



**GERMAN TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING HELD ON OCTOBER 13, 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	Deb Cross	Mark Keener	EM
LJR (Laurie Rohrbach)	Abigail Hale-Dennis	Kim Dupps	EG
Ben Richards	Dylan	Karen Carmickle	Brian
9372****64	Lloyd Johnson		

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

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

SPECIAL PRESENTATION:

- **Ben Richards, Superintendent of Valley View Local Schools:** Mr. Richards reviewed the Valley View Strategic Plan & Actions, updated on 9/14/20, and shared the related PowerPoint slides. The slides are available on the school's website.

VISTOR COMMENTS:

- None.

FISCAL OFFICER'S REPORT

- Mr. Heistand presented the minutes of the 8/10/20 Regular Meeting and the 9/14/20 Regular Meeting. Mr. Stubbs made a MOTION, seconded by Mrs. Reed, to approve both sets of minutes as presented. The MOTION PASSED.
- Mr. Heistand discussed the financial reports that were emailed to the Trustees prior to the meeting: (1) the 9/30/20 Fund Status; (2) the Year-to-Date 9/30/20 Cash Summary by Fund; (3) the September 2020 Receipt Listing; and (4) the September 2020 Payment Listing. Mr. Rehmert asked about some missing voucher numbers on the Payment Listing. Mr. Heistand explained that those vouchers were part of the August Payment Listing approved in September.

- Mr. Stubbs made a MOTION, seconded by Mr. Rehmert, to approve the financial reports and authorize the payment of bills (warrants 50201 through 50238 and vouchers 507 through 581 for payroll direct deposit, payroll tax/withholding EFT's and other electronic payments). The MOTION PASSED.
- Mr. Heistand noted that the final CARES Act payment of \$104,287.44 for coronavirus relief was received on 10/9/20. This payment resulted from the passage of HB614 (formerly SB357), which distributed the remaining \$650 million in Ohio CARES Act funds. Payments to local jurisdictions were based on population (2,894 for the Township's unincorporated area). In total, the Township has received \$143,408.36 in CARES Act funds in three payments. Unappropriated funds will be returned to the County by 11/20/20. All items purchased using the funds must be received and installed by 12/31/20. Unexpended funds will be returned to the State by 2/1/21.
- He reported that the first report on the use of CARES Act funds was submitted to the Ohio Office of Budget and Management on 10/7/20. The filing reported the first two payments totaling \$39,120.92 and reported no expenditures through 9/30/20.
- Following up on the CARES Act discussion from the 10/1/20 Special Meeting, Mr. Heistand and Mr. Rehmert met with Larry Burton of Audio Excellence Consulting on 10/5/20 to review his 9/28/20 audio/visual proposal and discuss revising the proposal to more of a video teleconference system. Subsequently, Mr. Burton sent an email informing the Trustees that he did not feel qualified to submit a proposal for a video teleconference system.
- At the September meeting, Mr. Heistand reported that the Ohio Deferred Compensation program recently launched a post-tax option. The Township currently has three employees who take advantage of pre-tax deferrals. The Board at the September meeting asked that Mr. Heistand survey the Township's employees to determine if there is interest in the post-tax option. Five employees expressed an interest. Employers may voluntarily offer the new post-tax Roth 457 option to employees by executing a new Employer Adoption Agreement. He recommended that the Trustees pass a RESOLUTION authorizing him to execute the appropriate documents and offer this option to the employees.
- Mr. Stubbs introduced **RESOLUTION 2020-26**, seconded by Mrs. Reed: **A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO EXECUTE THE APPROPRIATE DOCUMENTS WITH OHIO DEFERRED COMPENSATION TO OFFER A POST-TAX ROTH 457 OPTION TO THE TOWNSHIP EMPLOYEES.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-26 WAS ADOPTED.**
- Mr. Heistand submitted to County Auditor Karl Keith the Resolution approved by the Trustees at the September meeting to accept the amounts and rates as determined by the Budget Commission and authorize the necessary Tax Levies for 2021.
- He reported that in the past month he attended the Montgomery County Township Association Fiscal Officers virtual meeting on 9/15/20. He also attended three Ohio Township Association webinars related to the CARES Act: 9/18/20 on the Uses of CARES Act Funding; 9/25/20 on Sub-Granting of CARES Act Funding; and 10/1/20 on Auditing of CARES Act Funding.
- He announced that First National Bank of Germantown was at the Township Hall on 10/7/20 to test their ability to communicate with their core from our building. On 10/15/18 the Trustees approved the use of the Township Hall meeting room by the bank to run their operations in the event of a disaster at the bank. This test was a requirement of the bank's regulators and was successful.

