

RECORD OF PROCEEDINGS
German Township Board of Trustees
Year End / Reorganizational Meeting
December 29, 2020

The German Township Trustees met in regular session on Tuesday, December 29, 2020 at 5:00 p.m. at the German Township Office, 3940 Lawrenceville Dr., Springfield, Ohio. Mr. Kaffenbarger called the meeting to order.

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

Township Personnel present: Mike Stitzel, Police Chief; and Tim Holman, Fire Chief

Pledge of Allegiance

December Year End

Hearing of the Public - none

Fiscal Officer

- Reminder that your 2021 QSEHRA information sheets and copies of insurance cards are needed ASAP.

Zoning Department – None

Road Maintenance Department

- Willowdale Road pipe is in ground. A gas line was hit by the contractor, the Fire Department responded.
- Ebersole Road – Mr. Shoup is tiling in the fields. It will come out around Folk Ream Road. It will all be underground. It should help some of the residential areas with their water problems.

Police Department

- Has had a busy month. Thefts and domestics are up.
- Two cars were seized in connection with robbery and theft cases.
- The evidence disposal that was previously approved, some items were trashed and clothing was given to a children’s advocacy group.
- Increased the 2021 Temporary Appropriations budgets to included costs for three (3) body cameras (\$1000 each and replacement of a laser for \$3000.
- Since we have put in the Voip phone system and the automatic door locks, they are using some of our bandwidth at all times, which has resulted in our computer systems being very slow. This has caused us have trouble logging in when we use state sites, it kick us off or just can’t get online. Looking at an external antenna, cellular boost antenna and other ways to increase our service. Looking at an increase in costs of \$600 plus \$20-\$30 a month for higher bandwidth.
- We are trying to get away from using the joint dispatch center. It looks like the cost of using the dispatch center would be around \$90,000 a year for their services. The Police department budget cannot afford that. there is about another year to determine what we can do.
- Looking to put Amy Mosier on fulltime in February.

Fire Department

- Have taken one medic unit back to Braun to have the roof repainted. No cost.
- Our number of Covid patients are increasing : two so far this week; six last week ; eight the week before.
- The Clark County Health Department has been administering Covid vaccines to emergency responders. They have set up at the Penny’s store at the Mall. We had been requested to provide an EMS crew down at the location during their work hours, which is a couple days a week, 4 to 6 hours a day, to provide coverage in case someone has a reaction. We have had nineteen (19) people vaccinated. Our second dose is due in 28 days.
- We have had four (4) fires after midnight. Need to have one dedicated fire fighter on duty during those periods to respond with an engine to begin setting up, so as other fire fighters arrive it will be ready to go. Provides a faster response time. This will increase our fire budget about \$40,000.

A. Motion to add an extra part time firefighter to the nightshift at a cost of \$40,000 a year:

Motion: Mr. Clark 2nd: Mr. Kaffenbarger Ayes: All

- The Fire Department report files that have been stored with the Image Trend software disappear after five (5) years. The cost to have Image Trend to save these files so we can keep them on file was \$3000. So instead Chief Holman contracted with Ms. Allison Emory, daughter of employee, to transfer the files to a thumb drive at a rate of \$10.00 per hour. It has taken 51 hours to download all the files, so the cost will be \$510.00.

B. Motion to pay Ms. Emory \$510.00 for her work on downloading files:

Motion: Mr. Clark 2nd: Mr. Kaffenbarger Ayes: All

New Business

- At this time, the CRF Funds need to be used by the end of December. Mrs. Griest will pay all remaining current invoices and the remainder of the funds are to spent for payroll reimbursements for both Fire & EMS Department and the Police Department.
- C. Motion to use any remaining Coronavirus Relief Funds for payroll reimbursements for public safety employees; Police Department at approximately \$10,0000; and Fire & EMS Department \$7,000. (use all remaining funds):
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Ayes: All

This concludes the 2020 year- end portion of the meeting.

- D. Motion to break for a five minute recess at 5:50 p.m.:_Motion: Mr. Clark 2nd: Mr. Kaffenbarger Ayes: All
E. Motion to go back into session at 5:55 p.m.: Motion: Mr. Kaffenbarger 2nd: Mr. Clark Ayes: All

2021 Reorganizational Meeting

Mrs. Griest takes over the 2021 reorganizational meeting:

