



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

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**GERMAN TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING HELD ON JANUARY 12, 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 meeting was called to order by Board President Jacob Stubbs 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	Zoning Inspector Janet Burton

IN-PERSON ATTENDEES:

Name	Address	Name	Address
David Gehron	German Township	Mark Cross	German Township
Daniel Dickerson	Jefferson Township	Mark Keener	German Township
Kurt Jacoby.	German Township		

ONLINE ATTENDEES:

Name	Name	Name	Name
dc	Sam	A	KC
AJ Skidmore (STG)			

The Germantown Press was notified of the Regular Meeting on 1/5/26 at 6:25 pm.

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

PRESENTATION BY SCHUMAKER TECHNOLOGY GROUP (STG):

- AJ Skidmore attended the meeting remotely to discuss STG's no-cost review of the Township's website. He noted items on the website he thought worked well as well as areas where he felt the website was deficient. He noted that it was not compliant with the American Disabilities Act; compliance is required by April 2027. He recommended that the Township move the website domain from .org to .gov for better security. He noted that fillable forms could be added to the website and the calendar could be improved.
 - Mr. Stubbs asked what STG would charge to improve the Township website. Mr. Skidmore noted that annual costs start at \$700 for a five-page website. He recommended a 15-page website for \$1,295. A higher-level website with 25 pages plus fillable forms is \$2,295. The annual host charge is \$375, which includes backup and security. Adding emails would increase the annual cost by \$60 per email.
 - **Visitor Comment: Mark Cross:** Dr. Cross asked about training. Mr. Skidmore stated that initial training is included, as well as new employees training down the road. Special work is available at \$85 per hour, or \$62.50 per hour if six hours are purchased in advance.

- **Visitor Comment: Kurt Jacoby:** Mr. Jacoby asked about references. Mr. Skidmore stated that STG had created over 200 websites. The company will have a booth at the Ohio Township Association (OTA) Winter Conference trade show. They will also be sponsoring professional headshots at the OTA Conference.
- **Visitor Comment: Mark Keener:** Mr. Keener asked about contact forms and fillable forms. Mr. Skidmore stated that a contact form is included in each package. The \$1,295 package includes one fillable form; the \$2,295 package includes three fillable forms. Additional forms would be at the hourly rate. He felt that most forms can be designed in less than an hour. Mr. Keener asked about pop up announcements and a blog. Mr. Skidmore stated that both popups and blogs can be set up.
- Mr. Rowland asked if a calendar was included in each package. Mr. Skidmore affirmed.
- Mr. Stubbs asked Mr. Skidmore to prepare a proposal for the \$1,295 package.

VISITOR COMMENTS:

- **Mark Keener:** Mr. Keener, treasurer of the Valley View Joint Economic Development District Board of Directors, reported that the holdback funds for special projects in the district will increase from 15% in 2025 to 20% in 2026. He reviewed donations the Board made in 2025 from the holdback funds. He noted that he is in his second term on the Board. Directors may only serve two consecutive terms.

FISCAL OFFICER'S REPORT:

- Mr. Heistand submitted minutes for the 12/29/25 Year-End Special Meeting and the 1/2/26 Organizational Meeting. Mr. Stubbs made a MOTION, seconded by Mr. Rowland, to approve both sets of minutes as presented. The MOTION WAS APPROVED by a unanimous voice vote.
- He presented the *FINAL* December Financial Reports: (1) 12/31/25 Fund Status; (2) YTD 12/31/25 Cash Summary by Fund; (3) Month of December 2025 Cash Summary by Fund; (4) December 2025 Receipt Listing; and (5) December 2025 Payment Listing. The reports included two end-of-the-month items: (1) a direct post office charge to mail quarterly trash invoices; and (2) December interest from First National Bank of Germantown and Star Ohio.
- Mr. Stubbs made a MOTION, seconded by Mr. Potter, to approve the *FINAL* December financial reports and authorize the payment of the additional December bill (voucher #1069). The MOTION WAS APPROVED by a unanimous voice vote.
- Mr. Heistand reported that he had to increase the 2025 trash postage appropriation in order to pay the end-of-year post office charge. Mr. Stubbs introduced **RESOLUTION 2026-10**, seconded by Mr. Rowland: **A RESOLUTION APPROVING AN ADDITIONAL 2025 APPROPRIATION: \$300.00 FOR ACCOUNT 2071-320-599-0101.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-10 WAS ADOPTED.**
- Mr. Heistand noted that at the December Regular Meeting the Trustees agreed to transfer \$8,000 from the General Fund to the Road and Bridge Fund in 2026 for mowing the rural cemeteries. He asked for formal approval to make the transfer. Mr. Stubbs introduced **RESOLUTION 2026-11**, seconded by Mr. Potter: **A RESOLUTION APPROVING A TRANSFER OF \$8,000 FROM THE GENERAL FUND (#1000) TO THE ROAD AND BRIDGE FUND (#2031) AS APPROXIMATE PAYMENT FOR 2026 MOWING OF THE RURAL CEMETERIES BY THE ROAD DEPARTMENT.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-11 WAS ADOPTED.**

- Mr. Heistand noted that the Trustees agreed at the December Regular Meeting to transfer amounts in 2026 from the General Fund to allocate interest to various other funds. He reviewed the State's requirements related to recording interest.
 - Certain Township funds are required to receive their pro-rata share of interest. These are the General, Motor Vehicle License Tax, Gasoline Tax, and Permissive Motor Vehicle License Tax funds.
 - Certain Township funds are **NOT** allowed to receive interest. These are the Road & Bridge, Garbage & Waste, Police District (as well as the five smaller police funds), Road Levy, and the five joint levy funds with Germantown. The State requires that the General Fund receive these funds' pro-rata share of interest.
 - Certain funds are allowed to receive interest with Trustee approval. These include the Sunsbury Cemetery, and the Fouts Trust funds. The Trustees previously approved allocating interest to both of these funds.

He stated that during 2025, Star Ohio paid interest of \$99,942. He provided an analysis of the Star Ohio interest. First National Bank of Germantown paid interest of \$47. Since the FNB interest was small, he did not include this amount in his analysis. He noted that in January 2025 the Trustees approved transferring 2024 interest to the Road & Bridge, Police District, and Road Levy funds. He recommended a 2026 transfer to these same funds totaling \$31,900.

- Mr. Stubbs introduced **RESOLUTION 2026-12**, seconded by Mr. Rowland: **A RESOLUTION APPROVING THE TRANSFER OF \$31,900 FROM THE GENERAL FUND (#1000) AS FOLLOWS: \$8,200 TO THE ROAD AND BRIDGE FUND (#2031); \$20,900 TO THE POLICE DISTRICT FUND (#2081); AND \$2,800 TO THE ROAD LEVY FUND (#2141). THE PURPOSE OF THE TRANSFERS IS TO STRENGTHEN THE FUND BALANCES OF THE RECIPIENT FUNDS.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-12 WAS ADOPTED.**
- Mr. Heistand noted that in January 2025 the Trustees decided NOT to transfer interest from the General Fund to the Garbage and Waste Disposal Fund. (#2071) or to the five joint levy funds. He stated that if the Trustees were interested in transferring interest this year, he would recommend a \$6,300 transfer to Fund #2071 and a total of \$38,000 to the five joint levy funds. The Trustees decided not to transfer 2025 interest to any of these funds
- Mr. Heistand noted that, at Mr. Potter's request, the Trustees appropriated \$10,000 in the 2026 General Fund budget to begin a creek maintenance account. He indicated that Mr. Potter would like an additional \$10,000 to be appropriated every year for this purpose. In order to ensure that these amounts are not used for any other purpose, he recommended that a new fund be established and the \$10,000 appropriation be transferred from the General Fund to the new fund. He noted that once this special fund is established, the fund balance may not be used for any other purpose without approval from the County Budget Commission and/or the courts. He noted that the City of Germantown has established a similar creek maintenance fund.
 - Mr. Rowland asked how future spending from the fund would be determined. Mr. Potter stated that the fund would be used whenever creek erosion becomes a potential road issue along Big Twin and Little Twin Creeks.
 - **Visitor Comment: Mark Keener:** Mr. Keener asked if the new fund would be allowed to accrue interest. Mr. Heistand stated that he would need to research the issue.
 - Mr. Stubbs introduced **RESOLUTION 2026-13**, seconded by Mr. Potter: **A RESOLUTION TO TRANSFER \$10,000 FROM GENERAL FUND ACCOUNT #1000-760-730 TO A NEWLY ESTABLISHED CREEK MAINTENANCE FUND.** The roll was taken and the adoption vote

