

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

HELD AT: Berlin Township House, 3271 Cheshire Rd., Delaware, OH 43015

CALL TO ORDER: Meeting called to order by Fiscal Officer, Claudia Smith.

ROLL CALL: Ronald W. Bullard, Steve Flaherty and Adam Fleischer and Claudia Smith, Fiscal Officer

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Chris Paykoff

ATTENDANCE: Joe Pichert and Chris Paykoff

PUBLIC COMMENT: Smith asked if there were any public comments, hearing none they moved onto the next item on the agenda.

FISCAL OFFICER PRESIDES

RESOLUTION NAME 2017 TRUSTEE CHAIRMAN – RON BULLARD 17-01-01

Motion: Fleischer
Second: Flaherty
Vote: Bullard yes, Fleischer yes and Flaherty yes

RESOLUTION NAME 2017 TRUSTEE VICE CHAIRMAN – STEVE FLAHERTY 17-01-02

Motion: Bullard
Second: Fleischer
Vote: Bullard yes, Fleischer yes and Flaherty yes

RESOLUTION NAME 2017 TRUSTEE EXECUTIVE MEMBER – ADAM FLEISCHER 17-01-03

Motion: Flaherty
Second: Bullard
Vote: Flaherty yes, Fleischer yes and Bullard yes

Meeting turned over to Chairman Ron Bullard

RESOLUTION ESTABLISH 2017 MEETING SCHEDULE AS LISTED 17-01-04

Regular Meetings: The 2nd and 4th Monday each month with the following exceptions. All meetings to start at 7:00 p.m. unless otherwise advertised/posted

EXCEPTIONS:

June, July and August meetings will be 2nd Monday only

HOLIDAY EXCEPTIONS:

2nd meeting in December will be Wednesday December 27, 2017

Emergency Meetings:

Chairman calls meeting notifying trustees and Fiscal Officer

Employee Evaluations:

Monday December 4, 2017

Meeting Changes:

All meeting date and time changes will be advertised/posted

Road Inventory Meetings:

Spring-Monday, April 10th at 9:00 a.m.
Fall-Monday, September 11th at 9:00 a.m.

Special Meetings:

Dates and times to be advertised/posted

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

Year End Meeting: Wednesday December 27, 2017 at 7:00 p.m.

2017 Organizational Meeting: Wednesday January 3, 2018 at 7:00 p.m.

The 2017 meeting schedule will be advertised in *The Delaware Gazette* by the fiscal officer.

Motion: Bullard
Second: Flaherty
Vote: Flaherty yes, Fleischer yes and Bullard yes

ROBERTS RULES OF ORDER- Chairman Bullard said we have been using Roberts Rules of Order and doesn't see any reason to change and trustees would continue to observe Resolution 05-07-44 regarding public speaking time. This limits the speakers time to three minutes at the beginning of the meeting and three minutes at the end of the meeting. The time can be extended but this allows us to maintain order.

Smith asked if we still needed to be posting the agenda on the bulletins boards since we have the website and sign. Bullard said he would like to see it posted on the outside bulletin board as people do stop and look.

All trustee meetings will be posted on the Berlin Township Website at www.berlintwp.us, Berlin Townships Facebook page, the LED sign and the exterior bulletin board at the township house.

Discussion – Bullard said he doesn't feel that the statement under item # 3 "all purchase requisitions in excess of \$2,000 should be accompanied by three estimates" should be listed as there is a state law and this sets us up to say that this our rules that we are going to follow and we are not good about doing this. Flaherty said he doesn't remember seeing this before but that anything over \$50,000 is in state law to be competitively bid and anything less than that we can do what we want. Bullard also suggested that the sentence "Attempts should be made to get three price quotes" under #4 Emergency purchases as we have a hard time getting three quotes in an emergency situation.

POLICIES AFFECTING MEETINGS

RESOLUTION 17-01-05 APPROVE MEETING AGENDA POLICIES AS STATED BELOW

- 1.) Meeting Agenda-**
For regular meetings, agenda items to be submitted to the township fiscal officer by 12:00 noon, four (4) days prior to Board meeting.
- 2.) Agenda requests-supporting documentation-**
There should be four (4) copies (original to fiscal officer and one copy to each trustee) of supporting documentation for each agenda item submitted with agenda request.
- 3.) Purchase requisitions-**
Care should be exercised when making purchases.

All purchase requisitions should list the following:

- A.) Vendor name, address, and telephone number
- B.) Item description
- C.) Per item cost
- D.) Quantity to be purchased
- E.) Cost of shipping (If no shipping cost stated, add 20% to cost to cover shipping, price change or incidental expenses)
- F.) If state purchase contract used, provide the state contract number (for verification purposes and state reporting)

There should be four (4) copies (original for fiscal officer and one copy

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

to each trustee) of supporting documentation for each purchase requisition submitted to the fiscal officer **by 12:00 noon four (4) days prior to meeting. Requisitions not received four (4) days prior to the Board meeting will be deferred to the next regular trustee meeting.**

Requisitions approved at the board meeting-Fiscal Officer to mark a copy of the requisition as approved and provide said copy to the department head the day following the meeting.

ALL INVOICES must be billed to Berlin Township, c/o Claudia Smith, Fiscal Officer, 3271 Cheshire Rd., Delaware, OH 43015.

ONLY ORIGINAL REQUISITIONS AND INVOICES WILL BE PROCESSED. NO PAYMENT WILL BE MADE WITHOUT RECEIVING AN ORIGINAL INVOICE.

4.) Emergency purchases or repairs-(those purchases or repairs not anticipated)

All emergency purchases or repairs are to be reported to the Township fiscal officer immediately. Fiscal officer must be advised as to vendor name and address, item or reason for purchase or repair, total estimated cost and if state contract used-the contract number.

Motion: Bullard
Second: Flaherty
Vote: Fleischer yes, Bullard yes and Flaherty yes

DEPARTMENT LIAISONS:

DISCUSSION: Bullard suggested that they stay with the departments that they had last year if everyone is okay with that and he is okay with all six of the rules.

RESOLUTION 17-01-06 NAME DEPARTMENT LIAISONS AND DUTIES AS LISTED:
Trustee Bullard - ROADS
Trustee Fleischer - FIRE
Trustee Flaherty - BUILDING, CEMETERY AND ZONING

Each Liaison is authorized to perform the following:

1. Supervise employees in each respective department by signing time sheets, authorizing vacation and other days away from work. This also includes changes to work hours as determined necessary by the liaison.
2. Each liaison should act as the primary voice of the trustees for township residents. Any trustee can communicate with anyone about township business, with decisions being made during normal trustee meetings.
3. The liaison should have routine meetings with department personnel and bring the information collected to the next trustee meeting.
4. Manage implementation of trustee purchases and policies. The liaison is authorized to increase spending by up to \$2000 for each purchase, on an emergency basis. The additional spending should be brought to the next trustee meeting for informational purposes.
5. Each trustee is a primary liaison for their responsibility. Any of the other trustees is individually authorized to act as any liaison in the absence of the primary liaison.
6. The liaison system does not prohibit any trustee from any discussions with township employees.

