

**German Township Trustees  
Meeting Minutes  
December 31, 2013**

The German Township Trustees met in regular/reorganizational session on Tuesday, December 31, 2013 at 9:00 a.m. at the German Township Office at 3940 Lawrenceville Drive, Springfield Ohio. The meeting is called into order by Mr. Charles Metzger, President.

**Roll Call:** Mr. Metzger - present; Mr. Kaffenbarger – present; Mr. Erlewine - present. Other township personnel present: Mike Stitzel, Police Chief; Tim Holman, Fire Chief; George Degenhart, Zoning; Mark Bevan and Dave Brown, Maintenance Department; Trustee Elect , Bob Clark; and Fiscal Officer, Angela Griest.

**Pledge of Allegiance**

**Fiscal Officer Report**

Motion to approve the minutes of December 10, 2013:

Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Mr. Erlewine Roll Call: Ayes – all

Motion to approve the checks & EFT's for December 10 through December 31, 2014:

Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Mr. Erlewine Roll Call: Ayes – all

Bid opening for the 2014 Mowing contract. Received the following bids:

1. Dream Catchers landscaping - Dwayne Lambert
  - a. Mt. Calvary Cemetery - \$485.00 per mowing
  - b. Lawrenceville Cemetery - \$270.00 per mowing
  - c. Fall & Spring clean-up - \$480.00 per service
  - d. 2% fuel surcharge if fuel goes over \$4.00 per gallon
2. Gillam Lawncare & Landscaping LLC. Ryan Gillam
  - a. Mt. Calvary Cemetery \$435.00 per mowing
  - b. Lawrenceville Cemetery - \$250.00n per mowing
  - c. Spring & Fall Cleanup - \$450.00 per service
3. Grasshoppers of Springfield – Dave Aills
  - a. Mt. Calvary Cemetery - \$240.00 weekly or biweekly as needed
  - b. Mt. Calvary Cemetery – Fall & Spring clean-up \$350.00 per service
  - c. Lawrenceville Cemetery \$180.00 weekly or biweekly as needed
  - d. Lawrenceville Cemetery – Fall & Spring clean-up - \$275.00 per service
  - e. Callison Cemetery- \$55.00 per mowing
  - f. Sims chapel Cemetery - \$55.00 per mowing

The German Township Trustees will receive the bids for review and will make a final decision in January.

Bid opening for the 2014 Cleaning Service Contract. Received the following bids:

1. Foster's Janitorial Service – David Foster
  - a. \$100.00 per cleaning
2. North Willow Cleaning – Tracy Webster
  - a. \$125.00 – Once per week
  - b. \$250.00 Biweekly

The German Township Trustees will receive the bids for review, and will make a final decision in January.

Motion to receive a letter from Peggy Hupp in reference to 2012, and to refer it to the prosecutor:

Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Mr. Erlewine Roll Call: Ayes – all

**Hearing of the Public:**

Mr. Clark would like to commend the Fire Department and those who donated for the meals that were provided to the needy.

**Zoning Report:**

None

**Fire Report:**

Chief Holman would like permission to replace two vehicles this year.

1. A new 2014 Chevy Expedition – Cost \$31,800. State bid from Statewide Lincoln. The current vehicle will be traded to the Police Department in exchange for the white unmarked vehicle which will be sold on Gov. Deals. Striping costs of about \$300.00.
2. A new 2014 Braun Medic Unit – Cost \$130,000. Painting - \$6,000.00. Striping - \$500.00. This will replace the 1998 Medic Unit, which will be sold on Gov. Deals.
3. If striping costs go over budget, the Fire Association will cover the costs.

Motion to go ahead with the replacement of both vehicles at the costs stated by Chief Holman:

Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Mr. Erlewine Roll Call: Ayes – all

Chief Holman has applied for a grant for mounting a radio system in the new medic.

**Police Report:**

Chief Stitzel would like to reduce the number of Police Department vehicles. He plans to sell off two vehicles, and purchase one new cruise. He has not received any estimates at this time, then, he would trade the unmarked white vehicle to the Fire Department in exchange for their Expedition.

The concrete floor in the Police Department bay does not drain properly. Water runs into the bay towards the inside walls. If this continues, it will cause damage to the walls. Due to EPA regulation, a drain cannot be installed.

**Maintenance Department:**

For 2014 the Maintenance Department will be looking to replace the older dump truck, and the lawn mower. Mr. Metzger stated they would also like to look into the possibility of either buying the backhoe from the McCombs family, or purchasing a used back hoe. The Trustees will check with dealers at the February Convention concerning the dump truck.

