

BERLIN TOWNSHIP TRUSTEES

5:52 P.M. 2019 ORGANIZATIONAL MEETING December 27, 18

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, Ken O’Brien Absent, Tom D’Amico and Claudia Smith, Fiscal Officer

PLEDGE OF ALLEGIANCE: Fire Chief Hall led the Pledge of Allegiance

ATTENDANCE: Fire Chief Hall and Assistant Fire Chief Pichert

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 19-01-01 NAME 2019 TRUSTEE CHAIRMAN – KEN O’BRIEN

Motion: Bullard
Second: D’Amico
Vote: Bullard yes and D’Amico yes

RESOLUTION 19-01-02 NAME 2019 TRUSTEE VICE CHAIRMAN – TOM D’AMICO

Motion: Bullard
Second: D’Amico
Vote: Bullard yes and D’Amico yes

RESOLUTION 19-01-03 NAME 2019 TRUSTEE EXECUTIVE MEMBER – RON BULLARD

Motion: D’Amico
Second: Bullard
Vote: D’Amico yes and Bullard yes

Meeting turned over to Vice Chairman D’Amico

DISCUSSION: D’Amico suggested that the meetings in May and November not be on the holiday but be moved to the following Tuesday. Smith said she didn’t know why there was a meeting for employee evaluations as the liaison should just talk to their employees and if there are any problems then bring it to a meeting. Bullard suggested that the evaluations be due December 9, 2019. D’Amico also did not like that he road meetings were on a workday for him. If they want to keep them then, he would try to make it but could not guarantee it.

RESOLUTION 19-01-04 ESTABLISH 2019 MEETING SCHEDULE AS LISTED

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 May will be Tuesday, May 28, 2019 & 1st meeting in November will be Tuesday, November 12, 2019

Emergency Meetings: Chairman calls meeting notifying trustees and Fiscal Officer

Employee Evaluations: Are due December 9, 2019

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Meeting Changes: All meeting date and time changes will be advertised/posted

Road Inventory Meetings: Spring- April 8, 2019 at 9:00 a.m.
Fall- August 12, 2019 at 9:00 a.m.

Special Meetings: Dates and times to be advertised/posted

Year End Meeting: December 23, 2019 at 4:30 p.m.

2019 Organizational Meeting: January 6, 2020 at 5:00 p.m.

The fiscal officer will advertise the 2019 meeting schedule in The Delaware Gazette.

Motion: D’Amico
Second: Bullard
Vote: D’Amico yes and Bullard yes

ROBERTS RULES OF ORDER-

RESOLUTION 19-01-05 APPROVE USING ROBERTS RULES OF ORDER AND ALLOW THE CHAIRMAN AT HIS DISCRETION TO MODIFY THOSE RULES AS HE SEES FIT IN THE CONDUCT OF AN OFFICIAL MEETING AND THAT WE 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

Motion: D’Amico
Second: Bullard
Vote: Bullard yes and D’Amico yes

RESOLUTION 19-01-06 APPROVE ALL TRUSTEE MEETINGS WILL BE POSTED ON THE BERLIN TOWNSHIP WEBSITE AT WWW.BERLINTWP.US, BERLIN TOWNSHIP FACEBOOK PAGE, THE LED SIGN AND THE EXTERIOR BULLETIN BOARD AT THE TOWNSHIP HOUSE, WITH THE BERLIN TOWNSHIP BULLETIN BOARD AT THE TOWNSHIP BEING THE OFFICIAL LOCATION FOR MEETING POSTINGS

Motion: D’Amico
Second: Bullard
Vote: Bullard yes and D’Amico yes

POLICIES AFFECTING MEETINGS

RESOLUTION 19-01-07 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.

