



**GERMAN TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 9, 2020**

Meeting held virtually using WebEx

The REGULAR MEETING was called to order by Board President Abra Reed at 7:00 pm. The meeting was held virtually using WebEx. Attendees included:

| | | |
|-----------------------------------|-------------------------------------|--------------------------------------|
| President Abra Reed | Vice-President Jacob Stubbs | Trustee Tyler Rehmert |
| Police Chief Joseph Andzik | Road Sup't Jeremy Holbrook | Zoning Inspector Halie Sewell |
| | Fiscal Officer Mark Heistand | |

ONLINE VISITORS:

| Name | Name | Name | Name |
|---------------|---------------------|--------------|---------|
| David Gehron | Mark & Deb Cross | Kurt Jacoby | S Close |
| Sam H | Abigail Hale-Dennis | Krystal Lacy | DJ |
| Lloyd Johnson | Karen Carmickle | | |

The Germantown Press was notified in advance of the virtual meeting.

Mrs. Reed led the group in the Pledge of Allegiance.

VISTOR COMMENTS:

- **Mark Cross, 7444 S. Stiver Road:** Dr. Cross recommended that the Trustees set up official Township email addresses and add them to the Township website. He thanked Chief Andzik and Officer Steve Marsden for their assistance with his 10/22/20 dog bite incident. He asked Chief Andzik if he knew why there were 30-40 cars at Daniel's Peace Memorial Park on Stiver Road on 11/7/20 and 11/8/20. He was concerned about all the cars parking along Stiver Road. Chief Andzik responded that he was unaware of the situation but would check into it and follow up with Dr. Cross.

FISCAL OFFICER'S REPORT

- Mr. Heistand presented the minutes of the following Trustee meetings: 10/1/20 Special Meeting, 10/10/20 Special Meeting, 10/13/20 Regular Meeting; and 11/2/20 Special Meeting. No corrections were made by the Trustees. Mr. Stubbs made a MOTION, seconded by Mr. Rehmert, to approve all four sets of minutes as submitted. The MOTION PASSED.
- Mr. Heistand discussed the financial reports that were emailed to the Trustees prior to the meeting: (1) the 10/31/20 Fund Status; (2) the Year-to-Date 10/31/20 Cash Summary by Fund; (3) the October 2020 Receipt Listing; and (4) the October 2020 Payment Listing. There were no questions or comments by the Trustees.

- Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to approve the financial reports and authorize the payment of October bills (warrants 50239 through 50271 and vouchers 547 through 644 for payroll direct deposit, payroll tax/withholding EFT's and other electronic payments). The MOTION PASSED.
- Mr. Heistand announced that the Township received the annual \$18,000 lease payment for the cell tower from the State of Ohio on 10/2/20.
- He noted that on 11/4/20 the Township received a \$7,556 dividend from the Ohio Bureau of Workers' Compensation (BWC). This was part of a total \$1.5 billion distribution by BWC to its policyholders and approximated the premiums paid in 2019. This was the second dividend since the beginning of the COVID-19 pandemic. The first dividend received in April 2020 was \$8,447 and approximated the premiums paid in 2018. Governor DeWine has asked the BWC to distribute a third round of dividends totaling \$5 billion before the end of the year. Total premiums to be paid by the Township to BWC in 2020 are \$6,734.
- Following the Trustees approval at the October meeting, he executed documents to offer a post-tax option through the Ohio Deferred Compensation program to our employees. Township employees were notified that the Roth post-tax option is now available to them.
- He announced that health insurance renewal information for 2021 has been received from Burnham & Flower. Rates from Medical Mutual will increase by 7.81% in 2021, far lower than the 19.9% increase in 2020. Health Coordinator Laurie Rohrbach recommended that the Trustees approve the renewal.
- Mr. Rehmert introduced **RESOLUTION 2020-31**, seconded by Mr. Stubbs: **A RESOLUTION TO APPROVE RENEWING THE EXISTING HEALTH INSURANCE PLAN FOR 2021 WITH MEDICAL MUTUAL THROUGH BURNHAM & FLOWER INSURANCE GROUP**. The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-31 WAS ADOPTED.**
- Mr. Heistand reported that Resolution 2020-27 passed at the October meeting should have included revisions to the cost in the Zoning Fee Schedule for copies of the zoning text and the zoning map. The 2008 Public Records Policy set forth these charges as \$10 for a zoning map and \$50 (if picked up) or \$60 (if mailed) for the zoning text. The Zoning Fee Schedule approved by Resolution 2020-19 at the 8/10/20 meeting set these prices at \$20, \$50 and \$75, respectively.
- Mr. Rehmert introduced **RESOLUTION 2020-32**, seconded by Mrs. Reed: **A RESOLUTION MODIFYING RESOLUTION 2020-19 TO CHANGE THE FOLLOWING ZONING FEES TO "PER THE TOWNSHIP PUBLIC RECORDS POLICY:" (1) ZONING TEXT COPIES: PICKED UP – FROM \$50; (2) ZONING TEXT COPIES: MAILED – FROM \$75; AND (3) ZONING MAP – FROM \$20**. The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-32 WAS ADOPTED.**
- Mr. Heistand noted the need to appropriate the CARES Act funds to avoid returning any unappropriated funds to the County on 11/20/20. He noted that the Trustees approved a contract at the October meeting for the installation of touchless toilets, a urinal and faucets in the restrooms. At the same meeting the Trustees approved the installation of touchless soap and paper dispensers in the restrooms and kitchen by the Service Department. However, the Trustees have not yet appropriated all the funds in the Coronavirus Relief Fund.
- Mrs. Reed introduced **RESOLUTION 2020-33**, seconded by Mr. Rehmert: **A RESOLUTION APPROPRIATING \$143,500 FROM THE CORONAVIRUS RELIEF FUND FOR ACCOUNT NUMBER 2272-120-329-0000: OTHER-PROPERTY SERVICES**. The roll was taken and the adoption vote

