

Minutes
German Township Board of Trustees
Year End/ Reorganizational Meeting
December 31, 2019

The German Township Trustees met for the Year End/Reorganizational Meeting on Tuesday, December 31, 2019 at 7:00 a.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; and Karina Emory, Secretary.

Visitors: none

Pledge of Allegiance

Hearing of the Public: None

Fiscal Officer:

Mrs. Griest presented the following:

- A. Motion to approve the warrants/vouchers checks issued December 10, 2019 through December 31, 2019 \$119,653.20

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

Hearing of the Public: None

Zoning report: None

Fire Report:

Report presented by Chief Holman:

- Christmas Dinners - served 250
- Noah Weaver moved to the full time position.
- For this coming year we need to have more cooperation between all officials, supervisors and the office. All Trustees agreed that everyone needs to show mutual respect for one another.
- Had an incident of an employee posting inappropriate comments on social media. Chief Holman spoke with the employee concerning repercussions. The employee resigned.

Police Report:

Chief Stitzel presented the following:

- Had a good year. Under Budget. No one hurt on duty.
- Appreciates the Fire Department doing the Christmas Dinners. Knows people really appreciate the dinners.
- Yearend reports area not ready at this time.

Maintenance Report:

The following was reported:

- Chief Holman stated the fire department received calls due to blocked roads. They responded before the maintenance crews arrived. He suggested the Fire Department get four "Road Closed" signs to have, so when they respond they can put up the signs, then leave to respond to other calls, rather than waiting for the maintenance crew to show up on scene. Trustees agreed.
- Mr. Clark also stated may need to invest in more sand bags to help hold the signs in place.
- Mr. Clark reported the Mr. Wilson, the new maintenance worker, started on Monday. Had a busy first day. Seems to be doing well.
- Trees have been taken down on River Road.

New Business:

- Clark County Community Development holding a meeting CDBG strategy meeting on January 14, 2020 at 2:00 p.m. Anyone wishing to be considered for CDBG grant needs to have a representative at this meeting. Please RSVP.
- B. Motion to send Mr. Degenhart and Mrs. Emory to attend the meeting:
Motion: Mr. Metzger 2nd: Mr. Clark Roll Call: Ayes – All
- Clark County Commissioners have been taking bids for the demolition of the Upper Valley Mall. Not including the properties owned by Sears. Discussion on future of mall, and its current state.
- Received notice from OPECHC – New Perspective Assessment Management is in the final stage of claims portion of the receivership from our old insurance. Requesting anyone with unpaid 2017 insurance invoice to let them know.
- OTARMA Risk Management Consulting Group turned in the final report. Reviewed items, Trustees to get a copy.

- Mr. Kaffenbarger had a question concerning the old cemeteries. Can we have a burial in the old cemeteries? Someone had asked about the cemetery known as Jerusalem/Frierwood. Discussion. Conclusion is no new burials in the old closed cemeteries. We do not have plot maps, no accurate records concerning who is buried, and where the graves are located. There are lots available in Lawrenceville Cemetery - Griest Section, and Mount Calvary Cemetery - Torbert Section.

Old Business:

- Window Tinting for the Township Police and Administration building. The quote was for \$1334.00 to do all the windows, and the doors. Trustees have viewed the types of window tint styles and decided on the brown tint.
- C. Motion to go ahead with the window tinting of the buildings windows and doors with the brown tint style at a cost of \$1334.00:
 Motion: Mr. Metzger 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- Chief Holman talked with a Trustee in Mad River Township concerning the Fire & Ems Contract we have with them, and questions he had concerning our run numbers, response times, and costs versus information he was receiving from St. Paris Joint Fire District.
- Mr. Metzger asked Chief Holman how soon until we need additional full time staff for the department to cover 24 hours. At this time, Chief Holman stated we are better staffed than everyone other than Bethel Township Fire, but, we do need to plan for that eventually.
- Mr. Metzger stated that he had gotten a lot a feedback concerning the Road Levy the Township had on the ballot. Most wanted to know what it would cost them in taxes, how the money would be used. He would like to see the levy go back on the ballot for the primary.
- D. Motion to put a one (1) mill levy for the roads on for the March primary:
 Motion: Mr. Metzger 2nd: Mr. Clark Roll Call: Ayes – All
- E. Motion for a Resolution of Necessity for a new one (1) mill Road Levy.
 Motion: Mr. Metzger 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- Mrs. Griest to check when the deadline for putting the levy on the ballot
- Employee Policy and Procedure Manual – bring up again at next meeting.

