

**RECORD OF PROCEEDINGS**  
**German Township Board of Trustees**  
**Year End/ Reorganizational Meeting**  
**December 29, 2017**

The German Township Trustees met for the Year End/Reorganizational meeting on Friday, December 29, 2017 at 7:30 a.m. at the German Township Office, 3940 Lawrenceville Drive, Springfield, Ohio. The meeting is called into order by Mr. Robert Clark, President.

**Roll Call:** Mr. Clark – present; Mr. Kaffenbarger- present; Mr. Metzger – present

**Other Township personnel present:** Angela Griest, Fiscal Officer; Tim Holman, Fire Chief; Mike Stitzel, Police Chief; Mark Bevan & Dave Brown, Maintenance Department, and George Degenhart, Zoning.

**Pledge of Allegiance**

**Fiscal Officer:**

Mrs. Griest presented the following:

- A. Motion to approve the minutes of December 12, 2017:  
Motion: Mr. Metzger 2<sup>nd</sup>: Kaffenbarger Roll Call: Ayes – All
  
- B. Motion to approve the warrants/vouchers checks issued December 12, through December 29, 2017  
Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Metzger Roll Call: Ayes – All

**Hearing of the Public:**

None

**Zoning report:**

None

**Fire Report:**

Report presented by Chief Holman:

- The total Fire & EMS runs this year total over 2000. The most we previously ever had was 1700.
- He received a call from County Utilities concerning the Upper Valley Mall backflow testing for Sears was not done. The water at the mall could be turned off if it were not in compliance. He contacted Brenda at the Mall. The situation has been resolved.
- Turned in a supplemental budget for 2018. It will be reviewed for the permanent budget due by April 1<sup>st</sup>. We will start the year with the Temporary Budget approved in June.
- They served 663 Christmas Dinners this year. Donations from businesses and residents was great. Colliers donated food and cooked the food for us this year we plan a few changes to the program for next year. All went well, except for a minor issue that one group delivering dinners had with Springfield City EMS. He will contact the City concerning the matter. Had around 30-35 people volunteering on Christmas e get the meals ready and distributed. There was general discussion on how good it felt to be able to help those in need.
- Mr. Metzger asked Chief Holman how Pike Township handles the Medic billings are when they make a run in our township.
  - The patient is soft billed if there is transport. No bill if no transport.
  - They can call the Township if the patient receives a bill. They should not be billed.
  - Moorefield hard bills.
  - Springfield Township soft bills, same as Pike.

### **Police Report:**

Chief Stitzel reported the following:

- No Call reports are available at this time.
- Personnel numbers are down. Several officers will be leaving to take full time positions elsewhere.
- Discussion on personnel numbers in general in all departments and in other Townships. Lot of turnover in Police Department due to lower wages. Fire Departments are going through the same thing. Need to look at wages, levies, and other ways to increase the retaining of personnel. Mr. Kaffenbarger suggested doing a newsletter to inform the residents of these kind of issues. We have done them in the past. Need to look into the costs for 2018.

### **Maintenance**

Mr. Bevan reported the following:

- Tree on Johnson is down as planned.
- Discussion on looking for a new truck to replace the F550. Trustees will look at the OTA Conference.
- Trees on Fox Hollow – will begin on this in the new year.

### **Old Business:**

- C. Motion to have Wesbanco be the third party administrator for the Township QSEHRA  
Motion: Mr. Metzger 2<sup>nd</sup>: Kaffenbarger Roll Call: Ayes – All

Mr. Clark read the following concerning the Qualified Small Employer Health Reimbursement Arrangement (QSEHRA):

1. Township does not endorse any insurance group, company, broker, or type. It is up to the individual employee to determine coverage and provider.
2. Insurance must meet Minimum Essential Coverage. All employees must submit proof to the Township Fiscal Officer that they have MEC.
3. It is the responsibility of the employee to submit claims for reimbursement to the 3<sup>rd</sup> party administrator. The Third party administrator will be Wesbanco.
4. The QSEHRA will begin on January 1, 2018. The QSEHRA can reimburse up to the maximum allowed by the IRS: Family \$10,250.00 Single: \$5050.00
5. Premiums, and/or any eligible medical, dental, vision expense as provided by the IRS Code Section 213(d) Eligible Medical Expenses guidelines are reimbursable.
6. Run out period will extend to 6 months.
7. Any funds not expended in the QSEHRA by the end of the year, or run out period does not carry over and will become part of the Township Funds.
8. For Any Eligible New Hires amounts are prorated on the length of time remaining in the year.
9. Once you retire, resign, or no longer employed by the Township, you are no longer eligible to access the QSEHRA.