- He reported that Laurie Rohrbach, Jeremy Holbrook, Scott Hamilton and he met with Michelle Crockett of Burnham & Flower on 10/1/20 to discuss the upcoming health insurance renewals for next year. We should have the 2021 rates from Medical Mutual later this month. The 2020 health insurance increase was 19.9%. There will not be any rate increase for 2021 from Delta Dental or Vision Service Plan. Both companies are holding their current rates.
- He announced that four Public Records Requests were received within the past week. (1) The first one requested copies of all emails where any of the Trustees were either the sender or a recipient, including being a "CC" recipient, from 8/1/20-10/8/20 as well as copies of the videos from all Trustees, Zoning Commission and BZA meetings from 7/1/20-10/8/20. (2) A second request was for all emails where Mr. Heistand was included as a recipient when any of the Trustees were either the sender or a recipient (including where any of the Trustees were a "CC" recipient) from 8/1/20-10/8/20. (3) The third and fourth requests were for copies of the video recording from the 10/10/20 Special Trustees Meeting.
- He noted that he had already responded to the second Public Records Request for his emails. The response totaled 180 pages, representing 109 unique emails. He reminded the Trustees that each Trustee needs to provide her/his emails to him as soon as possible so that he can respond to that portion of the first Request. Halie Sewell is copying the meeting videos so that he can respond to the remaining requests.
- He reported that Laurie Rohrbach is working to set up a Township YouTube channel with a link from the Township website. The channel will include the videos from all WebEx Trustees meetings dating back to April 2020. Once the channel is established, we can refer people to the YouTube Channel who want a copy of a Trustee meeting video.
- Mr. Heistand initiated a discussion about the fees charged for responding to Public Records Requests. He noted that the Public Records Policy of German Township, adopted on 8/13/08 as RESOLUTION 2008-22, specifies these copy charges: (1) for paper copies - \$.05 after 50 pages; and (2) for digital copies - \$5.00 per CD, mailing box, and postage or \$2.00 if not mailed. The 2008 Policy did not anticipate digital copies being provided on flash drives.
- The new Zoning Fee Schedule, adopted at the 8/10/20 meeting, set forth these charges: (1) \$.25 for paper copies over 5; and (2) \$25.00 for audio/video copies. Mr. Stubbs noted that Ohio law only allows the Township to charge the actual cost of making copies. It was noted that the flash drives used to respond to the recent requests for video recordings cost approximately \$5 each.
- Mr. Heistand suggested that video recordings could be provided on flash drives provided by the requester at no charge. After a discussion concerning risks to the Township's computer system, that option was dismissed.
- After extensive discussion, Mr. Rehmert introduced **RESOLUTION 2020-27**, seconded by Mr. Stubbs: **A RESOLUTION MODIFYING RESOLUTION 2020-19 TO CHANGE THE FOLLOWING ZONING FEES TO "PER THE TOWNSHIP PUBLIC RECORDS POLICY:" (1) PAPER COPIES - FROM \$.25 EACH OVER FIVE; AND (2) AUDIO/VIDEO - FROM \$25.00.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-27 WAS ADOPTED.**
- Mr. Heistand noted that a new Fiscal Officer printer was installed shortly after he took office. The printer was provided by the Ohio Auditor of State under the Township's UAN contract.