This concludes the 2019 year- end portion of the meeting.

2020 Reorganizational Meeting

Mrs. Griest takes over the 2020 reorganizational meeting:

- F. The floor is open for nominations for the 2020 Board of Trustees President:
 Mr. Metzger nominated by Mr. Kaffenbarger: 2nd Mr. Clark
 Nominations closed.
 Motion: Mr. Clark 2nd: Mr. Kaffenbarger
 Roll Call: Mr. Metzger – Abstain; Mr. Clark –Yes; Mr. Kaffenbarger - Yes
- G. Motion to approve Mr. Metzger as President:
 Motion: Mr. Clark 2nd: Kaffenbarger Roll Call: Ayes – All
 Mr. President takes over the meeting.
- H. The floor is open for nominations the 2020 Board of Trustees Vice President:
 Mr. Kaffenbarger nominated by Mr. Clark: 2nd Mr. Metzger
 Nominations closed.
 Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – All
- I. Motion to approve Mr. Kaffenbarger as Vice-President:
 Motion: Mr. Clark 2nd: Mr. Metzger Roll Call: Ayes – All
- J. Recess at 8:20 a.m. for 5 minutes before continuing with the Reorganizational Meeting:
 Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes –All
- K. Motion to bring the meeting back into session at 8:26 a.m.:
 Motion: Mr. Kaffenbarger 2nd:Mr. Clark Roll Call: Ayes – All
- L. Motion for a Resolution to amend the Appropriations and Revenues for the year ending 2019:
 Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- Chief Stitzel had a question concerning why the Garbage and Trash Removal line item was added into his department’s budget for \$500.00 year. Mrs. Griest stated that in the last audit the State Auditor recommended that the Garbage and Trash Removal should be distributed through all departments, not just paid by the fire Department. The yearly cost was distributed at 20% = 500.00 each to the Township, Maintenance, and Police departments, with 40 % = \$1000 going to the Fire Department. After much discussion, Trustees changed the cost distribution to \$100 per year each for the Township, Maintenance, and Police departments, and the remaining \$2200.00 for the Fire Department. All Trustees agreed.
- M. Motion for a Resolution to accept the statutory appropriation minimum level as stated in Section 5705.381 of the ORC for the Fiscal Year 2020, and to accept the 2020 Temporary Appropriations.

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

- N. Motion for a Resolution to authorize the Fiscal Officer to establish the 2020 Purchase Orders/ Blanket Certificates not to exceed the amounts set in the 2020 Temporary appropriations:

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

- Mr. Kaffenbarger suggested changing the times of some of the meetings in order to incorporate some evening meetings. Discussion.
- O. Motion to establish the date and time of the regular Township Trustee Meetings for calendar year 2020 for the second Tuesday of each month at 8:00 a.m.; except March, July and November will be held at 7:00 p.m.
Motion: Mr. Clark 2nd: Metzger Roll Call: Ayes – All
- P. Motion to have the meetings schedule advertised on the Township Website, Facebook, and posted in the entry:
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes - All
- Q. Motion to set the hours for the Township Office to 8:30 a.m. to 12:30 p.m.:
Motion: Mr. Metzger 2nd: Clark Roll Call: Ayes –All
- R. Motion to set the salaries for Elected Officials: Trustees: Mr. Clark and Mr. Metzger at \$13,612.00 a year; Mr. Kaffenbarger at \$14,092.00. The Fiscal Officer: Mrs. Griest, at \$23,396 until March 31, 2020 and at \$24,222 per year beginning April 1, 2020 payable in monthly installments per the ORC Sections 505.24 and 507.09. The Township Trustees and Township Fiscal Officer salaries are based on the annual budget of the Township, and the amount set by the State of Ohio:
Motion: Mr. Kaffenbarger 2nd: Clark Roll Call: Ayes – All
- S. 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 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. Kaffenbarger 2nd: Clark Roll Call: Ayes – All
- T. Motion to have Wesbanco be the third party administrator for the Township 2020 QSEHRA:
Motion: Mr. Clark 2nd: Mr. Metzger Roll Call: Ayes – All
- U. Motion to provide all Elected Officials and Full Time eligible employees with a Qualified Small Employer Health Reimbursement Account (QSEHRA) for calendar year 2020. The Township sets the amounts based on the annual IRS maximum benefits as follows: family - \$10, 600.00 and single (self only)- \$5250.00.
Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – All
- V. 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. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- W. Motion to allow any permanent part-time employee to purchase any of the insurance as a payroll deduct:
Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – All
- X. Motion to set the Township holidays for all full time employees and the Township office secretary as follows:
- New Year’s Day – Wednesday – January 1st
 - Martin Luther King Day – Monday - January 20th
 - Memorial Day – Monday - May 25th
 - Independence Day – Saturday - July 4th
 - Labor Day –Monday - September 7th
 - Veteran’s Day – Monday - November 12th
 - Thanksgiving Day – Thursday - November 26th
 - Christmas Day – Friday – December 25th
 - One floating holiday – Used for any of the following:
 - Day before Christmas – Thursday, December 24th
 - Day After Thanksgiving – Friday, November 27th
 - Columbus Day – Monday, October 14th
 - Presidents Day – Monday, February 17th
- Motion: Mr. Kaffenbarger 2nd: Mr. Metzger Roll Call: Ayes – All

