Program Dev. REPLACE CHECK	Workplace Health Inc
1213-2024	9/27/24	\$64.42	Monthly Volunteer August 2024	Derrick J Berkel
1214-2024	9/27/24	\$35.13	Monthly Volunteer August 2024	Jeff Berkel
1215-2024	9/27/24	\$130.20	Monthly Volunteer August 2024	Brittany A. Dewyre
1216-2024	9/27/24	\$158.85	Monthly Volunteer August 2024	Daniel A Dewyre
1217-2024	9/27/24	\$24.81	Monthly Volunteer August 2024	Scott J Jones
1218-2024	9/27/24	\$317.25	Monthly Volunteer August 2024	Paul M Makulinski
1219-2024	9/27/24	\$181.60	Monthly Volunteer August 2024	Amanda R. McGinnis
1220-2024	9/27/24	\$272.36	Monthly Volunteer August 2024	Michael E. McGinnis
1221-2024	9/27/24	\$74.87	Monthly Volunteer August 2024	Keegan M Murray
1222-2024	9/27/24	\$209.04	Monthly Volunteer August 2024	Michael J. Murray
1223-2024	9/27/24	\$11.70	Monthly Volunteer August 2024	Cameron P Overmyer
1224-2024	9/27/24	\$105.41	Monthly Volunteer August 2024	Jared J. Overmyer
1225-2024	9/27/24	\$58.56	Monthly Volunteer August 2024	Nathan A. Overmyer
1226-2024	9/27/24	\$105.41	Monthly Volunteer August 2024	Michael Probst
1227-2024	9/27/24	\$579.29	Monthly Volunteer August 2024	Brian Richards Jr.
1228-2024	9/27/24	\$231.50	Monthly Volunteer August 2024	Brandon E Rizzo
1229-2024	9/27/24	\$62.27	Monthly Volunteer August 2024	Liam J Treat
1230-2024	9/27/24	\$47.12	Monthly Volunteer August 2024	Brandon M Wilburn
1231-2024	9/27/24	\$982.58	Monthly Volunteer August 2024	James M. Wilburn
1232-2024	9/27/24	\$35.33	Monthly Volunteer August 2024	John R Woyclitzky
1234-2024	9/27/24	\$1.00	Monthly Volunteer August 2024	James G France JR
1236-2024	9/30/24	\$210.92	EMS Industry Impacted Retention Bonus	Elizabeth A France
1237-2024	9/30/24	\$263.65	EMS Industry Impacted Retention Bonus	Paul M Makulinski
1238-2024	9/30/24	\$378.55	EMS Industry Impacted Retention Bonus	Meredith A Boes
1239-2024	9/30/24	\$460.75	EMS Industry Impacted Retention Bonus	Kimberly J Devoes
1240-2024	9/30/24	\$537.07	EMS Industry Impacted Retention Bonus	James G France JR
1241-2024	9/30/24	\$575.31	EMS Industry Impacted Retention Bonus	Allie R Waters
1242-2024	9/30/24	\$838.48	EMS Industry Impacted Retention Bonus	Jarrid D Wyse
1243-2024	9/30/24	\$988.21	EMS Industry Impacted Retention Bonus	Brandon E Rizzo
1244-2024	9/30/24	\$1,007.74	EMS Industry Impacted Retention Bonus	Michelle R Reynolds
1245-2024	9/30/24	\$1,018.73	EMS Industry Impacted Retention Bonus	Vernon M Horst
1246-2024	9/30/24	\$1,058.00	EMS Industry Impacted Retention Bonus	Scott J Jones
1247-2024	9/30/24	\$1,175.05	EMS Industry Impacted Retention Bonus	Kimberly N Fertig
1248-2024	9/30/24	\$1,306.58	EMS Industry Impacted Retention Bonus	Daniel A Dewyre
1249-2024	9/30/24	\$1,518.74	EMS Industry Impacted Retention Bonus	Nicholas E Zimmerman
1250-2024	9/30/24	\$1,713.44	EMS Industry Impacted Retention Bonus	Brian Richards Jr.
1251-2024	9/30/24	\$2,682.77	EMS Industry Impacted Retention Bonus	Derrick J Berkel
1252-2024	9/30/24	\$2,879.37	EMS Industry Impacted Retention Bonus	James M. Wilburn
1253-2024	9/30/24	\$4,221.08	EMS Industry Impacted Retention Bonus	Brittany A. Dewyre
1254-2024	9/30/24	\$5,073.23	EMS Industry Impacted Retention Bonus	Amanda R. McGinnis
1255-2024	9/30/24	\$5,225.88	EMS Industry Impacted Retention Bonus	Michael E. McGinnis
1256-2024	9/30/24	\$5,952.74	EMS Industry Impacted Retention Bonus	Alexander M Fertig
1258-2024	9/30/24	\$1,100.85	MONTHLY SALARIED Sept 2024	Donald J Greenhill II
1259-2024	9/30/24	\$916.82	MONTHLY SALARIED Sept 2024	Beverly K. Haar
1260-2024	9/30/24	\$1,019.72	MONTHLY SALARIED Sept 2024	Jerald A. Haar
1261-2024	9/30/24	\$1,804.22	MONTHLY SALARIED Sept 2024	Laura J. Hazel
1262-2024	9/30/24	\$322.47	MONTHLY SALARIED Sept 2024	Paul L. Perry
1263-2024	9/30/24	\$233.98	MONTHLY SALARIED Sept 2024	James M. Wilburn
1265-2024	9/30/24	\$27,340.49	Federal Tax Withholding/Employer Tax	United States Treasury
1266-2024	9/30/24	\$3,073.01	Ohio Tax Withholding	TREASURER STATE OF OHIO
1267-2024	9/30/24	\$42.63	Ohio School Tax Withholding	Ohio School District Income Tax
1268-2024	9/30/24	\$1,769.30	Elmore city tax withholding	R.I.T.A.
