

GERMAN TOWNSHIP

Montgomery County

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GERMAN TOWNSHIP BOARD OF TRUSTEES MINUTES OF THE REGULAR MEETING HELD ON JULY 13, 2020

Meeting held virtually using WebEx

The REGULAR MEETING was called to order by Board President Abra Reed at 7:02 p.m. The meeting was held virtually using WebEx. Attendees included:

President Abra Reed

Police Chief Joseph Andzik

Vice-President Jacob Stubbs

Road Sup't Jeremy Holbrook

Fiscal Officer Mark Heistand

Trustee Tyler Rehmert

Zoning Inspector Halie Sewell

ONLINE VISITORS:

Name	Name	Name	Name
David Gehron	Mark & Deb Cross	Lynn Cleveland	KC
Lloyd Johnson	Laurie Rohrbach	Dylan	Sam H
Kim Dupps	Beth Genslinger	Jim Wafzig	Kurt Jacoby
EG	Call in User 2	Call in User 3	Call in User 5

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

Mrs. Reed led the group in the Pledge of Allegiance using a digital flag provided by Mr. Gehron.

VISTOR COMMENT:

- **Mark Cross, 7444 S. Stiver Road:** Dr. Cross asked Mrs. Reed if she had followed up with other local organizations to see who else might qualify to receive funding from the Fouts Fund. Mrs. Reed responded that she spoke with local youth sports programs about the need for funding to support children who can't afford to play. She also spoke with the Sonshine in a Bag organization, who indicated they don't need assistance until at least August.

Dr. Cross asked Mrs. Reed about her comments at the May 11, 2020 Trustee Meeting that gave the impression that Sonshine in a Bag doesn't need funding. Mrs. Reed responded that Dr. Cross was mistaken about what she actually said in this regard.

Dr. Cross congratulated Trustee Rehmert on his appointment and read a statement about his hopes for Mr. Rehmert's term in office. Mr. Rehmert thanked Dr. Cross for his comments.

Dr. Cross asked about the status of obtaining funding from the CARES Act for Covid-19 expenses. Mr. Heistand noted that the Trustees would be voting on a CARES Act Resolution tonight.

FISCAL OFFICER'S REPORT:

- Mr. Heistand presented the minutes of six meetings for approval: the 5/11/20 Regular Meeting; the 6/1/20 Special Meeting; the 6/8/20 Regular Meeting; the 6/17/20 Special Meeting; the 6/30/20 Special Meeting; and the 7/1/20 Special Meeting. Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to approve all six sets of minutes as submitted. The MOTION passed.
- Mr. Heistand presented the financial reports which were sent to the Trustees prior to the meeting: (1) the 6/30/20 Fund Status; (2) the Year-to-Date 6/30//20 Cash Summary by Fund; (3) the June 2020 Payment Listing; and (4) the June 2020 Receipt Listing
- Mrs. Reed made a MOTION, seconded by Mr. Rehmert, to approve the financial reports and authorize the payments of bills (warrants 50098 through 50121 and vouchers 331 through 386 for payroll direct deposit, payroll tax/withholding EFT's and other electronic payments). The MOTION PASSED
- Mr. Heistand reported that the Trustees need to approve a RESOLUTION accepting the CARES Act funds. Accordingly, Mrs. Reed introduced **RESOLUTION 2020-14**, seconded by Mr. Stubbs: **A RESOLUTION AFFIRMING THAT FUNDS FROM THE COUNTY CORONAVIRUS RELIEF DISTRIBUTION FUND MAY BE EXPENDED ONLY TO COVER COSTS OF GERMAN TOWNSHIP CONSISTENT WITH THE REQUIREMENTS OF SECTION 5001 OF THE CARES ACT AS DESCRIBED IN 42 U.S.C. 601(d) AND ANY APPLICABLE REGULATIONS.** The roll was taken and the adoption vote was as follows: Mrs. Reed-YES, Mr. Rehmert-YES, and Mr. Stubbs-YES. **RESOLUTION 2020-14 WAS ADOPTED.**
- Mr. Heistand reported that the Auditor of State has requested that the Trustees approve "work from home" arrangements during the Covid-19 pandemic. Accordingly, Mr. Stubbs introduced **RESOLUTION 2020-15**, seconded by Mrs. Reed: **A RESOLUTION APPROVING WORK FROM HOME ARRANGEMENTS FOR GERMAN TOWNSHIP EMPLOYEES, AS APPROPRIATE AND DETERMINED NECESSARY, DURING THE COVID-19 PANDEMIC BEGINNING IN MARCH 2020 AND CONTINUING UNTIL THE PUBLIC HEALTH EMERGENCY IS LIFTED.** The roll was taken and the adoption vote was as follows: Mrs. Reed-YES, Mr. Rehmert-YES, and Mr. Stubbs-YES. **RESOLUTION 2020-15 WAS ADOPTED**
- Mr. Heistand reminded the Trustees that they had appointed Lynn Cleveland and former Fiscal Officer Mark Keener to the Reserve Peace Officer Memorial Fund Board at the 1/2/20 Organizational Meeting. He noted that the minutes for that meeting do not reflect the vote. Since he has replaced Mr. Keener as Fiscal Officer, he asked the board to reapprove the appointment of Mr. Cleveland and approve his appointment in place of Mr. Keener. Mrs. Reed made a MOTION, seconded by Mr. Rehmert, to appoint Lynn Cleveland and Mark Heistand to the Reserve Police Officer Memorial Fund Board. The MOTION passed
 - **NOTE:** Subsequent to the meeting, Mr. Heistand was informed that the appointment of Mr. Cleveland and Mr. Keener had been included in the 1/2/20 meeting minutes. He regrets misinforming the Trustees at the meeting.