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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 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: D’Amico
Second: Bullard
Vote: D’Amico yes and Bullard yes

DEPARTMENT LIAISONS:

RESOLUTION 19-01-08	NAME DEPARTMENT LIAISONS AND DUTIES AS LISTED: Trustee Bullard - Zoning & Cemetery Trustee O’Brien - Fire Trustee D’Amico - Roads
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Each Liaison is authorized to perform the following:

1. Supervise employees in each respective department by signing time sheets, authorizing previously earned vacation and other days away from work. This also includes changes to work hours as determined necessary by the liaison. All changes in work hours should be communicated to the Fiscal Officer.
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 the implementation of trustee purchases and policies. The liaison is authorized to increase spending by up to \$2,000 for each purchase, on an emergency basis. The additional spending should be brought to the next trustee meeting for informational purposes.

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- 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: D’Amico
 Second: Bullard
 Vote: D’Amico yes and Bullard yes

APPOINT AND/OR NAME POSITIONS AND BOARD

**RESOLUTION NAME APPOINTMENTS AND POSITIONS
19-01-09**

- 1.) Trustee Bullard to attend Delaware County Health Board meeting
- 2.) Steve Spangler-Railroad Task Force Committee
- 3.) Tom D’Amico & Ron Bullard - Tax Incentive Review Council
- 4.) 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
 Reda to serve as Chairman and Pichert to serve as Secretary
- 6.) David Loveless-RPC representative and Ken O’Brien RPC alternate.
- 7.) Audit Committee with term limits being:

Pat Paykoff	3 yr. term expires December 31, 2019
TBD	3 yr. term expires December 31, 2020
Antoinette Korleski	3 yr. term expires December 31, 2021

Motion: D’Amico
 Second: Bullard
 Vote: Bullard yes and D’Amico 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: D’Amico asked that we have a moment of silence for the recent passing of Don Brosius. D’Amico “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 remained unchanged for the 2019 calendar year.”

**RESOLUTION APPROVES RETAINING LEGAL COUNSEL AS FOLLOWS:
19-01-10**

- 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: D’Amico
 Second: Bullard
 Vote: D’Amico yes and Bullard yes

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CONTRACT RATE PROPOSAL FROM BROSIUS, JOHNSON & GRIGGS, LLC.

The Brosius, Johnson & Griggs, LLC. 2019 Billing Rates proposal is to be kept in the file.

RESOLUTION 19-01-11 APPROVE EMPLOYING TOWNSHIP’S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2019 AS PROVIDED BY BROSIUS, JOHNSON & GRIGGS, LLC. AND APPROVE LEGAL SERVICES AND COMPENSATION FOR 2019 NOT TO EXCEED \$2,000, WITHOUT FURTHER ACTION BY THE BOARD.

Motion: Bullard
Second: D’Amico
Vote: D’Amico 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 19-01-12 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, investments that comply with federal, state and local laws, rules and regulations.
- 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: D’Amico
Second: Bullard
Vote: Bullard yes and D’Amico yes

NO MONEY HELD IN ESCROW

RESOLUTION 19-01-13 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: D’Amico
Second: Bullard
Vote: Bullard yes and D’Amico yes

RESOLUTION 19-01-14 HOLIDAY OBSERVANCE POLICY

Tuesday	January 1, 2019	New Year’s Day
Monday	January 21, 2019	Martin Luther King Day
Monday	May 27, 2019	Memorial Day
Thursday	July 4, 2019	Independence Day
Monday	September 2, 2019	Labor Day
Monday	November 11, 2019	Veterans Day

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Thursday	November 28, 2019	Thanksgiving Day
Friday	November 29, 2019	Day after Thanksgiving (exchange for President’s Day)
Tuesday	December 24, 2019	½ Day-Afternoon (exchange for Columbus Day)
Wednesday	December 25, 2019	Christmas Day
Tuesday	December 31, 2019	½ 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: D’Amico
 Second: Bullard
 Vote: Bullard yes and D’Amico yes

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. In order to be paid forms must first be approved by trustee/liaison.

VARIOUS PAYMENT POLICIES

**RESOLUTION MISCELLANEOUS TOWNSHIP PAYMENT POLICIES
19-01-15**

- 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: D’Amico
 Second: Bullard
 Vote: Bullard yes and D’Amico yes

DEPARTMENT SPENDING AUTHORIZATION

**RESOLUTION MONTHLY DEPARTMENT SPENDING AUTHORIZATION
19-01-16 LIMITS**

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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: D’Amico
Second: Bullard
Vote: D’Amico yes and Bullard yes

DISCUSSION – D’Amico proposed that the hall rental rate be raised to \$100.00 with a \$50.00 refundable deposit for residents and \$50.00 for employees, with a \$25.00 refundable deposit.

