

HARRIS TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

Date: Monday, August 18, 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
Cary Johnson, Road Superintendent (left at 10:05 pm)
Paul Perry, Zoning Inspector
James Wilburn, Fire/EMS Chief (in at 8:05 pm)
Alex Fertig, EMS/Asst. Chief (in at 8:05 pm)

James VanEerten, Ottawa County Prosecutor (left at 8:05 pm)
Blake Skilliter, Ottawa County Asst. Prosecutor (left at 8:05 pm)
Steve Hoover, Plant Manager/Materion, Elmore Alloys (left at 8:05 pm)
Dan Toris, Ottawa County Engineer (left at 8:05 pm)

Justin Anstead, resident (left at 8:05 pm)
Julie Haar, resident (left at 8:05 pm)
Angela LeForce, resident (left at 9:22 pm)
Todd Heck, resident (left at 8:05 pm)
Tom Paule, resident (left at 8:05 pm)
Sheldon Overmyer, resident (left at 8:05 pm)
Chris Crozier, resident (in at 7:49 pm)
Bill Miller, resident (in at 7:50 pm, left at 8:05 pm)

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, August 4, 2025 were read by Chair Beverly Haar. Trustee D. Greenhill made a motion to accept the minutes as written; Trustee J. Haar seconded the motion 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. A motion was made by Trustee Greenhill and seconded by Trustee Bev Haar to approve the bank reconciliations, outstanding checks, and financial reports for January and February 2025. **Motion carried.**

Department Reports

Budget/Administrative – Fiscal Officer report (Laura Hazel)

- Ohio Pays portal administrator rights need renewed. Fertig to look into this as well.
- QSEHRA renewal discussion postponed and Fiscal Officer to look into obtaining health insurance quotes again.

Zoning – Inspector's report (Paul Perry)

- Zoning permits issued:
 - 769 – LaFountain, 1214 S Graytown Rd, new home, \$50
 - 770 – Smercina, 399 S SR-590, seasonal enclosure, \$35
 - 772 – Klickman/Wiegand, 19016 W Orchard Dr, fence, \$20

Cemetery – Sexton's report (Andy Rodriguez)

- No report

Roads – Superintendent's report (Cary Johnson)

- No report

EMS – Assistant Chief/Administrator's report (Alex Fertig)

- Old 448 at Braun for final repair on door sheer pin; will be ready for govdeals sale (possibly list for \$30k). 449 back from Braun for updates to cabinets and locks.

Officers' recommendations for EMS hire

1. EMT Michelle Reynolds (internal)– full time
2. Paramedic John Mendofik – part time

3. Paramedic Jeffery Herman – part time
4. Paramedic James Amstutz – part time
5. Paramedic Spencer Bentley – part time
6. EMT Danielle Mason – part time
7. EMT Caitlin Kozina – part time
8. EMT Krista Watson (former employee) – part time

Greenhill moved to accept recommendations for hire of 8 applicants as listed above; Bev Haar seconded the motion. Upon roll call, all voted yes. **Motion carried.** Greenhill reiterated that full-time shifts must be at the station.

Approval for purchase of boots for Kim Fertig, Michelle Reynolds, and reimbursement to Brian Richards for boots. Current EMS SOGs state that boots are paid for by Township for volunteers. Motion made by B. Haar; seconded by J. Haar. **Motion carried.**

Michelle Reynolds saved the department appx. \$500 by donating her time and skills to remove the embroidery on returned uniforms to be issued to probationary EMS employees. Thank you, Michelle! Asst. Chief Fertig will be implementing a new program with the uniforms to save some money in the future.

The Fire/EMS officers agreed on a temporary firm divide between EMS and Fire command structure, with Alex Fertig in charge of EMS and Chief Wilburn in charge of Fire. This should assist with smoothly operating the departments.

EMS Training will resume in September.