Motion: Bullard
Second: Flaherty
Vote: Fleischer yes, Flaherty yes and Bullard yes

APPOINT AND/OR NAME POSITIONS AND BOARDS

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

DISCUSSION: Bullard said item #7 should read "Name Pat Paykoff to 3 year term; term expires December 31, 2019."

**RESOLUTION NAME APPOINTMENTS AND POSITIONS
17-01-07**

- 1.) Trustee Steve Flaherty to attend Delaware County Health Board meeting
- 2.) Steve Spangler-Railroad Task Force Committee
- 3.) Adam Fleischer-Tax Incentive Negotiating Committee
- 4.) Adam Fleischer and Mike Dickey-Tax Incentive Review Council
- 5.) Volunteer Fire Fighters Dependent Fund Board (VFFDF)-
 Sam Reda and Joe Pichert-elected by fire department members
 Pat Paykoff and Steve Spangler-named by legislative authority (Township
 Trustees). Tom Roll named by four (4) VFFDF Board members
 Paykoff to serve as Chairman and Reda to serve as Secretary
- 6.) Chet Heid-RPC representative and Ken O'Brien, RPC alternate
- 7.) Name Pat Paykoff to 3 year term; term expires December 31, 2019.
- 8.) Audit Committee with term limits being:

Frank Reinhard	3 yr. term expires December 31, 2017
Antoinette Korleski	3 yr. term expires December 31, 2018
Pat Paykoff	3 yr. term expires December 31, 2019

Motion: Bullard
 Second: Fleischer
 Vote: Bullard yes, Flaherty yes and Fleischer yes

Reports or minutes of board or committee meetings attended by named or appointed representatives should be addressed and given to the township fiscal officer prior to the next scheduled regular trustee meeting.

NAME TOWNSHIP LEGAL COUNSEL

DISCUSSION: Bullard "We will retain Delaware County Prosecutor as Township Legal Counsel per the Ohio Revised Code and retain Brosius, Johnson and Griggs, LLC. as outside counsel with the rates they submitted which raised slightly for the 2017 calendar year."

**RESOLUTION APPROVES RETAINING LEGAL COUNSEL AS FOLLOWS:
17-01-08**

- 1.) Retain Delaware County Prosecutor as Township Legal Counsel per the Ohio Revised Code; and
- 2.) A majority vote of the Board is required prior to engagement of outside legal services.

Trustee Chairman to be in charge of seeking legal consultation or opinions from both the county prosecutor and outside legal counsel.

For maintenance of public records and files, the township fiscal officer is to be provided with the original copy of all legal opinions requested as well as the original copy of any and/or all legal opinions rendered. This should include all types of media, i.e. written letter, e-mail, verbal phone message, direct verbal response, etc.

Motion: Bullard
 Second: Flaherty
 Vote: Bullard yes, Flaherty yes and Fleischer yes

CONTRACT RATE PROPOSAL FROM BROSIUS, JOHNSON & GRIGGS, LLC

Discussion: Bullard said they changed their rate a little bit but is good with the motion.

The Brosius, Johnson & Griggs, LLC. 2017 Billing Rates proposal is to be kept in the file.

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

RESOLUTION 17-01-09 APPROVE EMPLOYING TOWNSHIP’S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2017 AS PROVIDED BY BROSIUS, JOHNSON & GRIGGS, LLC. AND APPROVE LEGAL SERVICES AND COMPENSATION FOR 2017 NOT TO EXCEED \$2,000, WITHOUT FURTHER ACTION BY THE BOARD.

Motion: Bullard
Second: Flaherty
Vote: Flaherty yes, Fleischer yes and Bullard yes

REMINDER THAT THE FISCAL OFFICER, ZONING INSPECTOR AND FIRE CHIEF ARE AUTHORIZED TO CONTACT DELAWARE COUNTY PROSECUTOR AS NEEDED AND NOTIFY FISCAL OFFICER OF ALL CONTACTS AS OUTLINED IN PREVIOUS RESOLUTION # 14-12-27

FISCAL OFFICER’S AUTHORIZATION

RESOLUTION 17-01-10 AUTHORIZE FISCAL OFFICER TO PERFORM THE FOLLOWING ACTS:

- 1.) Apply for advance payment of tax settlements from county auditor
- 2.) Make intra fund transfers as necessary in order to maintain daily operations
- 3.) Invest township funds including with Star Plus
- 4.) Prepare and submit amended certificates of estimated resources to county auditor
- 5.) Establish and approve forms for use in fiscal transactions of township, i.e. expense reports, inventory reports, timesheets, requisitions, etc.
- 6.) Receive all original employment applications, including but not limited to physical exams, insurance applications, payroll withholding documents, background checks, MVR checks, and any other document relating to personal information covered by HIPAA
- 7.) Assign employee building access keys
- 8.) Assign employee key codes for copy machine, telephone codes and computer codes
- 9.) Make Electronic Fund Transfers (EFT) as necessary
- 10.) Handle all township credit card issues.

Motion: Bullard
Second: Flaherty
Vote: Flaherty yes, Fleischer yes and Bullard yes

NO MONEY HELD IN ESCROW

RESOLUTION 17-01-11 NO MONEY WILL BE HELD IN ESCROW BY THE FISCAL OFFICE OR ANY OTHER TOWNSHIP EMPLOYEE OR OFFICE FOR PAYMENT OF ANY TOWNSHIP FEES

Motion: Bullard
Second: Flaherty
Vote: Fleischer yes, Bullard yes and Flaherty yes

RESOLUTION 17-01-12 HOLIDAY OBSERVANCE POLICY

Monday	January 2, 2017	New Year’s Day
Monday	January 16, 2017	Martin Luther King Day
Monday	May 29, 2017	Memorial Day
Tuesday	July 4, 2017	Independence Day
Monday	September 4, 2017	Labor Day
Friday	November 10, 2017	Veterans Day
Thursday	November 23, 2017	Thanksgiving Day
Friday	November 24, 2017	Day after Thanksgiving
		(exchange for President’s Day)
Friday	December 22, 2017	½ Day-Afternoon
		(exchange for Columbus Day)

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

Monday	December 25, 2017	Christmas Day
Friday	December 29, 2017	1/2 Day-Afternoon (Exchange for Columbus Day)

Holidays falling on Saturday will be observed on the immediate preceding Friday.

Holidays falling on Sunday will be observed on the immediate following Monday.

Holiday Exchange

1. Holiday exchanges will be set by Trustees at Organizational Meeting and approved by Trustees.
2. All employees will observe holiday exchanges on approved exchange days as listed above.
3. Public must be made aware of office hour changes well in advance as quickly as possible, when possible.

Motion: Bullard
 Second: Flaherty
 Vote: Fleischer yes, Bullard yes and Flaherty yes

Note by Fiscal Officer- Smith said leave request forms are not being timely filed by part-time employees. All she gets are the emails saying they will not be in. She does not receive anything saying that the trustees approved the time off. Flaherty said there still needs to be a supervisory account there. Smith said she matches leave sheets with time sheets and has had people incorrectly complete their timesheets indicating they worked a day when they actually had submitted for a vacation or sick day. When leave requests are not submitted she has no way to do a checks and balance. Flaherty said he matches their timesheets with emails that he receives but will address it with the employees as there needs to be a process for it. Smith said she does payroll before the trustees sign the timesheets so if there is a correction to be made it would be too late. Pichert said they have internal sheets that they use if someone is scheduled to work and they call in. Flaherty said he is okay for an employee to email him requesting a day off and then he approves it and copies Smith but then they still need to complete the leave request form and attach it to the timesheet.

