



## GERMAN TOWNSHIP BOARD OF TRUSTEES MINUTES OF THE REGULAR MEETING HELD ON FEBRUARY 8, 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 7:01 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 | Abigail Hale-Dennis | David Gehron   |
| Sam                        | Deb Cross                           | Karen Carmickle     | Call in User 2 |
| Call in User 3             | Call in User 4                      |                     |                |

The Germantown Press was notified of the Regular Meeting on 1/28/21 at 11:45 am.

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

**VISTOR COMMENTS:**

- None.

**ROAD/SERVICE DEPARTMENT REPORT:**

- As requested by the Trustees at a previous meeting, Mr. Holbrook contacted two commercial lawn mowing companies for quotes to maintain the five Township cemeteries: SR Davis Commercial Grounds Maintenance in Middletown and Swordfish Lawn Service in Springboro. He has not yet received quotes from either company.
- He noted that during the annual physical asset inventory, he found two items that had already been disposed and now need to be declared excess and removed from the Township inventory.
  - Item #585: 425 gallon poly tank. He noted that this was the tank that the Road Department used to store brine for de-icing. The tank split because of age and had the potential to leak. It was emptied and thrown away as it had no value.
  - Item #26: HP laser printer. He noted that this printer was purchased by the previous Road Superintendent over 30 years ago. When pulled out of storage, it did not work and was thrown away as it had no value.

- Mrs. Reed introduced **RESOLUTION 2021-11**, seconded by Mr. Rehmert: **A RESOLUTION (1) DECLARING A 425 GALLON POLY TANK AND A ROAD DEPARTMENT HP LASER PRINTER AS EXCESS, (2) DECLARING THAT BOTH ASSETS HAVE NO VALUE, AND (3) APPROVING DISPOSAL OF THE ASSETS.** The roll was taken and the adoption vote was as follows: Mr. Rehmert-Yes; Mrs. Reed-Yes; Mr. Stubbs-Yes. **RESOLUTION 2021-11 WAS ADOPTED.**
- Mr. Holbrook reported that the 2004 International Dump Truck was placed on GovDeals.com for public auction. The sale ended 2/1/21. The winning bid was \$25,502. The buyer has paid GovDeals.com and will take the dump truck to Missouri.
- He reported that the bid for the 2021 crack seal contract came in at \$5,771, which was \$271 over the \$5,500 budgeted amount.
- He noted that he will discuss the replacement of the Township's backhoe at the March meeting. He will send information to the Trustees in advance of the meeting.
- Mrs. Reed suggested that Neff's Lawn Equipment or other local entities be contacted for a quote for mowing the Township cemeteries. Mr. Holbrook noted that Neff's no longer does lawn maintenance. He stated that he will contact Assistant Prosecutor Nathaniel Peterson to determine the requirements for insurance and bonding that a lawn company must meet in order to bid on a cemetery maintenance contract.
- Mr. Rehmert reported that he contacted Mr. Peterson to discuss how to determine the amount to transfer from the General Fund if the Trustees decide that the Road Department will continue to maintain the cemeteries. He stated his desire is to keep these funds within the Township.
- Mr. Holbrook noted that his department is plowing and salting roads as required and cleaning the trucks afterward. Mr. Holbrook was then excused from the meeting so he could continue plowing the Township's roads that evening.

#### **FISCAL OFFICER'S REPORT**

- Mr. Heistand presented the minutes for five Trustee meetings: the 12/30/20 Special Meeting; the 1/4/21 Organizational Meeting; the 1/7/21 Special Meeting; the 1/11/21 Regular Meeting; and the 1/13/21 Special Meeting. He noted that the minutes for the 1/26/21 Special Meeting were not yet complete. Mr. Rehmert made a MOTION, seconded by Mr. Stubbs, to approve the five sets of minutes as submitted. The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Heistand discussed the January Financial Reports that were emailed to the Trustees prior to the meeting: (1) the 1/31/21 Fund Status; (2) the Year-to-Date 1/31/21 Cash Summary by Fund; (3) the January 2021 Receipt Listing; and (4) the January 2021 Payment Listing. Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to approve the January financial reports and authorize the payment of January bills (warrants 50374-50392 and vouchers 1-78 for payroll direct deposit, payroll tax withholdings and other electronic payments). The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Heistand reported that he sent the Montgomery County Auditor's office the Township's 2021 Certificate of the Total Amount from All Sources Available. The Auditor uses this report to prepare the Township's 2021 Official Certificate of Estimated Resources. He also responded to a request from the League of Women Voters of the Greater Dayton Area for updated elected official information for their 2021 Directory of Public Officials.
- He reported that he received a notice from the County Auditor that the Township would be receiving an \$11,220.20 Real Estate Assessment Fee refund. Following the Auditor's completion

