

# GERMAN TOWNSHIP

Montgomery County

12102 State Route 725 West, Germantown, Ohio 45327-9761



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## GERMAN TOWNSHIP BOARD OF TRUSTEES MINUTES OF THE ORGANIZATIONAL MEETING HELD ON JANUARY 2, 2026

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

The ORGANIZATIONAL MEETING was called to order by Fiscal Officer Mark Heistand at 7:00 pm. In attendance were:

President Jacob Stubbs	Vice-President Jim Rowland	Trustee Louis Potter
Fiscal Officer Mark Heistand	Police Chief Shane Birch	Road Admin. Jeremy Holbrook
	WebEx Admin. Scott Hamilton	

### IN-PERSON ATTENDEES:

Name	Address	Name	Address
None			

### ONLINE ATTENDEES:

Name	Name	Name	Name
None			

The Germantown Press was notified of the Organizational Meeting on 12/16/25 at 4:16 pm.

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

### VISTOR COMMENTS:

- None

### OATH OF OFFICE

- Mr. Heistand welcomed Mr. Rowland to the Board of Trustees and noted that he and Mr. Stubbs were sworn into office by Montgomery County Prosecutor Mat Heck at the 11/20/25 Montgomery County Township Association holiday banquet.

### BOARD OF TRUSTEES OFFICER ELECTIONS:

- Mr. Rowland nominated Mr. Stubbs to be President of the Board of Trustees for 2026. Mr. Potter seconded the nomination. Mr. Potter then made a MOTION, seconded by Mr. Rowland, to close the nominations. The MOTION to close the nominations WAS APPROVED by a unanimous voice vote. Mr. Stubbs was then elected President by a unanimous voice vote.

- Mr. Stubbs nominated Mr. Rowland to be Vice-President of the Board of Trustees for 2026. Mr. Potter seconded the nomination. Mr. Stubbs then made a MOTION, seconded by Mr. Potter, to close the nominations. The MOTION to close the nominations WAS APPROVED by a unanimous voice vote. Mr. Rowland was then elected Vice-President by a unanimous voice vote.

**APPOINTMENTS:**

- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to make the following Trustee appointments for 2026. The MOTION WAS APPROVED by a unanimous voice vote.
  - Police Commissioner – Mr. Stubbs
  - Road Commissioner – Mr. Potter
  - Zoning Commissioner – Mr. Rowland
  - Parks Oversight Committee – Mr. Potter
  - Fire-EMS Oversight Committee – Mr. Rowland
  - Senior Oversight Committee – Mr. Rowland
  - Pool Oversight Committee – Mr. Potter
  - Germantown Union Cemetery Board – Mr. Stubbs
  - Western Regional Council of Governments – Mr. Stubbs
- Mr. Stubbs made a MOTION, seconded by Mr. Rowland, to appoint Shauna Close as the Health Insurance Coordinator for 2026. The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to make the following Purchasing Agent appointments for 2026. The MOTION WAS APPROVED by a unanimous voice vote.
  - Road & Service – Jeremy Holbrook and Scott Hamilton
  - Police – Chief Shane Birch and Shauna Close
  - Zoning – Janet Burton
  - Trash – Janet Burton
  - General – Mark Heistand

**2026 MEETING SCHEDULE:**

- Mr. Stubbs made a MOTION, seconded by Mr. Rowland, to hold 2026 Board of Trustees Regular Meetings on the second Monday of each month at 7:00 PM, except when the meeting falls on a holiday. In those instances, the Regular Meeting will be held on the day following the holiday. Work Sessions and Special Meetings will be announced as needed. The MOTION WAS APPROVED by a unanimous voice vote. 2026 Regular Meetings will be held as follows:
  - January 12
  - February 9
  - March 9
  - April 13
  - May 11
  - June 8
  - July 13
  - August 10
  - September 14
  - October 13 (Tuesday, due to the Columbus Day holiday)
  - November 9
  - December 14

