

HARRIS TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

Date: Monday, June 16, 2025

Location: 321 Rice Street, Elmore

Time: 7:30 pm

In Attendance

Board Members:

Trustees Bev Haar, Jerald Haar, DJ Greenhill II
Fiscal Officer, Laura Hazel

Employees/Visitors:

Corey Campbell, Assistant Fiscal Officer
Paul Perry, Zoning Inspector (left at 9:36 pm)
James Wilburn, Fire/EMS Chief (in at 7:30 pm; out at 9:30 pm)
Mike McGinnis, EMS Asst. Chief
Amanda McGinnis, EMS Asst. Chief

Chairman B. Haar opened the meeting at 7:30 pm with the Pledge of Allegiance.

Approval of Minutes

The minutes of the regular meeting, held Monday, June 15, 2025 were read by Chairman B. Haar. Trustee D. Greenhill made a motion to accept the June 15 minutes. Trustee J. Haar seconded the motion that the minutes be approved. **Motion carried.** Trustee Greenhill moved to accept the June 9 & 13 special meeting minutes; J. Haar seconded the motion. **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 J. 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.**

Department Reports

Budget/Administrative – Fiscal Officer report (Laura Hazel)

- No report

Zoning – Inspector’s report (Paul Perry)

- Zoning permits approved for
 - #764 – Goetz, 499 S SR 590, Accessory Bldg/Barn, Ag use
 - #765 – Rizzo, 3178 SR 51, Fence, \$20
 - #766 – Behnker, 13626 W Elmore Eastern Rd, Accessory Bldg/Barn, Ag use
 - #767 – Decker, 15850 Yeasting Rd, Accessory Bldg/Barn, \$145
 - #768 – Wegert, 17690 W Ravine Dr., Other/Deck, \$20

Cemetery – Sexton’s report (Andy Rodriguez)

- D. Giesler requests for headstone to be placed in middle of row to avoid stone back against another headstone. Trustees agreed this disrupts the row uniformity and no exception will be made.
- Rodriguez request that cemetery forms be available for download on website.
- Mower needs repair; possible ignition coil. Bill’s in Port Clinton is two weeks out; Gladieux is 3-4 weeks out.
- Community service worker hours are complete. He did a good job.

Roads – Superintendent’s report (Cary Johnson)

- Request for road and cemetery departments to work on the holiday of 6/19/2025, and take Friday the 20th off. Motion made by B. Haar, and seconded by Greenhill.
Motion carried.
- John Deere mower has been returned to service after maintenance; tire tube replaced after running over wire.
- OSS tire recycling program for townships to be held on 6/27, Harris Township is registered.

EMS – Assistant Chief’s report (Mike McGinnis)

- EMS monthly update report received and reviewed. Items to note include:
 - Vehicle repairs – New448 awaiting additional repairs for liquid spring issue, under warranty. Old448 has a broken sliding entry door handle. 449 is still waiting to be scheduled for repairs at Braun.
 - Full and Part-time help needed. Postings being announced internally and externally.
 - Billing rates and invoice wording need updated. B. Haar moved to increase the EMS billings rates as follows, effective August 1, 2025, and J. Haar seconded the motion, with all Trustees unanimously agreeing (**motion carried**):
 - ALS II – previously \$870; effective 7/1/2025 \$1,100

- ALS I – previously \$700; effective 7/1/2025 \$750
 - BLS – previously \$600; effective 7/1/2025 \$625
 - Mileage – previously \$13.50/per loaded mile; effective 7/1/2025 \$16.50/per loaded mile
- Vacation and personal time SOG A-106 effective 6/1/25 reviewed by Trustees.
 - Mercy Health St. Vincent Medical Center notice of discontinuation of medication sales program to non-Mercy EMS agencies effective Oct. 1, 2025 was received and reviewed by Trustees.

