

**RECORD OF PROCEEDINGS**  
**German Township Board of Trustees**  
**Year End/ Reorganizational Meeting**  
**December 29, 2018**

The German Township Trustees met for the Year End/Reorganizational meeting on Saturday, December 29, 2018 at 7:00 a.m. at the German Township Office, 3940 Lawrenceville Drive, Springfield, Ohio. The meeting is called into order by Mr. Kaffenbarger, President.

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

**Fiscal Officer** – Mrs. Griest – present

**Other Township personnel present:** Tim Holman, Fire Chief; Mike Stitzel, Police Chief; Mark Bevan; Karina Emory, Secretary; Curtis Freeze; and Jeff Scanlan.

**Other Visitors:** Jill Acuff

**Pledge of Allegiance**

**WORK SESSION:**

Fire Department – Tim Holman

- Has went over the Fire Department Budget with Mrs. Griest.
- Went over the Fire Department proposed salary increases
- Projection for large purchases over the next 3-5 years:
  - Replacements of another Medic Unit
  - New Fire Truck – we have already began to set aside a portion of the funds each year to apply to this new purchase. Is working on a grant that could possible pay a large portion of the cost.
  - MARCS radios. The County is pushing for everyone in the county to switch to MARCS radio system. He does not want to completely go to this system due to its costs, and because it has shown not to be as reliable. He will need approximately 11 mobiles, 25-30 portables, and 12 pagers. Will be keeping VHF radios and our radio license as a back up to the MARCs system. There are a couple places we can go for repairs to the MARCs; the EMA to provide a training; and the County will be doing our dispatch.

Police Department – Mike Stitzel

- Has went over the Police Department budget with Mrs. Griest.
- MARCs Radio – Police department already has MARCS system. There will be an increase in the costs. Will need to reprogram the radios to include Fire Department channels in order to communicate. He also has one available MARCS radio which could possibly be used for the Maintenance Truck.
- He has several portable radios that are at the end of their life = will need to purchase approximately seven.
- Tasers replacement – covered in Small Tools and Equipment budget.
- Need a new computer for the office. It is a standalone unit, not hooked to the internet. It is used specifically for storing photos and videos. Cost \$700-\$800
- Sheriff's Department want us to change to a CAD system like theirs. I do not want to go to it at this time due to costs. Would require a computer, program, and internet in each vehicle. The County is looking for a grant, however, I do not want to participate in their grant, due to the fact the last time they included our numbers within their grant application, received the grant, however we did not get any benefit from the grant. If they include our numbers in their application, then I cannot apply for a grant that system.

Continued:

- Five year Plan:
  - New car in 2020
  - Depends on how long the used cars hold up rather or not they will need to be replace.
    - Tahoe has 160,000 miles
    - Dodge – 127,000 miles
    - Fusion – 140,000 miles
    - SUV – 80,000 miles

Maintenance Department – Mark Bevan and Trustees

- No major purchases
- Need tires for the skid steer. Look into costs of different type of tires: rubber, track tires
- Front end Loader is rusting in areas, may need tires
- Washer Steam Cleaner – drive over option. Other Departments could also use to keep salt from underneath the vehicles.
- Mrs. Griest went over each Maintenance fund’s budget. Numbers are close to what they have been in the past.
- Mr. Metzger stated the need to come up with more funds to do the road. Mrs. Griest suggested several funds have a good carry over. Could use those funds, but the amounts would not go far, and would take a while to get the carryover numbers back up. Mr. Metzger stated that \$50,000 does not go very far when paving roads. Need to look into the costs of the slurry seal like the ODOT did on the mall hill. May help to save the roads a little longer.
- Mr. Clark stated he had talked with County Engineer and there were no grants available for us. It costs approximately \$120,000 per mile. We only have in the budget \$93,000 for paving. It does not go very far.
- Do we need a storage building to replace the old storage shed? Several items should be moved into the building to keep them out of the weather. Could have a concrete floor or gravel. Costs – size?
  - Mr. Kaffenbarger stated that Mr. Bevan has done well in trying to reorganize the Maintenance building to make more room. It is a work in progress.
  - Mr. Clark stated that he felt Roads were a higher priority. Mr. Kaffenbarger agreed.
- Mr. Freeze suggested speaking with the City of Springfield. They have a machine they rent out for cold patch. Takes at least two people to operate. Several other Townships in the County use it for their roads.

