



**GERMAN TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING HELD ON DECEMBER 30, 2020**

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

The SPECIAL MEETING was called to order by President Abra Reed at 7:00 pm. In attendance were:

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

Name	Name	Name	Name
David Gehron	Mark & Deb Cross	Bethany Brant	Todd Dennis
Abigail Hale-Dennis	Karen Carmickle		

The Germantown Press was notified of the Special Meeting on 12/23/20 at 4:56 pm.

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

The announced purpose of the Special Meeting was to:

- Discuss and potentially approve 2021 budgets.
- Discuss and potentially approve the transfer of funds from the General Fund to the Road Fund.
- Review and approve December financial reports.
- Review and approve amended 2020 appropriations.
- Discuss and potentially approve a 2021 Ohio Public Employees Retirement System Conversion Plan.
- Discuss and potentially approve revised member terms for the Township Zoning Commission and Board of Zoning Appeals and potentially make appointments to same.
- Discuss and potentially approve changes to the Township's website and emails.
- Discuss the joint Parks Levy with the City of Germantown, which expires at the end of 2021.

VISTOR COMMENTS:

None

FISCAL OFFICER'S REPORT:

- Mr. Heistand presented the 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. All reports were current as of 12/29/20.
- He noted that the current balance in the Coronavirus Relief Fund was zero. He completed the transfer of police salaries and benefits from the Police Fund. The total amount transferred was \$137,725.78.
- He noted this item on the Receipt Listing:
 - #215-2020 - \$27,565.15 - Source: Bureau of Workers Compensation – Third 2020 dividend representing 372% of the premium paid for the 2019 policy year. The dividend was posted to the General Fund.
- He noted these Items on the Payment Listing:
 - Vouchers #698-2020 & #733-2020 - \$6,938.00 total – Payee: Bureau of Workers Compensation – Paid the entire 2021 premium, instead of paying in installments, to obtain a 2% discount.
 - Warrants #50039 & 50040 were voided as they were never cashed by the recipients.
 - Warrant #50315 was voided and reissued as a voucher since it was paid electronically.
 - Warrants #50317-50324 and #50348 were voided due to printer errors and reissued.
 - Warrants #50345 & #50367 – Payee: Pro OnCall Technologies - \$963.75 total – Purchase of Yealink IP Conference Speakerphone (CP960 with wireless mics). Invoice paid from the Coronavirus Relief Fund.
 - Warrant #50346 - \$4,231.00 – Payee: Dills Plumbing LLC – Installation of touchless sinks, toilets and urinal in the restrooms. Invoice paid from the Coronavirus Relief Fund.
 - Warrant #50347 - \$80.59 – Payee: Captain 9's Pizza & Subs – Pizza for the Employee Appreciation Lunch. He thanked Captain 9's owner Charlie Zechar for discounting the pizzas by 36%.
- Following up on a question from Mr. Rehmert at the 12/14/20 meeting, he noted that \$39,276.23 is still due from Germantown Union Cemetery for the funds loaned by the Trustees to purchase land in 2006. Payments are open-ended based on cash flow, but have been running at \$10,000 semi-annually for the past several years. \$103,072.50 remains to be paid to First National Bank of Germantown for the Valley View Water and Sewer District loan. Semi-annual payments of \$10,307.25 will be made through December 2025.
- Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to approve the financial reports and authorize the payment of December bills (warrants 50317 through 50373 and vouchers 698 through 765 for payroll direct deposit, payroll tax/withholding EFT's and other electronic payments). The MOTION WAS APPROVED.
- Mr. Heistand presented the report of amended 2020 appropriations that was emailed to the Trustees prior to the meeting. Mr. Rehmert introduced **RESOLUTION 2020-45**, seconded by Mr. Stubbs: **A RESOLUTION AUTHORIZING THE AMENDING OF THE 2020 APPROPRIATIONS AS SUBMITTED AND ATTACHED – TO BE FORWARDED TO THE MONTGOMERY COUNTY AUDITOR.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-45 WAS ADOPTED.**

