

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m. Regular Meeting March 28, 16**

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

**CALL TO ORDER:** Adam Fleischer Trustee Chairman

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Assistant Fire Chief Joe Pichert

**ROLL CALL:** Adam Fleischer, Steve Flaherty, Ron Bullard was absent and Claudia Smith, Fiscal Officer

**ATTENDANCE:** Fire Chief Craig Hall and Assistant Fire Chief Joe Pichert

**PUBLIC COMMENT:** Fleischer asked if there were any. Hearing none they moved onto the next item on the agenda.

Fleischer said he would like to thank the fire department for the work they did in putting together the Easter egg hunt. Flaherty said in addition to that he would like to thank Trebel LLC for their continued support of this and providing the eggs. He said he thought there were less people there but spring break just started and with the holiday people may have been out of town.

**RESOLUTION 16-03-13 APPROVE THE 3/14/2016 MEETING MINUTES AND DISPENSE WITH THE READING**

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

**FISCAL OFFICE:**  
**Frank Gates Group Rating** – Smith by going with the Frank Gates Careworks Township Program we receive a 38% discount.

**RESOLUTION 16-03-14 APPROVE \$1,550.00 TO CAREWORKS COMP FOR 2017 WORKER’S COMPENSATION GROUP RATING PROGRAM**

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

Smith said she received an invoice from Accent for the telephone support for one year.

**RESOLUTION 16-03-15 APPROVE \$850.00 TO ACCENT FOR TELEPHONE TOTAL SERVICE PROGRAM FOR ONE YEAR**

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

Smith asked if they still wanted to have Heid & Erwin join the Ohio Township Association which is only \$10.00 each and if they attend the winter conference will save \$30.00 each on the attendance fee. Flaherty said he thinks it’s worth it.

Smith said she was audited Thursday by the Ohio Police and Fire Fund and they did not find any errors. She had a letter that needed to be signed by one of the trustees. She said it would cost them \$400.00 for the audit and she had never had one done before.

Smith also asked if the township hall rentals could be placed in electronic format so everyone had access to it as she received calls and had to go look at Rippel’s calendar to see if dates were available. Flaherty said once Google email was up and running he would definitely have that done. She also asked if we wanted to create a cancellation policy as someone asked if we had one and said they wanted to have a party outside but wanted to rent the hall in case it rains they would have a place to go. Smith said now they refund the money if someone doesn’t use it and feels they could lose money if people rent it knowing they may not use it and keep someone else from being able to rent it. She said this person wanted to rent the hall on May 1 but someone else was written in for that date although

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they had not paid for it yet. Flaherty said he would think so as now we have stopped someone from renting the hall on May 1<sup>st</sup> and if the original person backs out we are out altogether. Smith feels they should have to pay the fee before they are guaranteed the hall rental. Fleischer said he thinks we could keep the entire deposit, isn't that what they typically do? They all agreed that it would be fair to not refund them the \$35 hall rental fee in the event they do not use the hall or cancel. Flaherty said he thinks it's a good policy to have and other people have it and we have to redo the hall rental application anyway as we are going to start charging if people want to put a message on the sign so he can add a cancellation policy then.

**OLD BUSINESS:**

**Cemetery Updates** – Flaherty said he gave the approval to Miller's Landscaping so they will be giving us a plan. He has a call into the columbarium company to get a quote also.

**Economic Development** – Flaherty said he called John Albers and told him not to come tonight since Bullard was not going to be here. We will add him to the April 11<sup>th</sup> meeting at 7:45 p.m. if that time works for him. He did meet with him March 15<sup>th</sup> and they went through a JEDD checklist which is a worksheet for him to wrap his head around the JEDD including who, what, where and how much. He will come to the next meeting and because it is JEDD negotiations we can go into executive session for it so we can talk and figure out what's going on. We are not deciding to do anything it's just for informational purposes and discussing the particulars which are a quite factor until you come up with an actual agreement. Evans property got approved in Orange Township so they will begin in July and we would like to get the JEDD in place by then. Smith asked if the JEDD effected Orange and Flaherty said yes, the way we have approached this is, it's an all or nothing as we don't want to separate the district and create economies that are different in Orange and Berlin and Orange is on board and are interested in pursuing. We will figure out what we want first and then have a joint meeting with Orange to discuss it as a whole and then get the agreement and pick a municipal partner and move forward.