Fire – Chief’s Report (Jim Wilburn)

- Hovercraft for Fire/EMS water rescue has been ordered, with 20% down payment made. 40% will now be due for parts and materials, with the final 40% due upon completion. Wilburn to provide invoice to Fiscal Officer for payment.
- Receipts turned in for lunch on trip to Indiana for hovercraft. Motion made by Trustee Greenhill to reimburse, seconded by B. Haar. **Motion carried.**
- Wilburn looking to set up meetings with Materion, and also Benton and Washington Townships, to request funding support for hovercraft purchase. Wilburn has reported successful funding from Elmore Kiwanis of \$4,000, and Ottawa County Parks and Recreation of \$10,000 towards hovercraft purchase. However, funding has not been received yet.
- The projected date of completion for the hovercraft vehicle is September or October of current year. At which point, three Fire/EMS staff will return to be trained on its usage.
- Searching for an enclosed trailer appropriate for hovercraft has yielded a potential result in Georgia. Inquiries are being made with a company located in Temperance, MI as well.

Building & Grounds – Maintenance report (Wilburn)

- A water leak has been discovered near the east fire bay wall. Wilburn will contact Clouse Construction for a quote on repair.
- It was discussed that the commercial fire gear washer has a faulty extractor, and will need repaired or replaced. The Ram gear dryer is working fine.

Executive Session

- Chairman B. Haar moved to enter into executive session at 8:30 pm to discuss personnel disciplinary action and the purchase of property. Trustee Greenhill

seconded the motion. Campbell also present during executive session. Upon roll call, the vote was: J. Haar, yes; Greenhill, yes; B. Haar, yes. **Motion carried.**

At 10:02 pm, Trustee Greenhill moved to adjourn executive session and return to regular session; Trustee J. Haar seconded the motion. Upon roll call, the vote was: B. Haar, yes; Greenhill, yes; J. Haar, yes. **Motion carried.** No action was taken.

Open Issues

- TRQ pending for advisory opinion from county engineer on non-maintained status of Weis (east)/Mudd Rd. Fiscal Officer has posted notice of upcoming public meetings for public comment and discussion on May 17, June 2, and June 16. *Update: Trustee B. Haar is working with Johnson and the Engineer's office to clarify concerns and questions. Residents along the subject road are being personally contacted.
- The Board discussed a grievance filed by an employee. The Board reviewed the grievance committee recommendations, questioned the individual committee members and the EMS Asst. Chief.

After much deliberation, the Board has unanimously agreed to support the recommendations of the grievance committee for the following reasons:

1. Since the report in question has not been filed yet, this is a reversible error and no fraud was committed. It will, and can be, corrected before submitting to the state and the insurance company.
2. The EMS department has command personnel, policies, and procedures in place to deal with this type of incident. After the initial error by the employee, other employees also failed to follow procedures.
3. The Board believes there is confusion for many EMS employees regarding the correct use of the signature lines on the report in question. It is therefore recommended that this topic be addressed more thoroughly during training.

The Board agrees that this is a serious transgression, which will result in the employee's dismissal if there is a repeat offense. Bev Haar moved to (1) amend the disciplinary suspension to a written warning (2) lost time due to disciplinary suspension, including overtime, to be paid to employee, (3) a copy of the written warning will remain in said employee's personnel file for one year from date of infraction (4/19/25), during which time any additional occurrences of same nature will be grounds for termination, and (4) after the conclusion of one year of administrative probation (4/19/26), the report will be expunged from employee's personnel record. Trustee Greenhill seconded the motion. Chairman Haar will send findings of grievance committee and Board decision to EMS Asst. Chief M. McGinnis. **Motion carried.**