2021 DRAFT BUDGET REVIEW:

- **POLICE BUDGET (Funds 2081, 2082, 2083, 2221, 2261, 2271):**
 - Chief Andzik noted that 2021 is the first year his department's budget is above \$1,000,000. He pointed out that \$150,000 budgeted in account #2081-210-599 was added as a result of the transfer of 2020 salaries to the Coronavirus Relief Fund. The department doesn't plan to spend this budgeted amount. A 2% cost of living increase has been budgeted for all department employees.
 - Mr. Rehmert stated his concern about the decrease in fund balances that have been budgeted for the Police Department in 2021. Chief Andzik responded that his department never spends the total amounts that are budgeted.
 - Mrs. Reed asked about \$20,000 budgeted for account #2081-760-730, especially the new chairs that were noted as costing \$800 each. Chief Andzik responded that the chair cost is probably a mistake. He will follow up and report back to the Trustees.
 - The Trustees did not make any changes to the Police Department 2021 budget.
- **ROAD BUDGET (Funds 2011, 2021, 2031, 2141, 2231):**
 - Mr. Holbrook reported that his budget included a 2% cost of living increase for the department. He noted that his department normally ends the year with a fund balance of \$40-60,000. His budget included \$65,000 for the purchase of a new backhoe. He will be selling the old dump truck in 2021 and hopes to bring in \$20-25,000 from the sale.
 - Mr. Rehmert stated his concerns with the decrease in Road Department fund balances.
 - The Trustees discussed the methodology for splitting the property taxes in Fund 2141- Road Levy between the Township and the City of Germantown. They also discussed the budget for road salt. The purchase of a new back hoe is included in the 2021 budget.
 - The Trustees did not make any changes to the Road Department 2021 budget.
 - Mr. Holbrook noted that the Little Twin Road bank stabilization project was completed. He thanked resident Kenny Lucas for donating the concrete used in the project.
- **GENERAL FUND (Fund 1000):**
 - Mr. Heistand asked the Trustees to confirm their willingness to continue reducing their salaries to 75% of the amount allowed by the Ohio Revised Code (O.R.C.) during 2021. All agreed. The Fiscal Officer salary will remain at 100% of the allowable amount.
 - The Trustees agreed to increase Zoning Inspector Halie Sewell's salary by 2%.
 - The Trustees did not make any changes to the General Fund 2021 budget.
- **TRASH FUND (Fund 2071):**
 - Mr. Heistand noted that the fund balance has been dropping, since trash fees have not increased while Rumpke costs have increased. Mr. Stubbs commented that at some point a rate increase will be needed to keep the fund balance from getting too low.
 - The Trustees discussed options for a potential future rate increase.
 - The Trustees did not make any changes to the Trash Fund 2021 budget.
- **OTHER FUNDS (Funds 2171, 2172, 2191, 2192, 2193, 4951, 9752):**
 - The Trustees reviewed the budgets for the five joint levy funds with Germantown and did not make any changes. Mr. Heistand noted that he will work with Germantown Finance Director Pat Shively during 2021 to review past payments. There is concern on the City's part that in past years they did not receive all the tax revenues that were due to them.
 - Mr. Heistand noted that the Sunbury Cemetery Perpetual Care Fund, donated many years ago by the Kuhn family, has restrictions on spending.
 - The Trustees discussed the Fouts Trust Fund, its restrictions on spending and how to determine future recipients of donations from the fund. No decisions were made.

- The Trustees decided to increase the budget for donations from the Fouts Trust Fund from \$1,000 to \$2,000. No changes were made to the budgets of the other funds.

POTENTIAL TRANSFERS BETWEEN FUNDS:

- The Trustees continued a discussion that began at the 12/14/20 meeting concerning a possible transfer of funds from the General Fund to other funds. Mr. Holbrook suggested that the \$27,565.15 dividend recently received from the Bureau of Workers Compensation (BWC) be returned to the funds proportionately based on premiums paid. This receipt was recorded in the General Fund. 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.
- It was noted that Road Department funds have been used to pay for maintenance of the Township Cemeteries for at least 25 years. The O.R.C. assigns this responsibility to the Trustees. Mr. Holbrook roughly guessed that the annual cost to maintain the cemeteries is \$2-3,000. Although the Trustees purchased a mower for the Road Department a few years ago, Mr. Holbrook noted that the mower is only used to maintain Township Hall grounds and the cemeteries, both of which are Trustee assets. The mower is not used to mow Township roads.
- Mr. Rehmert stated that he has no strong preference on the use of the BWC dividend. Mrs. Reed noted that the Police Department received \$137,000 from the CARES Act grant, but none of those funds went to the Road Department. Mr. Rehmert asked Mr. Holbrook to analyze the annual costs to maintain the cemeteries and then discuss the issue again at a future meeting.
- **Visitor Mark Cross, 7444 Stiver Road:** Following a five minute period when the audio feed was lost for those attending virtually, Dr. Cross asked how the BWC dividend issue was resolved.
- Mr. Holbrook responded that he will analyze annual cemetery maintenance costs. At a future meeting the Trustees will consider reimbursing the Road Department from the General Fund for 3-6 years of past expenses and going forward make an annual transfer of funds for these costs.

