



**GERMAN TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING HELD ON JUNE 13, 2022**

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

Although the meeting was scheduled to also be held virtually using WebEx, storms shortly before the meeting knocked out the Township's phone lines and Internet.

The meeting was called to order by Board President Mark Cross at 7:01 pm. In attendance were:

President Mark Cross	Vice-President Jacob Stubbs	Trustee Lou Potter
Fiscal Officer Mark Heistand	Police Chief Joe Andzik	Road Admin. Jeremy Holbrook
	WebEx Facilitators Scott Hamilton & Deborah Cross	

IN-PERSON ATTENDEES:

Name	Address	Name	Address
Randy Klotz	13261 Oxford Road	Steve Mersch	7347 Weaver Road
Lynn Cleveland	11858 Oxford Road	Abigail Dennis	13091 Oxford Road
Jeff Dondero	6793 S. Diamond Mill		

ONLINE ATTENDEES:

Name	Name	Name	Name
None			

The Germantown Press was notified of the Regular Meeting on 6/4/22 at 3:19 pm.

Dr. Cross led the group in the Pledge of Allegiance.

VISITOR COMMENTS:

- **Steve Mersch, 7347 Weaver Road:** Mr. Mersch discussed the Lions Club Twisted Pretzel Bike Tour on 9/24/22. He asked that the Township provide police assistance from 8-11 am that day at the corner of Creek Road and SR 725 and also at the top of the hill at Creek and Conservancy Roads.
- **Randy Klotz, 13261 Oxford Road:** Mr. Klotz discussed that the Lions STEPS 5K run/1K walk would be held in Germantown this year at Kercher Park on 7/9/22. New in 2022 will be an 8-mile bike ride using the same route as the Twisted Pretzel Tour. He asked that the Township provide police assistance starting at 8:30am at the corner of Creek Road and SR 725. He noted that the event is a fundraiser for pediatric cancer research and has raised \$34,500 over the past four years.

FISCAL OFFICER'S REPORT:

- Mr. Heistand submitted minutes for the 5/9/22 Regular Meeting and 5/31/22 Special Meeting. He noted a correction that was needed on page five of the 5/9/22 minutes. Dr. Cross made a MOTION, seconded by Mr. Potter, to approve the minutes as corrected. The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Heistand presented the May Financial Reports: (1) 5/31/22 Fund Status; (2) YTD May 2022 Cash Summary by Fund; (3) Month of May 2022 Cash Summary by Fund; (4) May 2022 Receipt Listing; and (5) May 2022 Payment Listing. He noted the following items:
 - Receipt #74-2022 for \$10,000 was the zoning fee payment for the new Valley View school building.
 - Warrant #50585 for \$10,307.25 was the semi-annual payment to First National Bank of Germantown for the Valley View Water & Sewer District loan. The seven remaining payments through 12/1/2025 total \$72,150.73.
 - Warrant #50587 for \$574,303.68 paid to the City of Germantown was the first half joint levy collections. All levy payments except for the Road Levy represented 90% of tax receipts, less appropriate expenses. The Road Levy payment was split based on property valuation percentages in the City and Township, less appropriate expenses.
- Dr. Cross made a MOTION, seconded by Mr. Stubbs, to approve the May financial reports and authorize the payment of May bills (warrants 50582-50588 and vouchers 337-458 for payroll direct deposit, payroll tax withholdings and other electronic payments). The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Heistand noted that after completing the appropriate paperwork with the Treasurer of State's STAR Ohio fund, he initiated a \$1,000,000 transfer on 6/1/22 from the Township's First National Bank of Germantown account to STAR Ohio. He reminded the Trustees that the interest rate paid by FNB Germantown was .05%. During May the STAR Ohio rate was .79%, and was .92% on 6/9/22. As of 6/10/22 the Township had \$356,170 on deposit with FNB Germantown and \$1,415,926 on deposit with STAR Ohio.
- He noted that in May the Township received documents from the Ohio Township Association related to the Federal procurement requirements for purchases using American Rescue Plan Act (APRA) funds. He forwarded the documents to the prosecutors for their review and stated that the prosecutors indicated the documents are appropriate to use after adoption by the Trustees.
- In this regard, he presented a RESOLUTION to authorize an increase in the Micro-Purchase Threshold from \$10,000 to \$50,000 for most ARPA purchases (\$45,000 for road maintenance or repair) as allowed under the Code of Federal Regulations and to also adopt the Uniform Guidance Procurement Policy. He then presented the Procurement Policy to be attached to the RESOLUTION. He also presented a Comparison of the Federal Uniform Guidance and State Township Law procurement policies, with notations in each instance as to which policy is the most stringent regulation and as such must be followed by the Township. He noted that the Comparison should be followed by anyone at the Township making purchases using ARPA funds.
- Dr. Cross introduced **RESOLUTION 2022-27**, seconded by Mr. Stubbs: **A RESOLUTION AUTHORIZING AN INCREASE IN MICRO-PURCHASE THRESHOLD AND ADOPTING THE UNIFORM GUIDANCE PROCUREMENT POLICY**. The roll was taken and the adoption vote was as follows: Dr. Cross-Yes; Mr. Stubbs-Yes; Mr. Potter-Yes. **RESOLUTION 2022-27 WAS ADOPTED.**
- Mr. Heistand noted that the Trustees will recertify the Micro-Purchase Threshold each year.