General Fund:

- Mrs. Griest reviewed the General Fund Budget, and wanted to bring to the Trustees attention that each year we are spending more than the General Fund receipts. There is enough to get us through another year; however, we need to be looking at other ways to lower the expenses in the General Fund. General Fund is mainly funded by property tax and cable fees.

Other Business:

- Mrs. Emory brought up the Church property next door that was for sale. We had sent a response to them stating we would be interested, but not at that asking price. We have not heard anymore back from the church concerning the property or price.

A. Motion to adjourn the Work Session at 8:15 a.m. and recess for 10 minutes:

Motion: Mr. Clark 2<sup>nd</sup>: Mr. Metzger Ayes: All

## YEAR END MEETING

Roll Call: Mr. Clark, Mr. Kaffenbarger, Mr. Metzger – all present

Fiscal Officer: Angela Griest – Present

### Pledge of Allegiance

### Fiscal Officer

Mrs. Griest presented the following:

- B. Motion to approve the warrants/vouchers checks issued December 12, through December 29, 2018 \$31,157.06

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

### Hearing of the Public:

None

### Zoning report:

Report resented by Mr. Degenhart:

- In 2018 we had zoning applications for the following:
  - 5 new residences
  - 1 athletic building
  - 12 garage/pole barns
  - 10 additions/sheds/porches/signs
- Sear store will be closing.
- Update regarding the 1646 Ballentine Pike – Still open case, County Handling, will continue to monitor progress.
- Mr. Metzger reported that the property on Ballentine Pike (third house on right) has six cars in the backyard. The yard has not been mowed. Mr. Kaffenbarger stated to give the information to Mr. Degenhart.

### Fire Report:

Report presented by Chief Holman:

- The Christmas dinner was again a success. ‘
  - 500 meals were delivered. 51 bags of groceries.
  - We had a lot of volunteers. Everyone gets so much from the experience.
  - Thanks to Lees Chicken in New Carlisle, Colliers, Storm, Stevens Cake & Pies, and all the others who donated time, money or food.
- Clothing, food and toys were given to the fire victims on Thackery Road. They were very appreciative. Donations were accepted at the General Dollar Store, and from many other donors.

### Police Report:

Chief Stitzel reported the following:

- No Call reports are available at this time. Will have that available soon.
- This was a very typical year.

### Maintenance

Mr. Bevan reported the following:

- Brush almost caught up.
- Gravel hauled in for the New Year.
- Bucks’ Tree Service has finished Fox Hollow. There were some trees on Crescent that could not be chipped due to fencing.
- Terry Hiles to grind stumps.
- Legal Counsel advised, in reference to Mr. Davis on Crescent Hill Road, that the live trees, even if they are in our right-of-way, can’t take them down unless it poses a safety concern.
- Mrs. Ulery on Fox Hollow thanked us for the work done there.
- Mr. Kaffenbarger received a thank you on behalf of the Police Department for their help at Victoria Secrets.

Continued:

- Part-time Maintenance worker position:
  - Discussion over what wages to pay, and whether or not to post the wage in the advertisement.
    - Should post wages so applicants know what is being offered
    - Mr. Metzger suggested \$15.00 an hour.
    - Should base it on experience. Maybe need to review the applicants before setting wages.
    - Or set a range for the wages
- C. Motion to advertise the part-time maintenance worker position with a salary range of \$12.00 to \$16.00 based on experience.
  - Motion: Mr. Clark 2nd: Metzger Roll Call: Ayes – All
    - Part time person could also help with the mowing of the cemeteries. Mt. Calvary cemetery not mowed well, and many stones were hit and moved.

