



GERMAN TOWNSHIP BOARD OF TRUSTEES MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 14, 2020

Meeting held virtually using WebEx

The REGULAR MEETING was called to order by Board President Abra Reed at 7:01 pm. The meeting was held virtually using WebEx. Attendees included:

<p>President Abra Reed Police Chief Joseph Andzik</p>	<p>Vice-President Jacob Stubbs Road Sup't Jeremy Holbrook Fiscal Officer Mark Heistand</p>	<p>Trustee Tyler Rehmert Zoning Inspector Halie Sewell</p>
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ONLINE VISITORS:

Name	Name	Name	Name
David Gehron	Mark & Deb Cross	Kurt Jacoby	Mark Keener
Sam	Dylan	Lloyd Johnson	Karen Carmickle

The Germantown Press was notified in advance of the virtual meeting.

Mrs. Reed led the group in the Pledge of Allegiance.

VISTOR COMMENTS:

- **Kurt Jacoby, 12955 Harris Road:** Mr. Jacoby asked Mrs. Reed if she had been contacted by Larry Weissman of the Montgomery County Planning Commission (MCPC) staff. He stated that the MCPC is looking at projections for the next five years and needs information from the Township. Mrs. Reed stated that she had not heard from Mr. Wiseman, but would reach out to him.
- **Mark Cross, 7444 S. Stiver Road:** Dr. Cross informed the Trustees of several items.
 - (1) He stated that Montgomery County had concluded the distribution of Cares Act funds to help Montgomery County residents pay their utility bills. The results for zip code 45327 were:
 - Dayton Power & Light – 107 Accounts served for a total distribution of \$59,757.
 - Vectren – 24 accounts served for a total distribution of \$3,431.
 - (2) He stated that the Ohio Department of Taxation reached a tentative agreement with the Montgomery County Auditor to raise county residential property values by 15% in 2021. That is up from the proposed 7.4% increase. German Township's increase is 19.1%. He noted that the Township may see an increase in future tax revenue as a result of the higher property values.
 - (3) He stated that the Current Agricultural Use Valuation (CAUV) for farm land should be about 25% lower than it was in 2018-2020. He stated that this is good for our farmers, but not so good for the Township revenue. The CAUV program allows farmland to be taxed at agricultural value rather than at full market value.

(4) He recently met new Police Clerk Shauna Close and congratulated Chief Andzik on hiring her. He thinks Mrs. Close will be a great asset to the Township.

(5) He congratulated Police Administrative Assistant Laurie Rohrbach on her upcoming retirement. He noted that she was invaluable to him when he was on the Board of Zoning Appeals and Zoning Commission, and again when he was a Trustee. He wished her the best of luck in her retirement.

