

## RECORD OF PROCEEDINGS

Minutes of

Meeting

## THE GERMAN TOWNSHIP BOARD OF TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held February 10, 20 2014

The regular meeting was called to order at 7:00 P.M., at the Township Hall, 12102 S.R. 725 West, Germantown, Ohio, by Board President Randy Benson with the Pledge of Allegiance. Trustees Randy R. Benson, Benjamin F. DeGroat, Jacob C. Stubbs and Fiscal Officer Robert W. Rohrbach Jr. were present. Police Chief Joe Andzik and Road & Service Superintendent Jeremy Holbrook were also present. This meeting was digital tape recorded and the CD is on file. The Germantown Press and Dayton Daily News were notified of the meeting.

**VISITORS** –Bethany Potter 15317 Oxford Rd., Germantown.

**VISITOR COMMENTS** – none

**MINUTES** –

- I. The Board reviewed the minutes of the January 13, 2014 Regular meeting. Mr. Benson introduced a **MOTION**, seconded by Mr. DeGroat, to approve the minutes of the January 13, 2014 Regular meeting as submitted. After discussion, All present voted in favor, MOTION passed.

**FISCAL OFFICER REPORT** –

**I. Correspondence:**

**IN**

- A. OTA – February Grassroot Clippings
- B. Time Warner cable – 4<sup>th</sup> qtr 2013 franchise fees
- C. Montgomery Co. Engineer – Res 14-0159 & 0160 agreement to provide engineer consultant for Friend Rd. & Eckhart Rd. Issue II projects
- D. Ohio Public Works – notice of Issue II grants for Friend & Eckhart Roads
- E. Montgomery Co. Environmental services – Community Beautification grant notice
- F. MVRPC – Annual roadway, bikeway, pedestrian, transit project survey (to Jeremy for completion)
- G. Wright State University- Basketball game invitation
- H. OTARMA – MORE grant application (to all department heads)
- I. Frank Gates University – Training notice (we have to have someone attend or lose out group rating – I gave to police department)
- J. Auditor of State – 15<sup>th</sup> Annual Local Government Officials Conference announcement
- K. Vory, Sater, Seymour and Pease, LLP - Notice class 3 Hazardous Waste Permit Modifications at former Delphi Plant in Dayton

**OUT**

- A. Germantown Press & DDN - Mtg. reminders 2/10
- B. City of Germantown – 1/13 minutes
- C. Monthly - IRS, State, School, OPERS reports & payments

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- D. MVRPC – Annual invoice & delegate information request
  - E. OTARMA – Annual insurance renewal questionnaire
  - F. Mont. Co. Engineer – 2014 Inventory
  - G. Employees – W-2's
  - H. Federal, State, School, Local Taxing Entities – 2013 end of year reports and w-2's
- II. **Distribute Financial Reports:** 2014 YTD – Cash Summary by Fund, Fund Status, Payment Report, and Revenue Status.

Mr. DeGroat introduced a **MOTION**, seconded by Mr. Stubbs to approve the financial reports and authorize the payment of the bills, checks 46242 thru 46320, including payroll tax EFT's to IRS. After discussion, all present voted in favor. **MOTION** passed.

- III. Mr. Rohrbach reported that the process to begin direct deposit for employees has been completed. The end of February payroll should be the first direct deposit.
- IV. Mr. Rohrbach provided a copy of the Medical Mutual employee health insurance bill outlining the new federal Affordable Health Care Act fees- approx. \$300.00 per month.
- V. Mr. Rohrbach opened a discussion regarding the Ohio Township Magazine article about employee health insurance packages that are not permitted for Townships. Burnham & Flower and the Prosecutor were both contact and we were assured ours were legal.
- VI. Mr. Rohrbach reported on his attendance at the Ohio Township Association conference.

**PRESIDENT REPORT –**

- I. Mr. Benson reported that the Fire Oversight activities. He requested approval of the following citizens to the Fire Oversight Committee: Richard Pettit, Ron Comer, and Glen <sup>Jirka (w)</sup> Jenki for a two year term.

Mr. DeGroat introduced a **MOTION**, seconded by Mr. Stubbs to approve the above individuals to the Fire Oversight Committee. After discussion, all present voted in favor, **MOTION** passed.

- II. Mr. Benson reported that Mr. Lynn Koogle has replaced Mayor Boeder on the Germantown Union Cemetery Board.

**POLICE REPORT –**

- I. Chief Andzik reported on the bids for a new police cruiser. Statewide Ford was the lowest bidder. The Police are still researching the costs of

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striping and equipping the vehicle.

- II. Chief Andzik updated the Board on the Citizens Emergency Response Training class that is scheduled to start in February 13th.
- III. Chief Andzik updated the Board on the new carpet project for the Police and Zoning Offices. It is scheduled to be installed on the 24<sup>th</sup> of February.
- IV. Chief Andzik updated the Board on the Safe Community Coalition.
- V. Chief Andzik thanked the Road Dept. for washing and doing minor maintenance on several of the police cruisers.

