

RECORD OF PROCEEDINGS
German Township Board of Trustees
Work Session
September 4, 2019

The German Township Trustees met in work session on Wednesday, September 4, 2019 at 7:00 p.m. at the German Township Office, 3940 Lawrenceville Dr., Springfield, Ohio. Mr. Clark called the meeting to order.

Roll Call: Mr. Clark - present; Mr. Kaffenbarger – present; Mr. Metzger- present
Fiscal Officer: Angela Griest - present

Township Personnel present: Mike Stitzel, Police Chief; Tim Holman, Fire Chief; George Degenhart, Zoning Inspector (left early); Karina Emory, Secretary.
Visitors: None

Mr. Clark stated the reason for this work session was to discuss an Employee Policy and Procedure Handbook.

Pledge of Allegiance

Discussion concerning personnel files. Township Office should have the original information for all employees' records, including physicals, certifications, driver's license etc... The Police and Fire Departments may keep copies of pertinent information in a reference file for the convenience of the department heads.

As a group read through each section, held discussion, and made changes as needed. Reviewed pages 1 through page 10. The Fiscal Officer made notes on her copy of the handbook of the changes.

- A. Motion to adjourn by Mr. Kaffenbarger, seconded by Mr. Metzger Ayes – All

Approved by:
Board of German Township Trustees

Recorded in the
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Robert Clark, President

Rodney Kaffenbarger, Vice President

Angela D. Griest, Fiscal Officer

Charles Metzger, Member