**RESOLUTION APPROVE AND ADOPT TOWNSHIP HALL RENTAL RULES
19-01-17**

**EXHIBIT #10 BERLIN TOWNSHIP MEETING ROOM
APPLICATION
RULES, REGULATIONS and FEES**

The Berlin Township Public Meeting Room will be available to all responsible residents, employees and organizations of Berlin Township.

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 GLITTER ALLOWED**
- NO TAPE** on wall or ceiling
- NO SMOKING** anywhere inside the facility
- NO RENTING, LEASING OR LOANING** of chairs, tables or any other equipment owned by the township

*****FEES PAYABLE IN ADVANCE** will be One Hundred and fifty dollars (\$150.00) per hall rental which includes a One Hundred dollar (\$100.00) 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.

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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 township hall.

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.

In consideration of the use of the Hall, the Renter agrees to rent the Hall from the Berlin Township Trustees subject to the following terms and conditions:

Indemnity:

To the fullest extent of the law and without limitation, the Renter agrees to indemnify and hold free and harmless the Board, Berlin Township, Delaware County, Ohio and all of their respective boards, officers, officials, employees, volunteers, agents, servants and representatives (collectively "Indemnified Parties") from any and all actions, claims, suits, demands, judgments, damages, losses, costs, and expenses, including, but not limited to attorney's fees, arising out of or resulting from any accident, injury, bodily injury, sickness, disease, illness, death, or occurrence, regardless of type or nature, negligent or accidental, actual or threatened, intentional or unintentional, known or unknown, realized or unrealized, related in any manner, in whole or in part, to the Renter's or any guest of the Renter's use of the Hall, Building, and/or Grounds and/or the actions or omissions of the Renter, any guest of the Renter, or any other person that the Renter allows or permits to be in the Hall, Building, and/or on the Grounds. The Renter agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties that the Renter shall, at its own expense, promptly retain defense counsel to represent, defend, and protect the Indemnified Parties, paying any and all attorney's fees, costs, and expenses. The Renter further agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties, that the Renter shall pay, settle, compromise and procure the discharge of any and all judgments, damages, losses, costs, and expenses, including, but not limited to attorney's fees.

Damage to Property:

The Renter shall assume full responsibility for, pay for, and shall indemnify and hold free and harmless the Indemnified Parties from any harm, damage, destruction, injury, or loss, regardless of type or nature, known or unknown, realized or unrealized, to any property, real or personal, belonging to the Indemnified Parties, Renter, or others, including but not limited to real estate, buildings, structures, fixtures, furnishings, equipment, vehicles, supplies, accessories and/or parts arising out of or resulting in whole or in part from any acts or omissions negligent or accidental, actual or threatened, intentional or unintentional of the Renter, any guest of the Renter, or any other person that the Renter allows or permits to be in the Hall, Building, and/or on the Grounds.

EMERGENCY CONTACT PERSONS: Cathy Rippel @ 740-816-0698; Ron Bullard @ 740-548-5463; Tom D'Amico @740-815-2020; Ken O'Brien @ 740-972-0643

PRINT NAME: _____

SIGNATURE _____ DATE _____

Address _____ City _____ St. _____ Zip _____

Phone _____ RENTAL DATE _____ Receipt # _____

EXHIBIT #12 BUILDING RENTAL FEES

Township employee or official	\$ 50.00 per occasion
Refundable deposit to employee renter with approval of trustees to be paid within ten (10) days of rental date	\$ 25.00 per occasion

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Township resident-non-employee \$150.00 per occasion
Refundable deposit to renters with approval of trustees to be paid within ten (10) days of rental date \$100.00 per occasion
The Board of Trustees will determine any fee waivers

Motion: D’Amico
Second: Bullard
Vote: D’Amico yes and Bullard yes

CEMETERY FEES

DISCUSSION: D’Amico said they are still working on the fees for the ossuarium so they will be added at a later day. He said Buell suggested the following fees be increased: Open and close burial to \$500.00 weekdays. Open and close weekends and holidays \$1,000.00. Open and close cremations weekends and holidays \$400.00.