- Mr. Heistand presented a Contract Addendum that is required by the Uniform Guidance to be attached to all contracts using ARPA funds. Dr. Cross made a MOTION, seconded by Mr. Stubbs, to approve the use of the Contract Addendum for all Township purchases using ARPA funds. The MOTION WAS APPROVED by a unanimous voice vote.
- He also provided the Trustees a copy of a 4/11/22 letter from the Baker Dublikar law firm in North Canton, Ohio that was provided by the OTA along with these ARPA documents.
- Mr. Heistand reported that he asked the prosecutors to provide guidance on additional questions related to use of the ARPA funds. They indicated that ARPA funds cannot be used for any items that were previously budgeted. This prohibition applies to all ARPA expenditures, including those under the Revenue Loss category which the Township will use when spending ARPA funds. (The Trustees previously authorized using the Standard Allowance for Revenue Loss).
- He reported that he asked the prosecutors to give an opinion concerning the need for the Township to obtain additional quotes if ARPA funds are used for road repair and the Township uses the State of Ohio 101g Contract for the work. (The State Contract was competitively bid through the Ohio Department of Transportation-ODOT.) If the Trustees decide to use ARPA funds to reconstruct and resurface Sigal Road, the work should fall under the Small Purchases category of the Uniform Guidance for road projects between \$45,000-250,000.
- He noted that although the Uniform Guidance requires that no less than two bids are required for Small Purchases, there is an exception when the Township “piggybacks” off the negotiated price from another government entity. He stated that the prosecutors have given a preliminary opinion that ODOT is a government entity, but would send an expanded written opinion in the next week.
- After discussion, the Trustees decided to wait until the Township receives the prosecutors’ opinion before approving the Sigal Road project. Mr. Holbrook reported that he reached out to Barrett Paving Materials and asked them to check their schedule to see when they could perform the work. If a decision needs to be made quickly to lock in the Barrett schedule, a special Trustee meeting will be scheduled to approve using Barrett to reconstruct and resurface Sigal Road.

POLICE DEPARTMENT REPORT:

- Chief Andzik reported that 570 pounds of paper were shredded and 28 pounds of unwanted prescription medications were collected at the 5/7/22 Shred Day event.

ROAD/SERVICE DEPARTMENT REPORT:

- Mr. Holbrook reported that the Road Department continues to patch the myriad of potholes scattered across the Township.
- He noted that that the Department will replace a 12” culvert pipe under Harris Road starting on 6/14/22. The current corrugated metal pipe is badly rusted.
- He reported that the Department has completed its second round of right of way mowing.