FISCAL OFFICER'S REPORT

- Mr. Heistand presented the minutes for two Trustee meetings: the 11/9/20 Regular Meeting and the 11/18/20 Special Meeting. No corrections were made. Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to approve both minutes as submitted. The MOTION WAS APPROVED.
- Mr. Heistand discussed the financial reports that were emailed to the Trustees prior to the meeting: (1) the 11/30/20 Fund Status; (2) the Year-to-Date 11/30/20 Cash Summary by Fund; (3) the November 2020 Receipt Listing; and (4) the November 2020 Payment Listing. He specifically mentioned the following items:
- Receipt Listing:
 - #188-2020 - \$7,556.00 - Source: Bureau of Workers Compensation – Second dividend in 2020, representing approximately 100% of the premium paid for the 2019 policy year.
 - #193-2020 - \$302,117.57, net of collection fees – Source: Montgomery County Auditor – August tax settlement, including \$4,040.58 in trailer tax
 - #199-2020 - \$918.18 – Source: Montgomery County Auditor – CARES Act final redistribution, from unappropriated funds returned by other county jurisdictions
 - #200-2020 - \$10,000.00 – Source: Germantown Union Cemetery – Second 2020 loan repayment related to the cemetery's 2006 land purchase
 - #207-2020 - \$98,230.58 – Source: State of Ohio – 2nd half Homestead and Rollback payment
- Payment Listing:
 - Warrant #50274 - \$367.45 – Payee: Premier Paper Systems – Touchless paper dispensers and supplies, paid using CARES Act funds
 - Warrant #50288 - \$1,000.00 – Payee: First Church of God – Donation to Sonshine in a Bag from the Fouts Trust Fund, as approved at the November meeting
 - Warrants #50303-50304 - \$2401.25 total, net of withholdings – Payee: Jeremy Holbrook – Payout of 120 comp hours, as approved at the November meeting
 - Warrant #50306 - \$10,307.25 – Payee: First National Bank of Germantown – Semi-annual Valley View Water and Sewer District (VVWSD) loan payment
 - Warrant #50316 - \$49,022.93 – Payee: Gledhill Road Machinery – 2021 dump truck snow & ice package (received a 2% discount since the invoice was paid within 15 days)
- Mr. Rehmert asked how many years remain for receipts on the Cemetery loan as well as payments on the VVWSD loan. Mr. Heistand did not have the exact answer on the Cemetery loan, but stated that the VVWSD loan payments continue through 2025. Mr. Stubbs stated that VVWSD debt payments will continue for a year or two after the Cemetery loan is fully repaid.
- **Visitor Mark Keener, 7865 Jamaica Road:** Mr. Keener, former Township Fiscal Officer, noted that the cemetery loan payment is based on the cemetery's cash flow. In prior years, sometimes the cemetery only made one payment or possibly no payment at all.
- Mr. Rehmert made a MOTION, seconded by Mr. Stubbs, to approve the financial reports and authorize the payment of November bills (warrants 50272 through 50316 and vouchers 613 through 707 for payroll direct deposit, payroll tax/withholding EFT's and other electronic payments). The MOTION WAS APPROVED.

- Mr. Heistand announced that sometime in December the Township will receive the third 2020 dividend from the Ohio Bureau of Workers' Compensation (BWC). This is part of a \$5.0 billion distribution by BWC to its policyholders. Similar to the dividend received in November, this third dividend is based on premiums paid in 2019. He expected that the dividend will be in excess of \$25,000. He recently received an Auditor of State Bulletin detailing how to account for all three BWC dividends. It stated that the Township is to return the dividend back to the fund where the original payment was made. Once the fund has been made whole, any remaining amount may be deposited into the General Fund. Since the November dividend made every fund whole for the 2019 premiums paid, the entire third dividend will go into the General Fund.
- As requested by the Trustees at the November meeting, he polled the Township employees to determine if there was interest in adding the new voluntary employee benefits now being offered by Burnham & Flower through Colonial Life. These are Critical Illness Insurance, Accident Insurance and Individual Short-Term Disability Insurance. He did not receive any positive feedback and recommended that the Trustees not add these optional benefits.
- He initiated a discussion of the use of remaining funds in the Coronavirus Relief Fund. He noted that the Trustees have spent \$367.45 for the touchless paper dispensers, approved \$4,481.00 for the touchless toilets, urinal and faucets and approved up to \$2,000 to purchase the video camera and large-screen television for hybrid in-person/virtual meetings. The fund balance on 11/30/20 was \$143,978.60.
- Mr. Rehmert reported that the total cost of the video equipment was only \$1,058.07 (\$488.33 for the camera and \$569.74 for the television). He stated that he will donate the cables needed for the setup. A stand for the television can be purchased in January using the General Fund.
- Mr. Rehmert explained that the previously approved audio upgrade with Spectrum/Charter for a conferencing system had become too complex given our present phone system. He decided not to go forward with the Spectrum contract. Instead, he recommended that the Trustees approve a contract with Pro OnCall for the purchase of their audio conferencing system. He stated that Laurie Rohrbach's historical knowledge was very beneficial in the meetings where the audio options were discussed and how much that knowledge will be missed when she retires.
- Mr. Rehmert introduced **RESOLUTION 2020-42**, seconded by Mrs. Reed: **A RESOLUTION APPROVING A CONTRACT WITH PRO ONCALL IN AN AMOUNT NOT TO EXCEED \$1,000 FOR THE PURCHASE OF A YEALINK IP CONFERENCE SPEAKERPHONE, THE EXPENSE TO BE PAID FROM THE CORONAVIRUS RELIEF FUND.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-42 WAS ADOPTED.**
- Mr. Rehmert introduced **RESOLUTION 2020-43**, seconded by Mr. Stubbs: **A RESOLUTION APPROVING THE USE OF THE REMAINING FUNDS IN THE CORONAVIRUS RELIEF FUND FOR TOWNSHIP POLICE OFFICER SALARIES, AS ALLOWED BY THE UNITED STATES TREASURY DEPARTMENT WHICH DEFINES POLICE OFFICERS AS PUBLIC SAFETY POSITIONS THAT ARE PRESUMED TO BE SUBSTANTIALLY DEDICATED TO MITIGATING OR RESPONDING TO THE COVID-19 PUBLIC HEALTH EMERGENCY.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-43 WAS ADOPTED.**
- Mr. Heistand noted that during November he received and responded to two Public Records Requests for the applicant resumes for the Alternate position on the Board of Zoning Appeals.
- He received an election ballot for two seats on the Ohio Township Association Risk Management Authority (OTARMA) Board of Directors. The ballot must be postmarked by 1/15/21. The four candidates running for the two seats are: (1) Carolyn Destefani, Sugarcreek Township, Greene

