

HARRIS TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING MINUTES

Date: Monday, December 16, 2024
Time: 7:30 pm

Location: 321 Rice Street, Elmore

In Attendance

Board Members:

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

Employees/Visitors:

Paul Perry, Zoning Inspector (out at 8 pm)
Jim Wilburn, Fire/EMS Chief (out at 8:20 pm)

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

Approval of Minutes

The minutes of the regular meeting, held December 2, 2024, were read by Chairman B. Haar. Trustee Greenhill made a motion to accept the minutes, and Trustee B. 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 as applicable.

A motion was made by B. Haar and seconded by Greenhill 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.**

Trustees reviewed and signed bank reconciliations and financial reports for August 2024. A motion was made by Trustee J. Haar and seconded by Trustee Bev Haar to approve the bank reconciliations, outstanding checks, and financial reports for August 2024. **Motion carried.**

Department Reports

Budget/Administrative – Fiscal Officer report (Laura Hazel)

- Hazel requested a special organizational and budget meeting be held before starting the new fiscal year. Greenville moved to hold a special meeting on Monday December 30, 2024 at 9:30 am. B. Haar seconded the motion. **Motion carried.**

Zoning – Inspector's report (Paul Perry)

- Perry contacted the residents at 2765 S Linker Portage Rd. with an in-person visit and requested that executor contact him regarding the campers.
- He reported that he did not find evidence of the neighboring camper at 16751 W Smith Rd, which belongs to Leslie and Catherine Willey.
- Permits issued:
 - #757, new construction (home), Shank, 14490 W SR-163. \$50
 - #758, accessory building (farm use), Zachman, 3950 S Schutt Rd, \$0

Cemetery – Sexton's report (Andy Rodriguez)

- Rodriguez reported that trash cans at cemetery would be emptied and stored for winter. He is also working on maintenance budget for 2025.

Roads – Superintendent's report (Cary Johnson)

- The department has been busy with maintenance on equipment and vehicles. Trucks are finished and will be starting on tractors soon. In need of more hydraulic oil, which is used in almost all equipment. John Deere 6415 needs a tire before spring; the front tire is slick. The F250 is making a noise, which he suspects to be a belt or a pulley, and will need looked at.

Fire – Chief's report (Jim Wilburn)

- Request for \$500 to host in-house training "Shaping Your Volunteer Fire Dept to Fit Today's Expectations" with Brandon Fletcher. Jeff Berkel is heading this up. The Association will be treating the instructor to dinner and showing him around the area on Friday, and providing local lodging. The training will be held 2/1/25, which is a Saturday.
- Also requesting \$5,000 maximum for annual training with Fremont Fire at Terra on 2/22/26 for the Fire/EMS officers. This is \$50/pp and was beneficial to the department last year.

B. Haar moved to approve both of these trainings in 2025; J. Haar seconded the motion. **Motion carried.**

- HEFD Appreciation dinner scheduled for Saturday evening, Feb 8, at the Elmore Community Center. The Township pays for the dinner for the business meeting.

EMS – Assistant Chief's report (Mike McGinnis)

- Report provided for November statistics.
- Equipment/Maintenance
 - The new 448 is in service, awaiting a local paint repair estimate for the scratch on the side.
 - The old 448 will be going to LH Automotive on Thursday for issues with getting in/out of drive, as well as the increased oil leak.
 - Squad 449 still needs to go to Braun for repairs; waiting on a quote for the countertops and metal railing at the bottom.
 - No issues with 447.
 - The recliner foot rest has broken; getting quotes.
- Personnel
 - Policy handbook update needs to be approved.
 - A. Fertig approaching his 6-month full-time with the department.
 - L. Treat tuition reimbursement contract review for collection.
 - Request approval to hire H. Culler for part-time EMT-A; interested in working weekends. B. Haar moved to accept the application and offer employment to Culler; J. Haar seconded. **Motion carried.**
- Other
 - Requests for 2025 budget items, including QSEHRA
 - EMS building maintenance
 - Benton Township Fire/EMS contract
 - Computer mount installed on new 448 by P&R; invoice forthcoming.
 - Purchased new battery charger for cots \$730.55

Building & Grounds – Maintenance report (Wilburn)

- Women's restroom stall partitions ordered and should be installed by Wednesday.
- Request to purchase Dive Suit Shelf \$395 and Hose Storage Rack \$1,565 from Eaton Fabricating Co, Inc. Motion made by Greenhill to purchase both items; B. Haar seconded the motion. **Motion carried.**

Old Business

- Speed limit signage was installed and the journalization form signed on 12/3/2024 by Road Superintendent, Cary Johnson to ODOT for the speed decrease on Portage River South Rd from village line to west side of Riverside Dr.

New Business

- Trustees discussed a request from Johnson and Rodriguez for a work from home day on 12/24/2024. None of the board sees any issues with this request as it is the day before a holiday at the end of the year, and both employees would be available if needed. B. Haar moved to approve a paid work from home day on 12/24/2024 (8 hours) and 12/31/2024 (4 hours, afternoon) for Andy Rodriguez and Cary Johnson. Since these are paid work days, they would not be subject to call in pay. Greenhill seconded the motion. **Motion carried.**

Announcements, Communications, Other

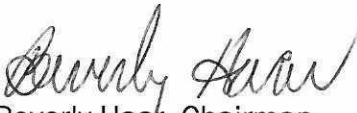
- Trustees reviewed *Grassroots Clippings, Dec. 2024*

Next Meeting

Special organization, Monday, December 30. 2024 | 9:30 am, Harris Township Fire Station

There being no further business, a motion to adjourn was made by J, Haar and seconded by B. Haar. Chairman B. Haar declared the meeting duly adjourned at 9:35 pm.