All leaves of absence will require completion and approval of leave form(s) prior to receiving payment for LOA. Form(s) to be submitted to township fiscal officer promptly for processing. All forms will be approved by trustee/liaison.

VARIOUS PAYMENT POLICIES

DISCUSSION: The IRS mileage rate decreases next year.

RESOLUTION 17-01-13 MISCELLANEOUS TOWNSHIP PAYMENT POLICIES

- 1.) 100% of necessary, reasonable and customary expenses for attendance at conventions, workshops and meetings. Official, board member or employee must have prior approval by Board of Trustees
- 2.) Maximum of Thirty Dollars (\$30.00) allowed per day, per person, for meal reimbursement.
- 3.) Use IRS rate per mile for use of personal vehicle for township business. Mileage must be approved by Board of Trustees.
- 4.) 100% of all purchases made for township by employee or official of the Township **excluding sales tax**, must be approved by trustees.
- 5.) All reimbursement requests must be processed in the month expense is incurred and submitted to the fiscal officer **NO LATER THAN THE 3RD DAY OF THE FOLLOWING MONTH.**

Motion: Bullard

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

Second: Fleischer
Vote: Bullard yes, Flaherty yes and Fleischer yes

DEPARTMENT SPENDING AUTHORIZATION

RESOLUTION 17-01-14 MONTHLY DEPARTMENT SPENDING AUTHORIZATION LIMITS

Administrative	\$750.00 per month (includes all trustees and fiscal officer)
Building	\$150.00 per month
Cemetery	\$500.00 per month
Fire	\$2,000.00 per month
Road	\$2,000.00 per month
Zoning	\$500.00 per month

NOTE: Spending limits are not per individual but per department per month.

All emergency spending (those expenditures not anticipated in normal day to day operation of business) requires immediate notification to township fiscal officer stating date of emergency, reason or explanation for expenditure, amount of anticipated expenditure and vendor name and address.

Motion: Bullard
Second: Flaherty
Vote: Bullard yes, Flaherty yes and Fleischer yes

DISCUSSION – Bullard said he would like to see exhibit #10 read Township Hall Rules rather than Building Rental Rules. Flaherty said once we get going with the Google calendar and the hall gets remodeled, instead of the whole day rentals, renters will get a block of time and then we will look at revising and expanding the rules.

RESOLUTION 17-01-15 APPROVE AND ADOPT BUILDING RENTAL RULES

EXHIBIT #10 TOWNSHIP HALL RENTAL RULES

**BERLIN TOWNSHIP MEETING ROOM
TOWNSHIP EMPLOYEE APPLICATION
RULES, REGULATIONS and FEES**

The Berlin Township Public Meeting Room will be available to all responsible employees and organizations of Berlin Township. (No organizations operating for profit)

The Berlin Township Trustees will have final approval of persons and organizations using the meeting room.

The Township Meeting Room will be available from the hours of 9 a.m. until 12 midnight weekdays and Saturdays; and 12 noon until 9 p.m. on Sundays.

Use of the meeting room shall include: the use of the meeting room, restrooms and kitchenette; with available facilities and equipment in the kitchenette. Please use trivets for hot dishes on plastic tables.

It will be the responsibility of persons or organizations to leave the meeting room clean and in order (**vacuum floor, wipe off all tables**) and **deposit all waste** in provided refuse receptacles **on the east side of the building** when leaving.

MEETING ROOM CAPACITY – Eighty (80) persons

- NO PARKING** in front of any exterior doors at the building facility
- NO BLOCKING** of egress doors
- NO ALCOHOLIC BEVERAGES**
- NO TAPE** on wall or ceiling
- NO SMOKING** anywhere inside the facility

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

NO RENTING, LEASING OR LOANING of chairs, tables or any other equipment owned by the township

*****FEES PAYABLE IN ADVANCE** will be Thirty-five dollars (\$35.00) per meeting which includes a Twenty-five dollar (\$25.00) refundable deposit. Any person or organization leaving the meeting room in unsatisfactory condition will forfeit the refundable deposit as a clean up charge and pay for any damage to the building or equipment. **Entrance to the building will be with use of a security tag that must be picked up from the township. Return of the deposit includes return of the security tag to the township.**

Any youth group shall be required to have a supervisor or responsible person present at all meetings.

All meetings will be posted on a calendar in the meeting room.

RULES and REGULATIONS will be posted in the meeting room and will be available upon request. All rules, regulations are subject to change by order of the Berlin Township Trustees without notice.

Renter or Responsible Party agrees to hold Berlin Township harmless of any liability.

EMERGENCY CONTACT PERSONS: Cathy Rippel @ 740-549-1168; Ron Bullard @ 740-548-5463; Steve Flaherty @ 740-972-1391 and Adam Fleischer @ 740-816-6993

PRINT NAME: _____

SIGNATURE _____ DATE _____

Address _____ City _____ St. _____ Zip _____

Phone _____ RENTAL DATE _____ Receipt # _____

**BERLIN TOWNSHIP MEETING ROOM
RESIDENT APPLICATION
RULES, REGULATIONS and FEES**

The Berlin Township Public Meeting Room will be available to all responsible residents, employees and organizations of Berlin Township. (No organizations operating for profit)

The Berlin Township Trustees will have final approval of persons and organizations using the meeting room.

The Township Meeting Room will be available from the hours of 9 a.m. until 12 midnight weekdays and Saturdays; and 12 noon until 9 p.m. on Sundays.

Use of the meeting room shall include: the use of the meeting room, restrooms and kitchenette; with available facilities and equipment in the kitchenette. Please use trivets for hot dishes on plastic tables.

It will be the responsibility of persons or organizations to leave the meeting room clean and in order (**vacuum floor, wipe off all tables**) and **deposit all waste** in provided refuse receptacles **on the east side of the building** when leaving.

MEETING ROOM CAPACITY – Eighty (80) persons

NO PARKING in front of any exterior doors at the building facility

NO BLOCKING of egress doors

NO ALCOHOLIC BEVERAGES

NO TAPE on wall or ceiling

NO SMOKING anywhere inside the facility

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

NO RENTING, LEASING OR LOANING of chairs, tables or any other equipment owned by the township

*****FEES PAYABLE IN ADVANCE** will be Eighty Five dollars (\$85.00) per meeting which includes a Fifty dollar (\$50.00) refundable deposit. Any person or organization leaving the meeting room in unsatisfactory condition will forfeit the refundable deposit as a clean up charge and pay for any damage to the building or equipment. **Entrance to the building will be with use of a security tag that must be picked up from the township. Return of the deposit includes return of the security tag to the township.**

Any youth group shall be required to have a supervisor or responsible person present at all meetings.

All meetings will be posted on a calendar in the meeting room.