County; (2) Marsha Funk, Brownhelm Township, Lorain County; (3) Brian S. Morris, Franklin Township, Warren County; and (4) Nick Schwab, Reily Township, Butler County. Three of the four candidates represent SW Ohio townships. The Trustees decided to defer any decision until the January meeting.

- Mr. Rehmert noted that two candidates are incumbents and two would be new on the board. He asked if the Township was happy with the service that OTARMA provides. Mr. Heistand stated that he has not had any issues with OTARMA since her started as Fiscal Officer.
- **Visitor Mark Keener:** Mr. Keener commented that he never had any problems with OTARMA during the years that he served as Fiscal Officer. They have been very helpful with the current insurance claim. They provide rebates back to the Township as well as grants.
- Mr. Heistand initiated a discussion on the 2021 budget. Mr. Rehmert asked that Mr. Heistand prepared analyses of all draft budgets including fund balances and anticipated revenues prior to review by the Trustees. Mr. Heistand agreed to prepare this information.
- Mr. Rehmert noted that both the Police and Road Departments are spending the amounts that are received each year. There is not an accumulation of funds in either department, nor is there a deficit. He felt it was important that the Trustees understand the fund balances at the beginning of the year and believed that the departments should end the year with at least the same amount in their funds so that they aren't overspending their revenues.
- The Trustees decided to hold a Special Meeting on 12/30/20 at 7:00 pm to discuss the draft 2021 budgets as well as other items. They also decided to hold the 2021 Organizational Meeting on 1/4/21 at 7:00 pm. The Trustees decided that both meetings will be hybrid, with the Trustees and Township staff in person and all visitors joining the meeting virtually using WebEx.
- Mr. Heistand reported that he attended the Montgomery County Township Association (MCTA) virtual holiday gala on 11/18/20 and a virtual MCTA Fiscal Officers meeting on 12/3/20. He also attended the all-day Auditor of State Uniform Accounting Network (UAN) Year-End Update webinar on 12/1/20 and County Auditor Karl Keith's Annual Update webinar on 12/10/20.
- He reported that the 2021 Ohio Township Association (OTA) Winter Conference has been canceled as an in-person event. In its place the OTA will hold an online conference 2/1-2/5/20. The cost is \$65. He noted that he had signed up to attend.
- He reminded the Trustees about the Special Trustee Meeting on 12/16/20 at 6:00 pm to discuss the potential Joint Economic Development District with representatives of the City of Germantown, Village of Farmersville and Jackson Township.
- He acknowledged Laurie Rohrbach's upcoming retirement on 12/31/20 after 29 years with the Township. He stated that everyone in German Township, both employees and residents, thanks Mrs. Rohrbach for her outstanding service to the Township all these years. He noted that he is personally indebted to her for her assistance as he came on board in 2020 as Fiscal Officer. He encouraged Mrs. Rohrbach not to be a stranger and to come back and visit often.

POLICE DEPARTMENT REPORT:

- Chief Andzik reported that the Police Department completed their annual Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation review on December 11. He noted that Laurie Rohrbach felt this was the smoothest review the department has had since the department first became accredited.
- Speaking about the COVID-19 pandemic, he stated that the coronavirus adversely affected the Police Department during 2020 as many of the events that are planned to build relationships

with the community were forced to be canceled. He was hopeful that those connections can be reestablished in 2021. He advised everyone to be well and stay safe during this holiday season.