Halie Sewell will be moving his old printer to her office. He asked that Halie's old printer be declared as excess by including it in a disposal RESOLUTION to be passed later in the meeting for the Road Department. He would like to donate Halie's old printer to a local non-profit.

POLICE DEPARTMENT REPORT:

- Chief Andzik reported that the new cruiser ordered in May 2019 is finally marked, equipped and is in service.
- He recommended that the Trustees hire Shauna Leigh Ann Close to the position of part-time Police Clerk, effective November 1, 2020, and subject to a twelve month probationary period, with a starting pay of \$17.00 per hour. He noted that Shauna scored the highest of all applicants on the written test and interview, is a resident of the Township and has already donated time to learn all facets of the position.
- Mr. Stubbs introduced **RESOLUTION 2020-28**, seconded by Mrs. Reed: **A RESOLUTION TO HIRE SHAUNA LEIGH ANN CLOSE TO THE POSITION OF PART-TIME POLICE CLERK, EFFECTIVE NOVEMBER 1, 2020, AND SUBJECT TO A TWELVE MONTH PROBATIONARY PERIOD, WITH A STARTING PAY OF \$17.00 PER HOUR.** Mr. Stubbs noted that Ms. Close stood out above all the other candidates during the interviews and he thinks she will do a fantastic job for the Township. The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-28 WAS ADOPTED.**

ROAD/SERVICE DEPARTMENT REPORT:

- Mr. Holbrook requested that the Trustees declare two pieces of equipment as excess: (1) a Bobcat brand 36" pallet fork to be sold on GovDeals.com; and (2) a Bobcat brand 38" rototiller attachment to be given to Jackson Township. He noted that both pieces were found along a Township road by Scott Hamilton and himself and were kept by the police in their possession for over a year. After receiving a court order releasing the assets to the Police Department, the Police Department donated the items to the Road Department. Mr. Heistand asked that the Trustees include Halie Sewell's old printer (a HP LaserJet P2035n) in their excess RESOLUTION.
- Mrs. Reed introduced **RESOLUTION 2020-29**, seconded by Mr. Rehmert: **A RESOLUTION DECLARING THE FOLLOWING ITEMS AS EXCESS: (1) A BOBCAT BRAND 36" PALLET FORK TO BE SOLD ON GOVDEALS.COM; (2) A BOBCAT BRAND 38" ROTOTILLER ATTACHMENT TO BE GIVEN TO JACKSON TOWNSHIP; AND (3) A HP LASERJET P2035N PRINTER TO BE DONATED TO A LOCAL NON-PROFIT.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-29 WAS ADOPTED.**
- Mr. Holbrook presented a \$4,481.00 estimate from Dill's Plumbing in Springboro to install new touchless toilets, a new touchless urinal and new touchless faucets in the Township Hall's restrooms. Mrs. Reed asked about including touchless soap and towel dispensers in the estimate. Mr. Holbrook stated that his department would install those items to reduce costs. The potential addition of automatic light switches throughout the building was also discussed.
- He reported that his department borrowed Jackson Township's heated asphalt box and used a couple loads of patching material to do hand patching of edge bruising and potholes on Township roads. They also did some berm repairs along roadways where the gravel had worn away. They have also started tree trimming along Township maintained roads.

ZONING DEPARTMENT REPORT:

- Mrs. Sewell announced that the Board of Zoning Appeals (BZA) approved on 9/22/20 the Conditional Use request by Abundant Life Tabernacle for the construction of a new school

building. She also noted that the Trustees denied the rezoning request in Case #2020-35-ZC at their 10/1/20 Special Meeting. This was the Eby Road hill barn case.