RESOLUTION 18-01-18 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 -

Open/Close grave-Monday-Friday-Adult grave \$ 500.00 per opening****
Open/Close grave-Saturday, Sunday & Holiday-Adult grave \$ 1,000.00 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 \$ 400.00 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. \$.75 per sq. surface

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	Inch	***
Non-Military – Regular Foundation	\$.75 per sq. surface
	inch	***
Foundation (concrete) poured after the allowed May and September pour dates	\$	1.00 per sq. surface
	Inch	***
Minimum charge	\$	750.00 per foundation
Must have approval of cemetery sexton		
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: D’Amico
Second: Bullard
Vote: Bullard yes and D’Amico yes

** Increased or added in 2017
*** Increased in 2018
**** Increased in 2019

Motion: D’Amico
Second: Bullard
Vote: Bullard yes and D’Amico yes

ZONING PERMIT FEES

DISCUSSION: D’Amico said he would like to raise any rate under \$100.00 to \$100.00 and the single family residence by increased to \$400 to be in line with other townships.

RESOLUTION 19-01-19 APPROVE AND ADOPT 2019 ZONING FEES AS LISTED IN EXHIBIT #14

EXHIBIT #14 BERLIN TOWNSHIP ZONING FEE SCHEDULE Effective 1/1/2019

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	\$400.00 each *
2.	All residential remodeling with structure change or additions to dwelling or garage including addition of attached garage	\$100.00 each *
	Burnout, tornado, or natural disaster	NO CHARGE

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- | | | |
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| 3. | Garages, carports, decks, pole buildings, pergola, pavilion, gazebo and other storage buildings | \$100.00 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)
Renewal six (6) months (Burnout, tornado, or natural disaster victim 12 month renewal-exempt) | \$100.00 each *

\$ 50.00 each-not more than twice |
| 6. | Mobile Home for farm labor | \$125.00 * |
| 7. | Swimming Pool | \$100.00 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
RENEWAL - six (6) months as long as model home until 90% of zoning permits in entire planned subdivision are issued | \$400.00 each
\$400.00 each |
| 10. | Multi-Family (twin single, apartment building, townhouses, condominium)
**2018 | \$350.00 plus
\$ 35.00 per 100 sq. ft. |
| 11. | Temporary tool, supply and construction office trailer for six (6) months.
RENEWAL - six (6) months-zoning inspector's discretion | \$300.00 each
\$300.00 each renewal |
| 12. | SIGNS - Permanent
Temporary-six (6) months renewal at zoning inspector's discretion)
Garage & Yard Sale | \$300.00 each
\$200.00 each

NO CHARGE |
| 13. | Variance, Appeal and Conditional Use Hearings (transcript available at additional cost to applicant)
Additional fee per hearing after 2 nd hearing | \$650.00 to include court reporter

\$600.00 |
| 14. | Review Lot Split | \$100.00 each * |
| 15. | ALL REZONING APPLICATIONS

Preliminary Development Plan hearing separate from Rezone

Final Development Plan hearing separate from Rezone
Additional fee per hearing after 2nd hearing | \$500.00 plus
\$200.00 per acre
Up to 500 Acres
\$600.00

\$600.00
\$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)
Remodeling, structure change or additions to building. | \$350.00 plus
\$ 35.00 per 100 sq. ft. |
| 3. | Small accessory or storage buildings and small decks (less than 100 sq. ft.)
Utility building (less than 100 sq. ft.) | \$200.00 each |
| 4. | Temporary tool, supply and construction office trailer for six (6) months.
RENEWAL - six (6) months-zoning inspector's discretion. | \$300.00 each
\$300.00 each |