of the sexennial reappraisal project, he was able to refund fees back to each county taxing authority that contributed. The funds were received on 2/3/21 and have been recorded in each levy fund proportionately, as directed by the Auditor.

- He noted that he received a notice from the Ohio Auditor of State that discussed the number of UAN users who do not complete bank reconciliations on a timely basis. As a result, the Auditor is launching a new feature to generate direct communication by email to an entity's Board if the Fiscal Officer has not posted a bank reconciliation in UAN in 60 days. UAN clients have an option to activate this feature, which is being strongly recommended by the Auditor.
- Mr. Stubbs introduced **RESOLUTION 2021-12**, seconded by Mr. Rehmert: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ACTIVATE THROUGH eSERVICES WITH THE OHIO AUDITOR OF STATE A FEATURE TO GENERATE AN EMAIL TO THE TRUSTEES IF THE TOWNSHIP'S FISCAL OFFICER HAS NOT POSTED A BANK RECONCILIATION IN UAN IN 60 DAYS.** The roll was taken and the adoption vote was as follows: Mr. Rehmert-Yes; Mrs. Reed-Yes; Mr. Stubbs-Yes. **RESOLUTION 2021-12 WAS ADOPTED.**
- Mr. Heistand noted that the Parks Board did not meet in January and will not meet in February. He felt that they need to meet to discuss the Parks Levy that will be on the November ballot to provide a recommendation on the type of levy to run. He noted that the deadline to file with the Board of Elections is in early August. He understood that the process to place a levy on the ballot takes a couple months of communications back and forth with the Board of Elections. Mr. Rehmert stated his expectation that the Parks Board will meet in March to hold this discussion.
- Mr. Heistand attended the online 2021 Ohio Township Association (OTA) Conference in early February. Although the conference wasn't as in-depth and beneficial as last year's in-person conference in Columbus, he noted that most of it was interesting and informative.
- He reminded the Trustees and online attendees about the Special Meeting on 2/11/21 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 (JEDD).
- He noted that the Township began the annual fixed asset Physical Inventory during January. Assets have been verified by the Road, Fiscal Officer and Trustees departments. The Police Department, Trash Department and Zoning Department are still working on their verifications.
- He reminded Township residents that he emails Trustee Meeting Notices, including WebEx instructions, to a list of people who have requested these notices. Should anyone want to be added to the list, they can email him or call his office. Trustee Meeting Notices are also (1) emailed to those Township residents who are on a list maintained by the Police Department, (2) uploaded to the Township's website and (3) posted on the two Facebook pages maintained by the Police Department and the Zoning Department. Finally, hard copies of Trustee Meeting Notices are posted on the Township Hall Meeting Room door. He noted that Meeting Notices are not published in the Germantown Press, and recommend that the Township not do so.

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

- Chief Andzik reported that Montgomery County Auditor Karl Keith issued K-9 Idus his Montgomery County Dog License on 2/2/21. According to Auditor Keith, German Township is the only police department where his office has issued the dog license in person. Photos were taken in the Township Meeting Room.