was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-13 WAS ADOPTED.**

- He provided an updated analysis of the Fouts Trust Fund and the amount available for charitable distribution. He noted that the original principal cannot be spent and only 75% of the increase above the principal may be distributed. He first prepared the analysis several years ago after reviewing Dr. Mark Cross' 2019 work papers when he researched the Trust Fund. Mr. Heistand stated that \$12,821 of the \$31,299 balance at 12/31/25 was available for distribution. At the 1/2/26 Organizational Meeting the Trustees approved a \$2,000 appropriation for 2026.
 - Mr. Stubbs suggested that Dr. Stephanie Smith from the Sonshine in a Bag food ministry at Germantown First Church of God be asked to attend a future Trustee meeting.
- Mr. Heistand asked about the status of preparing a Statement of Action Taken response to the cybersecurity recommendations provided to the Township following the October 2025 site visit by OTARMA Cyber IT Risk Consultant Aaron Willis. The Township was asked to respond within 60 days of Mr. Willis' 11/4/25 report. Mr. Stubbs reported that he drafted policies for social media and disaster recovery. He also researched cybersecurity awareness training resources. He stated that he would submit the Statement of Action Taken response to Mr. Willis. The Trustees agreed to review and potentially approve Mr. Stubbs' draft policies at the February meeting.
- Following up on the Cybersecurity Policy adopted by the Trustees in November 2025, Mr. Heistand noted that the Township is required to implement technical and training requirements no later than 6/30/26. The Trustees requested that Shawn Waldman from SecureCyber be asked to attend the March meeting to discuss how his firm could assist the Trustees in this regard.
- Mr. Heistand stated that he planned to attend Montgomery County Auditor Karl Keith's Annual Update at Sinclair College on 1/22/26. However he did not plan to attend the Ohio Township Association (OTA) Winter Conference in Columbus February 4-6.
- He noted that in 2025 the Trustees authorized General Fund payments for expenses incurred by the Trustees while attending the 2025 OTA Winter Conference. To avoid having to adopt a new Resolution every year, Mr. Stubbs introduced **RESOLUTION 2026-14**, seconded by Mr. Potter: **A RESOLUTION AUTHORIZING PAYMENT FROM THE GENERAL FUND FOR EXPENSES INCURRED ANNUALLY BY THE TRUSTEES WHEN ATTENDING THE OHIO TOWNSHIP ASSOCIATION'S WINTER CONFERENCE.** The roll was taken and the adoption vote was as follows: Mr. Stubbs-Yes; Mr. Rowland-Yes; Mr. Potter-Yes. **RESOLUTION 2026-14 WAS ADOPTED.**
- Mr. Heistand reported that paperwork had been completed to set up the new 2026 Medical Mutual health plan. At the same time, the Township joined the Council of Smaller Enterprises, a requirement of the new health plan. Township employees were informed that all costs charged by out-of-network providers will be the responsibility of the employee. He felt that the transition between plans would be fairly smooth for the employees.
- He reported that the City of Germantown asked about using the Township's digital sign to promote non-Township events and information. The City noted that their reader board is getting pretty busy. She requested that the Township display City and outside events. Mr. Stubbs stated that he would like to limit use of the digital sign to Township events and joint City-Township announcements. The other Trustees were in agreement.