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| 5. | Swimming Pool | \$100.00 each * |
| 6. | Borrow Pit | \$1,000.00 each |
| 7. | SIGNS - Permanent | \$300.00 each |
| | Temporary (six months renewal at zoning inspector's discretion) | \$200.00 each |
| | 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 | \$100.00 each * |
| 10. | ALL REZONING APPLICATIONS | \$500.00 plus |
| | Preliminary Development Plan hearing separate from Rezone | \$200.00 per acre |
| | Final Development Plan hearing separate from Rezone | \$700.00 |
| | Additional fee per hearing after 2nd hearing | \$600.00 |
| 11. | Variance, Appeal and Conditional Use Hearings (transcript available at additional cost to applicant) | \$650.00 to include court reporter |
| | Additional fee per hearing after 2 nd 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 |
| 5. | Fee for returned checks | \$25.00 each |
| 6. | Photo copies for 8.5 x 11 & legal | .25 per page |
| 7. | Large copies 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.

*Increased in 2019

Motion: D’Amico
 Second: Bullard
 Vote: Bullard yes and D’Amico yes

Bullard said he spoke with the zoning inspector about getting a signature from the fire department at the same time that he gets a signature from the zoning department on any plans or applications that come in and he said that made sense to him. We should probably add the road department for the driveway to make sure that all three things are signed at the same time.

TOWNSHIP DRIVEWAY PERMIT

**RESOLUTION APPROVE ALL RESIDENTIAL, FARM, COMMERCIAL AND
 19-01-20 INDUSTRIAL DRIVEWAY PIPE PERMITS SHALL BE \$100.00
 EACH.**

Motion: D’Amico
 Second: Bullard

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Vote: Bullard yes and D’Amico yes

RESOLUTION 19-01-21 APPROVE \$5,000.00 FOR CONTRACT SERVICES FOR ZONING DEPARTMENT TO BE PROVIDED BY DELAWARE COUNTY REGIONAL PLANNING NOT TO EXTEND BEYOND DECEMBER 31, 2019 AND TO BE MANAGED BY THE ZONING INSPECTOR

Motion: D’Amico
 Second: Bullard
 Vote: Bullard yes and D’Amico yes

WAGE SCHEDULE

DISCUSSION: Bullard said he was looking at the economic situation and said he thinks the 2% should be increased to either 2.5% or 3%. D’Amico said he does not feel that someone that was just hired should get the full % raise. Bullard said if they are still on probation, they do not get the raise. Hall said when fire fighters come to us they already have everything that we ask them to have so he is asking that they start at the regular fire fighter rate not the probationary rate although they would still be on probation.

RESOLUTION 19-01-22 APPROVE AND ADOPT A 3% WAGE INCREASE FOR 2019 EFFECTIVE JANUARY 13, 2019. ALL WAGE INCREASE RATES TO BE ROUNDED TO THE NEAREST PENNY FOR ALL EMPLOYEES WITH THE EXCEPTION OF LOVELESS, EVANS AND FIRE FIGHTERS BROWN, CAREY, CARR, COOK, HATFIELD, LAINGE, MALICAH SWANSON AND MICAH SWANSON DUE TO PROBATION AND/OR OTHER CHANGES WITHIN THE DEPARTMENT

EXHIBIT #16

TOWNSHIP PERSONNEL POSITIONS & PAY RATES

POSITION	2018 Pay Rate 2%	2019 Pay Rate 3%
ADMINISTRATIVE		
Assist. To Fiscal Officer	\$29.69 hr.	\$30.58 hr.
Other Clerical	\$13.37 hr.	\$13.77 hr.
BUILDING		
Custodian	\$14.59 hr.	\$15.02 hr.
Labor	\$14.59 hr.	\$15.02 hr.
CEMETERY		
Sexton (Paid Monthly)	\$374.55	\$386.01
Labor-Sexton (foundation, hand dig grave, other as assigned)	\$21.63 hr.	\$22.27 hr.
Sexton Assistant	\$14.59 hr.	\$15.02 hr.
Labor Other	\$14.54 hr.	\$14.97 hr.
Cemetery Clerk	\$18.77 hr.	\$19.33 hr.
ROAD		
2 Hour minimum paid call in		
Road Superintendent	\$25.86 hr.	\$26.63 hr.
Laborer II	\$19.49 hr.	\$20.07 hr.
Laborer II - New Hire	\$17.40 hr.	\$117.92 hr.