- The floor is open for nominations for the 2021 Board of Trustees President:
Mr. Kaffenbarger nominated by Mr. Clark. Nominations closed.
- F. Motion to approve Mr. Kaffenbarger as President:
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes- all
Mr. Kaffenbarger takes over the meeting.
- The floor is open for nominations for the 2021 Board of Trustees Vice President:
Mr. Clark nominated by Mr. Kaffenbarger. Nominations closed.
- G. Motion to approve Mr. Clark as Vice-President:
Motion: Mr. Kaffenbarger 2nd: Clark Roll Call: Ayes- All
- H. Motion for a Resolution to amend the Appropriations and Revenues for the year ending 2020:
Motion: Mr. Clark 2nd: Kaffenbarger 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 2021, and to accept the 2021 Temporary Appropriations.
Motion: Mr. Clark 2nd: Kaffenbarger Roll Call: Ayes- All
- J. Motion for a Resolution to authorize the Fiscal Officer to establish the 2021 Purchase Orders/ Blanket Certificates not to exceed the amounts set in the 2021 Temporary appropriations:
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- K. Motion to establish the date and time of the regular Township Trustee Meetings for calendar year 2021 for the second Tuesday of each month as follows:
January 12th – 7:00 p.m. February 9th – 8:00 a.m. March 9th – 7:00 p.m. April 13th – 8:00 a.m.
May 11th – 8:00 a.m. June 8th – 8:00 a.m. July 13th – 7:00 p.m. August 10th – 7:00 p.m.
September 14th – 7:00 p.m. October 12th – 8:00 a.m. November 9th – 8:00 a.m. December 14th – 7:00 p.m.
Year End/Reorganizational meeting – TBA
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes- All
- L. Motion to have the meetings schedule advertised on the Township Website, Facebook, and posted in the entry:
Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes- All
- M. Motion to set the hours for the Township Office to 8:30 a.m. to 12:30 p.m.:
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- N. Motion to set the salaries for Elected Officials: Trustees: Mr. Clark and Mr. Metzger at \$13,612.00 a year and Mr. Kaffenbarger at \$14,338.00 a year. The Fiscal Officer: Mrs. Griest, at \$24,646.00 a year. All 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. Clark 2nd: Mr. Kaffenbarger Roll Call: Aye – All
- O. 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: Mr. Clark Roll Call: Ayes- All
- P. Motion to have Wesbanco be the third party administrator for the Township 2021 QSEHRA:
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All

- Q. Motion to provide all Elected Officials and Full Time eligible employees with a Qualified Small Employer Health Reimbursement Account (QSEHRA) for calendar year 2021. The Township sets the amounts based on the annual IRS maximum benefits as follows: family - \$10,700.00 and single (self only)- \$5300.00.
Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – All
- R. 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
- S. 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
- T. Motion to set the Township holidays for all full time employees and the Township office secretary as follows:
- o New Year’s Day – Friday – January 1st
 - o Martin Luther King Day – Monday - January 18th
 - o Memorial Day – Monday - May 31th
 - o Independence Day – Sunday - July 4th
 - o Labor Day –Monday – September 6th
 - o Veteran’s Day – Thursday - November 11th
 - o Thanksgiving Day – Thursday - November 25th
 - o Christmas Day – Saturday – December 25th
 - o One floating holiday – Used for any of the following:
 - o Day before Christmas – Friday, December 24th
 - o Day After Thanksgiving – Friday, November 26th
 - o Columbus Day – Monday, October 11th
 - o Presidents Day – Tuesday, February 15th
- Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All

Note: The 2021 wage increases are in bold and underlined. New wages will go into effect pay period beginning date 12-28-2020 for biweekly and 28 day pay periods. Monthly pay periods will begin January 1, 2021.

