

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m. Trustee Meeting May 14, 18**

**HELD AT:** Berlin Township House, 3271 Cheshire Rd., Delaware, OH

**CALL TO ORDER:** Ron Bullard, Trustee Chairman

**PLEDGE OF ALLEGIANCE:** Larry Buell led the Pledge of Allegiance

**ROLL CALL:** Ron Bullard, Ken O’Brien, Tom D’Amico Absent and Claudia Smith, Fiscal Officer.

**ATTENDANCE:** Larry Buell, David Schlaegel, Fire Chief Hall, Assistant Fire Chief Pichert, Barbara Sherman and Candace Mazur

**PUBLIC COMMENT:** Bullard asked if there were any public comments. Fire Chief Hall thanked the trustees for the training they had today with the division heads and employees. He felt it went well and asked that they continue. Bullard said the presenter was sending us an updated harassment policy. Hall said he talked to her about getting some type of certificate when classes are taken as they are not available at this time but she will contact someone at OTARMA to see if it can be done.

**RESOLUTION 18-05-04 APPROVE THE 4/11/2018 EMERGENCY MEETING MINUTES AND DISPENSE WITH THE READING**

Motion: O’Brien  
Second: Bullard  
Vote: Bullard yes and O’Brien yes

**RESOLUTION 18-05-05 APPROVE THE 4/21/2018 SPECIAL MEETING MINUTES AND DISPENSE WITH THE READING**

Motion: O’Brien  
Second: Bullard  
Vote: Bullard abstain and O’Brien yes

**RESOLUTION 18-05-06 APPROVE THE 4/23/2018 REGULAR MEETING MINUTES AND DISPENSE WITH THE READING**

Motion: O’Brien  
Second: Bullard  
Vote: O’Brien yes and Bullard abstain

**Old Business – Alpha Dog Invoice – Nothing**

**VOS Invoice – Nothing**

**Cemetery Updates –** Buell said foundations are being poured on May 21 & 22. He meet with the landscape company who thought we had 80 feet from the fence and we only have 70 feet so they have to redo the plans. Buell said he called Cannon to find out what is going on with the update of the sign and has not heard back. O’Brien will reach out. Bullard asked if we needed it on the bulletin board as he feels it would be better to put it on the website where it can be accessed by smartphones. It would be cheaper and we would be able to keep it up to date. Buell said that’s fine but if we are going to update if with the past 10 years of burials we need to get it done. Smith said with today’s technology there might be a better way to update it. Bullard asked if there was a report in Pontem that could be put on the website and Buell said there was. Schlaegel asked if there was someone in the office during the day if they wanted to find out where someone was buried and Bullard said Rippel could do it. Bullard said the landscaping company

**Township Hall Updates/Lighting Quotes –** Bullard said we received quotes we need D’Amico to give us an update. Smith said he didn’t like them because they were not comparing apples to apples. Bullard said he does not think we will get that as everyone uses different supplier.

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Trustee Meeting**

**May 14,**

**18**

**Benefits for Part-time Employees** – Bullard asked to have this moved to the June 11<sup>th</sup> meeting.

**Fiscal Officer Items –**

Trustees signed the April bank statement and electronic payment list.

**\*\*\*\*\*7:30 p.m. \*\*\*\*\*TIME CERTAIN\*\*\*\*\*CEMETERY\*\*\*\*\***

Buell said that Jeff Smith bought three grave spaces while he was on vacation and Rippel signed the receipt. He does not know what the conversation was, but the receipt states that Mr. Smith’s son was buried in 3S, which is where he is buried. Jeff Smith had reserved grave 1 for his brother and grave 3 for himself, with his son was supposed to in the middle in grave 2. Buell asked him to be at the meeting but he was not there yet. Smith asked if the township would move him from grave 3 to grave 2 because he said it was our fault. Bullard said he spoke with Rippel and Irwin and they were both in the room talking to the gentlemen and he said he wanted him on the side because then his girlfriend and their child could be buried next to him if they wanted to. They came up with three options: leave it as it is, trade grave 1 for grave 4 or have Smith pay to have his son moved.

Mr. Smith came in and Bullard said he would like to hear his side. He said he came into the office last year and purchase three grave spaces, and his son was supposed to be buried in grave 2Rippel told him that he was buried in grave 2 but Buell looked at the records and said he was buried in grave 3. He said there was a reason he wanted him in grave 3 and not have him in grave 2. He came in to purchase a foundation and that is how they found it. He said Buell asked if they could trade grave 1 for 4 and he thought about it and said that would be okay. Bullard told him the three ways that this could be handled. Smith said he wanted to look at his paperwork and to think about what he wanted to do and Buell said he had to know by Wednesday evening.