RULES and REGULATIONS will be posted in the meeting room and will be available upon request. All rules, regulations are subject to change by order of the Berlin Township Trustees without notice.
Renter or Responsible Party agrees to hold Berlin Township harmless of any liability.

EMERGENCY CONTACT PERSONS: Cathy Rippel @ 740-549-1168; Ron Bullard @ 740-548-5463; Steve Flaherty @ 740-972-1391 and Adam Fleischer @ 740-816-6993

PRINT NAME: _____

SIGNATURE _____ DATE _____

Address _____ City _____ St. _____ Zip _____

Phone _____ RENTAL DATE _____ Receipt # _____

EXHIBIT #12 BUILDING RENTAL FEES

Township employee or official	\$35.00 per occasion
Township resident-non-employee	\$85.00 per occasion
Refundable deposit to all renters with approval of trustees to be paid within ten (10) days of rental date	\$50.00 per occasion

Any fee waivers will be determined by the Board of Trustees

Motion: Bullard
Second: Fleischer
Vote: Flaherty yes, Fleischer yes and Bullard yes

CEMETERY FEES

DISCUSSION: Smith said Buell asked that infant grave & inurnment open and closing prices be increase \$50.00. Bullard said he would like to add Monday thru Friday 8:00 a.m. to 3:00 p.m. to Exhumation.

RESOLUTION 17-01-16 APPROVE AND ADOPT CEMETERY FEES AS STATED IN EXHIBIT #13

EXHIBIT #13

SALES -

Grave lot sale-Township resident at time of sale	\$ 200.00 per grave lot
Grave lot sale-Delaware County resident at time of sale	\$ 600.00 per grave lot
Grave lot sale-Non-County resident at time of sale	\$1,200.00 per grave lot

INTERMENT and INURNMENT -

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

Open/Close grave-Monday-Friday- Adult grave	\$ 400.00 per opening
Open/Close grave-Saturday, Sunday & Holiday- Adult grave	\$ 700.00 per opening
Open/Close grave-Monday-Friday- Infant grave (hand dig) - Limit one (1) burial per grave lot Inurnment (hand dig) - Limit two (2) inurnments per grave lot	\$ 200.00 per opening **
Open/Close grave-Saturday, Sunday & Holiday- Infant grave-(hand dig) - Limit one (1) burial per grave lot Inurnment (hand dig) - Limit two (2) inurnments per grave lot	\$ 250.00 per opening **

All interments must be in vault (no polyethylene) for burial

CEMETERY DEEDS -

Cemetery Deed transfer	\$ 25.00 for each grave space transferred
------------------------	---

FEE WAIVERS

Any fee waivers will be determined by the Board of Trustees

CEMETERY MARKER FOUNDATIONS -

All concrete marker foundations will be constructed in accordance with rules adopted by the Berlin Township Trustees.

Charge for marker foundations (concrete)

Military only-ground level-Minimum charge (1 ft. x 2 ft.)	\$ 125.00
Excess of 1 ft. x 2 ft.	\$.65 per sq. surface Inch
Non-Military – Regular Foundation	\$.65 per sq. surface inch
Foundation (concrete) poured after the allowed May and September pour dates	\$.90 per sq. surface inch
Minimum charge Must have approval of cemetery sexton	\$ 750.00 per foundation

Foundation (concrete) to be formed, so as to be level with finished edges three (3) to four (4) inches above the ground and minimum of three (3) inch perimeter on base outside the marker size **EXCEPTION: NO EXTRA PERIMETER ON BASE OUTSIDE MARKER SIZE FOR MILITARY GROUND LEVEL ONLY**

Foundation (concrete) to be poured to minimum depth of thirty (30) inches below ground

Removal of Foundation (concrete) cost to be determined at time of requested removal

EXHUMATION - Monday through Friday 8:00 a.m. to 3:00 p.m. **

Adult grave	\$ 550.00 per vault
Infant grave or Inurnment	\$ 150.00 per vault/urn

Motion: Bullard
Second: Fleischer
Vote: Flaherty yes, Fleischer yes and Bullard yes

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

** Increased or added in 2017

ZONING PERMIT FEES

DISCUSSION: Bullard said he talked to Heid and he didn't have anything. Flaherty said with Rippel going out to townships she could get print out of their rates and address if need be but we are in the ballpark in most areas.

RESOLUTION 17-01-17 APPROVE AND ADOPT 2017 ZONING FEES AS LISTED IN EXHIBIT #14

EXHIBIT #14 BERLIN TOWNSHIP ZONING FEE SCHEDULE Effective 1/1/2017

Penalty for LATE applications, NO applications or INCOMPLETE applications 100% of regular fee

Make all checks payable to: BERLIN TOWNSHIP TRUSTEES RESIDENTIAL

- | | | |
|-----|--|--|
| 1. | Single Family Residence | \$350.00 each |
| 2. | All residential remodeling with structure change or additions to dwelling or garage including addition of attached garage | \$ 75.00 each |
| | Burnout, tornado, or natural disaster | NO CHARGE |
| 3. | Garages, carports, decks, pole buildings, pergola, pavilion, gazebo and other storage buildings | \$ 75.00 each |
| 4. | Small accessory or storage buildings and small decks (less than 100 sq. ft.)
Utility building (less than 100 sq. ft.) | NO CHARGE |
| 5. | Temporary Mobile Home for six (6) mos. (Burnout, tornado, or natural disaster victim exempt) | \$ 50.00 each |
| | Renewal six (6) months (Burnout, tornado, or natural disaster victim 12 month renewal-exempt) | \$ 25.00 each-not more than twice |
| 6. | Mobile Home for farm labor | \$ 125.00 |
| 7. | Swimming Pool | \$ 75.00 each |
| 8. | Converting One-family dwelling into multi-family | \$ 100.00 per unit |
| 9. | Single Family Dwelling used as Model Home for six (6) months | \$ 400.00 each |
| | RENEWAL - six (6) months as long as model home until 90% of zoning permits in entire planned subdivision are issued | \$ 400.00 each |
| 10. | Multi-Family (twin single, apartment building, townhouses, condominium) | \$ 100.00 per dwelling unit OR
\$ 300.00 minimum per occupied building |
| 11. | Temporary tool, supply and construction office trailer for six (6) months. | \$ 300.00 each |
| | RENEWAL - six (6) months-zoning inspector's discretion | \$ 300.00 each renewal |
| 12. | SIGNS - Permanent | \$ 300.00 each |
| | Temporary-six (6) months renewal at zoning inspector's discretion) | \$ 200.00 each |
| | Garage & Yard Sale | NO CHARGE |
| 13. | Variance, Appeal and Conditional Use Hearings (transcript available at | \$ 650.00 to include court reporter |

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

- additional cost to applicant)
Additional fee per hearing after 2nd hearing \$ 600.00
- 14. Review Lot Split \$ 50.00 each
- 15. **ALL REZONING APPLICATIONS** \$ 500.00 **plus**
\$ 200.00 per acre
Preliminary Development Plan hearing separate from Rezone \$ 600.00
Final Development Plan hearing separate from Rezone \$ 600.00
Additional fee per hearing after 2nd hearing \$ 600.00
- 16. Modification of approved zoning plan \$ 600.00 each
- 17. Revision to original application (after one (1) month) \$ 100.00 each