ZONING COMMISSION (ZC) & BOARD OF ZONING APPEALS (BZA) MEMBER TERMS & APPOINTMENTS:

- **ZC & BZA APPOINTMENTS:**
 - Noting that terms were ending on 12/31/20, Mr. Rehmert made a MOTION, seconded by Mr. Stubbs, to reappoint Daniel A. Lee to a five year term on the Zoning Commission (ZC) and Joe Scholler to a five year term on the Board of Zoning Appeals (BZA), both terms ending 12/31/2025. The MOTION WAS APPROVED.
- **ZC & BZA MEMBER TERMS:**
 - The Trustees discussed the fact that the current ZC and BZA Member terms are not in compliance with State law. O.R.C. 519.04 and 519.13 state that the term of one member of each board is to expire each year. Currently, two member terms on each board expire on 12/31/21 and two terms expire on 12/31/22.
 - Mr. Rehmert introduced **RESOLUTION 2020-46**, seconded by Mr. Stubbs: **A RESOLUTION (1) AMENDING THE MEMBER TERM ENDING DATES FOR THE ZONING COMMISSION AS FOLLOWS: FRED GLANDER (12/31/2021), PAUL DOLES (12/31/2022), MARVIN RIEGER (12/31/2023), DAVID JENKS (12/31/2024); AND (2) AMENDING THE MEMBER TERM ENDING DATES FOR THE BOARD OF ZONING APPEALS AS FOLLOWS: ADAM BLAKELY (12/31/2021), VALORIE HILL (12/31/2022), DELONE JONES (12/31/2023), PETE LURKER (12/31/2024).** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-46 WAS ADOPTED.**

- It was noted that Alternates to the Township's ZC and BZA do not have term ending dates. In addition, the O.R.C. does not specify the term length for Alternates. Mr. Rehmert introduced **RESOLUTION 2020-47**, seconded by Mrs. Reed: **A RESOLUTION (1) SETTING TERM ENDING DATES FOR THE CURRENT ZONING COMMISSION ALTERNATES AS FOLLOWS: KURT JACOBY (12/31/2021), DR. MARK CROSS (12/31/2022); AND (2) SETTING TERM ENDING DATES FOR THE CURRENT BOARD OF ZONING APPEALS ALTERNATES AS FOLLOWS: MARTY COX (12/31/2021), RACHEL ALBERT (12/31/2022).** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-47 WAS ADOPTED.**
- Mr. Rehmert introduced **RESOLUTION 2020-48**, seconded by Mr. Stubbs: **A RESOLUTION SETTING TERMS OF OFFICE FOR ALTERNATES ON THE ZONING COMMISSION AND BOARD OF ZONING APPEALS AT TWO YEARS, COMMENCING WHEN THE CURRENT TERMS EXPIRE.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-48 WAS ADOPTED.**

PARKS LEVY DISCUSSION:

- The Trustees discussed the ½ mill Parks Levy that expires at the end of 2021. It was last passed as a renewal in November 2016. The deadline to place a renewal or replacement levy on the May Primary ballot is February 3.
- Mr. Heistand reported that Germantown City Manager Judy Gilleland was told by the Montgomery County Board of Elections that placing a levy on the Primary ballot would be considered a special election for the Township. If some other entity places a county-wide issue on the ballot, the Township would share in the cost of the election. Otherwise the Township would bear the entire cost. The City asked for the Trustees' position on running the levy in May.
- The Trustees agreed that they did not want to incur the cost involved to run the levy in May. They will instead run a Parks Levy in November. They requested that the Parks Board provide a recommendation as to whether the levy should be run as a renewal or a replacement, and if the millage should remain the same or be increased. Mrs. Reed agreed to inform the City of Germantown about the Trustees' decision.

2021 OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM (OPERS) CONVERSION PLAN:

- Unused vacation and sick time that were cashed out by Township employees during 2020 were not considered earnable salary for OPERS retirement since the Township did not have an Annual Conversion Plan on file. The Trustees discussed whether to execute a Conversion Plan for 2021.
- **Visitor Mark Cross:** Dr. Cross asked if the employer OPERS costs are paid through the Police and Road Department budgets or from the General Fund. Mr. Heistand responded that each department pays the OPERS costs for its employees.
- The Trustees decided to postpone a decision on a Conversion Plan until a future meeting in order to get feedback from Chief Andzik and Mr. Holbrook.

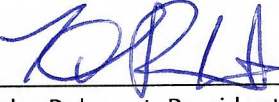
TOWNSHIP WEBSITE AND EMAIL ADDRESSES:

- Mrs. Sewell gave a quick overview of the Township's new website which will go live in early 2021. She will be adding an events calendar showing Township meetings. She will also add a general news and information page for the community.

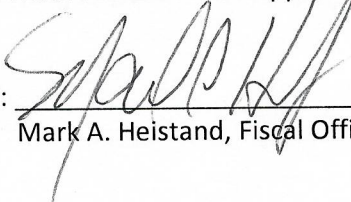
- The Trustees discussed options and costs associated with using Gmail G-Suite for email addresses for all Township employees as well as related features that come along with the emails. These include Google calendar, email aliases, Google Meet, Google Pages, shared drive, etc. No decisions were made.

MEETING ADJOURNED:

With no further business, Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to adjourn. The MOTION WAS APPROVED. The Meeting adjourned at 9:17 pm.

Signed: 
Tyler Rehmert, President, Board of Trustees

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

Signed: 
Mark A. Heistand, Fiscal Officer