- She reported that she issued permits this past month for a fence on Jamaica Road, a garage on S.R. 725, a residential addition on S.R. 725, a shed on Lower Miamisburg Road and a temporary tent on S.R. 4.
- She noted that the next Zoning Commission (ZC) meeting will be on 12/1/20 at 7:00 pm.
- Mrs. Sewell recommended that the Trustees approve changing the Township's web host to GoDaddy.com. There will be a monthly increase in cost from \$9.95 to \$11.95, but she noted that the host is more user friendly and as such will save on payroll costs. She also noted that a GoDaddy website will be a higher quality and will be able to include more information. She hopes to have the new Township website up and running by the beginning of 2021. Mr. Rehmert made a MOTION, seconded by Mr. Stubbs, to approve changing the Township's web host to GoDaddy.com. The MOTION PASSED.
- She requested the Trustees' approval to post the BZA and ZC minutes and meeting videos on the Township website. Mr. Rehmert made a MOTION, seconded by Mrs. Reed, to approve the posting of BZA and ZC minutes and meeting videos on the Township website. The MOTION PASSED.

TRUSTEE REED'S REPORT:

- Mrs. Reed reported that neither the Fire Oversight Committee nor the Senior Oversight Committee has recently met. The Committees are working to find a date to meet that works for everyone.

TRUSTEE STUBBS' REPORT:

- Mr. Stubbs reported that the Cemetery has no issues right now. Both revenues and expenses are off 50% this year. He noted that the Pool Oversight Committee recently held their annual budget meeting. He stated that there is a yearly battle over administrative fees. He suggested to Mrs. Reed that the administrative fees for the Senior Oversight Committee should be down this year due to the Senior Center being closed for most of the year.
- He stated his concern with two new Germantown MetroPark trail crossings on Boomershine Road since they are hidden by woods, the road speed limit is 55 mph and one of the crossings is near a stop sign. Chief Andzik noted there have not been any issues so far, but his department will keep aware and monitor the situation.
- Mr. Stubbs reported that he attended the Jackson Township Trustees meeting on 10/12.

TRUSTEE REHMERT'S REPORT:

- Mr. Rehmert reported that he would be attending his first Parks Oversight Committee meeting on 10/14/20 and asked if there was anything in particular that he needed to know beforehand. Mr. Stubbs noted that there is no administrative fee charged to the parks since the budget is small.
- Mr. Rehmert asked how the Township budgeting process is handled. Laurie Rohrbach explained the timeline each department follows to prepare their budget in November and December, the budget review performed by the Fiscal Officer, and the Trustee review in December and approval at the yearly Organizational Meeting in January. She has already begun working on the 2021 Police Department budget.
- Mr. Rehmert reviewed the 10/10/20 Special Trustee Meeting concerning the proposed Joint Economic Development District (JEDD) for the Valley View School District land at the southwest corner of Manning Road and Farmersville Pike. He thought the discussion at the meeting was

great and felt the process was moving forward. The Trustees discussed a date for the next meeting with the other three jurisdictions. It was agreed that Mrs. Reed will try to set up a Special Trustee Meeting with the jurisdictions for either 11/4/20 or 11/5/20 at 6:00 pm.

- Mr. Rehmert discussed the 10/5/20 meeting with Larry Burton and Mr. Heistand regarding Mr. Burton's sound and audio/visual proposal. Following Mr. Burton's withdrawal from requesting the project as an audio conferencing system, Mr. Rehmert asked Spectrum Business to quote on a system. He will also get a second quote. He noted that he will also obtain quotes for a camera and HD monitor. He is hopeful that the entire system will cost no more than \$3-5,000.
- Mr. Stubbs noted that Perry Township has a single camera in the ceiling which works well for their needs in a room similar in size to our Meeting Room. His desire is for as much of the CARES Act funds as possible be dedicated to police salaries.
- Mr. Stubbs reported that Jackson Township has used \$15,000 of their CARES Act funds for a grant to the Community Action Mission Project (CAMP) food pantry charity in Farmersville. Jackson Township determined that a digital sign was too expensive for them to purchase with CARES Act funds. After a discussion about the benefit of having a digital sign for the Township, Mr. Stubbs agreed to obtain a quote for such a sign to be reviewed at the November meeting.