**Fire Department Staffing & 56 Hour Work Week** – Fleischer said unfortunately we haven't gotten anything back from Fowler but asked the fire chief and assistant fire chief if they felt comfortable with them approving the resolution as it stands as he was and Flaherty said he was. Fleischer said we can always amend it.

**RESOLUTION  
16-03-16**

**APPROVE A FIFTY-SIX HOUR WORK WEEK FOR FULL-TIME  
FIREFIGHTERS AND THE TERMS DEFINED IN THE RESOLUTION  
HIRING A FULL-TIME FIREFIGHTER FOR THE BERLIN  
TOWNSHIP FIRE DEPARTMENT AND ESTABLISHING THE TERMS  
& CONDITIONS OF SUCH EMPLOYMENT EFFECTIVE MARCH 28,  
2016.**

Motion: Fleischer

Second: Flaherty

Discussion: Flaherty said it is defined as something that the county prosecutor has approved at another entity, he has not signed-off on this but in the sake of time we will proceed as we have not changed anything and if there are discrepancies we can retroactively change it but it helps the fire department to move forward with hiring and getting everyone on a fifty-six hour work week. Fleischer said this is being done to hopefully get a routine schedule and better coverage.

Vote: Fleischer yes and Flaherty yes

Flaherty asked if the document was given to each employee and Pichert said it is an agreement between the trustees and the employee. Smith asked who all was going on the fifty-six hour work week and Pichert said Carey, Pichert and a new person. Hall asked if this resolution would supersede the employee handbook as this states a twelve month probation period and the handbook says it's only a six month probation. He said they are finding out that they do a great job for six months and then slack off. Smith said even though they pass their probation, if they do something wrong you write them up. (The twenty-three page document can be viewed in the fiscal office.)

Hall said the OTARMA rep once said they could come out and do a harassment class and asked if they could get them to do that. He thanked Smith for letting him know of classes that are offered by OTARMA as he has taken some and thinks they are awesome and thinks they would be great to offer to the employees. Fleischer said he doesn't have a problem

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looking into it and recommending it but thinks at the Chief Hall’s discretion if he thinks it’s something he wants to mandate for every fire-fighter. Flaherty said if there is a cost then they have to come to us. Smith said she would email KLA Risk Consultants and see what is available. Chief Hall also asked them to consider training employees on the AED unit as there are a lot of functions at the township hall, card players, BZA & BZC meetings and there probably isn’t anyone here that knows how to use the AED unit and CPR classes. And even though the EMS are only a few minutes away they could possibly save someone’s life and make a difference if they knew what to do. Flaherty asked Chief Hall to set something up. Chief Hall said one of his goals when the other firefighters are on board is that they be instructors and they will go to businesses for free and teach CPR, AED and fire extinguishers.

**Property Purchases** – Smith said Bullard requested an appraisal of the property on Old State. Fleischer said he spoke to the Evans property developers about connecting the Marina to the property they have across the street and they are open minded and willing to work with us.

**Sign Grant** – Flaherty said Irwin went to a meeting regarding the sign grants and originally we thought we could replace all our signs but we aren’t doing that anymore. We are using the grant to replace the signs that we need. He said we were proactive back when we did it and this is to catch up the people that didn’t do it so now they get a free meal and we paid to get them.

**Special Event Parking** – Flaherty said he is still waiting on Fowler to get a resolution. He did tell him we would like to have this in place for graduation season.

**Township Hall Updates** – Flaherty said he has nothing new on this as it is a work in progress. In order to be able to use the microphone plugs the table setup will change.