COMMERCIAL & INDUSTRIAL

- 1. All new Commercial & Industrial (per building) \$ 350.00 **plus**
\$ 35.00 per 100 sq. ft.
- 2. All Commercial & Industrial (per building) \$ 350.00 **plus**
Remodeling, structure change \$ 35.00 per 100 sq. ft.
or additions to building.
- 3. Small accessory or storage buildings and \$ 200.00 each
small decks (less than 100 sq. ft.)
Utility building (less than 100 sq. ft.)
- 4. Temporary tool, supply and construction \$ 300.00 each
office trailer for six (6) months.
RENEWAL - six (6) months-zoning inspector's \$ 300.00 each
discretion.
- 5. Swimming Pool \$ 75.00 each
- 6. Borrow Pit \$1,000.00 each
- 7. **SIGNS** - Permanent \$ 300.00 each
Temporary (six months renewal at \$ 200.00 each
zoning inspector's discretion)
Garage & Yard Sales **NO CHARGE**
- 8. **ADMINISTRATIVE REVIEW** - Approve Plats & \$
Subdivisions
Minor-less than five (5) lots \$ 400.00 each
Major-five (5) lots or more \$ 500.00 each
- 9. Review Lot Split \$ 50.00 each
- 10. **ALL REZONING APPLICATIONS** \$ 500.00 **plus**
\$ 200.00 per acre
Preliminary Development Plan hearing separate from Rezone \$ 700.00
Final Development Plan hearing separate from Rezone \$ 600.00
Additional fee per hearing after 2nd hearing \$ 600.00
- 11. Variance, Appeal and Conditional Use \$ 650.00 to include
Hearings (transcript available at court reporter
additional cost to applicant)
Additional fee per hearing after 2nd hearing \$ 300.00
- 12. Modification of approved zoning plan \$ 600.00 each
Revision to original application (after one (1) month) \$ 100.00 each

MISCELLANEOUS

- 1. Refunds for withdrawal of BZC or BZA applications \$
will be the amount of the original fee less any
and/or all actual costs incurred by the township
prior to the withdrawal action. All withdrawal
requests must be in writing and dated.
- 2. Zoning Books \$30.00 each
- 3. Comprehensive Land Use Plan Book \$75.00 each
- 4. Land Use & Zoning Maps \$ 2.00 each

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

- 5. Fee for returned checks \$25.00 each
- 6. Photo copies for 8.5 x 11 & legal .25 per page
- 7. Large copes or drawing that have to be done out of house \$10.00 processing fee & \$ 8.50 per copy

All larger sizes are priced at cost.

Motion: Bullard
 Second: Flaherty
 Vote: Fleischer yes, Bullard yes and Flaherty yes

TOWNSHIP DRIVEWAY PERMIT

RESOLUTION 17-01-18 APPROVE ALL RESIDENTIAL, FARM, COMMERCIAL AND INDUSTRIAL DRIVEWAY PIPE PERMITS SHALL BE \$100.00 EACH.

Motion: Bullard
 Second: Flaherty
 Vote: Fleischer yes, Bullard yes and Flaherty yes

Bullard said he thinks we need a driveway surfacing permit because we have a problem on Curve Road where a driveway got poured and it's not in the right location. Flaherty said they never got a permit. Bullard said the only thing is permit is for is to set a tile, it does not address resurfacing so we need to change this driveway permit or make another permit for the surfacing of it. He thinks this needs to be done pretty quickly.

RESOLUTION 17-01-19 APPROVE \$5,000.00 FOR CONTRACT SERVICES FOR ZONING DEPARTMENT TO BE PROVIDED BY DELAWARE COUNTY REGIONAL PLANNING NOT TO EXTEND BEYOND DECEMBER 31, 2017 AND TO BE MANAGED BY THE ZONING INSPECTOR

Motion: Bullard
 Second: Flaherty
 Vote: Bullard yes, Flaherty yes and Fleischer yes

RESOLUTION 17-01-20 ACCEPT AND APPROVE 2017 MOWING CONTRACT FEE FOR CHESHIRE AND PEACHBLOW CEMETERIES AND BERLIN SITE-2708 LACKEY-OLD STATE ROAD-WITH STEWCARE, INC.

Cheshire Cemetery	\$1,026.13 per mowing cut
Peachblow Cemetery	\$ 66.27 per mowing cut
Berlin site-2708 Lackey-Old State Road	\$ 192.76 per mowing cut

Motion: Bullard
 Second: Flaherty
 Vote: Bullard yes, Flaherty yes and Fleischer yes

RESOLUTION 17-01-21 ACCEPT AND APPROVE FERTILIZER, WEED AND FEED AND INSECT CONTROL PROGRAM 2017 CONTRACT FEE FOR CHESHIRE AND PEACHBLOW CEMETERIES AND THE BERLIN SITE AT 2708 LACKEY-OLD STATE ROAD-WITH STEWCARE, INC.

Four (4) fertilization applications at Cheshire & Peachblow Cemeteries and three (3) at Berlin Township Firehouse recommended for application by Stewcare, Inc. With the option to increase an application if needed.

Cheshire Cemetery:	\$3,493.73 per time
Berlin Township Firehouse:	\$1,130.03 per time
Peachblow Cemetery:	\$ 106.02 per time

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

Motion: Bullard
 Second: Flaherty
 Vote: Flaherty yes, Fleischer yes and Bullard yes

WAGE SCHEDULE

DISCUSSION: Bullard said he is fine with a 2% increase and Flaherty & Fleischer agreed. Smith asked if this also includes zoning board meetings. Bullard said he feels it should because we are adding work to them. Flaherty said he thought about increasing their pay as we are asking them to have two meetings a month now and to him is worthy of more than a 2% raise. Smith said if their meeting goes for more than the normal two hours they are compensated for it where before they were just get the meeting rate. Fleischer said he doesn't see any reason to change it at this point.

RESOLUTION 16-01-22 APPROVE AND ADOPT A 2% WAGE INCREASE FOR 2017 FOR ALL HOURLY EMPLOYEES EFFECTIVE JANUARY 1, 2017 ALL WAGE INCREASE RATES TO BE ROUNDED UP TO THE NEAREST NICKEL AND EXCLUDES CAREY AND CARR

EXHIBIT #16

TOWNSHIP PERSONNEL POSITIONS & PAY RATES

POSITION	2016 PAY RATE 2%	2017 Pay Rate 2%
ADMINISTRATIVE		
Assist. To Fiscal Officer	\$28.50 hr.	\$29.10 hr.
Other Clerical	\$12.85 hr.	\$13.10 hr.
BUILDING		
Custodian	\$14.00 hr.	\$14.30 hr.
Labor	\$14.00 hr.	\$14.30 hr.
CEMETERY		
Sexton	\$360.00 mo.	\$367.20 mo.
Labor-Sexton (foundation, hand dig grave, other as assigned)	\$20.75 hr.	\$21.20 hr.
Sexton Assistant	\$14.00 hr.	\$14.30 hr.
Labor Other	\$13.95 hr.	\$14.25 hr.
Cemetery Clerk	\$18.00 hr.	\$18.40 hr.
ROAD		
2 Hour minimum paid call in		
Road Superintendent	\$24.85 hr.	\$25.35 hr.
Laborer II	\$18.70 hr.	\$19.10 hr.
Laborer II - New Hire	\$16.70 hr.	\$17.05 hr.
Laborer I	\$13.80 hr.	\$14.10 hr.
Laborer - part-time	\$13.80 hr.	\$14.10 hr.
Truck Driver-CDL Casual Labor	\$20.85 hr.	\$21.30 hr.
Truck Driver-no CDL	\$13.80 hr.	\$14.10 hr.
FIRE		
Fire Chief (Annual salary)	\$72,062.30 yr.	\$73,503.55 y
(bi-weekly hourly rate-adjusted to salary-Dec.)	\$34.70 hr.	\$35.40 hr.