**Old Business:**

- *Light up the Night* was attended by our Police Department and was a success. Was a big turnout! There were over 400 police cars from all over. It went on from 7-9:00 p.m.
- Employee Policy and Procedure Manual. Meet with legal counsel.

This is the end of the 2018 year-end meeting.

**2019 Reorganizational Meeting**

Mrs. Griest took over the 2019 reorganizational meeting:

- D. The floor is open for nominations for President of the Board of Trustees for 2017:
  - Mr. Clark nominated Mr. Metzger. Mr. Metzger refused due to health issues.
  - Mr. Kaffenbarger nominated Mr. Clark. Nominations closed.
  - Motion to approve Mr. Clark as President:
    - Motion: Mr. Kaffenbarger 2nd: Mr. Metzger Roll Call: Ayes – All

Mr. Clark takes over the meeting.

- E. The floor is open for nominations for Vice-President of the Board of Trustees for 2019:
  - Mr. Kaffenbarger is nominated by Mr. Metzger: 2<sup>nd</sup> Mr. Clark. Nominations closed.
  - Motion: Mr. Metzger 2nd: Kaffenbarger Roll Call: Ayes – All
  - Motion to approve Mr. Kaffenbarger as Vice-President:
    - Motion: Mr. Metzger 2nd: Clark Roll Call: Ayes – All
- F. Motion for a Resolution to amend the Appropriations and Revenues for the year ending 2018:
  - Motion: Mr. Kaffenbarger 2nd: Metzger Roll Call: Ayes – All
- G. Motion for a Resolution to accept the statutory appropriation minimum level as stated in Section 5705.381 of the ORC for the Fiscal Year 2019 and to accept the 2019 Temporary Appropriations.
  - Motion: Mr. Metzger 2nd: Clark Roll Call: Ayes – All
- H. Motion for a Resolution to authorize the Fiscal Officer to establish the 2019 Purchase Orders/ Blanket Certificates not to exceed the amounts set in the 2019 Temporary appropriations:
  - Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – All
- I. Motion to establish the date and time of the regular Township Trustee Meetings for calendar year 2019 at 8:00 a.m. on the second Tuesday of each month at the Township Office:
  - Motion: Mr. Metzger 2nd: Clark Roll Call: Ayes – All:
- J. Motion to change the hours for the township Office to 8:30a.m. to 12:30 p.m.:
  - Motion: Mr. Clark 2nd: Metzger Roll Call: Ayes – All

K. 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. Kaffenbarger 2nd: Clark Roll Call: Ayes – All

L. 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: Kaffenbarger Roll Call: Ayes – All

M. Motion to have Wesbanco be the third party administrator for the township 2019 QSEHRA:

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

N. Motion to provide all elected Officials and full time employees with a Qualified Small Employer Health Reimbursement Account (QSEHRA) as previously done in 2018 and approved for 2019 on September 11, 2018. The maximum benefits will be: Family \$10,450. Single \$5150.00

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

O. 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. Metzger 2nd: Kaffenbarger Roll Call: Ayes – All

P. 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

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

- New Year's Day – Tuesday – January 1st
- Martin Luther King Day – Monday - January 21st
- Memorial Day – Monday - May 27<sup>th</sup>
- Independence Day – Thursday - July 4<sup>th</sup>
- Labor Day –Monday - September 2nd
- Veteran's Day – Monday - November 11<sup>th</sup>
- Thanksgiving Day – Thursday - November 28<sup>nd</sup>
- Christmas Day – Wednesday – December 25<sup>th</sup>
- One floating holiday – Used for any of the following:
  - Day before Christmas – Tuesday, December 24<sup>th</sup>
  - Day After Thanksgiving – Friday, November 29<sup>th</sup>
  - Columbus Day – Monday, October 14<sup>th</sup>
  - Presidents Day – Monday, February 18<sup>th</sup>