was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-33 WAS ADOPTED.**

- Mr. Heistand initiated a discussion on potentially adding new voluntary employee benefits offered by Burnham & Flower through Colonial Life. These benefit plans are Critical Illness Insurance, Accident Insurance and Individual Short-Term Disability Insurance. Mr. Rehmert asked that Mr. Heistand poll the employees to determine the level of interest in these plans.
- He reported that in response to the Public Records Request received on 10/8/20, Halie Sewell copied videos of all Trustee, Zoning Commission, and Board of Zoning Appeals meetings from 7/1/20-10/8/20. These recordings were made available to the requester on 10/16/20. Additionally, in response to the same Public Records Request, the Trustees provided copies of their emails where they were the sender or a recipient, including being a "CC" recipient, from 8/1/20-10/8/20. These copies totaled 1,351 pages and were made available to the requester on 10/26/20.
- He announced that Laurie Rohrbach set up a Township YouTube channel during October. She and Halie Sewell have uploaded the videos of all Trustees meetings dating back to April 2020. As a result of having the channel available to residents, an additional Public Records Request received on 10/11/20 for a copy of the video from the 10/10/20 Special Trustees Meeting was canceled by the requester.
- Following Trustee approval at the October meeting, he delivered the old Zoning Office printer to David Shortt at the Veteran's Memorial Museum on 10/23/20. Mr. Shortt was very appreciative of the donation.
- He initiated a discussion on a potential donation from the Fouts Trust Fund. He noted that the 2020 appropriation for donations from the Fouts Fund was \$2,000 and that earlier this year the Trustees donated \$1,000 to the Sonshine in a Bag food ministry from the fund. He further noted that in-person students at Valley View Schools are now in session four days each week and Sonshine in a Bag has resumed delivering weekend food bags.
- Mr. Stubbs stated that two Fouts Fund donations were appropriated this year and that Sonshine in a Bag does a great job. He noted that the Fouts money can only be used for specific purposes and said that he was in favor of making a \$1,000 donation to Sonshine in a Bag. Mrs. Reed noted that Sonshine in a Bag is a great organization that gives to children. She spoke to the organization several months ago and was told that they would reach out to her when they had a need for more funding. Although she had not heard back from them, she was sure they would appreciate the donation. Responding to a question from Mr. Rehmert, Mr. Stubbs explained the origins of the Fouts Fund in the 1930's and the intent of the donor when the fund was set up.
- Mrs. Reed noted that she looked into different sports organizations and Band of Brothers last year to discuss potential scholarships for those who cannot afford to play sports. She felt there are many organizations in the community that do great things for our children and these should be considered when making donations from the Fouts Fund in 2021. Mr. Stubbs responded by noting that the Trustees decided in the past that sports scholarships were not a good idea for a Fouts donation since not every child plays sports. Mr. Rehmert suggested that the community parks might be a good candidate for future donations from the Fouts Fund.
- Mr. Stubbs introduced **RESOLUTION 2020-34**, seconded by Mr. Rehmert: **A RESOLUTION APPROVING A \$1,000 DONATION FROM THE FOUTS TRUST FUND TO SONSHINE IN A BAG AT GERMANTOWN FIRST CHURCH OF GOD.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-34 WAS ADOPTED.**