Meeting scheduled with FirstNet to replace Verizon for EMS modems and cellphones/IPads. Fertig requesting a company cell phone to keep personal and department issues separated. He will discuss with FirstNet. LeForce (resident) suggested a VOIP line, using Ring Central, to send calls to one cell phone. Fertig stated he uses multiple apps for EMS that he would prefer not to have on his personal phone.

Presentation of quotes for EMS recliners and beds. B. Haar moved to accept quotation for purchase of 2 wall-away recliners and 2 bedframes-headboards/mattresses from DreamSeat, at a respective cost of \$2,110 and \$2,072. Greenhill seconded the motion, with Jerry Haar also voting yes. **Motion carried.**

Request for copies of tuition agreements for Kim Fertig, Brody Kaylor, and Logan Wolph for EMS recordkeeping.

Discussion on Dodge Ram purchased through Covid grant in 2020 that is also being used as secondary response EMS/Fire vehicle. Trustee B. Haar explained that the

Board is considering all 3 department needs for vehicle: EMS requesting SUV, Fire requesting truck, and Road Dept is in dire need of a new road truck, as repairs are becoming more frequent and extensive and that vehicle is driven daily. Chief Wilburn stated that the Fire Dept has plans to pull the new Hovercraft and trailer, and planned to purchase from EMS for \$40,000. With increasing costs of road repairs and general operations, the road fund is depleting and purchasing/reserving for a new $\frac{3}{4}$ ton truck has not been in the budget for over 4 years. Fertig discussed with the Board the possibility of sharing a vehicle between EMS/Fire, to pull the Hovercraft trailer and to provide secondary response. Due to our changes in EMS scheduling with staffing two responders at night, versus using vehicle as a primary ALS response truck with on-call responders responding in squad, the secondary response unit would not be used as much. Custom equipment in the Ram that would need to be moved if used as a secondary response unit would include the hatch, refrigerated tray, slide out box – basically equipping it as a BLS response unit.

Fertig is currently in the process of changing all points of contact from M. McGinnis to A. Fertig. McGinnis has provided admin access to all programs and learning how to operate them. As of Tuesday, 8/5, McGinnis is officially done with transition training duties and has met with Fertig to go over the administration. The drug license does not have to be changed until it expires in 2027; it follows the department, not the person. Fertig is looking into the DEA changeover to put into his name.

IT contract should be pursued. Fertig stated he does not have the tech savviness that McGinnis did with IT. Everything EMS is electronic: vending machine, ordering programs, I Am Responding system, PlanIt scheduling, computers in general. Current squad tablets we have in ambulances will not be compliant come October, as Windows 11 is needed and prior versions will not be supported. We will need mounting equipment for new tablets and station computers eventually as well.

Options for station remodeling for EMS, office equipment for EMS are open to discussion.

- Extensive discussions on EMS Officer in Charge (OIC) pay and EMS administrator, assist administrator, and supervisor pay. Currently Fertig is filling OIC 24-7. He states it is a title that cannot distribute disciplinary action; an acting officer, not necessarily a department officer. The three core officers who are in charge of running the department are the assistant chief, captain, and lieutenant. The OIC are appointed by the officers. At this point in time, we need to fill staffing first, and Fertig is willing to take on these responsibilities. The Board, upon recommendation of Chief of \$2/hr raise minimum and budgetary recommendation from Fiscal Officer, on a motion made by Bev Haar, moved to increase the pay of Alex Fertig by \$3.00/hr for Assistant EMS Chief and \$600/month for OIC/scheduling/payroll, subject to OPERS

retirement, effective 8/5/25 as the sole OIC and administrator for the EMS department. Greenhill seconded the motion. Upon roll call, all votes were yes.
Motion carried.