NEW BUSINESS:

- Mrs. Reed introduced **RESOLUTION 2020-30**, seconded by Mr. Stubbs: **A RESOLUTION APPROVING (1) A \$4,481.00 ESTIMATE FROM DILL'S PLUMBING, LLC, 7445 HORIZON HILL DR., SPRINGBORO, OH 45066 FOR THE INSTALLATION OF TOUCHLESS TOILETS, URINAL AND FAUCETS IN THE TOWNSHIP HALL RESTROOMS AND (2) THE INSTALLATION OF TOUCHLESS SOAP AND PAPER DISPENSERS IN THE TOWNSHIP HALL RESTROOMS AND KITCHEN BY THE SERVICE DEPARTMENT, THE COSTS OF BOTH ITEMS TO BE PAID USING CARES ACT FUNDS.** The roll was taken and the adoption vote was as follows: Mrs. Reed-Yes; Mr. Stubbs-Yes; Mr. Rehmert-Yes. **RESOLUTION 2020-30 WAS ADOPTED.**
- Mr. Heistand reported that Beggar's Night will be held by Germantown and German Township on Saturday, 10/31/20 from 6-8 pm. He reported that the annual Germantown Lions Club Ghost & Goblins Parade costume contest will not be held this year due to the coronavirus pandemic.
- Mr. Rehmert asked about changing the Trustee Meeting nights going forward due to a conflict in Mr. Heistand's schedule. It was noted that the 2020 meeting schedule was approved and announced at the beginning of the year. The 2021 meeting schedule will be discussed at the 2021 Organizational Meeting in January.

OLD BUSINESS:

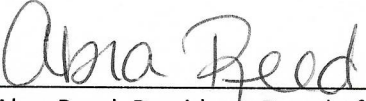
- The Trustees discussed the Trash Billing Clerk position, which will need to be filled prior to Laurie Rohrbach's retirement at the end of the year. Mrs. Reed suggested that new Police Clerk Shauna Close be asked if she is interested in adding this position to her responsibilities. Mr. Rehmert asked whether Senior Center Director Chenoa Erisman might be able to fill the position. Mrs. Sewell stated that she remains interested in adding the trash position to her zoning responsibilities. Mr. Rehmert requested that Mrs. Sewell be considered. Mr. Stubbs asked that an Executive Session be held at the November meeting to discuss the trash position.
- The Trustees discussed the possibility of offering a credit card option for trash payments. Mrs. Rohrbach noted that the company that provides the trash software is working on a credit card option that should be ready to install by summer 2021. On-line payments were also discussed.
- The Trustees decided to hold a Special Trustee Meeting on 11/2/20 at 6:00 pm specifically to adjourn into Executive Session to discuss options for the Trash Billing Clerk position. The

meeting will be held in person at the Township Hall and no other business will be transacted at the meeting. A hiring decision will then be approved at the 11/9/20 Regular Trustee Meeting.

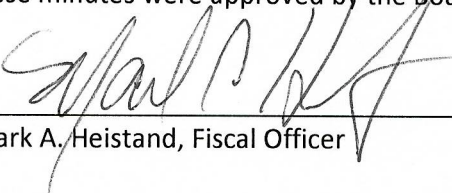
- **Visitor David Gehron, 14239 Kiefer Road**, commented on how light motion sensors operate. He also discussed credit card fees charged by his church for on-line giving and commented on the status of software development for trash credit card payments.

MEETING ADJOURNED:

- With no further business, Mrs. Reed made a MOTION, seconded by Mr. Stubbs, to adjourn. The MOTION PASSED. The Meeting adjourned at 9:18 pm.

Signed: 
Abra Reed, President, Board of Trustees

Attest: These minutes were approved by the Board of Trustees at their meeting on November 9, 2020.

Signed: 
Mark A. Heistand, Fiscal Officer