

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**April 11,**

**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 and Claudia Smith, Fiscal Officer

**ATTENDANCE:** Fire Chief Craig Hall, Assistant Fire Chief Joe Pichert, Zoning Inspector Chet Heid, Sheila Hiddleston Health Department and Chris Paykoff

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

**RESOLUTION 16-04-04 APPROVE THE 3/28/2016 MEETING MINUTES AND DISPENSE WITH THE READING**

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

**FISCAL OFFICE:**  
**March bank statement was signed.**

**RESOLUTION 16-04-05 APPROVE UPTO \$1,500.00 TO PONTEM SOFTWARE FOR ANNUAL SUPPORT MAINTENANCE SUBSCRIPTION FOR CEMETERY SOFTWARE**

Motion: Flaherty  
Second: Bullard  
Discussion: Flaherty stated that the cost is only \$1,240 but he added a contingency.  
Vote: Fleischer yes, Flaherty yes and Bullard yes

Flaherty said Tesla released the affordable electric car and right now there is no way to cover any type of tax for us, as we receive a considerable amount for the gasoline tax so they are trying to fix out how to incorporate it as less people will be paying for fuel but they are still driving on the highways and tearing up the roads. Heid said he heard that when they buy their license they will have to reveal their mileage and will be taxed based upon it. Flaherty said they have been looking at tracking and looking at a mileage usage fee but they are discussing it even at the county level.

**OLD BUSINESS:**  
**Cemetery Updates** – Flaherty said he is waiting for proposal from Miller’s Landscaping.

**Property Purchases** – Bullard said he had nothing new.

**Special Event Parking** – Flaherty said he is still waiting on Fowler.

**Township Hall Updates** – Flaherty said he has nothing new on this. He said someone is looking at the lights for bulb replacement only which he is not interested in and Belcastro has a new electric guy that is supposed to be better. He thinks it would be to our benefit to get an architectural layout and then have a bid for the updates based upon a certain set of specifications. This way everyone is quoting the same thing and have it all encompassing it.

Smith asked if she could remove these from the agenda until they have updates and Flaherty said to take township hall updates and special events parking off and Fleischer said cemetery updates could also be taken off.

**CEMETERY:** Flaherty said we had a funeral while Buell was out of town and Irwin and his crew managed to do it without any real problems.

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**\*\*\*\*TIME CERTAIN\*\*\*\*7:15 P.M. Health Department\*\*\*\***

Sheila Hiddleston Health Commissioner with the Delaware County Health Department said they just had their district advisory council meeting in March. She said they are gearing up for tick season and looking at their mosquito policies and following the Zika virus and have money left over from Ebola that they can use. They only had nineteen cases that they monitored. She stated that the Zika virus can be spread by an infected Aedes albopictus mosquito, which can live in our area or the Aedes aegypti mosquito which typically don't live in our area but can be brought in from other areas. She stated they bite day and night so people should wear light-colored long-sleeved clothing and use mosquito repellent containing DEET or Picaridin. She said people need to get rid of any standing water. They will be setting up traps in political subdivisions.

Bullard asked if there were any updates regarding septic tanks. She passed out some paperwork and one was a Q & A regarding this topic. She said they have five phases and will be phasing them in slowly concentrating on the ones that could cause the most health issues. She said there are approximately 20,000 septic systems in the county and they don't have the staff to go door to door to look at them. Those that are already on some sort of inspection process will continue and are in phase one and any real estate transfers will be in phase one. The law did not specify what type O & M program that they had to do just that they had to one and this is what the stakeholders came up with.

**TIME CERTAIN CONCLUDED AT 7:32 P.M.**

**FIRE DEPARTMENT:  
Requisitions –**

**RESOLUTION 16-04-06 APPROVE \$2,275.20 TO PRECISION ALIGNMENT & TIRE INC. FOR TWO TIRES, MOUNTING, BALANCING, DISPOSAL FEES AND ALIGNMENT FOR ENGINE 392**

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

**RESOLUTION 16-04-07 APPROVE \$1,339.20 TO PRECISION ALIGNMENT & TIRE INC. FOR FOUR TIRES, MOUNTING, BALANCING AND DISPOSAL FEES FOR 2012 FORD 350 PICKUP**

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

**Fire Department Staffing –** Flaherty said he noticed that they had three points on the driver's license so basically if they get one speeding ticket or offense they can't drive the fire trucks. Pichert said it was a condition of our employment because of the vehicle they are driving our insurance company says we can't have more than that on our license. Pichert said the captain's position is to get consistency across the board and with them going to twenty four hour shifts the captains and he would be on one of those three shifts. Bullard asked where the job descriptions came from and who has reviewed them. Pichert said they are the lieutenant job descriptions that they changed some administrative issues so in the absence of the chief or assistant chief they can fulfill some of the administrative roles more importantly when on the scene of an emergency it's give them authority to act as fire chief. The job descriptions were reviewed by the prosecutor years ago. Fleischer said he thinks they can approve it and send it on to someone to take a look at it and if there are changes that need to be made we can make them.

**RESOLUTION 16-04-08 APPROVE ADDING JOB DESCRIPTION OF FIRE CAPTAIN AND CREATE POSTION AS NEEDED BASED ON DESCRIPTION AS PROVIDED TO US**

Motion: Flaherty  
Second: Bullard

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Discussion: Bullard said what we are doing is adding this to the employee handbook. Flaherty said we will send this to the prosecutor for review and if anything does change we will have to give written notification to any necessary employee.