Fire – Chief’s Report (Jim Wilburn)

- Lieutenant position was posted. One application received. That individual will be officially interviewed, but is recommended for appointment. Beverly Haar moved to accept the appointment by Chief Wilburn of Brandon Rizzo to Fire Lieutenant; Jerry Haar seconded the motion. Upon roll call, all votes were yes. **Motion carried.**
- Helmet shield ordered for A. Fertig for new position.
- HEFD Association benefit Sunday, burger drive through, for Parlette and Makulinski.
- Hose ordered, as approved by Fiscal Officer: (Canadian) Mercedes hose 1.75” \$1200 for stock, and SnapTite Supreme 2.5” \$1300 + \$75 shipping.

Building & Grounds – Maintenance report (Wilburn)

- LED Exit signs, and signs with emergency lights, quotations from Rexel in Sandusky for new building: (6) \$57-\$65 each, depending on style. Johnson to review.
- Phones and internet have been installed by Amplex and are working. However, the location tracking on cell phones shows the location as Luckey Ave. Fiber optic cable needs to be buried; Johnson agreed to dig trench and bury the cable.

Executive Session

No session called.

Open Issues

Continued discussions on the status of Mudd Rd (Weis Rd) being officially non-maintained. This is the 3rd required public meeting regarding placing this section of road on non-maintained status. Residents and property owners, along with County Prosecutor and County Engineer, were present to express concerns and ask questions. Chairman/Trustee B. Haar opened the floor to residents/owners.

LeForce thanked Trustee B. Haar for stopping at her residence to discuss the issue. She requested that we consider vacating the property or keep it in maintained status. Prosecutor VanEerten stated it can not be vacated, as the county would not accept the vacation as it would landlock the property owned by Bryce Paule. For the same reason, it can not be put into non-maintained status. He discussed with Mark Messa, who agreed. Were it to be vacated, the property owners would have to pay for easements, creating a complicated situation between so many owners. Two of the Haar parcels would also be landlocked if sold separately.

Paule asked who would be responsible for Materion tile in the future. Hoover stated that Materion was not made aware that was happening. They have retention ponds and could have rerouted it had they known. Julie Haar stated that is not true as Materion trucks travel down that road all the time. B. Haar stated that we questioned the county engineer regarding possible contaminated water. The county did not even have records of the tile going through there per Johnson, which Toris confirmed. Hoover stated they do test the water. Julie Haar questioned the foaminess in March when the culvert was opened. Hoover stated they test the water at Hyde Run and West Portage River, but they do not test that culvert. Julie Haar stated she has 3 jars of water from the culvert that she is going to have tested. Another resident questioned if the tile could be blocked off, but it was stated blocking it off would flood the Haar farm. Discussion with Hoover on where the retention ponds are located and where they drain from.

VanEerton stated "legally speaking, county has no obligation to do maintenance on a township road. If the tile is installed for the benefit of Materion property, it's Materion's cost to repair the tile." Johnson explained that we consult with the county engineer for any tile issues as they have the maps. Paule asked if the Township was going to get reimbursed, but VanEerten stated the statute of limitations may have already passed.

Question on adding road portion to tax mileage certification. B. Haar stated that no additional maintenance besides mowing will be done, and owners agreed they want to keep the "road closed" sign at end of road to deter vehicles. Board will follow up with Engineer's office to add to mileage certification.

Paule asked about 4 lots that were surveyed off previously. If they were sold off as lots, would township have to put a road in? VanEerten responded that there is an Attorney General opinion that the township has a "duty to maintain, based on nature and use of road. If the road became more frequently traveled, it would proportionally increase the obligation of duty to maintain with reasonable care based upon type of road and type of use of that road. This is still an unimproved road; a maintained road, but unimproved road." There is nothing currently that would obligate the township to pave it, but may be required to add additional stone, etc. if it were to have more residential use on it.

LeForce requested from Materion that they put signage so that their employees are more respectful of her property when going to recreational fishing pond. No one knows the Y at the big white barn is where they need to enter. She asked that they please don't use the bean field as a turnaround.