1269-2024	9/30/24	\$19.63	Residential tax withholding	City of Oregon
1270-2024	9/30/24	\$39.03	Residential tax withholding	City of Toledo
1271-2024	9/30/24	\$2.49	Residential tax withholding	Village of Pemberville
1272-2024	9/30/24	\$13,490.17	OPERS withholding/Employer match	OPERS
1273-2024	10/3/24	\$1,581.40	BIWEEKLY HOURLY 9/15-9/28/24	Cary L Johnson
1274-2024	10/3/24	\$1,394.23	BIWEEKLY HOURLY 9/15-9/28/24	Andres F Rodriguez
1276-2024	10/3/24	\$1,621.27	BIWEEKLY HOURLY 9/15-9/28/24	Jonah I Babcock
1277-2024	10/3/24	\$112.18	BIWEEKLY HOURLY 9/15-9/28/24	Derrick J Berkel
1278-2024	10/3/24	\$367.89	BIWEEKLY HOURLY 9/15-9/28/24	Meredith A Boes
1279-2024	10/3/24	\$210.91	BIWEEKLY HOURLY 9/15-9/28/24	Kimberly J Devoes
1280-2024	10/3/24	\$169.75	BIWEEKLY HOURLY 9/15-9/28/24	Brittany A. Dewyre
1281-2024	10/3/24	\$1,772.29	BIWEEKLY HOURLY 9/15-9/28/24	Alexander M Fertig
1282-2024	10/3/24	\$605.26	BIWEEKLY HOURLY 9/15-9/28/24	Kimberly N Fertig
1283-2024	10/3/24	\$377.22	BIWEEKLY HOURLY 9/15-9/28/24	Elizabeth A France
1284-2024	10/3/24	\$333.56	BIWEEKLY HOURLY 9/15-9/28/24	James M Hauden
1285-2024	10/3/24	\$168.41	BIWEEKLY HOURLY 9/15-9/28/24	Paul M Makulinski
1286-2024	10/3/24	\$1,055.62	BIWEEKLY HOURLY 9/15-9/28/24	Amanda R. McGinnis
1287-2024	10/3/24	\$769.14	BIWEEKLY HOURLY 9/15-9/28/24	Michael E. McGinnis
1288-2024	10/3/24	\$212.98	BIWEEKLY HOURLY 9/15-9/28/24	Carl J Popielarczyk
1289-2024	10/3/24	\$643.31	BIWEEKLY HOURLY 9/15-9/28/24	Michelle R Reynolds
1290-2024	10/3/24	\$796.77	BIWEEKLY HOURLY 9/15-9/28/24	Brian Richards Jr.
1291-2024	10/3/24	\$428.90	BIWEEKLY HOURLY 9/15-9/28/24	Dillon J Thornton
1292-2024	10/3/24	\$213.11	BIWEEKLY HOURLY 9/15-9/28/24	Allie R Waters
1293-2024	10/3/24	\$429.73	BIWEEKLY HOURLY 9/15-9/28/24	Jarrid D Wyse
1295-2024	10/9/24	\$183.67	natural gas SEPT	COLUMBIA GAS
1296-2024	10/9/24	\$52.03	natural gas SEPT	COLUMBIA GAS
1297-2024	9/20/24	\$184.85	Phones/Fax/Wifi SEPT	Amplex
32052	9/30/24	\$250.58		Ohio Child Support Payment Central
32053	10/11/24	\$66.90	EMS supplies	BOUND TREE MEDICAL, LLC.
32054	10/11/24	\$800.00	junk hauling 9/16	Elliott Scrapping LLC
32055	10/11/24	\$795.96	fuel/gas: fire/EMS/cemetery Sept	GPM Investments, LLC
32056	10/11/24	\$724.05	Contract ambulance billing & credit card fees	GREAT LAKES BILLING ASSOCIATES, INC.
32057	10/11/24	\$315.15	Fuel, off-road diesel dyed 9/30	LUCKY FARMERS, INC.
32058	10/11/24	\$69.57	EMS meds 9/23	Mercy StVincent Pharmacy
32059	10/11/24	\$45.68	delivery charge & fee 8/21	O.E. MEYER CO.
32060	10/11/24	\$74.82	Notice of Fall Cemetery Cleanup 9/30	THE Suburban/Metro Press
32061	10/11/24	\$150.00	Assessment 2024 (ORC146)	TREASURER STATE OF OHIO
32062	10/11/24	\$444.90	landfill fees 9/16	Wood County Landfill
32063	10/11/24	\$11.17	#448 headlight	Genoa NAPA
32064	10/11/24	\$51.08	UPS fee to ship radio cable to Braun for new squad	The UPS Store
32065	10/16/24	\$3,018.00	Fire prevention educational supplies	Alert-All Corp.
32066	10/16/24	\$217.50	Email, M365, Proofpoint monthly service AUG	Link Computer Corporation
32067	10/16/24	\$119.00	oval 6" strobe amber/green w/bracket	The Dexter Company
		\$129,838.27		