

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. Trustee Meeting December 10, 18

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

CALL TO ORDER: Ron Bullard Trustee Chairman

PLEDGE OF ALLEGIANCE: Carol O'Brien led the Pledge of Allegiance

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

ATTENDANCE: Joe Pichert, Justin Kent, Carol O'Brien and Chris Paykoff

PUBLIC COMMENT: Bullard asked if there was any public comments, hearing none they moved to the next item on the agenda.

Approval of Minutes –

RESOLUTION 18-12-01 APPROVE THE 11/26/18 REGULAR MEETING MINUTES AND DISPENSE WITH THE READING OF SAME

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

Old Business –

Cemetery Rules & Ossuarium Pricing – D'Amico said he did not have an update. He sent some minor things to Fowler such as a definition for niche. He said him and Buell discussed providing urns with the purchase of a niche and asked for the others option. Bullard said it made sense to include one and having them on hand. O'Brien said he thought we should provide two to be used here and not to take them home. They agreed to provide up to two urns per niche purchased. Bullard said the sheriff was called as a house in the area had been robbed and they found tire tracks in the cemetery and fencing that was cut and pulled back. He did not have a police report.

Employee Handbook Updates – O'Brien said he was meeting with the attorney this week and asked the other two trustees to provide him with suggestions on anything that they wanted changed. Bullard suggested adding: emergency procedures and drug testing when an employee is involved in an accident. D'Amico suggested a reporting protocol. O'Brien said they need to look at their employees job descriptions to see if something needs to be updated.

Fairview Cemetery Updates – O'Brien said there was nothing new.

Mowing RFP – Bullard said Fowler is still working on this.

The Cloud – Nothing new.

Trebel Contract – Smith said she sent it to Fowler and has not hear back.

VFFDF Appointments – Smith said she received the names from the fire department. O'Brien said Pat Paykoff and Steve Spangler are their board member recommendations.

Fiscal Officer Items –

November Bank Statement and Electronic Payments signed.

Email Address Collection – Smith said she had two people ask her why they do not send emails notifying residents of any updates so she asked trustees if they wanted to start collecting email address. Smith said she was told that Berkshire sends a monthly email. O'Brien asked if they receive emails back and who answers them. Smith said she did not know. Bullard said they have a township administrator so that makes sense for them. He said there are also people that do not have emails so what do you do with them. He said we have it all covered as all the minutes and notices are put on our website. Smith said she thought they could start to collect the email addresses so that we would have them if they decide to go that route. They agreed that they did not want to do it at this time.

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Inventory – Smith said inventory is due by Friday; she is still waiting on some.

Cemetery – Nothing.

Fire Department –

Transfer Money to Capital Improvement Fund – Pichert said they are asking to transfer money to a capital improvement fund for the purchases of equipment, SCBA’s, apparatus’s and building.

RESOLUTION 18-12-02 APPROVE TRANSFERING \$310,000 FROM THE FIRE FUND TO CAPITAL IMPROVEMENT FUND

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

Credit Card – Smith said she had the paperwork from the bank to add people to our credit card and asked whom the fire department wanted to add. O’Brien said Fire Chief Hall only wanted to add himself.

RESOLUTION 18-12-03 APPROVE ADDING FIRE CHIEF CRAIG HALL TO THE TOWNSHIP’S FIRST COMMONWEALTH CREDIT CARD

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

Road Department – Bullard said the truck was back and the turbo has been fixed and is working on the international truck. Bullard said they have talked about getting a storage shed for salt and Irwin got some prices and it would cost approximately \$200,000.

Trustee Items – Bullard gave an update regarding the OPEC lawsuit and the township hall tapping into the sewer that is in the development next door. O’Brien said we joined the Delaware Area Chamber of Commerce to be able to join the MEWA insurance program.

Zoning Department –

November Zoning Report – D’Amico questioned the no charge for religious institutions and said he hopes someone checked into it before they came it for zoning. Bullard said there were six new home permits so it’s picking up.

Future Meeting-

12/27/18 End of Year Meeting and 2019 Organizational Meeting
1/14/19 Trustee Meeting
1/28/19 Trustee Meeting
1/30/19 to 2/2/19 OTA Conference

Late Items - Nothing

RESOLUTION 18-12-04 MOTION TO ADJOURN

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

Meeting recessed by Chairman Bullard at 8:47 P.M.

Ron Bullard, Trustee

ATTEST: _____
Ken O’Brien, Trustee

Claudia Smith, Fiscal Officer

Tom D’Amico, Trustee

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