**ROAD/SERVICE DEPARTMENT REPORT –**

- I. Mr. Holbrook reported that the Road Dept. continues to be busy removing snow and ice and salting roadways. An additional 50 tons of salt has been received re-filling the stockpile.
- II. Mr. Holbrook opened a discussion regarding the monitoring the Eby Road water project. He expressed concerns regarding inspections. Which course of action should be taken; 1. No inspection; 2. Inspection by the Township; 3. Inspection by a consultant hired by the Water District Engineer; or 4. Inspection by a consultant hired by the Township. The Board discussed at length and felt that a independent inspection should be made and all inspection expenses paid for by the VVSWD. Mr. Holbrook noted that the VVSWD has applied for a permit and the permit contains the inspection criteria. The Board directed Mr. Holbrook to share his concerns in writing to the VVSWD Board.
- III. Mr. Holbrook advised that the OPWC Friend Road Phase C project may not get completed in this fiscal year, due to other commitments by the contracted engineering firm.

**ZONING & TRASH COLLECTION REPORT - none**

**OLD BUSINESS:**

- I. Mr. DeGroat reported on Senior Oversight activities. Everything is running smoothly.
- II. Mr. Stubbs reported that the Pool Oversight meeting was cancelled.
- III. Mr. Stubbs reported on his attendance at the Mont. Co. Township Assoc. meeting. He stated he enjoyed meeting the elected official from other townships.
- IV. Mr. Stubbs reported on his attendance at the Miami Valley Regional Planning Commission meeting. The meeting was primarily housekeeping

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issues.

- V. Mr. Stubbs reported on the death of the highly respected, Mr. Bob ~~Gephart~~ <sup>Gebhart</sup>.

The Board joined him in sending condolences to the family.

**NEW BUSINESS: none**

**EXECUTIVE SESSION –**

- I. At 7:36 PM, Mr. Benson introduced a **MOTION**, seconded by Mr. DeGroat to enter into Executive Session to discuss personnel issues in Zoning. After discussion, all present voted in favor, **MOTION** passed
- II. At 7:45 PM, the Board exited executive session and reconvened the regular meeting.

**OLD BUSINESS- Continued:**

- II. Mr. Benson noted that after the previous meeting, further research indicated that the job duties of a Township Administrator as outlined in the Ohio Revised Code did not match the duties needed by the Board and introduced the following Resolution.

Mr. Benson introduced **RESOLUTION 2014-09**, seconded by Mr. DeGroat, to amend Resolution 2014-08 to create the part time position of Township Administrative Assistant to the Board of Trustees and to combine it with the position of part time Zoning Inspector, during the regular meeting of the Board of Trustee held on February 10, 2014, at the Township Hall.

**WHEREAS** several years ago the position of full time Zoning Administrator was changed to a part time position, due to budget constraints in the General Fund, resulting in difficulty recruiting personnel for the part time position, and

**WHEREAS** the Board of Trustees of German Township previously decided to change the title of the Zoning position to Zoning Inspector and to combine the zoning duties with the duties of Trash Billing and the Police Administrative Assistant, creating a full time position, with the salary and benefits being funded proportionally by the General, Trash, and Police Funds at 25%, 25%, 50% respectively, thus creating a savings to the Township while maintaining excellent service to each of the activities, and

**WHEREAS** after several years, the time now necessary to complete these combined duties, has increased to the point that has resulted in the inability to complete all of the essential duties, of each of the three positions, by one person, and

**WHEREAS** the Board of Trustees has identified an increase of administrative needs of the Board, due to the establishment of the Valley View Water and Sewer Board and other outside factors.

**THEREFORE, NOW BE IT RESOLVED BY THIS BOARD OF TOWNSHIP TRUSTEES OF GERMAN TOWNSHIP, MONTGOMERY COUNTY THAT:**

**SECTION 1:** That the position of Part Time Township Administrative Assistant be created to provide administrative assistance for the Township Trustees, to be funded during FY 2014 from the General Fund, and

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**SECTION 2:** That the position of Township Administrative to the Board of Trustees be combined with the current job duties of the part time position of Zoning Inspector, to create a single part time position, thus providing better service to the Citizens of German Township.

After discussion, the adoption voted was as follows: Mr. Benson – Yes, Mr. DeGroat – Yes, Mr. Stubbs –Yes; RESOLUTION 2014-09 passed.

Mr. Rohrbach was asked to advertise the position in the Germantown Press.

**PURCHASE ORDERS AND BANK RECONCILIATIONS** were signed.

Meeting Adjourned at 7:49 P. M.

Signed: Randy R. Benson

Attest: [Signature]