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Laborer I	\$14.39 hr.	\$14.82 hr.
Laborer - part-time	\$14.39 hr.	\$14.82 hr.
Truck Driver-CDL Casual Labor	\$21.73 hr.	\$22.38 hr.
Truck Driver-no CDL	\$14.39 hr.	\$14.82 hr.
Trainee	TBD	

FIRE

Fire Chief (Annual salary)	TBD	TBD
(bi-weekly hourly rate-adjusted to salary-Dec.)	TBD	TBD
Fire Chief (Part-time)	\$19.18 hr.	\$19.75 hr.
Assistance Fire Chief (Full-time)	TBD	TBD
Assistance Fire Chief (Part-time)	\$16.98 hr.	\$17.48 hr.
Fire Captain (Full-time)	\$17.65 hr.	\$18.17 hr.
Full-time Lieutenant	\$21.37 hr.	\$22.01 hr.
Full-time Lieutenant (Probationary)	\$19.48 hr.	\$20.06 hr.
Full-time Firefighter	\$21.52 hr.	\$22.16 hr.
Full-time Firefighter (Probationary)	\$17.75 hr.	\$18.25 hr.
Part-time Firefighter Lieutenant	\$16.07 hr.	\$16.55 hr.
Part-time Firefighter Fire Safety Inspector	\$16.07 hr.	\$16.55 hr.
Part-time Firefighter	\$13.62 hr.	\$14.02 hr.
Part-time Firefighter (Probationary)	\$11.12 hr.	\$13.62 hr.

*

ZONING

Full-time Inspector (annual salary)	TBD	TBD
(bi-weekly hourly rate adjusted to salary-Dec.)	TBD	TBD
Part-time Inspector	\$19.38 hr.	\$19.97 hr.
Part-time Inspector (substitute)	\$18.47 hr.	\$19.02 hr.
Full-time Administrative Assistant	\$18.42 hr.	\$18.97 hr.
Temporary Clerical	\$14.64 hr.	\$15.07 hr.
Board Clerk - L. Knapp	\$18.77 hr.	\$19.33 hr.
Board Clerk (new hire)	\$15.46 hr.	\$15.97 hr.
Township fiscal officer-clerk zoning mtg.	\$24.69 hr.	\$25.43 hr.
Zoning board members attendance at informal meetings	\$18.47 hr.	\$19.02 hr.
Zoning Board members - Training Rate	\$13.57 hr.	\$13.97 hr.

Zoning Board Meeting Rates

Board Clerk - L. Knapp	\$33.82 hr.	\$34.83 hr.
BZA & BZC Chairman	\$39.02 hr.	\$40.19 hr.
BZA & BZC Board Members	\$28.62 hr.	\$29.47 hr.
BZA & BZC Alternate Members	\$28.62 hr.	\$29.47 hr.
BZA & BZC Members & Alternates- (special assignments as authorized by Board of Trustees - Maximum 20 events per year)	\$28.62 hr.	\$29.47 hr.
BZA & BZC Chairman (Meeting prep & administrative duties)	\$17.75 hr.	\$18.28 hr.
Zoning Inspector-RPC & other meetings as directed by Board of Trustees	\$28.62 hr.	\$29.47 hr.
RPC Representative	\$28.62 hr.	\$29.47 hr.
RPC Alternate	\$28.62 hr.	\$29.47 hr.

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* New Rate effective 1/13/2019

Motion: D’Amico
 Second: Bullard
 Vote: D’Amico yes and Bullard yes

DISCUSSION: Smith said O’Brien wants this to read: Approve essential part-time personnel be paid one and half times their pay rate for each day worked not each hour. Hall said it does not work. Pichert said the reason they went with the hours worked is because you are compensating them for the actual hours they worked. As this is written you could have an employee that would say they showed up for work on Christmas Eve and they only worked four hours but the way this is written it says they get paid the whole day. Pichert said this is in addition to their hourly rate and the handbook states that any employee that works on a holiday will receive their normal holiday compensation with this on top of it. He asked the board to change this resolution to reflect what the handbook says that employees that work on a holiday receive their regular hourly rate and then if they work on any township designated holiday they receive time and a half in addition to the regular rate. Bullard said employees get holiday pay for the holiday and if they are called in to work, they get paid time and a half.