- He initiated a discussion of the annual Employee Appreciation Lunch. Mr. Stubbs introduced **RESOLUTION 2020-35**, seconded by Mr. Rehmert: **A RESOLUTION APPROVING EXPENDITURES FROM THE GENERAL FUND FOR AN APPRECIATION LUNCH FOR THE EMPLOYEES OF GERMAN TOWNSHIP ON A DATE TO BE DETERMINED BY THE EMPLOYEES.** Mr. Stubbs suggested that, due to the COVID-19 pandemic, only employees should attend the luncheon and that pizza be purchased from a local restaurant. The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-35 WAS ADOPTED.**
- Mr. Heistand welcomed new Police Clerk Shauna Close to the German Township family. He hoped that Mrs. Close will enjoy her time at the Township for many years. He noted that Laurie Rohrbach will have been at the Township 29 years when she retires at the end of December.
- He reported that, on behalf of the Trustees, Laurie Rohrbach sent flowers to the family of Kenneth (Gene) Lake who passed away on 10/22/20 at age 89. Mr. Lake served as a German Township Trustee for 24 years, including the time when the original part of the Township Hall was built in 1977. He stated that the entire Township family sends condolences to Mr. Lake's family.
- He reported that former Township Police Officer Mark Phillabaum passed away on 11/7/20 at age 61. Mr. Phillabaum started at the Township in 2010 and worked as a part-time and reserve officer periodically through 2015.

VISITOR COMMENTS:

- **Mark Cross:** Dr. Cross thanked the Trustees for approving the donation to Sonshine in a Bag from the Fouts Trust Fund. He asked Mr. Heistand if the interest earned on the funds in the Coronavirus Relief Fund can be added to the General Fund. Mr. Heistand replied that the Coronavirus Relief Fund interest is added to the Coronavirus fund and can be spent for coronavirus relief.

POLICE DEPARTMENT REPORT:

- Chief Andzik reported that Shauna Close started on 11/1/20 and is doing an excellent job. She donated some of her time prior to officially starting, which the department greatly appreciated.
- He announced that due to the COVID-19 pandemic, his department canceled the Santa breakfast this year. He spoke with representatives of the North Pole and was assured that the coronavirus should not affect Santa's trip around the world at Christmas. To make sure that Santa, Mrs. Claus, the elves, and the reindeer remain COVID-free until Christmas, Santa is canceling a lot of his engagements.
- He restated that he will look into the situation at Daniel's Peace Memorial Park that Dr. Cross addressed earlier in the meeting.

ROAD/SERVICE DEPARTMENT REPORT:

- Mr. Holbrook reported that his department installed touchless towel and soap dispensers in the restrooms and the kitchen. The total for the dispensers and supplies was \$367.45 and was paid using CARES Act funds as approved by the Trustees at the October meeting.
- He reported that the roof flashing along the back of the building above the Fiscal Officer's office came loose and allowed water into the exterior wall of that office. He contacted Commercial Roofing Services to have the damage repaired. The flashing was secured and was wrapped with new rubber at a cost of \$310.
- He stated that he has been researching the Permissive Motor Vehicle License Tax, one of the sources of funding for his Department. He presented information concerning an optional \$5 fee

that can be assessed on license plate registrations in the unincorporated area of the Township. HB62 (the Transportation Budget passed on 4/3/19 that increased the gas tax) included a provision allowing Townships to charge this additional fee. If the Trustees decide to enact the fee, two Public Hearings must be held no more than ten days apart. The resulting Resolution must be passed unanimously and submitted to the Ohio Bureau of Motor Vehicles by 7/1/21. The \$5 fee would then be collected beginning in 2022. Use of the proceeds is restricted to road repair or equipment. He estimated that the fee would generate \$21,000 annually. He will contact Prosecutor Peterson for an opinion and follow-up at the next Trustee meeting.