ZONING DEPARTMENT REPORT:

- Reporting for the Zoning Department, Dr. Cross reported that the Board of Zoning Appeals (BZA) will hold hearings on 6/14/22 for three separate cases.
- He noted that the message on the Zoning Department telephone is incorrect. He will work to correct the problem.

- He stated that he will advertise for the open BZA Alternate Position within the next two weeks and planned to present a candidate for approval at the July Trustee meeting.

TRUSTEE POTTER' REPORT:

- Mr. Potter reported that the Parks Oversight Committee is working to have the Miami Military Institute/Camp Miami hill seeded. There are plans to move the Veterans Monument from Veterans' Memorial Park to the MMI/Camp Miami site. He plans to have the MMI flagpole straightened in August.

TRUSTEE STUBBS'S REPORT:

- Mr. Stubbs reported that the Cemetery looked great for Memorial Day. He noted that David Shortt has requested additional help for placing and then removing wreaths on the veterans' graves at Christmas. This is a project through Wreaths Across America.
- He noted that a Pool Oversight Committee meeting was scheduled for 6/15/22.
- He asked if the Township had access to all accounts that were controlled by the previous Zoning Inspector. Chief Andzik responded that he still didn't have access to the Township's Facebook page and was still working to change the two-part verification process at GoDaddy.com. Mr. Stubbs expressed his frustration that the previous Zoning Inspector created these problems for the Township when she left the Township's employment several months earlier.
- He reported that Officer Nick Wolfe lost his accrued sick leave when he resigned at the end of May and moved to Georgia. His new employer would not accept the accrued sick leave, something that might have happened had Mr. Wolfe transferred to another Ohio police department. Mr. Stubbs suggested that the Trustees consider changing their policy to allow pay out of some portion of accrued sick leave upon resignation. Mr. Potter noted that unused vacation is paid out when employees terminate, but he did not want to change the sick leave payout policy. No action was taken.

TRUSTEE CROSS' REPORT:

- Dr. Cross reported that he attended the 6/6/22 Germantown Council meeting, noting the following: (1) Jack Warner was recognized for his service to the community; (2) Council introduced legislation (with a Public Hearing to be held on 7/5/22) to increase the permissive motor vehicle license tax by \$5.00; (3) City Manager Judy Gilleland thanked the Township for our cooperation with the Butter Street paving; (4) Council Member Brian Wafzig reported that a virtual video walk-through of the new school is available on the School's website; and (5) Mr. Wafzig was appointed as the City Representative to the Valley View Joint Economic Development District (JEDD) Board.
- He noted that he asked Mr. Wafzig about a timetable for the JEDD Board to meet and was told it had not been determined. He told Mr. Wafzig that nobody had volunteered to serve as the Township Representative on the Board.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Dr. Cross discussed the need to appoint a Township representative for the JEDD Board. He noted that Ms. Gilleland indicated Germantown Deputy Finance Director Randy Stiver is interested in being appointed as the fifth member of the Board. He asked if the Trustees were aware of a Township resident who was willing to serve on the Board. Mr. Stubbs announced that Mark Keener was willing to serve and is very knowledgeable about the JEDD.

- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to appoint Township resident Mark Keener to serve as the Township's representative on the Joint Economic Development District Board of Directors. The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Potter asked Chief Andzik about the effect of higher gasoline prices on the Police Department budget. Chief Andzik stated that if the Department sees an impact, road work may be reduced.

MEETING ADJOURNED:

- With no further business, Mr. Stubbs made a MOTION, seconded by Mr. Potter, to adjourn. The MOTION WAS APPROVED by a unanimous voice vote. The Meeting adjourned at 7:50 pm.

Signed: Mark Cross
Mark Cross, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at the July 11, 2022 meeting.

Signed: Mark A. Heistand
Mark A. Heistand, Fiscal Officer