- He reported that his department has ordered the equipment requested by the local Community Emergency Response Team (CERT). The batteries, vests and a large duffle have been received. Still to arrive are the jackets and rain pants.
- He thanked the Road Department for all they do to maintain the police vehicles and the Township building. He said that Jeremy Holbrook and Scott Hamilton are key in helping to make German Township a great place to live and work.
- In January he was sworn in as the Vice-President of the Montgomery County Association of Police Chiefs, whose membership includes local, state and Federal law enforcement within Montgomery County. The Executive Board is progressive. He has served as Treasurer and Secretary, respectively, over the past two years.
- He discussed the police server which is now out of date and will no longer receive security updates. Although the ballpark figure he had earlier received for a replacement server was between \$15-18,000, the quote from CDO Technologies came in at \$10,576.92 (not including labor). CDO will build the server and set it up, causing relatively little downtime. The old server will remain, utilized as a backup should the new server go down for any reason and will also be used for additional storage for police computer backups.
- Since he learned about this situation after preparing his 2021 budget, he stated that did not have a line item to pay for the new police server. He requested permission to use his Other Expenses account for the purchase. Mr. Stubbs introduced **RESOLUTION 2021-13**, seconded by Mrs. Reed: **A RESOLUTION AUTHORIZING THE PURCHASE OF A SERVER FOR THE POLICE DEPARTMENT FROM CDO TECHNOLOGIES IN THE AMOUNT OF \$10,576.92 PLUS LABOR COSTS, TO BE PAID USING ACCOUNT #2081-210-599-0000**. The roll was taken and the adoption vote was as follows: Mr. Rehmert-Yes; Mrs. Reed-Yes; Mr. Stubbs-Yes. **RESOLUTION 2021-13 WAS ADOPTED.**

#### ZONING DEPARTMENT REPORT:

- Mrs. Sewell reported that she issued permits this past month for a pole barn on Browns Run Road and an agricultural exempt structure on Diamond Mill Road.
- Mrs. Sewell and Mr. Rehmert discussed the potential new Township emails using Gmail G-Suite. There will be nine accounts: three for the Trustees; two for the Police; one each for the Fiscal Officer, Road, Trash and Zoning. Eight accounts will cost \$6 per month while the administrator account for Zoning costs \$12 per month. The total annual cost will be \$720. Since Township meetings can be recorded on Google Meet, this will replace the \$162 annual cost for WebEx.
- The Trustees discussed long-term storage of emails, especially when elected officials change. G-Suite features include Google calendar, email aliases, shared drives, Google Docs, and surveys.
- Mr. Rehmert made a MOTION, seconded by Mrs. Reed, to begin using Gmail G-Suite for the Township's emails, along with the related features. Mrs. Reed thanked Mrs. Sewell for researching new email options. The MOTION WAS APPROVED by a unanimous voice vote.
- The Trustees discussed the process Mrs. Sewell uses when zoning complaints are brought to her attention. She follows a seven step process, with progressively more official steps. Mr. Rehmert stated that Mrs. Sewell should not just drive around the Township looking for zoning issues. Mr. Stubbs agreed, noting that the Township budget can't afford to pay her for time spent looking for problems. He preferred that zoning issues be brought to Mrs. Sewell's attention by residents.

#### TRUSTEE REHMERT'S REPORT:

- Mr. Rehmert noted that the JEDD discussions are progressing.

- He commented on the recent OTA Conference. He liked the session on creating websites, noting that the Township's new website will continue to improve. He found the session on the cost to maintain roads to be an interesting resource and proposed that this information be added to the Township website so residents can see the issues involved with road maintenance.
- He discussed a proposal from PRO OnCall for new SIP trunks and a phone server, noting that the Township phone costs will decrease significantly if the proposal is accepted. The total cost is \$6,000. \$4,000 is for the new server which was included in the 2021 budget. The remaining \$2,000 is for the six SIP trunk lines and license. These will replace the Township's six Spectrum lines. With the SIP trunks, phone service will be delivered over the internet. The Township currently pays Spectrum \$280 per month. The cost with PRO OnCall will be \$80 per month, with a 10-12 month payback for the SIP trunks. There will be no service or reliability changes.
- Mrs. Reed stated her comfort with the phone changes, noting that the upfront cost will be offset by the future savings. Mr. Stubbs confirmed that these changes will not affect the hard wired phone line in the Police Department, which is serviced by Consolidated Communications.
- Mr. Rehmert introduced **RESOLUTION 2021-14**, seconded by Mrs. Reed: **A RESOLUTION AUTHORIZING THE PURCHASE OF A PHONE SERVER AND THE INSTALLATION OF SIX SIP PHONE LINES THROUGH PRO ONCALL FOR A COST OF APPROXIMATELY \$6,000.** The roll was taken and the adoption vote was as follows: Mr. Rehmert-Yes; Mrs. Reed-Yes; Mr. Stubbs-Yes. **RESOLUTION 2021-14 WAS ADOPTED.**