- He reported that his department has been removing tree limbs along the Township roadways and he contacted the Army Corps of Engineers regarding erosion on Little Twin Road.
- He reported that he is currently at the 240 hour maximum limit for compensation time. He requested the Trustees' approval to allow him to cash out 120 hours. With winter approaching, he expected that he will begin accruing more time that will be forfeited unless some of his comp time is paid out. He noted that the Personnel Manual allows for the conversion of up to 120 hours of comp time for Road Department employees, after they have reached 75% of their maximum allowed amount. The approximate cost will be about \$3,600.
- Mrs. Reed introduced **RESOLUTION 2020-36**, seconded by Mr. Rehmert: **A RESOLUTION APPROVING A PAYOUT OF 120 HOURS OF EARNED COMPENSATION TIME TO JEREMY HOLBROOK**. The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-36 WAS ADOPTED.**

ZONING DEPARTMENT REPORT:

- Mrs. Sewell announced that the Township's new website should be ready to roll out by 12/1/20.
- She issued permits this past month for the new school building at Abundant Life Tabernacle, a garage on Moyer Road, pole barns on Oxford Road and Dayton-Germantown Pike, and an agricultural exemption on Browns Run Road.
- She announced that the Zoning Commission will hold a Public Hearing on 11/19/20 for a change in zoning and then will hold its regular meeting on 12/1/20.
- She requested that the Trustees approve a small petty cash account that she can use to make change when zoning fees are paid in cash. Mr. Rehmert introduced **RESOLUTION 2020-37**, seconded by Mrs. Reed: **A RESOLUTION APPROVING A \$100 PETTY CASH ACCOUNT FOR THE ZONING OFFICE**. The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-37 WAS ADOPTED.**
- Mrs. Sewell initiated a discussion concerning the potential purchase of a postage meter for the Township. She explained that the meter would save money on everyday postage as well as allowing a discount on mailers. She noted that each certified letter she sends out for hearings costs over \$6. Mr. Rehmert asked that Mrs. Sewell obtain more information about cost savings and follow-up with the Trustees at the December meeting.
- She suggested that the Township begin using .gov for all email addresses. She noted that in the event of an emergency .gov emails could still be used, while gmail.com and yahoo.com emails may not be functional. She noted that Public Records Requests for copies of emails would be easier if the Trustees weren't using personal email accounts. She felt that .gov emails would present a more professional appearance. She noted that the .gov email system has a \$400 annual fee. After discussion, Mr. Rehmert made a MOTION, seconded by Mrs. Reed, to approve changing all Township emails to the .gov system. The MOTION PASSED.

TRUSTEE REED'S REPORT:

- Mrs. Reed attended a Senior Oversight Committee meeting. She noted that the Senior Center will not open until at least early 2021. The state requirements that must be met to open during the COVID-19 pandemic have increased and now include testing almost everyone every two weeks (including a sample of the seniors who attend events). She announced that the Center is starting a membership drive in order to get emails, phone numbers, and home addresses to be able to stay in contact with the seniors. The fee is \$10 per year. She noted that Germantown Area Senior Citizens, Inc. is a totally separate organization with its own members.
- She thanked Mrs. Sewell for taking on the projects to update email addresses and update the website. She welcomed new Police Clerk Shauna Close to the Township. She thanked Mr. Holbrook for installing the touchless dispensers in the restrooms and kitchen. She announced that the Ohio Township Association 2021 Conference has been canceled as an in-person event.
- She asked the Trustees to set a date for another meeting with the City of Germantown, the Village of Farmersville and Jackson Township to continue the discussion of a potential Joint Economic Development District (JEDD) on the land owned by Valley View Local School District at the SW corner of Manning Road and Farmersville Pike. Jackson Township has requested that this meeting be held in person. Mrs. Reed wasn't sure if a meeting can be held in-person for the Trustees and representatives from the other jurisdictions while requiring that visitors attend on-line using WebEx. Mrs. Sewell stated that Prosecutor Peterson has determined that this is allowable as long as the visitors have an opportunity to interact with the Trustees. The Trustees agreed to hold a Special Meeting on 11/18/20 at 6:00 pm to continue the JEDD discussion with the other jurisdictions. Mr. Rehmert noted that he might need to attend that meeting remotely. Mrs. Reed will check with Prosecutor Peterson about Mr. Rehmert's situation.