**CEMETERY:** Nothing.

**FIRE DEPARTMENT:  
Requisitions –**

**RESOLUTION                    APPROVE \$4,002.00 TO FIRECATT LLC. FOR ANNUAL FIRE HOSE  
16-03-17                        TESTING**

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

**RESOLUTION                    APPROVE \$5,400.00 TO EMBROIDERY WEARHOUSE FOR  
16-03-18                        FIREFIGHTER UNIFORMS**

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

**RESOLUTION                    APPROVE \$2,190.00 TO PHYSIO-CONTROL, INC. FOR  
16-03-19                        ANNUAL SERVICE CONTRACT FOR AED UNIT**

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

**RESOLUTION                    APPROVE \$2,010.00 TO BREATHING AIR SYSTEMS  
16-03-20                        FOR ANNUAL SERVICE CONTRACT FOR SCBA AIR COMPRESSOR**

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

**RESOLUTION                    APPROVE \$2,250.00 TO FIRE SAFETY SERVICES, INC  
16-03-21                        FOR ANNUAL SCBA TESTING**

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

**RESOLUTION 16-03-22 APPROVE \$600.00 ARTIC AIR FOR ANNUAL HVAC SERVICE CONTRACT**

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

**RESOLUTION 16-03-23 APPROVE \$1,200.00 TO SIGNATURE CARPET FOR SPRING AND FALL CLEANING OF STATION CARPETS, CHAIRS, BEDS & BATHROOM TILE**

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

**RESOLUTION 16-03-24 APPROVE \$2,250.00 TO HOWELL RESCUE SYSTEMS, INC FOR ANNUAL MAINTENANCE AND INSPECTION OF EXTRICATION TOOLS**

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

**RESOLUTION 16-03-25 APPROVE \$450.00 TO GENERAL ENTERPRISE FOR ANNUAL OVERHEAD DOOR MAINTENANCE AND INSPECTION**

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

**RESOLUTION 16-03-26 APPROVE \$960.00 TO ACS FIREHOUSE SOFTWARE FOR FIREHOUSE SOFTWARE SUPPORT CONTRACT RENEWAL**

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

**RESOLUTION 16-03-27 APPROVE \$325.50 TO OHIO CAT POWER SYSTEMS FOR GROUND LADDER TESTING FOR ENGINES 391, 392 AND 393**

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

**RESOLUTION 16-03-28 APPROVE \$1,740.00 TO OHIO CAT POWER SYSTEMS FOR ANNUAL SAFETY INSPECTION & MAINTENANCE OF ENGINE 391 AND PUMP TEST**

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

**RESOLUTION 16-03-29 APPROVE \$1,868.40 TO OHIO CAT POWER SYSTEMS FOR ANNUAL SAFETY INSPECTION & PREVENTATIVE MAINTENANCE OF ENGINE 392 AND PUMP TEST**

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

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**RESOLUTION 16-03-30 APPROVE \$1,868.40 TO OHIO CAT POWER SYSTEMS FOR ANNUAL SAFETY INSPECTION & PREVENTATIVE MAINTENANCE OF 2014 SMEAL FIRE ENGINE AND PUMP TEST**

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

**RESOLUTION 16-03-31 APPROVE \$1,818.00 TO OHIO CAT POWER SYSTEMS FOR ANNUAL PREVENTATIVE MAINTENANCE & INSPECTIONS OF STATION GENERATOR & AUTOMATIC TRANSFER SWITCH MAINTENANCE**

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

**RESOLUTION 16-03-32 APPROVE \$1,759.18 TO OHIO CAT POWER SYSTEMS FOR ANNUAL PREVENTATIVE MAINTENANCE & INSPECTIONS OF TOWNSHIP HALL GENERATOR & AUTOMATIC TRANSFER SWITCH MAINTENANCE**

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

Chief Hall said Ohio Cat was out today checking the generator at the township hall and said it is not running. They are not sure if the pump went out and asked how to go about fixing it, the cost could be \$800 to \$1,200.

**RESOLUTION 16-03-33 APPROVE UPTO \$1,200.00 TO OHIO CAT POWER SYSTEMS FOR REPAIRS TO TOWNSHIP HALL GENERATOR**

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

**ROAD DEPARTMENT:**

**Requisitions** – Flaherty said a resident called and said the recent rain storms have completely washed out the culvert underneath their driveway so it is coming up through the driveway. Typically those are on private property and out of our right-of-way and would be the homeowner’s expense but Irwin looked at it and it is actually in our right-of-way so he go an estimate to have it fixed. They are going to try to reuse the existing plastic culvert pipe so this estimate is worst case scenario.