Respectfully submitted,



Beverly Haar, Chairman



Laura Hazel, Fiscal Officer

Attached: Expenditure listing

Number	Date	Amount	Purpose	Payee
1469-2024	12/12/24	\$1,581.40	BIWEEKLY HOURLY 11/24-12/7/24	Cary L Johnson
1470-2024	12/12/24	\$1,238.04	BIWEEKLY HOURLY 11/24-12/7/24	Andres F Rodriguez
1472-2024	12/12/24	\$1,866.31	BIWEEKLY HOURLY 11/24-12/7/24	Jonah I Babcock
1473-2024	12/12/24	\$1,643.89	BIWEEKLY HOURLY 11/24-12/7/24	Alexander M Fertig
1474-2024	12/12/24	\$943.70	BIWEEKLY HOURLY 11/24-12/7/24	Kimberly N Fertig
1475-2024	12/12/24	\$189.24	BIWEEKLY HOURLY 11/24-12/7/24	Elizabeth A France
1476-2024	12/12/24	\$310.23	BIWEEKLY HOURLY 11/24-12/7/24	Vernon M Horst
1477-2024	12/12/24	\$499.03	BIWEEKLY HOURLY 11/24-12/7/24	Paul M Makulinski
1478-2024	12/12/24	\$1,305.09	BIWEEKLY HOURLY 11/24-12/7/24	Amanda R. McGinnis
1479-2024	12/12/24	\$1,139.67	BIWEEKLY HOURLY 11/24-12/7/24	Michael E. McGinnis
1480-2024	12/12/24	\$212.98	BIWEEKLY HOURLY 11/24-12/7/24	Carl J Popielarczyk
1481-2024	12/12/24	\$643.31	BIWEEKLY HOURLY 11/24-12/7/24	Michelle R Reynolds
1482-2024	12/12/24	\$335.51	BIWEEKLY HOURLY 11/24-12/7/24	Brian Richards Jr.
1483-2024	12/12/24	\$330.97	BIWEEKLY HOURLY 11/24-12/7/24	Dillon J Thornton
1484-2024	12/12/24	\$213.51	BIWEEKLY HOURLY 11/24-12/7/24	Jarrid D Wyse
1485-2024	12/12/24	\$334.87	BIWEEKLY HOURLY 11/24-12/7/24	Nicholas E Zimmerman
1487-2024	12/12/24	\$4,812.67	Payroll withholding and Employer match	United States Treasury
1488-2024	12/12/24	\$953.96	Payroll withholding	TREASURER STATE OF OHIO
1489-2024	12/12/24	\$29.78	Payroll withholding	Ohio School District Income Tax
1490-2024	12/12/24	\$697.89	Payroll withholding	R.I.T.A.
1491-2024	12/12/24	\$0.98	Payroll withholding	City of Oregon
1492-2024	12/12/24	\$39.03	Payroll withholding	City of Toledo
1493-2024	12/12/24	\$2.49	Payroll withholding	Village of Pemberville
1494-2024	12/11/24	\$161.35	Pesticide CE, supplies	Business Card
1495-2024	12/11/24	\$390.00	OTA winter convention 2025	Business Card
1496-2024	12/11/24	\$199.99	Battery Charger	Business Card
1497-2024	12/11/24	\$174.87	printer ink, batteries	Business Card
1498-2024	12/11/24	\$1,406.82	448 lock software, keyboard, batteries/case, coffee pot, trays, 446 elbows	Business Card
1499-2024	12/30/24	-\$70.78	Reimbursement by EE	Business Card
32111	12/27/24	\$497.40	Fire extinguisher servicing	Automatic Fire Protection Systems, Inc.
32112	12/27/24	\$135.16	EMS supplies: SO 105732123	BOUND TREE MEDICAL, LLC.
32113	12/27/24	\$601.30	Ground Ladder Testing	Emergency Vehicle Products.
32114	12/27/24	\$751.39	Contract ambulance billing & credit card fees	GREAT LAKES BILLING ASSOCIATES, INC.
32115	12/27/24	\$237.72	Fuel, off-road diesel dyed 12/20	LUCKEY FARMERS, INC.
32116	12/27/24	\$96.23	EMS medical O2 cylinder	O.E. MEYER CO.
32117	12/27/24	\$50.94	JD6400 long reach HYD HOSE ASSY (replacement check)	Oak Harbor Hydraulics
32118	12/27/24	\$1,029.85	#448N Computer mount, installed	P & R Communications Service, Inc.
32119	12/27/24	\$3,180.00	Powertime Scheduling Subscription YR2/3 (12/5-12/4/25)	PowerDMS Inc by NEOGOV
32120	12/27/24	\$3,915.00	Mowing services 2024	Steve or Peggy Avers
32121	12/27/24	\$730.55	Charger for cots	Stryker
32122	12/27/24	\$68.40	O2 bottle decals	VISION QUEST
32123	12/27/24	\$1,340.00	Pump inspections, on-site	W. W. Williams
32124	12/27/24	\$355.01	landfill fees 11/11	Wood County Landfill
		\$34,575.75		