- U. Motion to increase wages for Jon Wilson by **.50 cents per hour to \$20.50 per hour.**
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- V. Motion to approve Amy Mosier **to fulltime and \$18.50 per hour effective February 1, 2021:**
Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- W. Motion to approve Fire Department wages per Chief Holman’s recommendations as follows:
- | | | |
|---------------------------------------------------------------------------------------------------|----------------|-------------------------|
| • Tim Holman, Full time, Public Safety Officer | (58,516.12 yr) | <u>2 percent</u> |
| • Dan Price, Part Time, Assistant Chief | (7640.75 yr) | <u>2 percent</u> |
| • All fire department Lieutenants – .25 Cents over regular base pay | | <u>Same</u> |
| • All fire department Captains – .50 cents over regular base pay | | <u>Same</u> |
| • All hourly Paramedics, EMT, Fire personnel regardless of rank – Holiday pay rate \$20.00 hour - | | <u>Same</u> |
| • All hourly Paramedics, EMT, Fire personnel regardless of rank- Weekend pay rate \$20.00 hour - | | <u>Same</u> |
| • Paramedics | (17.34 hour) | <u>\$18.00</u> |
| • Emt Advanced | (15.30 hour) | <u>\$16.00</u> |
| • Emt Basic | (14.28 hour) | <u>\$15.00</u> |
| • Fire | (10.20 hour) | <u>\$11.00</u> |
- Motion: Mr. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- X. Motion to approve the following with a **2 percent wage increase** as follows:
- | | | |
|-----------------------------------------|-------------------------------|-------------------------|
| • Mark Bevan, Maintenance Supervisor | (28.92 hour/ 60,153.60 year) | <u>2 percent</u> |
| • Jon Wilson, Full time, Maintenance | (20.50 hour see above) | <u>2 percent</u> |
| • Mike Stitzel, Full time, Police Chief | (54,149.94 year) | <u>2 percent</u> |
| • George Degenhart, Zoning Inspector | (\$8560.00 year) | <u>2 percent</u> |
| • Karina Emory, Secretary | (15.30 hour) | <u>2 percent</u> |
- Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – All
- Y. Motion to approve Police Department wages per the Chief Stitzel recommendations as follows:
- | | | |
|---------------------------------------------------------------------------|--------------|----------------------------------|
| • Amy Mosier. Full time, Officer | (17.50 hour) | <u>Same</u> |
| (Plans are to go Full Time - Effective February 1, 2021 at \$18.50 hour) | | |
| • Anthony Reynolds, Part time, Officer | (16.00 hour) | <u>.50 cents per hour</u> |
| • Russel Garman, Lieutenant, Part time | (17.50 hour) | <u>.50 cents per hour</u> |
- Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – All
- Need to get information for next meeting to appoint/reappoint members of both the Zoning Commission and the Board of Zoning Appeals

- Z. 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. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- AA. Motion to reimburse mileage costs at a rate of .56 cents per mile (federal rate for 2021) for approved travel outside of the Township;
 Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – All
- BB. 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. Clark 2nd: Mr. Kaffenbarger Roll Call: Ayes – All
- CC. Motion to approve uniform as 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. Kaffenbarger 2nd: Mr Clark Roll Call: Ayes: All
- Need Identification badges for all Township Officials and Road Maintenance Department. (Fire & EMS and Police currently have ID’s). Per Chief Holman, if we get everyone’s pictures, the County EMA can make the identification badges.
- DD. 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:
- Regular supplies and basic repair expenditures is \$1000.00.
 - Non- emergency expenditures over \$1000.00 should be approved by the Board of Trustees at their monthly meeting
 - Any emergency supplies or repairs that exceed the \$1000.00 must have verbal approval from two out of three trustees, and then approved at the next Township meeting. Effort must be made to contact all three trustees.
 - Any expenses not expended properly may be subject to reimbursement to the Township from the individual making the expenditures.
 - 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
- Fee Schedule: Discussion over the Fee Schedule. Cemetery Lot increases, Culverts.
- EE. Motion to approve the Fee Schedule the with following changes:
- Burials**
- Monday afternoons through Friday - \$800
 - Weekends, Holidays, & Monday mornings - \$850
 - Infant Burial (ages 2 and under) for German Township Residents - \$100
- CREMATIONS**
- Monday through Friday - \$300
 - Weekends & Holidays - \$350
- CEMETERY LOTS (available in Lawrenceville Cemetery and Torbert Garden in Mt. Calvary Cemetery)**
- Half Lot (one grave) - \$500
 - One Lot (two graves) - \$800
 - Two Lots (five graves) - \$1600
- INDIGENT BURIALS**
- Application must be made through the German Township office. Cremations only.
 Funeral Home (for cremation only) - \$500.
 Cemetery cremation space, marker, opening & closing provided at the discretion of German Township.
- CULVERTS**
- Culvert Permit – Installed by owner or their contractor (no cement within 3 ft. of road).....\$100.
 Includes inspection by Township to determine size, length, and type of pipe. The Township also to inspect after installation to be sure installed properly.
 - Culvert Install Option - Must be in the Township right-of-way. Township installation - \$150 per hour.
 The homeowner to provide Township approved pipe. Homeowner is responsible for final grade, topsoil, clean up, and seeding.
 - Ditch enclosures- Must be in the Township right-of-way. Homeowner provides Township approved pipe.
 Township installs – Cost \$150.00 per hour
 The homeowner is responsible for final grade, topsoil, cleanup, and seeding.
 Motion: Mr. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – All
- Need to review with Mr. Degenhart the Zoning Fees. Need to check with Riley’s Paving concerning Pin Holes and Coring repairs before making any further changes to the Fee Schedule.

FF. Motion to assign Trustees in charge of Cemeteries as follows;

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

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

GG. 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. Kaffenbarger 2nd: Mr. Clark Roll Call: Ayes – A;;

Any other reorganizational business: none

HH. 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 29, 2020

Rodney Kaffenbarger, Vice President

Robert Clark, Member

Angela D. Griest, Fiscal Officer