**RESOLUTION 16-03-34 APPROVE \$1,860.00 TO MILEY EXCAVATING FOR CULVERT PIPE REPAIRS ON 3755 CLOVER PLAINS DRIVE**

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

Flaherty said they received a requisition for culvert pipe repairs in the cemetery as they have the old galvanized pipe under them. Smith said there are twenty two that could be done but only eleven that are suggested. Flaherty said it will be easier to get him out here to do all of them in one shot. By replacing the galvanized with HPC it should last a really long time.

**RESOLUTION 16-03-35 APPROVE \$18,216.00 TO MILEY EXCAVATING FOR CULVERT PIPE REPAIRS TO TWENTY-TWO PIPES IN CEMETERY DRIVEWAY**

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

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**Part-time Help** – Smith said Irwin told her about Cole quitting so she didn't know how they wanted to advertise for help. Flaherty said with the newspaper you get all sorts of applications and he and Irwin talked about it and he was talking to some people and it's hard to find someone that is willing to work part-time. Smith suggested a college student that could work seasonal. Flaherty said they need to have a CDL. Fleischer asked if we wanted to put something on the website and Flaherty said Irwin was going to have Rippel put it on the website and Facebook. He said we added this position for Paykoff as Cole was already here part-time so now we are back to where we were a year and a half ago. It did help out with our production. We have discussed making someone full-time and having two full-time people and what the cost is versus two part-time. A lot of the work they do sometimes with helping out, they need three people to help with flagging and everything else.

**ZONING DEPARTMENT:** Flaherty said there is nothing new but Heid said they have been busy the last week and a half.

**TRUSTEE DEPARTMENT:  
Addendum to Republic Contract –**

**RESOLUTION 16-03-36 APPROVE AUTHORIZING BERKSHIRE TOWNSHIP TO JOIN THE RESIDENTIAL REFUSE AND GARBAGE COLLECTION CONTRACT WITH REPUBLIC SERVICES THAT BERLIN AND DELAWARE TOWNSHIP ENETERED INTO EARLIER IN THE YEAR EFFECTIVE MARCH 28, 2016.**

Motion: Flaherty

Second: Fleischer

Discussion: Fleischer said if we stay with Republic then next time hopefully the rate will be lower if we have more entities involved, so at that point in time we may want to go with someone else. Flaherty said the contract is for three years with two one year annual renewals and by that time gas will be who knows what and usually contract prices go up.

Vote: Flaherty yes and Fleischer yes

Flaherty said he received several calls from residents in the Summerwood subdivision who are not happy with the semimonthly recycling so he has been talking with the HOA president and after talking to Terry Thompson with Republic he offered them a weekly recycling pickup for an added fee through their HOA but since our agreement supersedes any HOA agreement any HOA has the right to sign on with only Republic but they could add to the services that are offered through our base contract. He explained this to the HOA president and said all the residents had to agree to it or none of them and the other option is that it is an unlimited number of bins so you can use any other bin for additional recycling as long as it is marked recycling. The HOA got back to Flaherty and said they were keeping the every other week pick up cause they could not get 100% agreement. Smith said she asked Republic if they would be getting a recycling bin at the township and was told they would.

**FUTURE MEETINGS:**

4/11/16 Road Inventory 9:00 AM

4/11/16 Trustee Meeting

4/25/16 Trustee Meeting

5/7/16 Township Cleanup day

**LATE ITEMS:** Smith asked if we were going to appoint someone to the Tax Incentive Review Board as they keep asking her who it is. Fleischer said they had someone that backed out so Rippel was going to post something on the website and Facebook but we do need someone.

**RESOLUTION 16-03-37 MOTION TO ADJOURN**

Motion: Fleischer

Second: Flaherty

Vote: Fleischer yes and Flaherty yes

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Meeting adjourned by Chairman Fleischer at 8:36 p.m.

\_\_\_\_\_  
Adam Fleischer, Trustee

**ABSENT**

\_\_\_\_\_  
Ron Bullard, Trustee

ATTEST:

\_\_\_\_\_  
Claudia Smith, Fiscal Officer

\_\_\_\_\_  
Steve Flaherty, Trustee