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

R. Motion to continue the employment of all individual employees at the rates described below;

	<u>2018 rate</u>	<u>proposed 2019 rates</u>
• Mark Bevan, Full time, MTN. Supervisor	28.35 hr	same
• George Degenhart, Zoning Inspector	8,560 yr	same
• Tim Holman, Full time, Public Safety Officer	55,141 yr	<b>2% = \$56,243.82 year</b>
• Dan Price, Part Time, Assistant Chief	7,344 yr	<b>2% = \$7490.88 year</b>
• Paramedics – Regular hours base pay	16.00 hr	<b>\$17.00 hr</b>
• Advanced EMT- Regular hours base pay	14.25 hr	<b>\$15.00 hr</b>
• EMT – regular hours base pay	13.50 hr	<b>\$14.00 hr</b>
• Firefighter – regular hours base pay	9.50 hr	<b>\$10.00 hr</b>
• All fire department lieutenants - 15 cents over regular base pay only -		<b>.25 cents</b>
• All fire department Captains - .25 cents over regular base pay only -		<b>.50 cents</b>
• All hourly Paramedics, EMT, Fire personnel regardless of rank –		
Holiday Rate 20.00 hr		same
• All hourly Paramedics, EMT, Fire personnel regardless of rank –		
Weekend Rate 20.00 hr		same
• Michael Stitzel, Full Time, Police Chief	47,204 yr	<b>2% = \$48,148 year</b>
• Taylor Stuart Full time, Police Officer	18.00 hr	same
• Russell Garmin, Part time, Detective	17.00 hr	same
• Amy Mosier, Part Time, Police Officer	16.00 hr	
• Austin Renner, Part time, Police Officer	16.00 hr	same
• Andrew Gleason, Part Time, Police Officer	16.00 hr	same
• Auxiliary Officers	none	none
• Karina Emory , Part-time, Secretary (1040YR)	14.25	<b>\$15.00 hr</b>
Motion: Mr. Kaffenbarger 2 <sup>nd</sup> : Mr. Metzger Roll Call: Ayes- All		
• Note: New wages will go in effect pay period beginning date		<b>12-31-2018</b>

S. Motion to reappoint Jim Reynolds to the Board of Zoning Appeals for the term 01-01-2019 to 12-31-2022:

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

T. Motion to reappoint Dan Kegley to the Zoning Commission for the term 01-01-2019 to 12-31-2022:

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

U. Motion to appoint Mr. Kaffenbarger and Mr. Clark to the Volunteer Firefighters Dependent Fund Board:

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

V. 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, township secretary:

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

W. Motion to reimburse mileage costs at a rate of .58 cents per mile (federal rate up from 2018) for approved travel outside of the Township;

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

X. 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 2nd: Mr. Clark Roll Call: Ayes – All

Y. And to approve uniform expenses as follows: Police full –time officers \$500.00 per year; Police part-time officers \$250.00; Maintenance full-time workers; \$300.00 per year:

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

Z. 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 Trustee:

- a. Regular supplies and basic repair expenditures is \$1000.00.
- b. Non- emergency expenditures over \$1000.00 should be approved by the Board of Trustees at their monthly meeting.
- c. Any emergency supplies or repairs that exceed the \$1000 must have verbal approval from all three trustees.
- d. Any expenses that are not expended properly may be subject to reimbursement to the Township from the individual making the expenditures.
- e. All regular and non-emergency expenditures are required to have a purchase Order number provided by the departmental head before the expense is made:  
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All

AA. Motion to set the Fee Schedule the same as 2018:

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

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

Any other reorganizational business:

CC. Motion to adjourn at 9:30 a.m. :

Motion: Mr. Kaffenbarger 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, 2018

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

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

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