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

Fire Chief (Part-time)	\$18.40 hr.	\$18.80 hr.
Assistance Fire Chief (Full-time)	\$26.05 hr.	\$20.10 hr.
Assistance Fire Chief (Part-time)	\$16.30 hr.	\$16.65 hr.
Fire Captain (Full-time)	NA	\$17.30 hr.
Full-time Lieutenant	\$20.50 hr.	\$20.95 hr.
Full-time Lieutenant (Probationary)	\$18.70 hr.	\$19.10 hr.
Full-time Firefighter	\$20.65 hr.	\$21.10 hr.
Full-time Firefighter (Probationary)	\$17.05 hr.	\$17.40 hr.
Part-time Firefighter Lieutenant	\$15.45 hr.	\$15.75 hr.
Part-time Firefighter Fire Safety Inspector	\$15.45 hr.	\$15.75 hr.
Part-time Firefighter	\$13.05 hr.	\$13.35 hr.
Part-time Firefighter (Probationary)	\$10.65 hr.	\$10.90 hr.

ZONING

Full-time Inspector (annual salary)	\$42,415.10 yr.	\$43,236.40 y
(bi-weekly hourly rate adjusted to salary-Dec.)	\$20.40 hr.	\$20.80 hr.
Part-time Inspector	\$18.60 hr.	\$19.00 hr.
Part-time Inspector (substitute)	\$17.75 hr.	\$18.10 hr.
Part-time Office Secretary	\$17.70 hr.	\$18.05 hr.
Temporary Clerical	\$14.05 hr.	\$14.35 hr.
Board Clerk - L. Knapp	\$18.00 hr.	\$18.40 hr.
Board Clerk (new hire)	\$14.85 hr.	\$15.15 hr.
Township fiscal officer-clerk zoning mtg.	\$23.70 hr.	\$24.20 hr.
Zoning board members attendance at informal meetings	\$17.75 hr.	\$18.10 hr.
Zoning Board members – Training Rate	\$13.00 hr.	\$13.30 hr.

Zoning Board Meeting Rates

Board Clerk - L. Knapp	\$32.50 hr.	\$33.15 hr.
BZA & BZC Chairman	\$37.50 hr.	\$38.25 hr.
BZA & BZC Board Members	\$27.50 hr.	\$28.05 hr.
BZA & BZC Alternate Members	\$27.50 hr.	\$28.05 hr.
BZA & BZC Members & Alternates- (special assignments as authorized by Board of Trustees - Maximum 20 events per year)	\$27.50 hr.	\$28.05 hr.
BZA & BZC Chairman (Meeting prep & administrative duties)	\$17.05 hr.	\$17.40 hr.
Zoning Inspector-RPC & other meetings as directed by Board of Trustees	\$27.50 hr.	\$28.05 hr.
RPC Representative	\$27.50 hr.	\$28.05 hr.
RPC Alternate	\$27.50 hr.	\$28.05 hr.

Motion: Bullard
 Second: Fleischer
 Vote: Flaherty yes, Fleischer yes and Bullard yes

RESOLUTION 17-01-23 APPROVE ESSENTIAL PART-TIME PERSONNEL BE PAID ONE AND HALF TIMES THEIR PAY RATE FOR EACH DAY AS NOTED IN THE TOWNSHIP HOLIDAY OBSERVANCE POLICY. HOURS WORKED WILL BE BASED ON A 0100 TO 2400 HOUR SCHEDULE EFFECTIVE JANUARY 1, 2017

Motion: Bullard
 Second: Flaherty

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

Vote: Fleischer yes, Bullard yes and Flaherty yes

DISCUSSION: Smith said she received emails from Korleski, Cook, Valentine and Bardash that they would like to continue on and also a resignation letter from Tom Roll. She said they have not heard from Robertson so they asked that he be removed.

RESOLUTION 17-01-24 APPROVE ACCEPTING RESIGNATION FROM TOM ROLL FROM BZA EFFECTIVE DECEMBER 31, 2016

Motion: Bullard
Second: Flaherty
Vote: Flaherty yes, Fleischer yes and Bullard yes

RESOLUTION 17-01-25 APPROVE EXHIBIT #17-ZONING COMMISSION, BOARD OF ZONING APPEALS, BZC & BZA ALTERNATES, REGIONAL PLANNING REPRESENTATIVE AND ALTERNATE WITH CHANGES AS LISTED

EXHIBIT #17 LIST OF ZONING COMMISSION AND BOARD OF ZONING APPEALS MEMBERS WITH TERMS, ALSO INCLUDED ARE NAMES OF BZC AND BZA ALTERNATES AND REGIONAL PLANNING COMMISSION REPRESENTATIVE AND ALTERNATE

BZC BOARD

Ken O'Brien	term expires	3-1-2018
Antoinette Korleski	term expires	3-1-2019
Darcy Kaplan	term expires	3-1-2020
Steve Spangler	term expires	3-1-2021
Jerry Valentine	term expires	3-1-2022

BZC ALTERNATE

Mike Bardash	term expires	3-1-2018
Martin Johnson	term expires	3-1-2018

BZA BOARD

Chairman	Michael Morrill	term expires	12-31-2017
	Don Sutton	term expires	12-31-2018
	Brad Cook	term expires	12-31-2019
	Tom D'Amico	term expires	3-1-2020
	Joe Korleski	term expires	3-1-2021

BZA ALTERNATE

Open Position
Open Position

RPC REPRESENTATIVE

Chet Heid	term expires	3-1-2018
-----------	--------------	----------

RPC ALTERNATE

Ken O'Brien	term expires	3-1-2018
-------------	--------------	----------

Motion: Bullard
Second: Fleischer
Vote: Flaherty yes, Fleischer yes and Bullard yes

RESOLUTION 17-01-26 APPROVE CERTIFIED LIST OF FIREFIGHTERS SUBMITTED BY FIRE CHIEF CRAIG HALL ON DECEMBER 15, 2016

*Berlin Township
Fire Department
2708 Lackey Old State Rd
Delaware, Ohio 43015
(740) 548-6031*