There was discussion concerning when a new eligible employee would become available for the QSEHRA. Is there a waiting period before it is available, or does it become available immediately? What happens if a new hire leaves shortly after hired, but uses almost all of his/her QSEHRA allotment? Can it not become effective until after a probationary period? Fire Department and Police Department each have different lengths of time for probationary periods. Trustees could stipulate a probationary period, or limit the amount available on a per month, quarterly etc.... time frame. However, this would limit its use to employees in cases of emergencies, surgeries, illness etc... Trustees did not stipulate a probationary period or limit the use of the funds.

- Tremont City Cemetery:
  - The County Engineers office to look for the survey pins.
  - If the fence is on the neighbor's property, should we look into buying that portion or move the fence. What about a permanent easement?
  - Liability concerns- for property owner? Township?
  - We should still put in the gate.
  - There several other property owners bordering the cemetery. One person owns the wooded area; someone else owns the cleared area.
  - Trustees to view the properties in question, and find out the other owners.

- We should have a survey done on the property lines of the new part of the Lawrenceville Cemetery, especially the area that borders the church property.

**New Business:**

- Ohio Insurance Services – stop loss coverage, fees, and notice. Mrs. Griest stated we received a notice concerning stop loss coverage. This coverage would pay out any claims from 2017 that still need to be paid. There is a fee for the stop loss coverage of \$82.44 per employee per month during 6 month run out period, and an administrative fee of 88.50 person per month. Approximate costs \$4102.56. Prosecutor Thompson has seen the letter and said that yes the Township is responsible to pay for the stop loss coverage.
- There have been complaints concerning not having a clear line of sight to pull out from Noble to Lawrenceville Drive due to vehicles at the Auto Dr. The parking lot at Auto Dr. is always so full there is no room for customers to pull in to park, so they park along the road way. This has been an ongoing problem. There has been a complaint to the sheriff's department concerning our Police Department not doing their job. The Engineers Department did an observation of the area and they did observe someone parking along the road, and that it did pose a problem for line of sight. Need to be sure parking is in line with zoning regulations. Zoning has sent letters to Auto Dr. and the property owners concerning the situation. Parking on Lawrenceville Drive is allowed. It is a County road and the township does not regulate the parking and signage on that road. Trustees to contact the County Engineer.

This is the end of the 2017 year-end meeting.

**2018 Reorganizational Meeting**

Mrs. Griest took over the 2018 reorganizational meeting:

- D. The floor is open for nominations for President of the Board of Trustees for 2017:  
Mr. Kaffenbarger is nominated by Mr. Metzger: 2<sup>nd</sup> Mr. Clark. Nominations closed.  
Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – All  
Motion to approve Mr. Kaffenbarger as President, Mr. Clark Seconded:  
Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – All

Mr. Kaffenbarger takes over the meeting.

