

RECORD OF PROCEEDINGS

Minutes of

Meeting

THE GERMAN TOWNSHIP BOARD OF TRUSTEES

DAYTON LEGAL, BLANK, INC., FORM NO. 10148

Held January 13, 20 2014

The regular meeting was called to order at 7:00 P.M., at the Township Hall, 12102 S.R. 725 West, Germantown, Ohio, by Board President Randy Benson with the Pledge of Allegiance. Trustees Randy R. Benson, Benjamin F. DeGroat, Jacob C. Stubbs and Fiscal Officer Robert W. Rohrbach Jr. were present. Police Chief Joe Andzik and Road & Service Superintendent Jeremy Holbrook were also present. This meeting was digital tape recorded and the CD is on file. The Germantown Press and Dayton Daily News were notified of the meeting.

VISITORS –none

VISITOR COMMENTS – none

MINUTES –

I. The Board reviewed the minutes of the December 16, 2013 Regular meeting and the December 23, 2013 Work Session.

Mr. Benson introduced a **MOTION**, seconded by Mr. DeGroat, to approve the minutes of the December 16, 2013 Regular meeting and the December 23, 2013 Work Session as submitted. After discussion, Mr. Benson and Mr. DeGroat voted in favor, Mr. Stubbs abstained, **MOTION** passed

Mr. Benson introduced a **MOTION**, seconded by Mr. DeGroat, to approve the minutes of the January 2, 2014 Organizational meeting as corrected. After discussion, All present voted in favor, **MOTION** passed

FISCAL OFFICER REPORT –

I. Correspondence:

IN

- A. OTA – January Grassroot Clippings
- B. Mont. Co. Commission – Government Equity Program suspension for 2014.
- C. Mont. Co. recorder – annual reminder of requirement to file Zoning Resolutions and amendments.
- D. Montgomery Co. Engineer – notice of pre-payment requirement for annual joint projects of \$100,000.00 and a February 1st deadline
- E. Montgomery Co. Engineer – mileage certification request for signature
- F. USDA – new ballot for Preble/Montgomery Co. Farm Service Agency Board
- G. Miami Valley Regional Planning Comm. – Annual membership invoice & delegate information request.

OUT

- A. Germantown Press & DDN - Mtg. reminders 1/2 & 1/13
- B. City of Germantown – 12/16, 12/23, 1/2 minutes; and 4th Quarter levy reports

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- C. Monthly & Quarterly – Unemployment, IRS, State, School, OPERS reports & payments
 - D. Preble/Montgomery Farm Service Agency – 2nd Ballot for Mr. DeGroat
 - E. Mont. Co. Auditor – Debt Service report; Certificate of Year End Balances for FY 2013; 2014 Appropriations; Res. 2014-2 Advances for FY 2014
 - F. Auditor of state – 2013 Year End Financial Report
 - G. Germantown Press – legal advertisement for citizen review of 2013 Year End Financial Report.
- II. Distribute Financial Reports:** 2013 Final - Cash Summary by Fund, Fund Status reports, Appropriation Status, and Revenue Status. 2014 YTD – Cash Summary by Fund, Fund Status, Payment Report, Appropriation Resolution 2014-01, Revenue Status, and 4th Quarter 2013 Levy Reports.
- Mr. DeGroat introduced a **MOTION**, seconded by Mr. Stubbs to approve the financial reports and authorize the payment of the bills, checks 46134 thru 46241, including payroll tax EFT's to IRS. After discussion, all present voted in favor. MOTION passed.
- III.** Mr. Rohrbach reported that FY 2013 has been closed and FY 2014 is open and operating. FY 2013 payroll reports and W-2's will be completed by the end of the current week.
- IV.** Mr. Rohrbach presented the 2014 Inventory for review and approval as required by ORC.
- After review, Mr. DeGroat introduced a **MOTION**, seconded by Mr. Stubbs, to approve the 2014 inventory and authorize the submittal to the Montgomery County Engineer. After discussion, All present voted in favor, MOTION passed.
- V.** Mr. Rohrbach opened a discussion on the receipt of the Miami Valley Regional Planning Commission annual membership invoice.
- Mr. DeGroat introduced a **MOTION**, seconded by Mr. Benson, to approve membership in 2014 and to select the following individuals as representatives for the German Twp.: Delegate – Trustee Jacob Stubbs, Alternate Delegate – Trustee Randy Benson, Technical Advisor – Chief Joseph Andzik, and Alternate Tech. Advisor – Road Superintendent Jeremy Holbrook. After discussion, all present voted in favor, MOTION passed.

