



## GERMAN TOWNSHIP BOARD OF TRUSTEES MINUTES OF THE ORGANIZATIONAL MEETING HELD ON JANUARY 3, 2024

**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 7:00 pm. In attendance were:

<b>President Mark Cross</b>	<b>Vice-President Jacob Stubbs</b>	<b>Trustee Louis Potter</b>
<b>Fiscal Officer Mark Heistand</b>	<b>Police Chief Shane Birch</b>	<b>Road Admin. Jeremy Holbrook</b>
	<b>Zoning Inspector Shauna Close</b>	

**IN-PERSON ATTENDEES:**

Name	Address	Name	Address
None			

**ONLINE ATTENDEES:**

Name	Name	Name	Name
KC			

The Germantown Press was notified of the Organizational Meeting on 12/21/22 at 2:26 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 2024. Mr. Potter seconded the nomination. Mr. Potter then made a MOTION, seconded by Dr. Cross, 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 2024. 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:

- Dr. Cross made a MOTION, seconded by Mr. Potter, to make the following Trustee appointments for 2024. 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
- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to appoint Shauna Close as the Health Insurance Coordinator for 2024. The MOTION WAS APPROVED by a unanimous voice vote.
- Dr. Cross made a MOTION, seconded by Mr. Potter, to make the following Purchasing Agent appointments for 2024. The MOTION WAS APPROVED by a unanimous voice vote.
  - Road & Service – Jeremy Holbrook
  - Police – Chief Shane Birch and Shauna Close
  - Zoning – Shauna Close
  - Trash – Shauna Close

### 2024 MEETING SCHEDULE:

- Dr. Cross made a MOTION, seconded by Mr. Potter, to hold 2024 Board of Trustees Regular Meetings 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. Work Sessions and Special Meetings are announced as needed. The MOTION WAS APPROVED by a unanimous voice vote. 2024 Regular Meetings will be held as follows:
  - January 8
  - February 12
  - March 11
  - April 8
  - May 13
  - June 10
  - July 8
  - August 12
  - September 9
  - October 15 (Tuesday, due to the Columbus Day holiday)
  - November 12 (Tuesday, due to the Veterans Day holiday)
  - December 9

### ORGANIZATIONAL RESOLUTIONS AND MOTIONS:

- Dr. Cross introduced **RESOLUTION 2024-01**, seconded by Mr. Potter: **A RESOLUTION TO ESTABLISH THE 2024 SALARIES OF THE GERMAN TOWNSHIP TRUSTEES AND THE FISCAL OFFICER 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 2024-01 WAS ADOPTED.**
- Dr. Cross introduced **RESOLUTION 2024-02**, seconded by Mr. Stubbs: **A RESOLUTION TO INCREASE THE SALARIES OF POLICE DEPARTMENT PERSONNEL (EXCLUDING SHAUNA CLOSE)**

**AND ROAD & SERVICE DEPARTMENT PERSONNEL BY 4%, EFFECTIVE JANUARY 1, 2024.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2024-02 WAS ADOPTED.**

- Dr. Cross introduced **RESOLUTION 2024-03**, seconded by Mr. Potter: **A RESOLUTION TO INCREASE THE SALARY OF SHAUNA CLOSE IN HER CAPACITIES AS POLICE CLERK, TRASH CLERK, AND ZONING INSPECTOR TO \$22.00 PER HOUR, EFFECTIVE JANUARY 1, 2024.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2024-03 WAS ADOPTED.**
- Mr. Heistand provided revised 2024 budgets for the Police District, General, and Trash Funds to reflect Ms. Close's new hourly pay rate. He noted that the affected accounts were Salaries, OPERS, and Medicare.
- Dr. Cross introduced **RESOLUTION 2024-04**, seconded by Mr. Stubbs: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH THE ATTACHED 2024 REVENUE BUDGET TOTALING \$2,971,382.58, SUCH BUDGET TO BE SUBMITTED TO 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 2024-04 WAS ADOPTED.**
- Dr. Cross introduced **RESOLUTION 2024-05**, seconded by Mr. Potter: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH THE ATTACHED 2024 PERMANENT APPROPRIATIONS TOTALING \$3,124,926.26, SUCH APPROPRIATIONS NOT TO EXCEED THE AMOUNTS OF THE 2024 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 2024-05 WAS ADOPTED.**
- Dr. Cross introduced **RESOLUTION 2024-06**, seconded by Mr. Stubbs: **A RESOLUTION TO CONTINUE EXISTING HEALTH BENEFITS IN 2024 FOR ALL FULL-TIME EMPLOYEES WHO WORK AT LEAST 30 HOURS PER WEEK, INCLUDING MEDICAL, 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 2024-06 WAS ADOPTED.**
- Dr. Cross introduced **RESOLUTION 2024-07**, seconded by Mr. Potter: **A RESOLUTION TO CONTINUE THE FOLLOWING MISCELLANEOUS PAYMENTS FOR 2024: (1) \$1.00 PER YEAR – RESERVE POLICE OFFICER HONORARIUM FOR OFFICERS MUAYAD SHOKEH AND ADAM GABIR; (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 2024-07 WAS ADOPTED.**
- Dr. Cross introduced **RESOLUTION 2024-08**, seconded by Mr. Stubbs: **A RESOLUTION TO ALLOCATE 2024 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 2024-08 WAS ADOPTED.**

- Dr. Cross introduced **RESOLUTION 2024-09**, seconded by Mr. Potter: **A RESOLUTION TO CONTINUE 2024 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.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2024-09 WAS ADOPTED.**
- Dr. Cross introduced **RESOLUTION 2024-10** seconded by Mr. Stubbs: **A RESOLUTION TO ALLOCATE 2024 MONTHLY INTEREST TO THE SUNSBURY CEMETERY PERPETUAL CARE FUND AND THE FOUTS TRUST FUND, AS ALLOWED BY THE STATE OF OHIO, BASED ON EACH FUND'S PRO-RATA MONTH-END BALANCE.** The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2024-10 WAS ADOPTED.**
- Dr. Cross 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, 2024 Board of Trustees President.
- Dr. Cross noted that the Trustees would discuss a \$60,000 proposal from Channel Maintenance Systems for remediation of the Twin Creek north and south banks east of the Astoria Road bridge at the 1/8/24 Regular Meeting.

**MEETING ADJOURNED:**

- With no further business, Mr. Stubbs made a MOTION, seconded by Mr. Potter, to adjourn. The MOTION WAS APPROVED by unanimous voice vote. The Meeting adjourned at 7:16 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 8, 2024.

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