Vote: Bullard yes, Fleischer yes and Flaherty yes

Bullard questioned what the steps meant on the pay rates sheet as they have steps 1 to 5 listed but does not see any definition of what the steps are. Pichert said step one is their probationary period and gives Smith something to go off of as she's putting the information in the system so she knows how to categorize them and help her with the budget for the next five years. Bullard said the way he reads it is they will get a raise every year by just working and there are no clear definitions to go with the steps. Hall said with full-time departments they like to know what they are going to get compensated for in their step raises so that's how they do it. Once they get to step five they are done unless the board approves them for another raise. He said they have evaluations and you hold that as a standard and if they don't meet the goals that they have in the job description they don't have to give them the raise. Smith asked if someone starts June 1 and we give 2% raises at the organizational meeting in January do they also get that increase. Hall said no this is what they will get and they will not get a raise until after they have been here for one year. Flaherty said they are looking at doing the step raises instead of the 2% raises. Hall said they will be evaluated every year to determine if they are eligible to move to the next step. Flaherty clarified that this is for full-time captains only and the part-time firefighters, lieutenants, assistant fire chief and fire chief will not have step increase.

**RESOLUTION 16-04-09 APPROVE THE PAY SCALE AS NOTED FIRE DEPARTMENT EXHIBIT A FOR THE FULL-TIME CAPTAIN POSITION WITH A PROBATIONARY RATE OF \$46,737.60 ANNUALLY WHICH MAKES AN HOURLY RATE OF \$16.05 DEEMED AS STEP ONE**

Motion: Flaherty

Second: Bullard

Discussion: Flaherty said while it's not guaranteed they can advertise the step program into five steps that can be achieved once a year for employee's consideration and evaluated job description.

Vote: Bullard yes, Fleischer yes and Flaherty yes

**ROAD DEPARTMENT:  
Requisitions –**

**RESOLUTION 16-04-10 APPROVE \$2,400.00 TO MILEY EXCAVATING FOR 750 FEET OF DITCH CLEANING ON BAKER ROAD**

Motion: Flaherty

Second: Bullard

Vote: Fleischer yes, Flaherty yes and Bullard

Bullard said Irwin was getting prices for a new truck that will be a better model than what we have so we can get more life out of it by making it as corrosion proof as possible and making changes to the engine and transmission. Flaherty said it was in the budget for 2016 or 2017 and they are looking at a Peter Built which is an all-aluminum cab with a stainless steel bed and snow plow. Bullard said they are looking at a full size truck rather than a smaller size truck like we have with a short wheel base so it will work better in sub-divisions and brakes, wheels and tires are cheaper. Paykoff said there is going to be corn at Roloson and Curve and they need to call to call the farmers to see if there is something we can do before it's too late. Flaherty said the new tractor is in.

**TRUSTEE DEPARTMENT:**

Fleischer said he meet with Accent today and they are trying to migrate the emails over and are going to start with a beta group or a small group of six people and all we need is our user names and passwords mailed to Ryan at Accent and he will switch it over. He will send an email telling everyone what to do.

**ZONING DEPARTMENT:**

**Monthly Zoning Report** – Heid said the Hatfield issues are ongoing and he will let them know what happens. RCD is in the schedule for a court case but has not been docketed yet. He said the owner of the property on Gregory Road, Jim Lawrence is building a barn to put

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all his boats away. Stanford Mains has cleaned up a lot of stuff also. He said weekend signage is up and if it's okay with the trustees he will go out for a couple weeks and collect the signs. He also stated that since the newsletter went out they have had quite a few calls regarding zoning issues.

**Planning & Zoning Workshop** – Fleischer said he thought Heid was the best person to go to the workshop and asked if they could send more people and thinks if someone from the BZC wants to go they should. Flaherty said he was interested in going and he will email to see if there is a few and will pay for it himself and said that Korleski could also go. Flaherty said we had John Albers scheduled for tonight but he was not able to make so we will have him at the next meeting on the 25<sup>th</sup>. He is also coming in May 3<sup>rd</sup> for a special meeting to discuss with the BZC and thinks that Fleischer and Bullard should attend. He stated that we are allowed to pay ourselves back for all the legal fees if we get a JEDD.

**FUTURE MEETINGS:**

- 4/25/16 Trustee Meeting
- 4/27/16 Flaherty meeting with Bob Lamb County Economic Development Director
- 4/28/16 36/37 & 71 Interchange Meeting
- 5/7/16 Township Cleanup day
- 5/9/16 Trustee Meeting
- 5/23/16 Trustee Meeting

**LATE ITEMS:** Pichert said Ohio Cat was checking out the generator and he will keep them updated. Paykoff asked if they knew what was going on with the cemetery on Route 23. Bullard said it would have to go through bankruptcy; they would have to declare that no one owned it and then the court would have to pass it to us. Flaherty said that is years down the road. He asked if they could get access to the network room as there have been people coming to work on stuff and they can't get into it. Flaherty said he will have Irwin put a keypad lock on it.

**RESOLUTION            MOTION TO ADJOURN**  
**16-04-11**

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

Meeting adjourned by Chairman Fleischer at 8:53 p.m.

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Adam Fleischer, Trustee

ATTEST:

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Ron Bullard, Trustee

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Claudia Smith, Fiscal Officer

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Steve Flaherty, Trustee