New Business

- The Board of Harris Township Trustees reviewed the resolution prepared by Bond Counsel *authorizing the issuance of bonds in the amount of \$750,000 for the purpose of purchasing a building for the township maintenance garages, storage and administrative offices, and authorizing and approving related matters*. Ms. Beverly Haar introduced the resolution and moved for its passage. Donald Greenhill II seconded the motion, and after discussion, a roll call vote was taken and the results were: Ayes: Jerald Haar, DJ Greenhill II, Beverly Haar. Nays: None. **Resolution unanimously passed**, and copy certified to the County Auditor of Ottawa County, Ohio. (Resolution attached).
- The Board of Harris Township Trustees also approved a *Resolution approving a written post-issuance compliance policy in connection with the issuance of tax-exempt and tax-preferred obligations by the Township*. The resolution was introduced by Ms. Beverly Haar, who moved for its passage, and seconded by Mr. Greenhill II. A roll call vote was taken and the results were Ayes: Jerald Haar, DJ Greenhill II, Beverly Haar; Nays: none. **Resolution unanimously passed**. (Resolution attached.)
- Ms. Beverly Haar also moved for passage of a *Resolution to establish a new fund (3101) for the purpose of bond retirement*, which was seconded by Mr. Greenhill II. Roll call vote was taken and the results were Ayes: Jerald Haar, DJ Greenhill II, Beverly Haar; Nays: none. **Resolution unanimously passed**. (Resolution attached.)

Announcements, Communications, Other

- Community Gathering at Christy's Corner Café, Sunday, 6/29 4-6 pm
- Elmore Village update on electric capacity price increase
- OTARMA Update, Summer 2025

Next Meeting

Regular Meeting, Monday, July 7, 2025 | 7:30 pm, Harris Township Fire Station

Adjournment

There being no further business, a motion to adjourn was made by J. Haar and seconded by Greenhill. Vice Chairman Greenhill declared the meeting duly adjourned at 10:35 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