POLICE DEPARTMENT REPORT:

- Chief Birch reviewed his department's December and total year 2025 statistics. He noted that the 93,770 miles driven during 2025 represented 3.77 trips around the Earth.

- He reported that the Township's representative on the ECPC (Emergency Communications Policy Committee) is typically the Trustee President. He noted that the ECPC is a governing board that oversees the operations of the Montgomery County Regional Dispatch Center. The committee decides on policy changes, capital purchases, and budgets related to emergency communications within the county. The committee includes representatives from all participating jurisdictions. Mr. Stubbs agreed to serve as the Township's representative.
- Chief Birch noted that the Law Enforcement Support Office (LESO) is a federal Defense Logistics Agency program that transfers excess Department of Defense property to federal, state, and local law enforcement agencies. This equipment, ranging from office supplies and vehicles to specialized gear, helps agencies enhance public safety at minimal to no cost through a streamlined application and acquisition process. He asked for approval to join this no-cost program, noting that he is considering requesting items like ballistic shields and ballistic helmets that would be very expensive to purchase new.
 - Mr. Stubbs made a MOTION, seconded by Mr. Potter, to join the LESO program. The MOTION WAS APPROVED by a unanimous voice vote.
- He noted that the search for a new full-time officer continues. The officer needs to be on board by June in order to train a second School Resource Officer prior to the 2026-2027 school year.
- **Visitor Comment: David Gehron:** Mr. Gehron stated that he is always glad to see the police officers out on patrol. He suggested that the Township purchase a LED speed sign. Chief Birch noted that he submitted a digital speed sign grant request in 2025. Unfortunately, the grant request was declined. He stated that the digital speed signs can cost between \$6,000-10,000.

ROAD & SERVICE DEPARTMENT REPORT:

- Mr. Potter announced that he excused Jeremy Holbrook from attending the meeting as Mr. Holbrook did not have anything to report to the Trustees.

ZONING & TRASH DEPARTMENT REPORT:

- Mrs. Burton did not have anything to report to the Trustees.

TRUSTEE POTTER'S REPORT:

- Mr. Potter announced that Parks Board Chair Tom Geglein had resigned from the board. The new chair is William Heistand, with Shelly Powers as vice-chair. He noted that Christmas in the Park had gone well, despite the inclement weather. Neither the Parks Oversight Committee nor the Pool Oversight Committee had met during the past month.

TRUSTEE ROWLAND'S REPORT:

- Mr. Rowland read former Trustee Dr. Mark Cross' report concerning the 12/23/25 Senior Oversight Committee meeting he attended. Highlights included:
 - The committee reviewed and approved the proposed 2026 budget.
 - Senior Center Manager Chenoa Erisman proposed a membership fee increase to cover higher costs of food and other supplies. The Senior Center does not charge for meals, bus trips, programs, etc. To better cover these costs, it was decided to raise annual membership fees as follows: (1) from \$10 to \$15 for residents of Germantown and the Township; and (2) from \$20 to \$30 for non-residents
 - The committee discussed a continuing problem when groups renting the Senior Center do not clean up after themselves. To encourage better compliance, it was decided to increase rental fees as follows: (1) from \$50 to \$75 for non-profit groups; and (2) from \$150 to \$200 for business groups. Personal rental fees will remain at \$300. In addition, a \$250 deposit will now be required for all rentals, refunded if acceptable cleanup is done.

- He noted that he attended his first Senior Oversight Committee meeting on 1/8/26. Germantown representative Bonnie Koogle was elected chair; Mr. Rowland is vice-chair.