TRUSTEE STUBBS' REPORT:

- Mr. Stubbs asked Mrs. Reed about the administrative fee that will be charged to the Senior Center budget in 2021 by the City of Germantown. She thought that the 2021 fee will be the same as it was in 2020. Mr. Stubbs stated that this year's \$15,000 fee is absurd based on the fact that the Senior Center didn't operate for most of 2020.
- He noted that the Pool Oversight Committee has not met recently. The cemetery had 11 burials this past month, with 47 so far this year. A large cemetery tree needs to be removed.
- He reported that the cost of an electronic sign for the Township will probably exceed \$20,000. He was no longer interested in purchasing an electronic sign using CARES Act funds.
- As a follow-up to the Trustee's Special Meeting on 11/2/20, Mr. Stubbs introduced **RESOLUTION 2020-38**, seconded by Mr. Rehmert: **A RESOLUTION TO HIRE SHAUNA CLOSE TO THE PART-TIME POSITION OF TRASH BILLING CLERK, EFFECTIVE JANUARY 1, 2021, AT HER CURRENT PAY RATE.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-38 WAS ADOPTED.**

TRUSTEE REHMERT'S REPORT:

- Mr. Rehmert discussed proposals received from PRO OnCall and Spectrum/Charter for upgrades to the Township phone system to allow for conference calling. This upgrade is needed so that Township public meetings during the COVID-19 pandemic can be easily held with the Trustees in person while the public attends virtually. The one-time upgrade cost with Spectrum is \$500 with a five year contract. He recommended that the Trustees approve the Spectrum proposal.
- Mr. Rehmert introduced **RESOLUTION 2020-39**, seconded by Mr. Stubbs: **A RESOLUTION APPROVING A \$500 CONTRACT WITH SPECTRUM/CHARTER FOR UPGRADES TO THE**

TOWNSHIP PHONE SYSTEM TO INCLUDE CONFERENCE CALLING, WITH THE UPGRADE EXPENSES TO BE PAID FROM THE CORONAVIRUS RELIEF FUND. The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-39 WAS ADOPTED.**

- Mr. Rehmert discussed his efforts to obtain proposals for the video upgrades needed for hybrid in-person/virtual Township meetings. Two companies he contacted are fully booked through the end of the year. He expected to have a proposal from AVI-SPL in a few days and anticipates the total cost for a large-screen TV, HDMI cable and video camera to be under \$3,000. One option is to mount the TV on a portable stand to allow movement around the Meeting Room. Discussion of the video proposal will be added to the agenda for the 11/18/20 Special Meeting.
- He reported that the Parks Oversight Board met twice in the past month. They approved recommending the 2021 parks budget to Germantown City Council. Despite the pandemic, the Parks Board hopes to hold the Christmas parade this year.
- He reported that several applicants have submitted resumes for the alternate position on the Board of Zoning Appeals. He will present his recommendation at the December meeting.
- He noted that he and Mr. Heistand recently met with the Police Department and the Road Department to discuss each department's five year fund balance forecasts.

NEW BUSINESS:

- None.

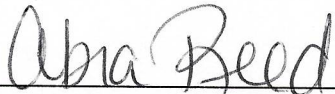
OLD BUSINESS:

- None.

MEETING ADJOURNED:

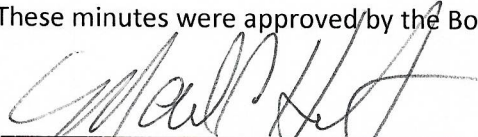
- With no further business, Mrs. Reed made a MOTION, seconded by Mr. Rehmert, to adjourn. The MOTION PASSED. The Meeting adjourned at 8:52 pm.

Signed: _____


Abra Reed, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at their meeting on December 14, 2020.

Signed: _____


Mark A. Heistand, Fiscal Officer