**Fire Department –  
Resignation –**

**RESOLUTION                    ACCEPT THE RESIGNATION FROM FIRE FIGHTER BRENT  
18-05-07                        HOHENBERGER EFFECTIVE MAY 8, 2018**

Motion:            O’Brien  
Second:            Bullard  
Vote:                O’Brien yes and Bullard yes

**Computer Replacement Quote –**

**RESOLUTION                    APPROVE UPTO \$6,750 TO RDI INTUITIVE FOR NEW  
18-05-08                        COMPUTERS FOR THE FIRE DEPARTMENT**

Motion:            O’Brien  
Second:            Bullard  
Vote:                Bullard yes and O’Brien yes

**Delaware Area Career Center Agreement** – Bullard sent this to the prosecutor’s office for review. Hall said they just need it back by the time school starts.

**Road Department –  
Resignation –**

**RESOLUTION                    ACCEPT RESIGNATION FROM MIKE HUBBARD FULL-TIME ROAD  
18-05-09                        DEPARTMENT EMPLOYEE EFFECTIVE MAY 3, 2018 BUT  
    MAINTAIN HIM AS A PART-TIME EMPLOYEE**

Motion:            Bullard  
Second:            O’Brien  
Vote:                Bullard yes and O’Brien yes

**Trustee Items** – Nothing

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Trustee Meeting**

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**Zoning Department –**

**Computer Replacement Quote** – Bullard and O’Brien said they were not sure what was going on with the computers and said that they didn’t think the trustees computer needed to be replaced and Smith said the cemetery computer in her office doesn’t get used much. Bullard suggested that they wait.

**Monthly Zoning Report –**

Bullard said we posted the zoning inspect job but in the mean time we have to keep stuff going and he talked to the Fowler, Rippel and D’Amico to ask them if we have a way to move forward. His suggestion was to make Rippel the interim zoning inspector with the caveat that D’Amico, who was previously a zoning inspector, has reviewed it and initialed it and the prosecutor said for the interim, this is fine. O’Brien said if we do this, he wants a time certain so that she knows it truly is for a specific time period. O’Brien asked if she would be out picking up signs and Bullard said we have to decide whether we want her in the office or picking up signs and this is only a way of operating until the position is filled.

**RESOLUTION  
18-05-10**

**APPROVE APPOINTING CATHY RIPPEL AS INTERIM ZONING INSPECTOR UNTIL A REPLACEMENT IS APPOINTED. TRUSTEE D’AMICO TO REVIEW ALL FORMS, CERTIFICATES, PLANS, ETC. AS NEEDED AND TO APPROVE WITH INITIALS. RIPPEL TO SIGN ALL FORMS, ETC ONLY AFTER TRUSTEE D’AMICO HAS REVIEWED AND INITIALED EFFECTIVE MAY 15, 2018**

Motion: Bullard  
Second: O’Brien

Discussion: Mazur asked what Rippel’s position was and Bullard said she is secretary in the zoning office. She asked if Rippel could determine zoning issues. Bullard said she would only be able to sign them after Trustee D’Amico has reviewed them. She asked if the sites would be visited and inspected. Bullard said she would not do anything unless D’Amico tells her to. She asked if D’Amico would visit the sites and Bullard said he can do that and allow her to put out violation letters. Bullard said it is not an ideal situation but it lets us move forward.

Vote: O’Brien yes and Bullard yes

**Future Meetings –**

- 5/29/18 Trustee Meeting
- 6/11/18 Trustee Meeting
- 7/9/18 Trustee Meeting
- 8/13/18 Trustee meeting

Bullard said he is meeting with the Chamber of Commerce in June. He is meeting with Doug Riedel on preliminary plans for Piatt Road. O’Brien asked Bullard what his confidence level was with OPWC helping us out on it. Bullard said he has 100% confidence as if they do not help, we are not going to do it.

**Late Items – None**

**RESOLUTION  
18-05-11**

**MOTION TO ADJOURN**

Motion: Bullard  
Second: O’Brien  
Vote: O’Brien yes and Bullard yes

Meeting adjourned by Chairman Bullard at 8:44 P.m.

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Ron Bullard, Trustee

ATTEST:

\_\_\_\_\_  
Ken O’Brien, Trustee

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Claudia Smith, Fiscal Officer

**ABSENT**  
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Tom D’Amico, Trustee