TRUSTEE STUBBS' REPORT:

- Mr. Stubbs provided updates on Germantown Union Cemetery:
 - The new website is online and working and the new software is streamlining work orders and documents. The Cemetery is now able to accept credit card payments.
 - The 12/13/25 Wreaths Across America cemetery went well, despite the very cold weather. 300 wreaths and 700 flags were placed on veterans' graves. The newly installed flag pole was used. He thanked David Shortt, Boy Scout Troup 29, and Cub Scout Pack 409 for their leadership at the event. Chief Birch requested that he and his officers be invited to the 2026 Wreaths Across America event.
- Mr. Stubbs noted that the Rumpke Waste contract will end on 9/30/26. The Western Regional Council of Governments needs to start the bid process within the next couple of months. Mr. Heistand's term as WRCG treasurer ended in 2025, so a new treasurer also needs to be elected.

2025 RECAP AND 2026 OUTLOOK:

- Mr. Stubbs presented his report outlining where German Township stands today and where the Township is headed moving into 2026.
- **"Board of Trustees"**
 - "German Township will continue to hold monthly meetings that are open to the public. Our meetings are, and always will be, open, fair, and honest. One of the best parts of serving in this role is that our meetings have truly become a conversation with our residents. That dialogue is important—it helps ensure we're making the right decisions for our community.
 - "In 2025, we finally closed the book on the water district debacle that began more than ten years ago. While that chapter is now behind us, it's important for this board to remember that something like that can never happen again. Our residents deserve better transparency, better oversight, and better accountability. I look forward to continuing to work alongside Lou and Jim as we move forward together.
- **"Police Department"**
 - "The last police levy passed almost ten years ago. Since then, the cost of providing police services has increased across the board—fuel, vehicles, equipment, and labor have all become more expensive.
 - "Even with those challenges, our Police Department has done an outstanding job being responsible with taxpayer dollars. Chief Birch and Mrs. Close closely monitor expenses and work hard to stretch every dollar. That said, if we want to maintain the level of police protection our residents expect and deserve, we will need to have an honest conversation about a future levy.
 - "I want to be very clear: Chief Birch, Sergeant Jones, and every officer in our department are high-quality individuals who truly care about this community. Our School Resource Officer program is doing a great job as well. Public safety is one of the core responsibilities of local government, and we are fortunate to have a department that takes that responsibility seriously.

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- **“Road Department**
 - “Our community has been very clear about its position on additional road funding, and we respect the will of the voters. Like the Police Department, rising costs for materials, fuel, and equipment have limited what our Road Department can do with existing resources.
 - “Jeremy and Scott consistently go above and beyond, especially when it comes to maintaining equipment and delivering the best service possible with the funding we have. Unless residents decide otherwise, the Road Department will continue to live within its means and provide what we can afford.
- **“Zoning**
 - “Janet has done a great job stepping into her new role, and zoning work is never easy. Moving forward, it’s important that we continue with complaint-based enforcement. We simply do not have the budget—or the desire—for aggressive enforcement that goes looking for problems.
 - “German Township is a small, rural community. We are not Centerville or Miami Township, and we shouldn’t try to be. Our Zoning Commission and Board of Zoning Appeals should remain focused on protecting our agricultural heritage and preserving the character of our township.
 - “That means common sense, restraint, and respect for property rights. It means worrying more about being good neighbors and less about measuring grass height or nitpicking minor issues. This approach has served us well for more than a decade, and it’s one worth continuing.
- **‘Recap**
 - “German Township works because we value personal responsibility, fiscal restraint, limited government, and respect for one another. As we move forward, it’s important that we stay true to those conservative values while continuing to provide essential services and protect the quality of life our residents expect.
 - “Thank you for being here, thank you for your engagement, and thank you for helping keep German Township the strong, rural community we’re proud to call home.”

OTHER BUSINESS:

- None

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 8:33 pm.

Signed: _____

Jacob Stubbs, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at the February 9, 2026 meeting.

Signed: _____

Mark A. Heistand, Fiscal Officer