POLICE DEPARTMENT REPORT:

- Chief Andzik reported that Police Administrative Assistant Laurie Rohrbach has run out of Sick Time due to Medical Procedures and is currently using Vacation Time per the German Township Personnel Manual. She will run out of Vacation Time before receiving permission to return to work. He noted that she will receive her yearly vacation allocation on August 15 and has requested to use her Vacation Time early.

- Mr. Stubbs introduced **RESOLUTION 2020-16**, seconded by Mr. Rehmert: **A RESOLUTION AUTHORIZING POLICE ADMINISTRATIVE ASSISTANT LAURIE ROHRBACH TO USE IN ADVANCE VACATION TIME THAT WILL BE EARNED ON AUGUST 15, 2020**. The roll was taken and the adoption vote was as follows: Mrs. Reed –Yes; Mr. Rehmert-Yes; Mr. Stubbs-Yes. **RESOLUTION 2020-16 WAS ADOPTED.**
- A discussion ensued concerning a replacement for Mrs. Rohrbach when she retires at the end of 2020. Chief Andzik reported that he plans to post the opening in mid- to late-August. Mrs. Reed requested that the Trustees have a chance to review the posting in advance. Chief Andzik noted that the new hire will be a part-time Police Clerk working 20 hours per week. The current plan is for the new Clerk to work side-by-side with Mrs. Rohrbach for two months. The Clerk will have a one-year probation. Mrs. Reed asked how the responsibilities differ between the Police Administrative Assistant and a Police Clerk. Mrs. Rohrbach noted that she was a Police Clerk for fifteen years before being given more responsibilities and promoted to Administrative Assistant. As an example of a difference in responsibilities, she noted that a Police Clerk is not allowed to work with police evidence.
- Chief Andzik asked the Trustees to decide prior to posting the Police Clerk position if they want the new employee to be responsible for trash billing or if they want a different employee to handle those responsibilities. Mrs. Reed thought it would be best if trash billing was handled either by the Police Clerk or the Zoning Inspector. Mr. Rehmert agreed. Mr. Stubbs felt a decision should be deferred until it is determined who is hired for the Police Clerk position. Mrs. Reed asked Chief Andzik to keep the Trustees informed as the hiring process moves forward.

ROAD/SERVICE DEPARTMENT REPORT:

- Mr. Holbrook reported that the Department has completed the 2020 crack sealing program on portions of Boomershine, Friend, Wind Dancer and Eckhart Roads.
- He noted that the Department will be signing a contract to perform chip sealing on portions of: Puddenbag, Wind Dancer, Boomershine and Moyer Roads.
- He noted that the Department will start the second round of right of way mowing on 7/14 and will complete the project within a week.
- He stated that the Department is mowing the Township cemeteries, has been servicing police vehicles and has posted flags and bunting at the Township Hall for both Memorial Day and Independence Day.
- He reported that the new dump truck should be built later this month.
- He thanked Dr. Mark Cross for informing him about funds available for the Township from the CARES Act.
- Lastly, Mr. Holbrook noted that he and Scott Hamilton are each offering to donate eight hours per month of their Vacation Time to Mrs. Rohrbach. Their offer was gratefully acknowledged.