Trustee B. Haar stated that the Township plans to keep the road as is: unimproved, but minimally maintained, as we have been doing. We will pursue getting tax money for this section of Weis Rd. And it has been noted that future problems with the tile belong to Materion for repair. Per VanEerten, should future repairs be needed, the Township would place Materion on notice, and place the Prosecutor on notice to contact Materion legal dept.

- Sheldon Overmyer needs to put a culvert in on Haar property he just purchased that goes to Portage Slemmer. He would like the Board's permission to add this culvert. He needs to apply for a permit to have the county survey and open up the ditch to Portage Slemmer so that he can get semi-trucks in and turn around to get grain out for his farm operations. He plans to reconstruct that ditch so the water doesn't drain out to Portage Slemmer. Someone put a grass pathway across the ditch at mouth of the road, which blocks water off of the field. He would like to open this up and put culverts in, approximately 100-120' to drive into Mudd Rd and turn around. Trustee Bev Haar questioned if more improvements would need to be made to Mudd Road for this project. Overmyer stated no, it is a good gravel base and very firm. Johnson concurred. Bev Haar moved to allow Sheldon Overmyer to put a culvert 100-120' at the east end of Mudd Rd at Slemmer Portage Road; Greenhill seconded the motion. Upon roll call, all voted yes. **Motion carried.**

- Prosecutor advised that a purchase agreement is not necessary; a resolution can stipulate the wording for the purchase of forklift and allowance of seller usage. Therefore,

Trustee B. Haar moved for the adoption of the following resolution; Trustee J. Haar seconded the motion:

Resolution for the Purchase of Used Yale 8000 lb. Forklift with Basket

WHEREAS, the Township has identified the need for a forklift to support its operations and maintenance activities;

WHEREAS, Mr. Chris Crozier, a resident of the Township, has offered to sell a used Yale 8000 lb. pneumatic gas forklift with basket, 1800 hours, to the Township for the total purchase price of \$8,500;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Harris Township, County of Ottawa, State of Ohio, as follows:

Section 1: Approval of Purchase

The Township hereby approves the purchase of the used Yale 8000 lb. forklift with basket from Mr. Chris Crozier for the total amount of \$8,500, with appropriation from the Road Fund 2031 capital outlay (ref previous motion to purchase 8/4/25).

Section 2: Post-Sale Use Agreement

As part of the purchase agreement, the Township shall permit Mr. Crozier to retain use of the forklift following the date of purchase.

During this period:

- Mr. Crozier shall waive any guarantee of availability of the equipment.
- Mr. Crozier shall assume full responsibility for any and all damages, loss, or liability arising from his use of the forklift.

Section 3: Indemnification and Liability

To the extent permitted by law:

- Mr. Crozier agrees to indemnify and hold harmless the Township, its officers, employees, and agents from any and all claims, damages, liabilities, costs, and expenses (including reasonable attorney's fees) arising out of or related to his use of the forklift during the post-sale period.
- The Township shall not be liable for any indirect, incidental, or consequential damages arising from such use.
- Any financial obligation of the Township under this agreement shall be subject to the appropriation and certification of funds in accordance with Ohio Revised Code § 5705.41(D).

PASSED AND ADOPTED this 18th day of August, 2025.

BOARD OF TRUSTEES Harris Township, Ohio

Trustee Name	Title	Vote	Signature	Date
Beverly Haar	Chairperson	_____	_____	_____
DJ Greenhill II	Trustee	_____	_____	_____
Jerald Haar	Trustee	_____	_____	_____

ATTEST: Laura Hazel, Fiscal Officer Signature: _____ Date: _____

- After a discussion on cost sharing with the Village of Elmore for grindings, Trustee B. Haar moved for the adoption of the following resolution; Trustee Greenhill seconded the motion:

A Resolution Authorizing Cost-Sharing with the Village for Annual Grindings Removal

Adopted by the Board of Trustees of Harris Township, County of Ottawa, State of Ohio, on this 18th day of August, 2025:

WHEREAS, the Village has approved a contract for the removal of grindings from its dump site at a quoted annual cost of \$21,000, consisting of three scheduled removals at \$7,000 each, for two years; and