## **ORGANIZATIONAL RESOLUTIONS AND MOTIONS:**

- Mr. Rowland introduced **RESOLUTION 2026-01**, seconded by Mr. Stubbs: **A RESOLUTION TO ESTABLISH THE 2026 SALARIES OF THE GERMAN TOWNSHIP TRUSTEES AND THE FISCAL OFFICER AT THE ANNUALIZED AMOUNT ALLOWABLE UNDER THE OHIO REVISED CODE FOR TOWNSHIP BUDGETS BETWEEN \$6.0 MILLION AND \$10.0 MILLION, AS FOLLOWS: (1) TRUSTEES - 80% OF ALLOWABLE AMOUNT; (2) FISCAL OFFICER – 100% OF ALLOWABLE AMOUNT.** Mr. Heistand noted that for this purpose the budget is defined as the Official Certificate of Estimated Resources, which is the sum of the 1/1/26 unencumbered balance plus all 2026 revenue sources. The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-01 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2026-02**, seconded by Mr. Rowland: **A RESOLUTION TO INCREASE THE SALARIES OF ALL TOWNSHIP PERSONNEL, OTHER THAN ELECTED OFFICIALS, BY 3%, EFFECTIVE JANUARY 1, 2026.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-02 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2026-03**, seconded by Mr. Potter: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH THE 2026 REVENUE BUDGET TOTALING \$4,445,962.00, SUCH BUDGET TO BE SUBMITTED TO THE MONTGOMERY COUNTY AUDITOR.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-03 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2026-04**, seconded by Mr. Rowland: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH THE 2026 PERMANENT APPROPRIATIONS TOTALING \$4,767,153.00, SUCH APPROPRIATIONS NOT TO EXCEED THE AMOUNTS OF THE 2026 OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES ISSUED BY THE MONTGOMERY COUNTY AUDITOR.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-04 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2026-05**, seconded by Mr. Potter: **A RESOLUTION TO CONTINUE EXISTING HEALTH BENEFITS IN 2026 FOR ALL FULL-TIME EMPLOYEES WHO WORK AT LEAST 30 HOURS PER WEEK, INCLUDING MEDICAL, DENTAL AND VISION INSURANCE.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-05 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2026-06**, seconded by Mr. Rowland: **A RESOLUTION TO CONTINUE THE FOLLOWING MISCELLANEOUS PAYMENTS FOR 2026: (1) \$1.00 PER YEAR – RESERVE POLICE OFFICER HONORARIUM FOR OFFICER MUAYAD SHOKEH; (2) \$15.00 PER MEETING – EXPENSE REIMBURSEMENT FOR ATTENDANCE BY REGULAR AND ALTERNATE MEMBERS AT ZONING COMMISSION AND BOARD OF ZONING APPEALS MEETINGS.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-06 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2026-07**, seconded by Mr. Potter: **A RESOLUTION TO RECORD 100% OF 2026 TRUSTEE AND FISCAL OFFICER SALARIES AND BENEFITS IN THE GENERAL FUND (#1000).** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-07 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2026-08**, seconded by Mr. Rowland: **A RESOLUTION TO CONTINUE 2026 DIRECT DEPOSIT FOR EMPLOYEES AND TO AUTHORIZE PAYMENT OF PAYROLL WITHHOLDINGS AND OTHER VENDOR PAYMENTS BY ELECTRONIC TRANSFER, INCLUDING USE OF THE FIRST NATIONAL BANK OF GERMANTOWN ON-LINE BILL PAYMENT SYSTEM.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-08 WAS ADOPTED.**

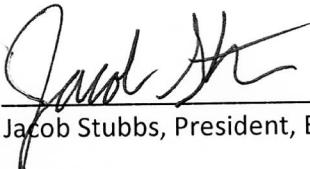
- Mr. Stubbs introduced **RESOLUTION 2026-09** seconded by Mr. Potter: **A RESOLUTION TO ALLOCATE 2026 MONTHLY INTEREST TO THE SUNSBURY CEMETERY PERPETUAL CARE FUND (#4951) AND THE FOUTS TRUST FUND (#9752), AS ALLOWED BY THE STATE OF OHIO, BASED ON EACH FUND'S PRO-RATA MONTH-END BALANCE.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-09 WAS ADOPTED.**
- Mr. Stubbs made a MOTION, seconded by Mr. Rowland, to approve the 15<sup>th</sup> and last day of the month, or if either fall on a weekend or a holiday, the last normal business day prior, as payday for employees of German Township during 2026. The MOTION WAS APPROVED by unanimous voice vote.

**OTHER BUSINESS:**

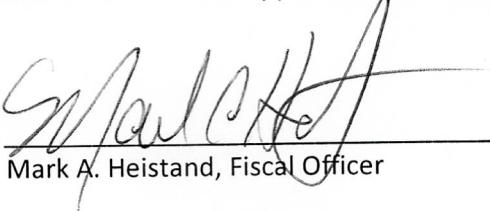
- Mr. Heistand turned the meeting over to Mr. Stubbs, 2026 Board of Trustees President.

**MEETING ADJOURNED:**

- With no further business, Mr. Stubbs made a MOTION, seconded by Mr. Potter, to adjourn. The MOTION WAS APPROVED by unanimous voice vote. The Meeting adjourned at 7:22 pm.

Signed:   
Jacob Stubbs, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at their meeting on January 12, 2026.

Signed:   
Mark A. Heistand, Fiscal Officer