- E. The floor is open for nominations for Vice-President of the Board of Trustees for 2018:  
Mr. Clark is nominated by Mr. Metzger: 2<sup>nd</sup> Mr. Kaffenbarger. Nominations closed.  
Motion: Mr. Metzger 2<sup>nd</sup>: Kaffenbarger Roll Call: Ayes – All  
Motion to approve Mr. Clark as Vice-President:  
Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Metzger Roll Call: Ayes – All
- F. Motion at 9:45 a.m. to recess for 15 minutes before continuing with the Reorganizational Meeting:  
Motion: Mr. Clark 2<sup>nd</sup>: Metzger Roll Call: Ayes – All
- G. Motion to bring the meeting back into session at 9:55 a.m.:  
Motion: Mr. Clark 2<sup>nd</sup>: Metzger Roll Call: Ayes – All
- H. Motion for a Resolution to amend the Appropriations and Revenues for the year ending 2017:  
Motion: Mr. Clark 2<sup>nd</sup>: Metzger Roll Call: Ayes – All
- I. Motion for a Resolution to accept the statutory appropriation minimum level as stated in Section 5705.381 of the ORC for the Fiscal Year 2018, and to add to the 2018 temporary budget 2031 Capital Outlay Motor Vehicles \$110,000 and to accept the 2018 Temporary Appropriations as amended:  
Motion: Mr. Clark 2<sup>nd</sup>: Metzger Roll Call: Ayes – All
- J. Motion for a Resolution to authorize the Fiscal Officer to establish the 2018 Purchase Orders/ Blanket Certificates not to exceed the amounts set in the 2018 Temporary appropriations:  
Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – All

K. Motion to establish the date and time of the regular Township Trustee Meetings for calendar year 2018 as the second Tuesday of January, February, April, May, July, August, October, and November at 8:00 a.m. at the Township Office: the second Tuesday of March, June, September, and December at 7:00 p.m.

Motion: Mr. Kaffenbarger 2nd: Clark Roll Call: Ayes – All:

L. Motion to set the salaries for each Trustees' salary at \$12,478.00 a year, and the Fiscal Officer at \$21,836.00 per 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.:

Motion: Mr. Clark 2nd: Metzger Roll Call: Ayes – All

M. Motion to provide insurance as follows: Township Officers 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, QSEHRA, or other available "pick-up" or a "reimbursement" option available 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. No pick-up or reimbursement plan can exceed the maximum costs of the main health insurance plan offered by the Township. The reimbursement option will only be made available if and when the Federal and State laws are determined to allow reimbursement. The reimbursement may be less than but not more than the maximum reimbursement allowed by law.

Motion: Mr. Metzger 2nd: Clark Roll Call: Ayes – All

N. Motion to provide \$40,000 in Life and AD&D insurance for each Elected Official; \$30,000 in Life and AD&D insurance to fulltime employees, and \$10,000 Life and AD&D insurance to all part-time employees, fire cadets, fire auxiliary, and auxiliary police officers:

Motion: Mr. Kaffenbarger 2nd: Metzger Roll Call: Ayes – All

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

Motion: Mr. Clark 2nd: Metzger Roll Call: Ayes – All

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

- New Year's Day – Monday – January 1st
- Martin Luther King Day – Monday - January 15<sup>th</sup>
- Memorial Day – Monday - May 28<sup>th</sup>
- Independence Day – Wednesday - July 4<sup>th</sup>
- Labor Day – Monday - September 3<sup>rd</sup>
- Veteran's Day – Monday - November 12<sup>th</sup>
- Thanksgiving Day – Thursday - November 22<sup>nd</sup>
- Christmas Day – Tuesday – December 25<sup>th</sup>
- One floating holiday – Used for any of the following: President's Day – Feb 19<sup>th</sup>  
Columbus Day – Oct 8<sup>th</sup>, Day after Thanksgiving – November 23<sup>rd</sup> or day before  
Christmas December -24<sup>th</sup>

Motion: Mr. Metzger 2nd: Mr. Clark Roll Call: Ayes – All

Q. Motion to continue the employment of all individual employees at the rate prescribed below;

- Mark Bevan, Full time, Maintenance Supervisor 22.89 hr
- Dave Brown, Full time, Maintenance Worker 21.85 hr
- George Degenhart, Zoning Inspector 8,560 yr
- Tim Holman, Full time, Public Safety Officer 55,141 yr
- Dan Price, Part Time, Assistant Chief 7,344 yr
- Paramedic – Regular hours base pay 16.00 hr
- Advanced EMT - Regular hours base pay 14.25 hr
- EMT – regular hours base pay 13.50 hr
- Firefighters – regular hours base pay 9.50 hr
- All fire department lieutenants - .15 cents over regular hours base pay only
- All fire department Captains - .25 cents over regular hours base pay only
- All hourly Paramedics, EMT, Fire personnel regardless of rank – Holiday Rate 20.00 hr
- All hourly Paramedics, EMT, Fire personnel regardless of rank – Holiday Rate 20.00 hr
- Michael Stitzel, Full Time, Police Chief 47,204 yr

