



## GERMAN TOWNSHIP BOARD OF TRUSTEES MINUTES OF THE ORGANIZATIONAL MEETING HELD ON JANUARY 2, 2023

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

The ORGANIZATIONAL MEETING was called to order by Fiscal Officer Mark Heistand at 7:07 pm. In attendance were:

|                                     |                                    |                                    |
|-------------------------------------|------------------------------------|------------------------------------|
| <b>President Mark Cross</b>         | <b>Vice-President Jacob Stubbs</b> | <b>Trustee Lou Potter</b>          |
| <b>Fiscal Officer Mark Heistand</b> | <b>Police Chief Joe Andzik</b>     | <b>Road Admin. Jeremy Holbrook</b> |
|                                     | <b>WebEx Facilitator Deb Cross</b> |                                    |

**IN-PERSON ATTENDEES:**

| Name      | Address             | Name                | Address           |
|-----------|---------------------|---------------------|-------------------|
| Deb Cross | 7444 S. Stiver Road | Abigail Hale-Dennis | 13091 Oxford Road |

**ONLINE ATTENDEES:**

| Name | Name | Name | Name |
|------|------|------|------|
| KC   | Sam  |      |      |

The Germantown Press was notified of the Organizational Meeting on 12/21/22 at 5:30 pm.

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

**VISTOR COMMENTS:**

- None

**BOARD OF TRUSTEES OFFICER ELECTIONS:**

- Mr. Stubbs nominated Dr. Cross to be President of the Board of Trustees for 2023. Mr. Potter seconded the nomination. Mr. Stubbs then made a MOTION, seconded by Mr. Potter, to close the nominations. The MOTION to close the nominations WAS APPROVED by a unanimous voice vote. Dr. Cross was then elected President by a unanimous voice vote.
- Mr. Potter nominated Mr. Stubbs to be Vice-President of the Board of Trustees for 2023. Dr. Cross seconded the nomination. Dr. Cross then made a MOTION, seconded by Mr. Potter, to close the nominations. The MOTION to close the nominations WAS APPROVED by a unanimous voice vote. Mr. Stubbs was then elected Vice-President by a unanimous voice vote.

## **APPOINTMENTS:**

- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to make the following Trustee appointments for 2023. The MOTION WAS APPROVED by a unanimous voice vote.
  - Police Commissioner – Mr. Stubbs
  - Road Commissioner – Mr. Potter
  - Zoning Commissioner – Dr. Cross
  - Parks Oversight Committee – Mr. Potter
  - Fire-EMS Oversight Committee – Dr. Cross
  - Senior Oversight Committee – Dr. Cross
  - Pool Oversight Committee – Mr. Potter
  - Germantown Union Cemetery Board – Mr. Stubbs
  - Western Regional Council of Governments – Mr. Stubbs
- Dr. Cross made a MOTION, seconded by Mr. Potter, to appoint Shauna Close as the Health Insurance Coordinator for 2023. The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to make the following Purchasing Agent appointments for 2023. The MOTION WAS APPROVED by a unanimous voice vote.
  - Road & Service – Jeremy Holbrook
  - Police – Chief Joe Andzik
  - Zoning – Shauna Close
  - Trash – Shauna Close
- Mr. Heistand reported that there were no Oversight Committee appointments to be approved at the meeting. He noted that the at-large seat on the Pool Oversight Committee is open due to the retirement of Tim Johnson. Mr. Stubbs asked Mrs. Hale-Dennis if she was interested in serving. She responded that her work schedule would not allow her to attend the meetings.
- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to reappoint John Skapiak to the Germantown Union Cemetery Board for a two-year term ending 12/31/24. The MOTION WAS APPROVED by a unanimous voice vote.

## **2021 MEETING SCHEDULE:**

- Mr. Potter made a MOTION, seconded by Mr. Stubbs, to continue holding Board of Trustees Regular Meetings during 2023 on the second Monday of each month at 7:00 PM, except when the meeting falls on a Holiday. In those instances, the Regular Meeting will be held on the day following the holiday. The MOTION WAS APPROVED by a unanimous voice vote. Regular Meetings will be held in 2023 as follows:
  - January 9
  - February 13
  - March 13
  - April 10
  - May 8
  - June 12
  - July 10
  - August 14
  - September 11
  - October 10 (Tuesday, due to Columbus Day holiday)
  - November 13
  - December 11