Attached: Expenditure listing

Number	Date	Amount	Purpose	Payee
448-2025	6/13/25	\$353.28	Monthly salary - May 2025	Paul L Perry
449-2025	6/13/25	\$233.90	Monthly salary - May 2025	James M. Wilburn
451-2025	6/13/25	\$45.30	Payroll withholding and employer match	United States Treasury
452-2025	6/12/25	\$327.58	Biweekly salary - 5/25 - 6/7/2025	Todd E Northrup
453-2025	6/12/25	\$816.45	Biweekly salary - 5/25 - 6/7/2025	MICHAEL PROBST
454-2025	6/12/25	\$1,240.13	Biweekly salary - 5/25 - 6/7/2026	Andres F Rodriguez
455-2025	6/12/25	\$1,611.48	Biweekly salary - 5/25 - 6/7/2027	Cary L Johnson
457-2025	6/12/25	\$193.45	Biweekly salary - 5/25 - 6/7/2028	Hannah M Culler
458-2025	6/12/25	\$174.90	Biweekly salary - 5/25 - 6/7/2029	Brittany A. Dewyre
459-2025	6/12/25	\$259.94	Biweekly salary - 5/25 - 6/7/2030	Paul M Makulinski
460-2025	6/12/25	\$262.42	Biweekly salary - 5/25 - 6/7/2031	Amanda R. McGinnis
461-2025	6/12/25	\$442.90	Biweekly salary - 5/25 - 6/7/2032	Carl J Popielarczyk
462-2025	6/12/25	\$515.63	Biweekly salary - 5/25 - 6/7/2033	Nicholas E Zimmerman
463-2025	6/12/25	\$621.41	Biweekly salary - 5/25 - 6/7/2034	Elizabeth A France
464-2025	6/12/25	\$618.26	Biweekly salary - 5/25 - 6/7/2035	Jarrid D Wyse
465-2025	6/12/25	\$662.56	Biweekly salary - 5/25 - 6/7/2036	Michelle R Reynolds
466-2025	6/12/25	\$659.08	Biweekly salary - 5/25 - 6/7/2037	Jonah I Babcock
467-2025	6/12/25	\$916.17	Biweekly salary - 5/25 - 6/7/2038	Kimberly N Fertig
468-2025	6/12/25	\$1,001.40	Biweekly salary - 5/25 - 6/7/2039	Brian Richards Jr.
469-2025	6/12/25	\$2,762.32	Biweekly salary - 5/25 - 6/7/2040	Alexander M Fertig
471-2025	6/12/25	\$1,840.72	Payroll withholding and employer match	United States Treasury
472-2025	6/12/25	\$13.59	Volunteer salary - May 2025	Joshua M. Parlette
473-2025	6/12/25	\$15.10	Volunteer salary - May 2025	Daniel A Dewyre
474-2025	6/12/25	\$52.82	Volunteer salary - May 2025	Kimberly N Fertig
475-2025	6/12/25	\$54.33	Volunteer salary - May 2025	Liam J Treat
476-2025	6/12/25	\$63.24	Volunteer salary - May 2025	Paul M Makulinski
477-2025	6/12/25	\$67.57	Volunteer salary - May 2026	Logan A Wolph
478-2025	6/12/25	\$45.94	Volunteer salary - May 2027	Alexander M Fertig
479-2025	6/12/25	\$94.60	Volunteer salary - May 2028	Jeff Berkel
480-2025	6/12/25	\$94.60	Volunteer salary - May 2029	Jared J. Overmyer
481-2025	6/12/25	\$108.12	Volunteer salary - May 2030	Cameron P Overmyer
482-2025	6/12/25	\$110.53	Volunteer salary - May 2031	Brandon E Rizzo
483-2025	6/12/25	\$135.68	Volunteer salary - May 2032	Brody J Kaylor
484-2025	6/12/25	\$135.14	Volunteer salary - May 2033	Nathan A. Overmyer
485-2025	6/12/25	\$130.20	Volunteer salary - May 2034	Brittany A. Dewyre
486-2025	6/12/25	\$130.20	Volunteer salary - May 2035	Amanda R. McGinnis
487-2025	6/12/25	\$160.20	Volunteer salary - May 2036	Michael E. McGinnis
488-2025	6/12/25	\$189.20	Volunteer salary - May 2037	Michael J. Murray
489-2025	6/12/25	\$189.20	Volunteer salary - May 2038	MICHAEL PROBST
490-2025	6/12/25	\$204.65	Volunteer salary - May 2039	Derrick J Berkel
491-2025	6/12/25	\$366.59	Volunteer salary - May 2040	Brian Richards Jr.
492-2025	6/12/25	\$946.05	Volunteer salary - May 2041	James M. Wilburn
494-2025	6/12/25	\$724.64	Payroll withholding and employer match	United States Treasury
495-2025	6/14/25	\$8,051.22	Payroll retirement withholding and employer match	OPERS
496-2025	5/24/25	\$186.60	Phones/Fax/Wifi May24 through June24, 2025	Amplex
497-2025	6/11/25	\$63.45	natural gas May	COLUMBIA GAS
498-2025	6/11/25	\$191.66	natural gas May	COLUMBIA GAS
500-2025	6/14/25	\$1,737.00	UAN Q3/25 & AUP May	TREASURER STATE OF OHIO
32268	6/16/25	\$1,222.44	EMS supplies	BOUND TREE MEDICAL, LLC.
32269	6/16/25	\$10.94	Cem supplies: gauges	Genoa NAPA
32270	6/16/25	\$984.45	EMS billing services May2025	GREAT LAKES BILLING ASSOCIATES, INC.
32271	6/16/25	\$712.43	Fuel	LUCKEY FARMERS, INC.
32272	6/16/25	\$335.99	Reimbursements: Flag, FIT test, IAAI membership	Michael J. Murray
32273	6/16/25	\$40.50	civil defense siren electricity	TOLEDO EDISON
32274	6/14/25	\$2,121.00	Paramedic class K. Fertig	VANGUARD SENTINEL J.V.S.D.
32275	6/16/25	\$625.00	Instructor tuition: DBerkel	VANGUARD SENTINEL J.V.S.D.
32276	6/16/25	\$361.29	landfill fees May	Wood County Landfill
		\$36,235.44		