RESOLUTION 19-01-23 APPROVE ESSENTIAL PART-TIME PERSONNEL WHO ARE CALLED TO WORK ON A HOLIDAY WILL BE PAID THEIR REGULAR RATE OF PAY INADDITION TO ONE AND HALF TIMES THEIR PAY RATE FOR EACH HOUR WORKED AS NOTED IN THE TOWNSHIP HOLIDAY OBSERVANCE POLICY. HOURS WORKED WILL BE BASED ON THE 0000 TO 2400 HOUR SCHEDULE EFFECTIVE JANUARY 1, 2019

Motion: D’Amico
 Second: Bullard
 Vote: Bullard yes and D’Amico yes

DISCUSSION: Smith said she received emails from Armstrong, Korleski, Sutton and Flaherty that they would like to continue one the zoning boards. D’Amico said Sutton was voted as the chair at the organizational meeting. Smith reminded them that we still have two BZA alternate positions that need to be filled.

RESOLUTION 19-01-24 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

	Darcy Kaplan	term expires	3-1-2020
	Martin Johnson	term expires	3-1-2021
	Jerry Valentine	term expires	3-1-2022
	Mike Bardash	term expires	3-1-2023
Chair	Antoinette Korleski	term expires	3-1-2024

BZC ALTERNATE

	Steve Flaherty	term expires	3-1-2020
	Ray Armstrong	term expires	3-1-2020

BZA BOARD

	Brad Cook	term expires	12-31-2019
	Michelle Cook	term expires	3-1-2020
	Joe Korleski	term expires	3-1-2021
	Jason Acevedo	term expires	3-1-2022
Chair	Don Sutton	term expires	3-1-2023

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BZA ALTERNATE

Open Position
Open Position

RPC REPRESENTATIVE

David Loveless term expires 3-1-2020

RPC ALTERNATE

Ken O'Brien term expires 3-1-2020

Motion: D'Amico
Second: Bullard
Vote: D'Amico yes and Bullard yes

**RESOLUTION APPROVE CERTIFIED LIST OF FIREFIGHTERS
19-01-25 SUBMITTED BY FIRE CHIEF CRAIG HALL**



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

Craig A. Hall Fire Chief

Part Time Fire Chief Craig A. Hall	240FFII/EMT-B/CFSI
Part Time Assistant Chief Joe Pichert	240FFIIF/EMT-P
Full Time Captain Mark Carey	240FFII/EMT-B/CFSI/EVAC
Full Time Captain Tim Carr	240FFII/EMT-B
Full Time Captain Scott Brown	240FFII/EMT-B
Full Time Firefighter Tobias Cook	240FFII/EMT-P
Full Time Firefighter Malachi Swanson	240FFII/EMT-B/EVAC
Part Time Lieutenant Sam Reda	240FFII/EMT-B/EVAC
Part Time Lieutenant Steve Arnold	240FFII/EMT-I/CFSI
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 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 Dalan Zartman	240FFII/EMT-P/Fire CE Inst.
Part Time Firefighter Brandon Conley	240FFII/EMT-B
Part Time Firefighter Bob Barcus	240FFII/EMT-P
Part Time Firefighter Chelsey Carothers	240FFII/EMT-P
Part Time Firefighter Jacob Shaw	240FFII/EMT-B
Part Time Firefighter Micah Swanson	240FFII/EMT-B
Part Time Firefighter Guy Hatfield	240FFII/EMT-B
Part Time Firefighter Clinton Lainge	240FFII/EMT-B

The above are certified at hazmat operations level training.

I certify the following above names as Fire Department Employees, as of January 1, 2019.

