



**GERMAN TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE ORGANIZATIONAL MEETING HELD ON JANUARY 2, 2025**

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 Mark Cross	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 12/20/24 at 12:44 pm.

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

VISTOR COMMENTS:

- None

BOARD OF TRUSTEES OFFICER ELECTIONS:

- Dr. Cross nominated Mr. Stubbs to be President of the Board of Trustees for 2025. Mr. Potter seconded the nomination. Dr. Cross 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. Stubbs was then elected President by a unanimous voice vote.
- Mr. Potter nominated Dr. Cross to be Vice-President of the Board of Trustees for 2025. Mr. Stubbs seconded the nomination. Dr. Cross 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. Dr. Cross 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 2025. The MOTION WAS APPROVED by a unanimous voice vote.
 - Police Commissioner – Mr. Stubbs
 - Road Commissioner – Mr. Potter
 - Zoning Commissioner – Dr. Cross
 - Parks Oversight Committee – Mr. Potter
 - Fire-EMS Oversight Committee – Dr. Cross
 - Senior Oversight Committee – Dr. Cross
 - 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. Potter, to appoint Shauna Close as the Health Insurance Coordinator for 2025. 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 2025. The MOTION WAS APPROVED by a unanimous voice vote.
 - Road & Service – Jeremy Holbrook
 - Police – Chief Shane Birch and Shauna Close
 - Zoning – Shauna Close
 - Trash – Shauna Close
 - General – Mark Heistand

2025 MEETING SCHEDULE:

- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to hold 2025 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 are announced as needed. The MOTION WAS APPROVED by a unanimous voice vote. 2025 Regular Meetings will be held as follows:
 - January 13
 - February 10
 - March 10
 - April 14
 - May 12
 - June 9
 - July 14
 - August 11
 - September 8
 - October 14 (Tuesday, due to the Columbus Day holiday)
 - November 10
 - December 8

ORGANIZATIONAL RESOLUTIONS AND MOTIONS:

- Mr. Stubbs introduced **RESOLUTION 2025-01**, seconded by Mr. Potter: **A RESOLUTION TO ESTABLISH THE 2025 SALARIES OF THE GERMAN TOWNSHIP TRUSTEES AND THE FISCAL OFFICER AT 100% OF THE ANNUALIZED AMOUNT ALLOWABLE UNDER THE OHIO REVISED CODE.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-01 WAS ADOPTED.**

- Mr. Stubbs introduced **RESOLUTION 2025-02**, seconded by Mr. Potter: **A RESOLUTION TO INCREASE THE SALARIES OF ALL TOWNSHIP PERSONNEL, OTHER THAN ELECTED OFFICIALS, BY 5%, EFFECTIVE JANUARY 1, 2025.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-02 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2025-03**, seconded by Mr. Potter: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH THE 2025 REVENUE BUDGET TOTALING \$3,413,241.00, SUCH BUDGET TO BE SUBMITTED TO THE MONTGOMERY COUNTY AUDITOR.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-03 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2025-04**, seconded by Mr. Potter: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH THE 2025 PERMANENT APPROPRIATIONS TOTALING \$3,764,978.51, SUCH APPROPRIATIONS NOT TO EXCEED THE AMOUNTS OF THE 2025 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; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-04 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2025-05**, seconded by Mr. Potter: **A RESOLUTION TO CONTINUE EXISTING HEALTH BENEFITS IN 2025 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; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-05 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2025-06**, seconded by Mr. Potter: **A RESOLUTION TO CONTINUE THE FOLLOWING MISCELLANEOUS PAYMENTS FOR 2025: (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; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-06 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2025-07**, seconded by Mr. Potter: **A RESOLUTION TO ALLOCATE 2025 TRUSTEE AND FISCAL OFFICER SALARIES TO VARIOUS FUNDS TO REFLECT THE AMOUNT OF TIME EACH ELECTED OFFICIAL SPENDS ON BEHALF OF THESE FUNDS:**
 - TRUSTEE CROSS – 100% GENERAL FUND (#1000)
 - TRUSTEE POTTER – 50% GENERAL FUND (#1000), 50% GASOLINE TAX FUND (#2021)
 - TRUSTEE STUBBS – 40% GENERAL FUND (#1000), 50% POLICE DISTRICT FUND (#2081), 10% GARBAGE AND WASTE DISPOSAL DISTRICT FUND (#2071)
 - FISCAL OFFICER HEISTAND – 40% GENERAL FUND (#1000), 25% GASOLINE TAX FUND (#2021), 25% POLICE DISTRICT FUND (#2081), 10% GARBAGE AND WASTE DISPOSAL DISTRICT FUND (#2071).

The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-07 WAS ADOPTED.**
- Mr. Stubbs introduced **RESOLUTION 2025-08**, seconded by Mr. Potter: **A RESOLUTION TO CONTINUE 2025 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; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-08 WAS ADOPTED.**

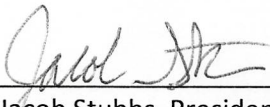
- Mr. Stubbs introduced **RESOLUTION 2025-09** seconded by Mr. Potter: **A RESOLUTION TO ALLOCATE 2025 MONTHLY INTEREST TO THE SUNSBURY CEMETERY PERPETUAL CARE FUND (#4951) AND THE FOUTS TRUST FUND (#9752), AS ALLOWED BY THE STATE OF OHIO, BASED ON EACH FUND'S PRO-RATA MONTH-END BALANCE.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Dr. Cross-Yes; Mr. Potter-Yes. **RESOLUTION 2025-09 WAS ADOPTED.**
- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to approve the 15th 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 2025. The MOTION WAS APPROVED by unanimous voice vote.

OTHER BUSINESS:


- Mr. Heistand turned the meeting over to Mr. Stubbs, 2025 Board of Trustees President.
- Mr. Stubbs thanked Dr. Cross for serving as President of the Board of Trustees the past few years.

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 7:15 pm.

Signed: 
 Jacob Stubbs, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at their meeting on January 13, 2025.

Signed: 
 Mark A. Heistand, Fiscal Officer