#### **TRUSTEE REED'S REPORT:**

- Mrs. Reed stated that she attended a Senior Center meeting. Frozen meals are being provided weekly to 69 local senior citizens. Free tax preparation service will be made available to seniors.
- Commenting on the OTA Conference, she noted that the session on JEDDs was very interesting.
- She reported that she has forwarded drafts of the proposed JEDD to the other Trustees. She asked if all three Trustees will attend the 2/11 JEDD meeting. Mr. Stubbs stated his comfort with only Mr. Rehmert attending. Mrs. Reed agreed. Mr. Rehmert noted that since a quorum of Trustees will not be present, the JEDD meeting will not be an official Trustees meeting. No minutes will be prepared. The meeting will be live streamed through WebEx as well as recorded and available to be viewed on the Township's YouTube channel.
- Mrs. Reed thanked Chief Andzik for purchasing the materials for the CERT group. She noted that the group has an 18"x24" framed Franklin Chronicle article about their activities that they would like to hang in the Township Meeting Room near the CERT display case. The Trustees were in agreement with the request. Mr. Stubbs suggested that this be coordinated with Mr. Holbrook.

#### **TRUSTEE STUBBS' REPORT:**

- Mr. Stubbs reported that the Pool Board recently met. They are discussing the rates to charge for 2021. The concession stand may not be open due to COVID-19. There are two openings on the Pool Board. He asked that any interested City or Township resident contact him or the City.
- He reported on the Cemetery Board meeting earlier that evening. Repairs had to be made to the backhoe front loader. Three new weed eaters may be purchased this season at \$350 each.
- He asked Mrs. Reed if there are openings on the Senior Center Committee. She stated that she will find out. He noted that Mark Cross has an interest in being appointed to the Committee.
- Having been to prior in-person OTA Conferences, he commented that this year's virtual conference was not his favorite. But the conference always presents good information.

**NEW BUSINESS:**

- Mr. Rehmert reminded the Trustees that Spectrum charges for several cable TV hookups at the Township are being dropped as a cost-savings measure. Shauna Close is working on this change.
- **Visitor Lynn Cleveland, 11858 Oxford Road:** Mr. Cleveland thanked the Trustees and everyone else for all they do for the Township. He specifically noted that Chief Andzik and Mr. Holbrook both do a great job and stated how well the roads are cleaned after each snowfall. He thanked Chief Andzik for purchasing the equipment needed by the CERT group. He noted that the CERT members have been working hard at the COVID-19 test sites and vaccine clinics since March 2020. He reported that a Dayton police lieutenant told the team how impressed he was with the work done by CERT. Mr. Cleveland said this is a testimony to what German Township is able to do. He noted that former Police Administrator Laurie Rohrbach is now involved with CERT.
- **Visitor Mark Cross, 7444 S. Stiver Road:** Dr. Cross agreed with Trustee comments earlier in the meeting that the Zoning Inspector should not go looking for zoning problems, but should respond to complaints raised by residents. He stated that there has been similar discussion at Zoning Commission meetings that zoning issues should be driven by resident complaints. He noted that the Zoning Commission will be discussing trash, junk cars, tall grass and weeds to give the Trustees more guidance on how to approach these issues.


**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 8:11 pm.

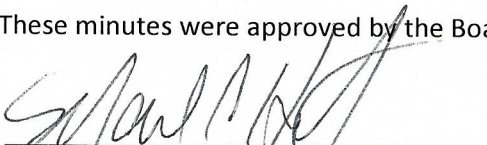
Signed: \_\_\_\_\_



Tyler Rehmert, President, Board of Trustees

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

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



Mark A. Heistand, Fiscal Officer