VISITOR COMMENT:

- **Lynn Cleveland, 11858 Oxford Road:** Mr. Cleveland reported that there should be two elected officials on the Reserve Peace Officer Memorial Fund Board. He noted that he is Board Chair and the Fiscal Officer is Board Secretary. The Board also consists of two volunteer police officers. The Board meets yearly in December to elect officers and at other times as needed.
- Chief Andzik requested that Officers Josh Nichols and Muayad Skokeh be appointed to the Board. Mrs. Reed volunteered to serve on the Board as the second elected official.
- Mrs. Reed made a MOTION, seconded by Mr. Rehmert, to rescind the motion passed earlier in the meeting appointing Lynn Cleveland and Mark Heistand to the Reserve Police Officer Memorial Fund Board. The MOTION passed

- Mrs. Reed then made a MOTION, seconded by Mr. Rehmert, to appoint Lynn Cleveland, Fiscal Officer Mark Heistand, Trustee Abra Reed, Reserve Officer Josh Nichols and Reserve Officer Muayad Skokeh to the Reserve Police Officer Memorial Fund Board. The MOTION passed

ZONING DEPARTMENT REPORT:

- Mrs. Sewell welcomed Mr. Rehmert to the Board of Trustees. She noted that she included the proposed Zoning Fee changes with her report and explained the proposed structure. Mr. Rehmert will meet with Mrs. Sewell to review the proposed fees and the Trustees will consider the proposed fees at the August meeting.
- She presented various options for a warranty upgrade/extension for her Dell laptop. The laptop was purchased in August 2019 and the one-year warranty expires on 8/5/20. After extensive discussion, it was determined not to extend the warranty.
- Mrs. Sewell reported that she issued nine permits last month: two agricultural exemptions, two fences, one accessory structure, two swimming pools and one new home.
- Pending permits involve a new home on Creek Road and a new school building for Abundant Life Tabernacle on Eby Road.

TRUSTEE REED'S REPORT:

- Mrs. Reed welcomed Mr. Rehmert to the Board of Trustees and thanked former Trustee Matt Burns' Committee of Four for their service at the meeting where Mr. Rehmert was appointed.
- As a follow up to a question asked of her at a prior Trustee meeting, she reported that the City of Germantown has plans to sell the old Senior Center bus on GovDeals.com
- Mrs. Reed recommended that the Trustees continue holding virtual Trustee Meetings as long as Montgomery County is at a Covid-19 Level 3 or Level 4. She noted the difficulty to hold an in-person meeting with the Trustees wearing a face mask. Mr. Stubbs and Mr. Rehmert agreed.

TRUSTEE STUBBS' REPORT:

- Mr. Stubbs reported that everything at the cemetery is going well. He noted that burials are down due to the Covid-19 pandemic. He also noted that attendance at the Germantown Pool is down, perhaps due to the pandemic as well as the residency requirement for using the pool.

TRUSTEE REHMERT'S REPORT:

- Mr. Rehmert expressed his appreciation for being appointed as a Township Trustee. He thanked Mr. Burns' Committee of Four for appointing him.

NEW BUSINESS:

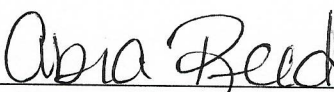
- Mrs. Reed made a MOTION, seconded by Mr. Stubbs, to appoint Mr. Rehmert as Zoning Commissioner and also to serve as the Trustees' representative on the Parks Oversight Board. She noted that these were responsibilities held by Mr. Burns. The MOTION passed.
- Dr. Cross asked Mr. Heistand if he had received the email Dr. Cross sent concerning free food being distributed at Dayton Metro Library locations. Mr. Heistand noted that he had reached out to the Metro Library contact to determine if there was a residency requirement to receive the food. He had not received a response.
- Mrs. Reed reported that Valley View schools will continue to provide weekly meals throughout August.

OLD BUSINESS:

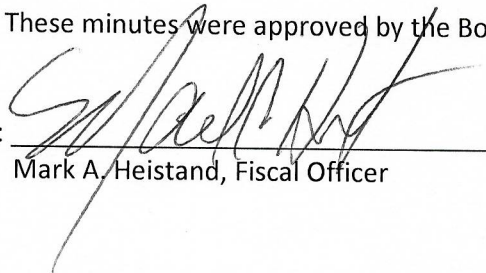
- None

MEETING ADJOURNED:

With no further business, Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to adjourn. The MOTION PASSED. The Meeting adjourned at 8:30 pm.

Signed: 
Abra Reed, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at their meeting on August 10, 2020.

Signed: 
Mark A. Heistand, Fiscal Officer