- Addressing Laurie Rohrbach's upcoming retirement on December 31, he noted how wonderful it has been to work with her since he joined the department 26 years ago. He wished her the very best as she begins her retirement.

ROAD/SERVICE DEPARTMENT REPORT:

- Mr. Holbrook reported that his department has taken delivery of the 2021 International dump truck. The truck has been equipped for service and has been lettered with the Township logo.
- He reported that the touchless plumbing fixtures have been installed by Dill's Plumbing in the men's and women's restrooms.
- He reported that a section of Little Twin Road that runs parallel to Twin Creek has started to erode along the berm of the roadway. He contacted the Army Corps of Engineers and received approval to place stabilization along this area under Nationwide Permit #13. He asked that the Trustees refer any inquiries they receive concerning this project to him for follow-up.
- He asked that the Trustees declare the old dump truck as excess and approve its sale on GovDeals.com. Mr. Stubbs asked that all GovDeals.com fees be paid by the buyer. Mr. Holbrook responded that the Township's contract with GovDeals.com requires that the buyer pays all fees. There is no cost to the Township to list items for sale nor any seller fees.
- Mrs. Reed introduced **RESOLUTION 2020-44**, seconded by Mr. Stubbs: **A RESOLUTION DECLARING THE 2004 INTERNATIONAL DUMP TRUCK AS EXCESS AND APPROVING ITS SALE ON GOVDEALS.COM**. The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-42 WAS ADOPTED**.
- Mr. Holbrook initiated a discussion on the use of the third BWC dividend that the Township will receive in December. Instead of recording the dividend in the General Fund, he asked that the dividend be given back to the funds that pay BWC premiums. Mr. Rehmert stated that this was a reasonable request, noting that the Road Department budget is very tight. Mr. Holbrook noted that the General Fund has not had sufficient funds in the past to provide extra money to the Road Fund. Mr. Stubbs stated that he does not have a problem putting a portion of the BWC dividend into the Road Fund.
- **Visitor Mark Cross:** Dr. Cross stated that the Road Department never has enough money to maintain the Township Roads. He supported Mr. Holbrook's request.
- **Visitor Mark Keener:** Mr. Keener reminded the Trustees that the Ohio Revised Code (O.R.C.) assigns to the Trustees the responsibility to maintain Township cemeteries. He noted that the Road Department has used its funds for cemetery maintenance for at least 25-30 years. He felt that the cost of mowing and maintaining the cemeteries should be paid from the General Fund. He suggested that Mr. Holbrook calculate the costs his department has incurred over the years for cemetery maintenance and that the Trustees transfer that amount to the Road Fund.
- Mr. Stubbs noted that the Road Department probably mows the Township cemeteries on a weekly basis, although the O.R.C. only requires that they be mowed twice each year. Mrs. Reed suggested that the issue be discussed at the 12/30 meeting after the actual dividend is received.
- Mr. Rehmert asked why the Trustees have not been paying for cemetery maintenance for the past 30 years. Mrs. Reed noted that a year or two ago the new Township mower was purchased by the General Fund, which then received the sale proceeds from the old mower. She stated that this helped address the Trustees' responsibilities for cemetery maintenance. Mr. Holbrook

stated that he did not agree at the time with the General Fund receiving the funds from the sale of the old mower, since it was originally purchased with Road Department funds.

ZONING DEPARTMENT REPORT:

- Mrs. Sewell thanked Laurie Rohrbach for all the help Mrs. Rohrbach had given her since she started at the Township in 2019. She wished Mrs. Rohrbach a happy retirement.
- Mrs. Sewell stated that the Township's new website is on hold pending discussion later in the meeting during Mr. Rehmert's report.
- She reported that the Zoning Commission recently approved a rezoning case. The Trustees will hear the case at a Special Meeting on 1/7/21.
- She thanked the Trustees for approving \$100 petty cash for her office at the November meeting.
- She stated that discussion of a potential postage machine purchase can occur at a future meeting. She wasn't able to send out information on various options prior to this meeting.
- She issued a permit this past month for a shed on Mudlick Road. A permit for a new home on Browns Run Road is pending. She also issued an agricultural exemption permit on Dayton-Germantown Pike
- She announced that the Zoning Commission (ZC) will hold its Organizational Meeting on 1/19/21 and the Board of Zoning Appeals (BZA) will hold its Organizational Meeting on 1/12/21.