Craig A. Hall Fire Chief

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16



Part Time Fire Chief Craig A. Hall	240FFIIFII/EMT-B/CFSI/CFI
Full Time Assistant Chief Joe Pichert	240FFIIF/EMT-P
Full Time Captain Mark Carey	240FFII/EMT-B/CFSI
Full Time Captain Tim Carr	240FFII/EMT-P
Part Time Lieutenant Chris Paykoff	36FFI
Part Time Lieutenant Sam Reda	240FFII/EMT-B
Part Time Lieutenant Steve Arnold	240FFII/EMT-I/CFSI/Fire Inst.
Part Time Firefighter Greg Prantl	240FFII/EMT-B/CFSI/Fire Inst.
Part Time Firefighter Tom Bensen	240FFII/CFI/Fire Inst.
Part Time Firefighter Jody Fortney	36FFI/EMT-P
Part Time Firefighter Brian Lesch	240FFII/EMT-P
Part Time Firefighter Ryan Strohl	240FFII/EMT-P/Fire Inst.
Part Time Firefighter Daniel Curtiss	240FFII/EMT-P
Part Time Firefighter Stephen Thompson	240FFII/EMT-P
Part Time Firefighter Keith Ernsberger	240FFII/EMT-P/Fire CE Inst.
Part Time Firefighter Nicholas Arnold	240FFII/EMT-P
Part Time Firefighter Ryan Kirby	240FFII/EMT-P
Part Time Firefighter Sean Worley	240FFII/EMT-P/EVOC Inst.
Part Time Firefighter Neal Brock	240FFII/EMT-P/Fire Inst/EMS Inst.
Part Time Firefighter Dalan Zartman	240FFII/EMT-P/Fire CE Inst.
Part Time Firefighter Tyler McFarland	240FFII/EMT-P
Part Time Firefighter Tobias Cook	240FFII/EMT-B
Part Time Firefighter Robert McClintock	240FFII/EMT-B
Part Time Firefighter Brandon Conley	240FFII/EMT-B
Part Time Firefighter Andrew Glenn	240FFII/EMT-P
Part Time Firefighter Chelsey Carothers	240FFII/EMT-P

The above are certified at hazmat operations level training.

I certify the following above names as certified Fire Department Employees, as of December 15, 2016.
Craig A. Hall, Fire Chief

Motion: Bullard
Second: Flaherty
Vote: Bullard yes, Flaherty yes and Fleischer yes

FIRE DEPARTMENT POLICIES

RESOLUTION 17-01-27 APPROVE FIRE DEPARTMENT POLICIES AS WRITTEN FOR THE FIRE DEPARTMENT, FIRE DEPARTMENT TRAINING AND FOLLOW THE STATE LAW ON PHYSICAL EXAM REQUIREMENTS AS DEFINED BY OHIO ADMINISTRATIVE CODE CHAPTER 41231221

Motion: Bullard
Second: Flaherty
Vote: Bullard yes, Flaherty yes and Fleischer yes

**ESTABLISH POLICY – CLOTHING ALLOWANCES
FIRE DEPARTMENT**

RESOLUTION 17-01-28 APPROVE CLOTHING REPLACEMENT TO INCLUDE COST UP TO \$200.00-ONE (1) PAIR STEEL TOE WORK BOOTS FOR EACH FIREFIGHTER THAT HAS PASSED THEIR PROBATIONARY PERIOD. EMPLOYEE MUST PROVIDE ORIGINAL RECEIPT TO FISCAL OFFICER FOR REIMBURSEMENT OF PURCHASED APPAREL, NO SALES TAX WILL BE REIMBURSED. REPLACEMENT

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

REQUIRES FIRE CHIEF APPROVAL BEFORE REIMBURSEMENT AND ALL ITEMS PAID FOR BY THE TOWNSHIP REMAINS THE PROPERTY OF THE TOWNSHIP

Motion: Bullard
Second: Flaherty
Vote: Flaherty yes, Fleischer yes and Bullard yes

ESTABLISH POLICY – SAFETY CLOTHING ROAD DEPARTMENT

RESOLUTION 17-01-29 APPROVE TOWNSHIP OR EMPLOYEE PURCHASE OF TOWNSHIP SAFETY CLOTHING AND GEAR FOR ROAD DEPARTMENT EMPLOYEES WITH COST UP TO: \$200.00 FOR STEEL TOE WORK BOOTS AND \$150.00 – CARHART JACKET, BIB OVERALLS & DUCK HOOD AS NEEDED AND CERTIFIED BY A TRUSTEE PRIOR TO PURCHASE. ROAD EMPLOYEE MUST PROVIDE APPROVED ORIGINAL RECEIPT TO FISCAL OFFICER FOR REIMBURSEMENT OF PURCHASED APPAREL. NO SALES TAX WILL BE REIMBURSED. ALL ITEMS PAID FOR BY THE TOWNSHIP REMAINS PROPERTY OF THE TOWNSHIP

Other safety apparel to be provided and paid for by the township includes, but is not limited to, traffic safety vests, seventeen (17) in. over-the-shoe boots, wet weather gear, ear (noise) protection, hard hats, safety glasses/goggles, gloves and weekly uniform maintenance. **All uniform and safety equipment will be expected to be worn/used by township employees.**

Motion: Bullard
Second: Flaherty
Vote: Flaherty yes, Fleischer yes and Bullard yes

ESTABLISH DEPARTMENT WORK HOURS

DISCUSSION - Bullard said at this point he was not going to change anything but they have talked about four, ten hour days for the road department and he understands the good parts but he wants to understand the bad parts which are not having anyone here on Fridays when they work Monday through Thursday and if it snows on Friday everything is done on overtime. He said the county does five, eight hour days through the winter and during the summer they are doing a rotating four, ten hour days so there is always coverage. Flaherty said Hubbard said Irwin and Paykoff could work Monday through Thursday and he would work Tuesday through Friday. Flaherty said they would have to plan their main projects Tuesday through Thursday. Bullard said he told Irwin that they would keep the hours the same but work on getting it the way they want.

Flaherty said he is okay with zoning department hours but the zoning secretary is where he talked about moving her to full-time. He thinks it's a title change but doesn't know what to call it. Smith asked if a study was done to see if it warrants increasing the hours because an audit was done previously, reducing it a part-time job. Flaherty said the workload from the zoning department alone is taking care of itself within those hours and occasionally it might exceed the part-time hours. He said he is looking for someone always being here as we get bigger as a township. People call in after 1:30 p.m. and there is no one here. He said we are the only zoning department that does not carry 8:00 a.m. to 4:30 p.m. hours in this area of our size. Liberty, Concorde, Orange, Genoa and Harlem which is the level that we are thrown into, all do. He is not looking at this from a zoning office secretary position, this is paying to have someone here to answer the phones. Smith said you are looking at providing vacation, sick time, holidays and insurance benefits which is a lot more money. Flaherty said there are things that Smith is handling that can be thrown on that staff. He said they can do it on a probationary trial basis and see but with the website, the message board which really doesn't take that much time and Facebook, there probably are not fifteen (15) hours of additional work. He said you get into the same thing as with Irwin that you only have these amounts of hours to work at and you're in the middle of stuff and you leave then you're playing an hour catch up the next day just to get back to the point where you were at. Flaherty said increasing our population, our clientele expect it. Fleischer said he

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

doesn't feel prepared to make a decision tonight as he would like to sit down and talk to Ripple and other people and he thinks the numbers need to be run through. Flaherty said he told them in November that he would be coming to the organization meeting asking to move her to full-time. Bullard said he was not comfortable either and said it is a step and when we take it we don't reverse it. He said he was here when they reversed it and it was not fun. Flaherty said that was done right after the bubble burst and housing went down and now we are back. Smith said we can only get so big and then it will stop again. Flaherty said but then we will have 14,000 residents. Fleischer said we have talked about staggering Heid's and Rippel's hours also. Flaherty said he doesn't think the zoning inspector is at a level of full-time yet and doesn't see it going there. Flaherty said this is what he is asking for and they can choose to do it or not do it. Fleischer said he was under the impression that there would be some productivity cost analysis done of Heid & Rippel. Flaherty said unless you have them track every move they make and put a time with it, he thinks anyone that has been in a managerial position can come in and look at the level of work load and the level of stuff going on and understand time sensitivity and what's involved. Fleischer asked what the total cost would be and Smith said insurance could be \$1,400 a month on up. Flaherty asked Smith to get a quote for the insurance by the next meeting.