PRESIDENT REPORT –

- I. Mr. Benson reported that the Fire Oversight Re-organizational meeting

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was cancelled due to bad weather.

POLICE REPORT –

- I. Chief Andzik reported he met with Chief McGill and discussed the possibility of other police agencies participating in the Germantown Police Honor Guard. He also received an invitation for German Township Police to participate in Mobile Training taught by the Ohio Peace Officer Training Academy. Chief Andzik felt the meeting was productive.
- II. Chief Andzik updated the Board on the enrollment in the upcoming Citizens Emergency Response Training class that is scheduled to start in February. They are currently only one person short of being able to have the class and he believes they will make the minimum attendance.

ROAD/SERVICE DEPARTMENT REPORT –

- I. Mr. Holbrook reported that the Road Dept. has been busy removing snow and ice and salting roadways. An additional 75 tons of salt has been received re-filling the stockpile.
- II. Mr. Holbrook reported that Security Fence and Guardrail Company has completed replacement 100 feet of damaged and rusted guardrail on Little Twin Road at a total cost of \$3,417.50.
- III. Mr. Holbrook reported that letter has been sent to Mr. Jerry Frame regarding the Sigel Road “school bus stop ahead” sign issue, advising him of the Montgomery Co. Engineer findings.
- IV. Mr. Holbrook reported that Issue II Engineering Agreements have been sent to the Montgomery County Engineer.

ZONING & TRASH COLLECTION REPORT -

- I. Mrs. Rohrbach, in her written report, provided the listing of Zoning Certificates issued during 2013 and the Conditional Use Cases with outcomes for 2013.

OLD BUSINESS:

- I. Mr. DeGroat reported that both the Parks and Senior Oversight meetings were cancelled due to bad weather.

NEW BUSINESS: none**EXECUTIVE SESSION –**

- I. At 7:25 PM, Mr. DeGroat introduced a **MOTION**, seconded by Mr. Stubbs to enter into Executive Session to discuss personnel issues in Zoning. After discussion, all present voted in favor, **MOTION** passed

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DAYTON LEGAL BLANK, INC., FORM NO. 1014B

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- II. At 7:58 PM, the Board exited executive session and reconvened the regular meeting.

OLD BUSINESS- Continued:

- II. Mr. DeGroat noted that Mrs. Rohrbach has previously reported the time conflicts between the Police, Zoning, and Trash duties, is resulting in essential duties and projects falling behind or being completed on overtime.

Mr. DeGroat introduced **RESOLUTION 2014-08**, seconded by Mr. Stubbs, to create the part time position of Township Administrator and to combine it with the position of part time Zoning Inspector, during the regular meeting of the Board of Trustee held on January 13, 2014, at the Township Hall.

WHEREAS several years ago the position of full time Zoning Administrator was changed to a part time position, due to budget constraints in the General Fund, resulting in difficulty recruiting personnel for the part time position, and

WHEREAS the Board of Trustees of German Township previously decided to change the title of the Zoning position to Zoning Inspector and to combine the zoning duties with the duties of Trash Billing and the Police Administrative Assistant, creating a full time position, with the salary and benefits being funded proportionally by the General, Trash, and Police Funds at 25%, 25%, 50% respectively, thus creating a savings to the Township while maintaining excellent service to each of the activities, and

WHEREAS after several years, the time now necessary to complete these combined duties, has increased to the point that has resulted in the inability to complete all of the essential duties, of each of the three positions, by one person, and

WHEREAS the Board of Trustees has identified an increase of administrative needs of the Board, due to the establishment of the Valley View Water and Sewer Board and other outside factors.

THEREFORE, NOW BE IT RESOLVED BY THIS BOARD OF TOWNSHIP TRUSTEES OF GERMAN TOWNSHIP, MONTGOMERY COUNTY THAT:

SECTION 1: That the position of Part Time Township Administrator be created to provide administrative assistance for the Township Trustees, to be funded during FY 2014 from the General Fund, and

SECTION 2: That the position of Township Administrator be combined with the current job duties of the part time position of Zoning Inspector, to create a single part time position, thus providing better service to the Citizens of German Township.

After discussion, the adoption voted was as follows: Mr. Benson – Yes, Mr. DeGroat – Yes, Mr. Stubbs – Yes; RESOLUTION 2014-08 passed.

Mr. Rohrbach was asked to advertise the position in the Germantown Press.

PURCHASE ORDERS AND BANK RECONCILIATIONS were signed.

Meeting Adjourned at 8:01 P. M.

Signed: Randy A. Benson Attest: 