



## GERMAN TOWNSHIP BOARD OF TRUSTEES MINUTES OF THE REGULAR MEETING HELD ON JANUARY 11, 2021

**The meeting was held at the German Township Hall located at 12102 St. Rt. 725 West, Germantown, OH 45327 and virtually using WebEx.**

The REGULAR MEETING was called to order by Board President Tyler Rehmert at 7:00 pm. Attending in person were:

**President Tyler Rehmert**  
**Fiscal Officer Mark Heistand**

**Vice-President Abra Reed**

**Trustee Jacob Stubbs**  
**Zoning Inspector Halie Sewell**

**ONLINE ATTENDEES:**

Name	Name	Name	Name
Police Chief Joseph Andzik	Road Superintendent Jeremy Holbrook	Lynn Cleveland	DG
Lloyd Johnson	Deb Cross	Kurt Jacoby	Mark Keener
Sam	Karen Carmickle	Call in User 3	Call in User 4
Abigail Hale-Dennis			

The Germantown Press was notified of the Regular Meeting on 1/5/21 at 11:23 am and at 11:25 am.

Mr. Rehmert led the group in the Pledge of Allegiance.

**VISTOR COMMENTS:**

- None.

**FISCAL OFFICER'S REPORT**

- Mr. Heistand presented the minutes for two Trustee meetings: the 12/14/20 Regular Meeting and the 12/16/20 Special Meeting. No corrections were made. He noted that the minutes for 12/30/20, 1/4/21 and 1/7/21 are not completed. Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to approve both minutes as submitted. The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Heistand discussed updated FINAL December financial reports that were emailed to the Trustees prior to the meeting: (1) the 12/31/20 Fund Status; (2) the Year-to-Date 12/31/20 Cash Summary by Fund; (3) the December 2020 Receipt Listing; and (4) the December 2020 Payment Listing. He noted that the Receipt Listing included December interest for the First National Bank of Germantown and Star Ohio accounts. The Payment Listing included new electronic vouchers 765-768 that were posted when he reconciled the December bank statements.

- Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to approve the updated FINAL financial reports and authorize the payment of December bills (warrants 50317 through 50373 and vouchers 698 through 768 for payroll direct deposit, payroll tax/withholding EFT's and other electronic payments). The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Heistand noted that during December he responded to two additional Public Records Requests for the resumes of the applicants for the Alternate position on the Board of Zoning Appeals. He also responded to a Public Records Request for the 2015-2020 year end Fund Status reports, the draft 2021 budgets for all funds, the 1/4/21 Organizational Meeting Agenda and the draft 2021 Appropriation Resolution.
- He reported that during December he filed the final grant report with the Ohio Office of Budget and Management indicating that all CARES Act funds received by the Township were disbursed prior to the end of 2020.
- He continued the discussion started at the 12/14/20 Meeting concerning an election ballot for two seats on the Ohio Township Association Risk Management Authority (OTARMA) Board of Directors. The Trustees decided not to submit an election ballot.
- He noted that, per the Trustees request at the 12/30/20 Meeting, Road Superintendent Jeremy Holbrook provided his estimate to maintain the five Township owned cemeteries each year. Per the Ohio Revised Code (O.R.C.), cemetery maintenance is a Trustee responsibility. The cemeteries are mowed by the Road Department every week and trimmed every other week from April to October. Mowing takes 6.5 hours and trimming takes another 6.5 hours. A total of 225 hours are spent maintaining the Township cemeteries each year. Using an hourly rate, including benefits, of \$37.83, Mr. Holbrook estimated his department's annual cost at \$8,524.
- The Trustees previously discussed potentially transferring to the Road Department some of the third 2020 dividend received in December from the Ohio Bureau of Workers Compensation to reimburse for cemetery maintenance expenses. The dividend amount was \$27,565. When it was received, the dividend was deposited into the General Fund. Mr. Heistand reported that BWC premiums are allocated among the funds as follows: 21.31% to the Road Fund, 69.01% to the Police Fund, 3.25% to the Trash Fund and 6.43% to the General Fund.
- Mr. Rehmert stated that Mr. Holbrook's estimates were higher than he expected. He felt that \$20 per hour would be a more reasonable rate to use in determining the cost of maintaining the cemeteries. He stated he would support transferring \$15,000 from the General Fund to the Road Department for the past three years, plus \$5,000 for 2021 and \$5,000 going forward.
- Mrs. Reed questioned whether the General Fund could afford to transfer \$5,000 every year to the Road Department. She asked how often the O.R.C. requires cemeteries to be mowed. Mr. Holbrook didn't know the answer for cemeteries, but stated that by law his department is required to mow the roads twice each year.
- Mr. Stubbs suggested that \$10,000 be transferred to the Road Department for 2020 and 2021, to minimize the financial impact on the General Fund, then \$5,000 per year going forward.
- Mr. Holbrook noted that any money his department spends on the cemeteries is money that is not being spent on the roads. His department's revenues are restricted and must be used to maintain the roads. He believes the law requires that all the money spent on the cemeteries should be paid from the General Fund. He thought that transferring only \$5,000 per year might not meet the requirements of the law.