- Jeremy Blum Full time, Police Officer 17.00 hr
  - James Johnson, Full time, Police Officer 15.00 hr
  - Russel Garman, Part time, Detective 17.00 hr
  - Ryan Axle, Part-time Police Officer 13.50 hr
  - Auxiliary Officers none
  - Karina Emory , Part-time, Secretary 14.25 hr
- Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Mr. Clark Roll Call: All
- Note: Wages will be reviewed again in February for an effective date in April.
- R. Motion to reappoint Larry Berner and Mark Sanders to the Zoning Commission for term beginning January 1, 2018 through December 31, 2020;  
Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – All
- S. Motion to appoint Marilyn Mahone and Brian Hellwig to the Board of Zoning Appeals for the term beginning January 1, 2018 through December 31, 2020:  
Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: All
- T. Motion to appoint Stan Studebaker as an alternate to the Zoning commission, no terms:  
Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – All
- U. Motion to appoint Roger Neff as an alternate to the board of Zoning Appeals, no terms:  
Motion: Mr. Clark 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: Ayes – All
- V. Motion to appoint Mr. Kaffenbarger to the Volunteer Firefighters Dependent Fund Board:  
Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Clark Roll Call: Ayes – All
- W. Motion to appoint Mr. Clark to the Volunteer firefighters Dependent Fund Board:  
Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – All
- X. Motion to pay up to \$44.00 per month towards the cost of monthly cell phone charges for the Chief of Police, Fire Chief, fulltime maintenance workers, fulltime police officers: (maintenance is provided township phones, police is provided two phones, medic units have phones):  
Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – All
- Y. Motion to reimburse mileage costs at a rate of 54.5 cents per mile (federal rate up from 2017) for approved travel outside of the Township;  
Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: Ayes – All
- Z. 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 \$50.00 a day; there will be no reimbursement of alcohol. The Trustees must approve all trips before the travel date. Detailed receipts must be provided;  
Motion: Mr. Kaffenbarger 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – All
- AA. And to approve uniform expenses follows: Police full –time officers \$500.00 per year; Police part-time officers \$250.00; Maintenance workers; \$300.00 each, per year:  
Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – All
- BB. 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 \$1000.00. Any emergency supplies or repairs that exceed the \$1000.00 must have verbal approval from all three trustees. Non- emergency expenditures over \$1000.00 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 departmental head before the expense is made;  
Motion: Mr. Metzger 2<sup>nd</sup>: Mr. Kaffenbarger Roll Call: Ayes – All
- CC. 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. Kaffenbarger 2<sup>nd</sup>: Mr. Metzger Roll Call: Ayes – All

DD. Motion to change the following items on the 2018 Fee Schedule, all other items are to remain the same:

- Cemetery Lots: Half Lot (one grave) \$400.00
- Cemetery Lots: One Lot (two graves) \$700.00
- Cemetery Lots: Two Lots (side by side) (5 graves) \$1400
- Water Tap: Water tap in fee for new commercial/business - \$1500

Motion: Mr. Metzger 2nd: 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. Metzger 2nd: Mr. Clark Roll Call: Ayes – All

Any other reorganizational business:

Mr. Metzger is retiring as of December 31, 2017. He will take office again with his new term from the last election on January 1, 2018. The Clark County Prosecutor has approved this decision, and directed Mr. Metzger and Mrs. Griest of the appropriate filing requirements. The German Township Board of Trustees accepts his resignation.

EE. Motion to adjourn: Mr. Clark 2nd: Mr. Metzger Roll Call: Ayes – All

Approved by:

Board of German Township Trustees

\_\_\_\_\_  
Robert Clark, President

Recorded in the  
Record of Proceedings  
December 29, 2017

\_\_\_\_\_  
Rodney Kaffenbarger, Vice President

\_\_\_\_\_  
Charles Metzger, Member

\_\_\_\_\_  
Angela D. Griest, Fiscal Officer