- Y. Motion to continue the employment of the following individual employees, at the rates prescribed below, and which were not included in the list on the November 29, 2019 minutes:
- George Degenhart, Zoning Inspector \$8560.00 year
 - Dan Price, Part Time, Assistant Chief \$7490.88 year
 - All fire department Lieutenants – .25 Cents over regular base pay
 - All fire department Captains – .50 cents over regular base pay
 - All hourly Paramedics, EMT, Fire personnel regardless of rank – Holiday pay rate \$20.00 hour
 - All hourly Paramedics, EMT, Fire personnel regardless of rank- Weekend pay rate \$20.00 hour
- Motion: Mr. Metzger 2nd: Mr. Clark Roll Call: Ayes – All
- Note: New wages will go in effect pay period beginning date 12-30-2019.
- Z. Motion to reappoint Bill Wolfarth to the Board of Zoning Appeals for the term 01-01-2020 to 12-31-2023:
Motion: Mr. Kaffenbarger 2nd: Mr. Metzger Roll Call: Ayes – All
- AA. Motion to reappoint Jason Webster to the Zoning Commission for the term 01-01-2020 to 12-31-2023:
Motion: Mr. Kaffenbarger 2nd: Mr. Metzger Roll Call: Ayes – All
- BB. Motion to pay up to \$44.00 per month towards the cost of monthly cell phone charges for the Chief of Police, Fire Chief, Maintenance Supervisor, Full time maintenance worker; Township Secretary, and Trustee Kaffenbarger and fulltime police officers:
Motion: Mr. Metzger 2nd: Mr. Clark Roll Call: Ayes – All
- CC. Motion to reimburse mileage costs at a rate of .58 cents per mile (federal rate same as 2019) for approved travel outside of the Township;
Motion: Mr. Kaffenbarger 2nd: Mr. Metzger Roll Call: Ayes – All
- DD. 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. Metzger 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- EE. 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 2nd: Mr. Metzger Roll Call: Ayes – All
- There was discussion concerning uniforms for the maintenance workers, including reflective shirts, and coats. Need to get quotes/rates. Also, the need for Identification badges for all Township Officials and Employees (Fire & EMS, and Police currently have ID's).
- FF. 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:
- 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 \$1000.00 must have verbal approval from all three trustees, and then be approved at the next Township meeting.
 - d. Any expenses 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. Metzger 2nd: Mr. Kaffenbarger Roll Call: Ayes –All
- Discussion over the Fee Schedule. Cemetery Lot increases. Also concerns with Pin Holes/Coring/Cutting roads, then they are not properly repairing damaged roads. Look into fees, permits. Also, need to check with County Utilities concerning any new water tap-ins on the water line from North Hampton.
- GG. Motion to approve the Fee Schedule the same as 2019 with the following changes:
Cemetery Lots: Half Lot (one grave) \$500.00 One Lot (two graves) \$800.00 Two Lots (N&S only- side by side) five graves \$1600.00
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes- All
- HH. 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 2nd: Mr. Clark Roll Call: Ayes – All
- II. 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: None

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

Approved by:

Board of German Township Trustees

Charles Metzger, President

Recorded in the
Record of Proceedings
December 31, 2019

Rodney Kaffenbarger, Vice President

Robert Clark, Member

Angela D. Griest, Fiscal Officer