

BERLIN TOWNSHIP TRUSTEES

5:00 p.m.

Trustee Meeting

May 8, 19

ATTENDANCE:

O'Brien called the continuation of the April 22, 2019 meeting to order.

Employee Handbook Update Continues – O'Brien said we stopped on the Drug and Alcohol policy. D'Amico said we are waiting on a legal opinion but our policy prohibits medical marijuana. Bullard suggested we put this in place and if we have to, we can come back to this.

O'Brien said he spoke to the attorney and he is having a phone meeting with him Monday at 3:00 p.m.

Section 7.02 Personal Appearance & Attire: They reviewed the dress code policy and were okay with it.

Section 7.03 Tobacco Use: O'Brien asked about making the entire township property smoke free and asked Bullard if we had a resolution. Bullard said he did not remember but knows we put the signs up for a smoke free facility. He said they made an area at the fire station for smoking. O'Brien said if we don't allow smoking anywhere, it could lower our insurance rates. He said township property would include the trucks.

Section 7.06 Ethics: Smith asked why every employee did not have to do an ethics training. D'Amico said the employees were under their direction.

Section 8.03 Township Identification Cards: O'Brien asked what we want to do about ID cards. Smith said the fire department wear their uniforms that state they are Berlin Township employees. D'Amico said that and the road department are in the township trucks and the zoning inspector has business cards so he doesn't think we need them. O'Brien will check with the attorney to see about taking this section out or saying that it is optional.

Section 8.05 Technology Use Policy: Smith said she doesn't know how you can monitor this. D'Amico said since this is part of our policy and they sign acknowledging that they have read it, then they are on alert. O'Brien said the bullet points are what gets them in trouble. He said we need to tell them that these are our computers not theirs and anytime the board wants to look at them they will look at them and they should not think anything about it. O'Brien said we need to have in here that passwords need to be given to someone in a sealed envelope. He will check with the attorney.

Section 8.08 Credit Card Policy: Smith said she needed to compare this to the policy they just approved and also wanted to remind them that if employees purchase items on their own credit card that they will be charged the sales tax and she will not reimburse them for it. Purchases made at the stores that we regularly deal with know that we are tax exempt and that she has the tax-exempt card for Staples. O'Brien will have that added.

Section 10.01 Employee Misconduct, Corrective Action and Discipline: D'Amico said he thinks we should have a file for any type of discipline or discussions that we have with employees. O'Brien said there are two files we can have but he needs to check with the attorney. O'Brien said even when you do a verbal it should be documented and put in a file.

Job descriptions were reviewed. O'Brien asked if Irwin was a road supervisor or a superintendent because superintendent under state law has a specific definition. Bullard said he doesn't know if we have ever officially made him a road superintendent, he thinks we have always called him a road supervisor. Bullard said he is listed on the business cards as superintendent. O'Brien said a road superintendent can do certain things that a road supervisor cannot do. O'Brien asked they wanted the attorney to make a new job description for road supervisor with the same qualifications and duties. He feels we do need a job description for superintendent in case we get one. O'Brien said one has statutory rights and duties and the other is just a position. He will check with the attorney.

They discussed the cemetery and whether to market the ossuarium and cemetery plots. O'Brien said Buell does a great job but he a caretaker not a seller. D'Amico asked why his pay was do low and O'Brien said maybe we should up it. Smith said we expect him to be available at all times of the day or night.

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O'Brien said if and when the zoning secretary moves on he would like to reunite the zoning secretary and zoning clerk. He thinks it would be a better use of time and knowledge and thinks it is appropriate. D'Amico asked if she attended the BZA & BZC meetings and Smith said yes.

D'Amico said he will send them an email about the fees for the ossuarium so they can approve the prices at Monday's meeting. Smith said she though they wanted the rules before they approve the. He will check with Fowler again.

**RESOLUTION MOTION TO ADJOURN
19-04-28**

Motion: Bullard
Second: D'Amico
Vote: O'Brien yes, D'Amico yes and Bullard yes

Meeting adjourned by Chairman O'Brien at 6:24 P.M.

Ken O'Brien, Trustee

ATTEST:

Tom D'Amico, Trustee

Claudia Smith, Fiscal Officer

Ron Bullard, Trustee