- Mr. Rehmert will contact Assistant Prosecutor Nathaniel Peterson to verify the Trustee's responsibilities under the O.R.C. for cemetery maintenance.
- It was decided that Mr. Holbrook will obtain bids for cemetery maintenance from outside contractors and report this information back to the Trustees at a future meeting. At that point, the Trustees can make a decision about transferring funds to the Road Department.
- Following up on a discussion at the 12/30/20 Meeting, Mr. Heistand asked if any recommendations had been received from the Parks Board or the City of Germantown concerning running a Parks Levy in November 2021. Mrs. Reed responded that she did not have anything new to report at this time.
- Mr. Heistand continued the discussion started at the 12/30/20 Meeting concerning the fact that unused vacation and sick that is cashed out is not considered earnable salary by the Ohio Public Employees Retirement System (OPERS) since the Township does not have an Annual Conversion Plan on file with OPERS. Mr. Heistand discussed the pros and cons of executing a Plan. Both Chief Andzik and Mr. Holbrook supported executing the Plan to make employee vacation and sick time cash outs earnable salary for OPERS.
- Mr. Rehmert introduced **RESOLUTION 2021-10**, seconded by Mr. Stubbs: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO EXECUTE AN ANNUAL CONVERSION PLAN FOR 2021 WITH THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM.** The roll was taken and the adoption vote was as follows: Mr. Rehmert-Yes; Mrs. Reed-Yes; Mr. Stubbs-Yes. **RESOLUTION 2021-10 WAS ADOPTED.**
- He reminded the Trustees and online attendees about the Special Meeting on 1/13/21 at 6:00 pm with representatives of the City of Germantown, Village of Farmersville and Jackson Township to discuss the potential Joint Economic Development District.

#### **POLICE DEPARTMENT REPORT:**

- Chief Andzik discussed the need for a new police server. The current server will no longer be supported by Microsoft. The cost may be as high as \$18,550. He will provide more information at the February meeting.

#### **ROAD/SERVICE DEPARTMENT REPORT:**

- Mr. Holbrook discussed a quote received from ProOn Call for upgrades to the Township phone system that would result in a reduction in total Township phone costs. Options to replace the current out-of-date server were discussed. He felt that a lower-end server should be purchased. Mr. Rehmert and Mr. Holbrook discussed the detail of the quoted upgrade. Mr. Rehmert will contact ProOn Call to discuss the proposal and provide a recommendation at a future meeting.

#### **ZONING DEPARTMENT REPORT:**

- Mrs. Sewell reported that the new Township website is up and running. The Trustees thanked her for her efforts in developing the website.
- She issued permits this past month for a pole barn on Wind Dancer Drive and a new home on Browns Run Road.
- She provided the Trustees with 2020 attendance records for the members and alternates of the Zoning Commission and the Board of Zoning Appeals.
- She noted that the Board of Zoning Appeals will hold its Organizational Meeting on 1/12/21. The Zoning Commission will hold its Organizational Meeting on 1/19/21

**TRUSTEE REHMERT'S REPORT:**

- Mr. Rehmert and Mrs. Sewell discussed options for new Township emails using Gmail G-Suite. The monthly cost will be \$60 for nine email accounts. This would replace WebEx, which would save \$162 per year. Features available under the system include Google calendar, email aliases, Google Meet, Google Pages, shared drive, shared documents, etc. The anticipated email addresses would use a @german-township.org domain. No decision was made at the meeting.

**TRUSTEE REED'S REPORT:**

- Mrs. Reed reported that the Senior Center Oversight Committee will meet on 1/14/21. The Fire Oversight Committee meeting was canceled due to a lack of agenda.

**TRUSTEE STUBBS' REPORT:**

- Mr. Stubbs reported that a large tree was removed at the cemetery. The Cemetery Board is considering building a lean-to to replace an old shed that will be razed. Mr. Holbrook commented that, although the Cemetery Board will need a building permit, since it's also a government entity there may not be a fee involved.
- He noted that Bob Rohrbach on behalf of GARS (Germantown Amateur Radio Society) requested use of the Township Hall Meeting Room to hold its annual election. All agreed to the use.

**NEW BUSINESS:**

- **Visitor Lynn Cleveland, 11858 Oxford Road:** Mr. Cleveland presented a need by the local Community Emergency Response Team (CERT) for weather-proof clothing that can be seen in the dark. He noted that the Team has been active with COVID-19 assistance since March 2020, including being involved at the vaccination site at the Dayton Convention Center since December. They need ten Type 3 jackets with silver reflective tape and six rainproof jackets and pants at a total cost of \$800. He noted that the local Team is considering merging with other local CERT teams to form a Montgomery County CERT organization.
- The Trustees asked Mr. Heistand to update the 1/13/21 Special Meeting Notice to include a discussion of a potential donation to CERT for the weather-proof clothing.
  - **Subsequent Note:** The 1/13/21 Special Meeting Notice was not updated. On 1/12/21 Chief Andzik agreed to purchase the weather-proof clothing for CERT using the Police Department budget.


**OLD BUSINESS:**

- None.

**MEETING ADJOURNED:**

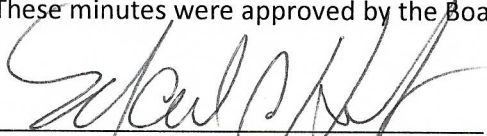
- With no further business, Mr. Rehmert made a MOTION, seconded by Mr. Stubbs, to adjourn. The MOTION WAS APPROVED by a unanimous voice vote. The Meeting adjourned at 8:18 pm.

Signed: \_\_\_\_\_

  
Tyler Rehmert, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at the February 8, 2021 meeting.

Signed: \_\_\_\_\_

  
Mark A. Heistand, Fiscal Officer