WHEREAS, Township residents utilize the Village dump site for disposal of brush and yard waste, thereby contributing to the volume of grindings requiring removal; and

WHEREAS, the Village has requested a cost-sharing partnership with the Township to help offset the expense of grindings removal; and

WHEREAS, the Township currently provides labor and equipment support to the Village for dump site operations, and has agreed to contribute one-third (1/3) of the annual grindings removal cost per two-year quotation provided in recognition of shared usage and ongoing cooperation;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Harris Township, County of Ottawa, State of Ohio, as follows:

Section 1: Approval of Cost-Sharing Contribution

The Township hereby approves a cost-sharing contribution to the Village in the amount of \$7,000 per year, representing one-third (1/3) of the total annual grindings removal cost for two years.

Section 2: Purpose and Justification

This contribution is made in recognition of the shared use of the Village dump site by Township residents and the Township's ongoing provision of labor and equipment support for site operations.

Section 3: Authorization

The Township Fiscal Officer is hereby authorized to process payment to the Village in accordance with this resolution, subject to the appropriation and certification of funds as required by Ohio Revised Code § 5705.41(D).

PASSED AND ADOPTED this 18th day of August, 2025.

BOARD OF TRUSTEES Harris Township, Ohio

Trustee Name	Title	Roll Call Vote	Signature	Date
Beverly Haar	Chairperson	_____	_____	_____
DJ Greenhill II	Trustee	_____	_____	_____
Jerald Haar	Trustee	_____	_____	_____

ATTEST: [Name], Fiscal Officer Signature: _____ Date: _____

- Road projects include 2025 OPWC (Yeastig Rd): \$147,500; 2026 (Yeastig Rd) \$77,000 + \$50,000 (Weis Rd hot mix repairs est.); 2027 OPWC Deno \$114,000 + \$25,000 (Weis Rd tar/chip est.). The board has approved proceeding with Deno Road paving (Nissen Rd – Elliston Trowbridge Rd) in the joint application for OPWC upon motion by B. Haar; seconded by Greenhill. **Motion carried.**

New Business

- Johnson questioned other roads Winkel and Dewitt that are minimally maintained, but unimproved. Fiscal Officer to research how to add to mileage certification.

Announcements, Communications, Other

- None

Next Meeting

Regular Meeting, rescheduled for Friday, August 29. 2025 | 11:00 am, Harris Township Fire Station (due to Labor Day holiday)

Adjournment

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 10:20 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura Hazel, Fiscal Officer

Attached: Expenditure listing

Date	Total	Purpose	Payee
8/26/25	\$57.89	Dry Erase Board	Andres Rodriguez
8/26/25	\$10,215.70	449 lockable cabinet, new counter top, rpl vinyl on bench, drawer loc	Braun Industries, Inc.
8/26/25	\$12,500.00	Bond Counsel, legal services	Bricker Graydon LLP
8/26/25	\$160.00	Refrigerator & Table for complex	Cary Johnson
8/26/25	\$8,500.00	Forklift: Yale 8000 lb. pneumatic gas w/basket 1800 hours	Christopher Crozier
8/26/25	\$877.61	Contract ambulance billing & credit card fees	GREAT LAKES BILLING ASSOCIATES, INC.
8/26/25	\$145.00	(2) portable restroom rental 8/7-8/11	Kuras Aeration Systems, LLC
8/26/25	\$681.15	#449 LOF, rep battery	L H Automotive LLC
8/26/25	\$303.20	Fuel, off-road diesel dyed 8/14	LUCKEY FARMERS, INC.
8/26/25	\$71.25	O2 cylinder retesting	O.E. MEYER CO.
8/26/25	\$41.22	civil defense siren electricity	TOLEDO EDISON
8/26/25	\$120.00	BCI checks: Amstutz, Mason, Kozina, Herman	Village of Elmore, Police Dept.
	\$33,673.02		