Craig A. Hall
Fire Chief

Motion: D'Amico

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Second: Bullard
Vote: Bullard yes and D'Amico yes

FIRE DEPARTMENT POLICIES

RESOLUTION 19-01-26 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: D'Amico
Second: Bullard
Vote: Bullard yes and D'Amico yes

**ESTABLISH POLICY – CLOTHING ALLOWANCES
FIRE DEPARTMENT**

RESOLUTION 19-01-27 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 REQUIRES FIRE CHIEF APPROVAL BEFORE REIMBURSEMENT AND ALL ITEMS PAID FOR BY THE TOWNSHIP REMAINS THE PROPERTY OF THE TOWNSHIP

Motion: D'Amico
Second: Bullard
Vote: Bullard yes and D'Amico yes

**ESTABLISH POLICY – SAFETY CLOTHING
ROAD DEPARTMENT**

RESOLUTION 19-01-28 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 and gloves. **All uniform and safety equipment will be expected to be worn/used by township employees.**

Motion: D'Amico
Second: Bullard
Vote: Bullard yes and D'Amico yes

ESTABLISH DEPARTMENT WORK HOURS

DISCUSSION: Bullard said he wanted to change the summer hours to say it is up to the discretion of the road superintendent as to when they start and when they end. D'Amico said we need to be careful that the part-time zoning inspector's hours do not go over the part-time limitation of 1,500 hours due to evening hours. Smith said if he works 30 hours a week he will go over the limit. D'Amico said it should be more like 20 to 25 hours a week.

RESOLUTION APPROVE WORK HOURS AS STATED WITH THE REVISION THAT

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19-01-29 PARTTIME ZONING INSPECTOR WORKING FROM 10 A.M. TO 2 P.M. AND THE NORMAL WORK WEEK SHOULD BE 20 TO 25 HOURS

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 Trustee

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 workday: one in the morning and one in the afternoon, Monday through Friday.

Summer Hours - 4 10 Hour days will be at the road supervisor’s discretion, off on Fridays.

ZONING DEPARTMENT -

**Regular Office Hours - 8:00 a.m. to 4:30 p.m. - Monday through Friday
Other hours by appointment**

Zoning Office Secretary - 8:00 a.m. to 4:30 p.m. - Monday through Friday

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 workday: one in the morning and one in the afternoon

Part-time Zoning Inspector - 10:00 a.m. to 2:00 p.m. - Monday through Friday

Other hours by appointment

Work week shall consist of normal twenty to twenty five (20-25) hours, Monday through Friday.

No lunch breaks or work breaks plus time as approved by the liaison.

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

Motion: D’Amico
Second: Bullard
Vote: D’Amico yes and Bullard yes

ESTABLISH 2019 SPECIAL EVENTS CALENDAR

DISCUSSION: D’Amico suggested that the township cleanup day be moved to every other year. It is starting to get expensive and they are getting less and less people coming due to the trash pick-up and recycling. Bullard said this year they had one dumpster of trash and a little bit of steel. In the past they had three dumpsters. Bullard agreed.

**RESOLUTION APPROVE SPECIAL EVENTS DATES AND TIMES AS LISTED
19-01-30**

-

Spring Open House with Egg Hunt - TBD

Township Cleanup Day - Suspended for 2019

Touch A Truck Event - TBD

Halloween Open House - Sunday, October 20, 2019 - 1:00 p.m. to 3:00 p.m.

Beggar’s Night -Thursday, October 31, 2019 - 6:00 p.m. to 8:00 p.m.

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Motion: D'Amico
Second: Bullard
Vote: D'Amico yes and Bullard yes

FISCAL OFFICER ITEMS

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.

RESOLUTION 19-01-31 MOTION TO ADJOURN 2019 ORGANIZATIONAL MEETING @ 7:30 P.M DECEMBER 27, 2019

Motion: D'Amico
Second: Bullard
Vote: Bullard yes and D'Amico yes

Meeting adjourned at 7:30 p.m.

Ron Bullard, Trustee

ABSENT

Ken O'Brien, Trustee

ATTEST:

Claudia Smith, Fiscal Officer

Tom D'Amico, Trustee