TRUSTEE REED'S REPORT:

- Mrs. Reed reported that the Senior Center is unfortunately still not open. As of now, the State has not relaxed any of the requirements that must be met before reopening. In the meantime, frozen meals are being distributed weekly by the Center. Any Township resident who is interested in receiving the meals is asked to contact the City of Germantown.

TRUSTEE STUBBS' REPORT:

- Mr. Stubbs reported that the Pool Board meeting was canceled. He noted that one member recently resigned from the Board.
- He noted that David Shortt of the Veterans Memorial Museum has planned a ceremony at noon on 12/19/20 at Germantown Union Cemetery, with volunteers placing 400 wreaths on veterans' graves for the Christmas season. This is being done at no cost to the Cemetery or Township.
- He thanked Laurie Rohrbach for her 29 years of service. He said that she is fantastic, has a wealth of knowledge and does a great job. He stated that she goes above and beyond for the Township and will be missed after she retires. He said that she is a wonderful person and the Township has been lucky to have her for almost 30 years.
- He reported that he received a request from a company to lease space on the cell tower at the Township Hall. He reached out to Assistant Prosecutor Nathaniel Peterson for guidance and has been waiting almost a month for an answer. Mr. Rehmert commented that he has also been waiting a long time for an answer to a question that he submitted to Mr. Peterson.
- Mr. Stubbs noted that the Township Employee Appreciation Luncheon will be held on 12/16/20.

TRUSTEE REHMERT'S REPORT:

- Mr. Rehmert reported that 50-100 cars were able to drop off letters and wave to Santa and Mrs. Claus during the Christmas in the Park drive-by event on 12/12/20. He thanked the Parks Board for organizing the event.

- He initiated a discussion of the Township's new website and a potential change to .gov email addresses. He noted that the \$400 annual fee only pays for the .gov domain name, but the domain does not host emails. He did not feel that the Trustees should move forward with this. It was previously decided that the new Township website would be hosted by GoDaddy.com, which has email available after paying a hosting fee. He noted that the Village of Farmersville uses .us for its domain. Chief Andzik stated that a .gov domain would be a benefit to the Police Department as the department can't access some Federal websites without a .gov email.
- **Visitor Mark Keener:** Mr. Keener mentioned that the state purchasing program of which the Township is a member should allow the Township to use an .oh.gov domain.
- Mrs. Sewell and Mr. Rehmert discussed several options and price points for hosting the website and emails. Mr. Rehmert noted that the annual costs will probably be at least \$800 and possibly as much as \$2,000. Mr. Stubbs stated that the costs were beginning to get too high. It was decided to continue discussion of new emails at the 12/30/20 Special Meeting. Mrs. Sewell will get the new website with GoDaddy.com up and running later in December.
- Mr. Rehmert made a MOTION, seconded by Mrs. Reed, to appoint Rachel Albert as an Alternate to the Board of Zoning Appeals. Mr. Stubbs pointed out that there were six applicants for the position and that Ms. Albert submitted her application a month after the other applicants. He also noted that Ms. Albert lives near Mr. Rehmert in the same neighborhood. Mr. Rehmert took exception to the implication of Mr. Stubbs' comments. Mr. Stubbs and Mr. Rehmert held an extensive debate prior to a vote on the motion. The MOTION WAS APPROVED.
- Mr. Rehmert discussed the length of terms for members of the ZC and the BZA. The terms of one member of each board will expire at the end of 2020. Appointments for expiring terms will be considered at the 12/30/20 Special Meeting.

NEW BUSINESS:

- None.

OLD BUSINESS:

- None.

MEETING ADJOURNED:

- With no further business, Mrs. Reed made a MOTION, seconded by Mr. Rehmert, to adjourn. The MOTION WAS APPROVED. The Meeting adjourned at 9:05 pm.

Signed: 
 Tyler Rehmert, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at the January 11, 2021 meeting.

Signed: 
 Mark A. Heistand, Fiscal Officer