Mr. Bevan stated at this time, the Township currently owes for backhoe rental for tree work and grave openings/closings.

Motion to purchase degreaser from NAPA for \$250.00:

Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Mr. Erlewine Roll Call: Ayes – all

Trustees need to be going over their roads to check for paving needs. It was mentioned that River Road will probably need to be paved or chip & sealed.

**Old Business:**

None

**New Business:**

None

Mr. Metzger stated the 2013 business portion of the meeting was concluded, and would turn the meeting over to Angela Griest for the 2014 Reorganizational meeting.

Mr. Metzger thanked Mr. Erlewine for his service during 2013, and welcomed new new Trustee Robert (Bob) Clark.

**2014 Reorganizational Meeting**

Angela Griest, Fiscal Officer, acting as chairman for the 2014 Reorganizational meeting:

Motion to appoint Mr. Kaffenbarger as President for 2014:

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

December 31, 2013 Con't

President Kaffenbarger takes over the meeting.

Motion to appoint Mr. Metzger as Vice President:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: Ayes – all

Motion at 10:20 a.m. to recess for 10 minutes before continuing with the Reorganizational meeting:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Kaffenbarger. Roll Call: Ayes – all

Motion to bring the meeting back into session at 10:30 a.m.:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: Ayes – all

Motion for a Resolution to amend the Appropriations and Revenues for the year ending 2013:

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion for a Resolution to accept the statutory appropriation minimum level as stated in Section 5705.381 of the ORC for the Fiscal Year 2014, and to accept the 2014 Temporary Appropriations:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – all

Motion for a Resolution to authorize the Fiscal Officer to establish the 2014 Purchase Order/Blanket Certificates not to exceed the amounts set in the 2014 Temporary Appropriations:

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion to establish the date and time of the regular Township Trustee Meetings for calendar year 2014 as the second Tuesday of each month, alternating morning 8:00 a.m. for odd months and evening 7:00 p.m. for the even months:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: Ayes – all

Motion to set the Trustees' salaries at \$11,318 a year and the fiscal Officer at \$19,800 a year payable in monthly installments per the ORC Sections 505.24 and 507.09. The Township Trustee and Township Fiscal Officer salaries are based on the annual budget of the Township, and the amount is set by the State of Ohio. There has not been a cost of living increase since 2008:

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion to provide insurance as follows: Township Officers beginning terms in 2014 and beyond and any eligible employees may participate in any of the insurance benefits offered by the Township for medical, dental, and vision insurance. They may select from any health insurance plan, HRA, or other available "pick-up" or a "reimbursement" option during their term. The official or employee may select any available plan at the start of his or her term, or employment and change to a different plan if desired during the designated annual open enrollment period. The monthly premium costs for any plan type will be paid as follows: 95% of the premium shall be paid by German Township; the remaining 5% will be paid as a payroll deduct. No pick-up or reimbursement plan can exceed the maximum costs of the main health insurance plan offered by the Township (On November 12, 2013 insurance renewal rates were approved):

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion to provide \$30,000 in Life and AD&D insurance for each Trustee & Fiscal Officer; \$20,000 in Life and AD&D insurance to fulltime employees, and to offer all part-time employees, zoning inspector, dispatchers, fire cadets and auxiliary police officers a \$10,000 Life and AD&D insurance:

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motions to allow any permanent part-time employee to purchase any of the insurance as a payroll deduct:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – all

**December 31, 2013 Con't**

Motion to set the Township holidays for all full time employees and the Township office secretary as follows:

- New Year's Day – January 1<sup>st</sup>
- Martin Luther King Day – January 20<sup>th</sup>
- Memorial Day – May 26<sup>th</sup>
- Independence Day – July 4<sup>th</sup>
- Labor Day – September 1<sup>st</sup>
- Veteran's Day – November 11<sup>th</sup>
- Thanksgiving Day – November 27<sup>th</sup>
- Christmas Day – December 25<sup>th</sup>
- One floating holiday – Used for any of the following: President's Day, Columbus Day, Day after Thanksgiving, or day before or after Christmas:

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion to continue the employment of all individual employees at the rate prescribed below:

- Mark Bevan, Fulltime, Maintenance Supervisor \$21.35 hour
- Dave Brown, Fulltime, Maintenance Worker \$20.00 hour
- Tim Holman, Fulltime, Public Safety Officer \$52,000.00 year
- Dan Price, Part-time, Assistant Chief \$ 7,200.00 year
- Paramedics \$15.00 hour
- Intermediate EMT \$13.25 hour
- EMT \$12.50 hour
- Firefighters \$ 8.75 hour
- All fire department lieutenants an additional .15 cents over base pay
- All fire department Captains an additional .25 cents over base pay
- Dispatch Honorarium \$ 4.25 hour
- Michael Stitzel, Full time, Police Chief \$41,600 year
- Matthew Thomas, Fulltime, Police Officer \$16.50 hour
- Jeremy Blum, Fulltime, Police Officer \$16.00 hour
- Jordan Bean, Part-time, Police Officer \$12.00 hour
- Teresa Jordan, Part-time, Police Officer \$12.00 hour
- Jeffrey Stelzer, Part-time Police Officer \$12.00 hour
- Kyle Lease, Part-time Police Officer \$12.00 hour
- Zachary Larimore, Part-time Police Officer \$12.00 hour
- Rosemary Naulty, Part-time, Secretary \$11.15 hour
- Other office clerical workers (minimum wage) \$ 8.50 hour
- George Degenhart, Zoning Inspector \$ 8,400.00 year

Motion: Clark 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: Ayes Motion:

Motion to reappoint Larry Berner to the Zoning commission for term beginning January 2014:

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion to reappoint John Roberts to the Zoning commission for term beginning January 2014:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – all

Motion to appoint Mark Sanders to the Zoning Commission to fill the unexpired term of Mr. Clark through December 31, 2014:

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion to reappoint Brian Hellwig to the Board of Zoning Appeals for the term beginning January 2014:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes - all

Motion to pay up to \$44.00 per month towards the cost of monthly cell phone charges for all Elected Officials, Zoning Inspector, Chief of Police, Fire Chief, fulltime maintenance workers and fulltime police officers: Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

**December 31, 2013 Con't**

Motion to reimburse mileage costs at a rate of .56 (federal rate) per mile for approved travel outside of the Township:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – all

Motion to reimburse meal expenses for individuals who are out of town for an overnight trip on Township business at a cost not to exceed the average cost of \$45.00 a day; there will be no reimbursement of alcohol. All trips must be approved by the Trustees before the travel date. Detailed receipts must be provided:

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion to approve uniform expenses for the Police Department as follows: full –time officers \$400.00 per year; Part-time officers \$200.00 per year:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: Ayes – all

Motion to set limits on the amount that the Trustees, Fiscal Officer, Public Safety Officer/Fire Chief, Police Chief, and Maintenance Supervisor may expense without prior approval from the Board of Trustees for regular supplies and basic repair expenditures is \$500.00. Any emergency supplies or repairs that exceed the \$500.00 must have verbal approval from all three trustees. Non- emergency

expenditures over \$500.00 should be approved by the Board of Trustees at their monthly meeting. Any expenses that are not expended properly may be subject to reimbursement to the Township from the individual making the expenditures. All non-emergency expenditures are required to have a purchase order number provided by the Township Secretary before the expense is made:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: Ayes – all

Motion to assign Trustees in charge of Cemeteries as follows:

- Lawrenceville Cemetery to Mr. Kaffenbarger
- Mt. Calvary to Mr. Clark
- All other cemeteries to Mr. Metzger

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion to keep the fee schedule the same as 2014 with the following changes:

- Change the Opening and Closing costs as follows:
  - Burials: Monday afternoons through Friday increase to \$600.00; Weekends, Holidays and Monday mornings increase to \$750.00; Cremations: Monday through Friday \$200.00; Weekend & Holidays \$250.00
  - Cemetery Lots: Delete the Non Resident costs. Lots will be sold to everyone at the same rates.
  - Add to the culvert permits: Concrete driveways & culverts may not be extended across German Township right of way. They may be finished with dirt, gravel, or asphalt.

Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – all

Motion to divide the Township into sections, each Trustee will be in charge of the roads in their section:

- North half of the Township to Mr. Kaffenbarger
- South East section of the Township to Mr. Clark
- South West section of the Township to Mr. Metzger

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – all

**December 31, 2013 Con't**

Motion to adjourn: Mr. Clark 2<sup>nd</sup>: Metzger Roll Call: Ayes - all

Approved by:

Board of German Township Trustees

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Rodney Kaffenbarger, President

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Mr. Metzger, Vice President

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Robert Clark, Member

Recorded in the  
Record of Proceedings  
December 31, 2013

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Angela D. Griest, Fiscal Officer