RESOLUTION 17-01-30 APPROVE WORK HOURS AS STATED WITH THE REVISION THAT ROAD DEPARTMENT UNPAID LUNCH CAN BE TAKEN AT THE EMPLOYEES DISCRETION

ROAD DEPARTMENT -

Full-time Road Employees -

Hours **8:00 a.m. to 4:30 p.m.** Monday through Friday

EXCEPTION – Snow Removal and/or other times as needed or directed by the Board of Township Trustees

Work week shall consist of forty (40) hours, Monday through Friday. Thirty (30) minute unpaid lunch time at employee's discretion, Monday through Friday. Two (2) fifteen (15) minute paid work breaks per eight (8) hour work day; one in the morning and one in the afternoon, Monday through Friday.

ZONING DEPARTMENT -

**Regular Office Hours - 8:30 a.m. to 2:00 p.m. – Monday through Friday
Other hours by appointment**

**Zoning Inspector - 9:00 a.m. to 2:00 p.m. – Monday through Friday
Other hours by appointment**

Work week shall consist of twenty five (25) hours, Monday through Friday.
No lunch breaks or work breaks.

Zoning Office Secretary - 8:30 a.m. to 1:30 p.m. – Monday through Friday

Work week shall consist of twenty five (25) hours, Monday through Friday.
No lunch breaks or work breaks.

Offices will be closed on holidays and/or other designated days in order that all full-time employees in the Fire and Road departments can celebrate the holiday.

Motion: Bullard
Second: Flaherty
Vote: Fleischer yes, Bullard yes and Flaherty yes

Bullard said at the January 9th meeting they will reevaluate the zoning office hours to determine whether longer office hours are needed.

ESTABLISH 2017 SPECIAL EVENTS CALENDAR

DISCUSSION: Bullard said at this time they don't know what the dates will be. He also said he would like to ask Fowler if it's okay to have the Food and Toy Drive. Flaherty said he will look to see when Olentangy Schools take their spring break.

RESOLUTION APPROVE SPECIAL EVENTS DATES AND TIMES WITH THE

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. 2016 ORGANIZATIONAL MEETING DECEMBER 28, 15

17-01-31 ADDITION OF THE TOUCH A TRUCK EVENT & THE FOOD & TOY DRIVE, TIMES TO BE DETERMINED

Saturday, DATE TO BE DETERMINED – 1:00 p.m. to 3:00 p.m. - Spring Open House with Egg Hunt

Saturday, May 6, 2017 - 7:30 a.m. to 12:00 noon - Township Cleanup Day

Saturday DATE TO BE DETERMINED - Time To Be Determined - Touch A Truck Event

Sunday, October 29, 2016 - 1:00 p.m. to 3:00 p.m. - Halloween Open House

Tuesday, October 31, 2016 - 6:00 p.m. to 8:00 p.m. – Beggar’s Night

Saturday, DATE AND TIME TO BE DETERMINED - Food & Toy Drive For People In Need

Motion: Bullard
Second: Flaherty
Vote: Fleischer yes, Bullard yes and Flaherty yes

RESOLUTION APPROVE 2017 TEMPORARY APPROPRIATIONS NOT TO EXCEED \$5,231,862.84
17-01-32

2017 TEMPORARY APPROPRIATIONS

1000 General Fund	\$3,400,000.00
2011 Motor Vehicle License Tax Fund	\$ 22,000.00
2021 Gasoline Tax Fund	\$ 165,500.00
2041 Cemetery Fund	\$ 109,565.00
2042 SPRBA	\$ 125,000.00
2111 Fire Fund	\$1,534,800.00
2181 Zoning Fund	\$ 141,250.00
2231 Motor Vehicle Permissive License Tax Fund	\$ 109,000.00
4304 Capital Project-Park	\$ 2,255.88
4401 Public Works Commission Project	<u>\$ 87,996.96</u>

Total Temporary Appropriations \$ 5,697,367.84

Motion: Bullard
Second: Flaherty
Vote: Bullard yes, Flaherty yes and Fleischer yes

ORGANIZATIONAL PORTION OF MEETING CONCLUDED at 10:06 p.m.

Regular Business Items

RESOLUTION AUTHORIZE PAYMENT OF UP TO \$5,382 DELAWARE COUNTY REGIONAL PLANNING MEMBERSHIP DUES @ \$1.04 PER CAPITA ESTIMATED POPULATION OF 7,234 - DELAWARE COUNTY REGIONAL PLANNING
17-01-33

Motion: Bullard
Second: Flaherty
Vote: Bullard yes, Flaherty yes and Fleischer yes

RESOLUTION APPROVE 2017 GENERAL HEALTH DISTRICT ASSESSMENT \$10,021.17 - DELAWARE COUNTY HEALTH DISTRICT
17-01-34

Motion: Bullard
Second: Fleischer
Vote: Flaherty yes, Fleischer yes and Bullard yes

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2017 ORGANIZATIONAL MEETING DECEMBER 28, 16

RESOLUTION 17-01-35 APPROVE TRANSFERING \$25,000 FROM GENERAL FUND TO SPRBA ACCOUNT

Motion: Bullard
Second: Flaherty
Vote: Flaherty yes, Fleischer yes and Bullard yes

Bullard said a portion of this money will be spent on the Columbarium and remodel of cemetery.

FISCAL OFFICER ITEMS

HEALTH INSURANCE OPEN ENROLLMENT PERIOD-Open enrollment for health insurance will be from January 1 to January 12, 2017.

EMPLOYEE CHANGES IN PAYROLL INFORMATION-Employees wishing to change any payroll information must submit it to the fiscal officer prior to the next pay date. Records will be changed prior to the next regular pay date after receipt of request by fiscal officer.

LATE ITEMS: None

RESOLUTION 17-01-36 MOTION TO ADJOURN 2017 ORGANIZATIONAL MEETING @ 10:12 P.M. MONDAY DECEMBER 28, 2016

Motion: Bullard
Second: Fleischer
Vote: Flaherty yes, Fleischer yes and Bullard yes

Meeting adjourned at 10:12 p.m.

Ron Bullard, Trustee

Steve Flaherty, Trustee

ATTEST:

Claudia Smith, Fiscal Officer

Adam Fleischer, Trustee