## ORGANIZATIONAL RESOLUTIONS AND MOTIONS:

- Dr. Cross introduced **RESOLUTION 2023-01**, seconded by Mr. Potter: **A RESOLUTION TO ESTABLISH SALARIES OF THE GERMAN TOWNSHIP TRUSTEES AND THE FISCAL OFFICER FOR 2023 AT 100% OF THE ANNUALIZED AMOUNT ALLOWABLE UNDER THE OHIO REVISED CODE.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2023-01 WAS ADOPTED.**
- Mr. Potter introduced **RESOLUTION 2023-02**, seconded by Mr. Stubbs: **A RESOLUTION TO INCREASE THE SALARIES OF POLICE DEPARTMENT PERSONNEL, ROAD & SERVICE DEPARTMENT PERSONNEL, THE TRASH CLERK AND THE ZONING INSPECTOR BY 3%, STARTING JANUARY 1, 2023.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2023-02 WAS ADOPTED.**
- Dr. Cross introduced **RESOLUTION 2023-03**, seconded by Mr. Potter: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH 2023 PERMANENT APPROPRIATIONS TOTALING \$3,261,617.61, SUCH APPROPRIATIONS NOT TO EXCEED THE AMOUNTS OF THE 2023 OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES ISSUED BY THE MONTGOMERY COUNTY AUDITOR.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2023-03 WAS ADOPTED.**
- Mr. Potter introduced **RESOLUTION 2023-04**, seconded by Dr. Cross: **A RESOLUTION TO CONTINUE THE EXISTING BENEFITS IN 2023 FOR ALL FULL-TIME EMPLOYEES WHO WORK AT LEAST 30 HOURS PER WEEK, INCLUDING THE MEDICAL HRA PROGRAM, DENTAL AND VISION INSURANCE.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2023-04 WAS ADOPTED.**
- Dr. Cross introduced **RESOLUTION 2023-05**, seconded by Mr. Potter: **A RESOLUTION TO CONTINUE THE FOLLOWING MISCELLANEOUS PAYMENTS FOR 2023: (1) \$1.00 PER YEAR – RESERVE POLICE OFFICER HONORARIUM FOR OFFICER SHOKEH, GABIR AND PARKER; (2) \$15.00 PER MEETING – EXPENSE REIMBURSEMENT FOR ATTENDANCE BY REGULAR AND ALTERNATE MEMBERS AT ZONING COMMISSION AND BOARD OF ZONING APPEALS MEETINGS.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2023-05 WAS ADOPTED.**
- Mr. Potter introduced **RESOLUTION 2023-06**, seconded by Mr. Stubbs: **A RESOLUTION TO ALLOCATE 2023 TRUSTEE AND FISCAL OFFICER SALARIES TO VARIOUS FUNDS TO REFLECT THE AMOUNT OF TIME EACH ELECTED OFFICIAL SPENDS ON BEHALF OF THESE FUNDS:**
  - **TRUSTEE CROSS – 100% GENERAL FUND (#1000)**
  - **TRUSTEE POTTER – 50% GENERAL FUND (#1000), 50% GASOLINE TAX FUND (#2021)**
  - **TRUSTEE STUBBS – 40% GENERAL FUND (#1000), 50% POLICE DISTRICT FUND (#2081), 10% GARBAGE AND WASTE DISPOSAL DISTRICT FUND (#2071)**
  - **FISCAL OFFICER HEISTAND – 40% GENERAL FUND (#1000), 25% GASOLINE TAX FUND (#2021), 25% POLICE DISTRICT FUND (#2081), 10% GARBAGE AND WASTE DISPOSAL DISTRICT FUND (#2071).**The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2023-06 WAS ADOPTED.**
- Dr. Cross introduced **RESOLUTION 2023-07**, seconded by Mr. Potter: **A RESOLUTION TO CONTINUE DIRECT DEPOSIT FOR EMPLOYEES AND TO AUTHORIZE PAYMENT OF PAYROLL WITHHOLDINGS AND OTHER VENDOR PAYMENTS BY ELECTRONIC TRANSFER, INCLUDING USE OF THE FIRST NATIONAL BANK OF GERMANTOWN ON-LINE BILL PAYMENT SYSTEM, DURING 2023.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2023-07 WAS ADOPTED.**

- Mr. Potter introduced **RESOLUTION 2023-08**, seconded by Mr. Stubbs: **A RESOLUTION TO CONTINUE THE TRANSFER OF MONTHLY INTEREST DURING 2023 FROM THE GENERAL FUND TO ALL OTHER ELIGIBLE FUNDS BASED ON THEIR PRO-RATA MONTH-END FUND BALANCES.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2023-08 WAS ADOPTED.**
- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to approve the 15<sup>th</sup> and last day of the month, or if either fall on a weekend or a holiday, the last normal business day prior, as payday for employees of German Township during 2023. The MOTION WAS APPROVED by unanimous voice vote.

**OTHER BUSINESS:**

- Mr. Heistand turned the meeting over to Dr. Cross, 2023 Board of Trustees President.
- Dr. Cross thanked the other Trustees for their confidence in electing him President.

**MEETING ADJOURNED:**

- With no further business, Mr. Potter made a MOTION, seconded by Mr. Stubbs, to adjourn. The MOTION WAS APPROVED by unanimous voice vote. The Meeting adjourned at 7:25 pm.

Signed: Mark Cross  
Mark Cross, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at their meeting on January 9, 2023.

Signed: Mark A. Heistand  
Mark A. Heistand, Fiscal Officer