

BERLIN TOWNSHIP TRUSTEES

6:50 P.M. 2020 ORGANIZATIONAL MEETING December 23, 19

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: Ken O'Brien, Tom D'Amico Ronald W. Bullard, Claudia Smith, Fiscal Officer AND Theresa Taylor Fiscal Officer Assistant

PLEDGE OF ALLEGIANCE: Ron Bullard led the Pledge of Allegiance

ATTENDANCE: Joe 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 NAME 2020 TRUSTEE CHAIRMAN – TOM D'AMICO 20-01-01

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

RESOLUTION NAME 2020 TRUSTEE VICE CHAIRMAN – RON BULLARD 20-01-02

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

RESOLUTION NAME 2020 TRUSTEE EXECUTIVE MEMBER – KEN O'BRIEN 20-01-03

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

Meeting turned over to Chairman D'Amico

DISCUSSION: They discussed whether to keep the meetings on Monday's and decided that they would with the exceptions listed below. O'Brien suggested that one road inventory meeting be on a Saturday and that as a board they only need to look at them once a year.

RESOLUTION ESTABLISH 2020 MEETING SCHEDULE AS LISTED 20-01-04

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

HOLIDAY EXCEPTIONS: 2nd meeting in May will be Tuesday, May 26, 2020

Emergency Meetings: Chairman calls meeting notifying trustees and Fiscal Officer

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

Road Inventory Meetings: Spring- Saturday, April 18, 20120 at 9:00 a.m.

Special Meetings: Dates and times to be noticed.

Year End Meeting: December 28, 2020 at 4:30 p.m.

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2021 Organizational Meeting: Immediately following the End of Year Meeting

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

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

ROBERTS RULES OF ORDER-

RESOLUTION 20-01-05 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: Bullard
Second: O'Brien
Vote: D'Amico yes, Bullard yes and O'Brien yes

Discussion: O'Brien suggested that we remove meetings being posted to the township Facebook page.

RESOLUTION 20-01-06 APPROVE ALL TRUSTEE MEETINGS WILL BE POSTED ON THE BERLIN TOWNSHIP WEBSITE AT WWW.BERLINTWP.US, 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: Bullard
Second: O'Brien
Vote: D'Amico yes, Bullard yes and O'Brien yes

POLICIES AFFECTING MEETINGS

RESOLUTION 20-01-07 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.

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

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

DEPARTMENT LIAISONS:

Discussion: D'Amico said they usually rotate and Bullard suggested that they stay the same because O'Brien has more experience with union contracts. D'Amico said he would like to go back to zoning & cemetery. Bullard said he would take roads.

RESOLUTION 20-01-08 NAME DEPARTMENT LIAISONS AND DUTIES AS LISTED:
Trustee D'Amico - Zoning & Cemetery
Trustee O'Brien - Fire
Trustee Bullard - Roads

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.
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

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

APPOINT AND/OR NAME POSITIONS AND BOARD

**RESOLUTION NAME APPOINTMENTS AND POSITIONS
20-01-09**

- 1.) Trustee D'Amico 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 Tim Carr-elected by fire department members
Pat Paykoff and Steve Spangler-named by legislative authority (Township Trustees). Joe Pichert 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:

TBD	3 yr. term expires December 31, 2020
Antoinette Korleski	3 yr. term expires December 31, 2021
Pat Paykoff	3 yr. term expires December 31, 2022

Motion: O'Brien
 Second: Bullard
 Vote: O'Brien yes, D'Amico yes and Bullard 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 "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 2020 calendar year."

**RESOLUTION APPROVES RETAINING LEGAL COUNSEL AS FOLLOWS:
20-01-10**

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

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

The Brosius, Johnson & Griggs, LLC. 2020 Billing Rates proposal is to be kept in the file.

**RESOLUTION APPROVE EMPLOYING TOWNSHIP'S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2020 AS PROVIDED BY BROSIUS, JOHNSON & GRIGGS, LLC. AND APPROVE LEGAL
20-01-11**

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SERVICES AND COMPENSATION FOR 2020 NOT TO EXCEED \$2,000, WITHOUT FURTHER ACTION BY THE BOARD.

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

Smith said that she is very rarely notified when someone contacts the Prosecutor.

FISCAL OFFICER'S AUTHORIZATION

RESOLUTION 20-01-12 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: O'Brien
Vote: D'Amico yes, Bullard yes and O'Brien yes

NO MONEY HELD IN ESCROW

RESOLUTION 20-01-13 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: Bullard
Second: O'Brien
Vote: Bullard yes, D'Amico yes and O'Brien yes

RESOLUTION 20-01-14 HOLIDAY OBSERVANCE POLICY

Wednesday	January 1, 2020	New Year's Day
Monday	January 20, 2020	Martin Luther King Day
Monday	May 25, 2020	Memorial Day
Friday	July 3, 2020	Independence Day
Monday	September 7, 2020	Labor Day
Wednesday	November 11, 2020	Veterans Day
Thursday	November 26, 2020	Thanksgiving Day
Friday	November 27, 2020	Day after Thanksgiving (exchange for President's Day)
Thursday	December 24, 2020	1/2 Day-Afternoon

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Friday	December 25, 2020	(exchange for Columbus Day) Christmas Day
Thursday	December 31, 2020	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: O'Brien
 Second: Bullard
 Vote: Bullard yes, D'Amico yes and O'Brien 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
20-01-15**

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

DEPARTMENT SPENDING AUTHORIZATION

**RESOLUTION MONTHLY DEPARTMENT SPENDING AUTHORIZATION
20-01-16 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

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

**RESOLUTION APPROVE AND ADOPT TOWNSHIP HALL RENTAL RULES
20-01-17**

**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.

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:

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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
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: O'Brien
Second: Bullard

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

CEMETERY FEES

DISCUSSION: Smith said she asked Buell if he wanted to raise and fees and he said no.

RESOLUTION 20-01-18 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
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

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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

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

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

D'Amico asked what we were going to do if we had more than 80 people show up to a meeting, such as a zoning hearing. O'Brien said you can call the hearing to order and say we don't have enough room and make a motion to change the venue to a different date, time and place or you can have it be first come first serve.

ZONING PERMIT FEES

DISCUSSION: Smith said she asked zoning office if they were going to increase and fees and they said they wanted to add one for solar panels but she never heard back.

RESOLUTION 20-01-19 APPROVE AND ADOPT 2020 ZONING FEES AS LISTED IN EXHIBIT #14

EXHIBIT #14 BERLIN TOWNSHIP ZONING FEE SCHEDULE Effective 1/1/2020

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
Burnout, tornado, or natural disaster | \$100.00 each *
NO CHARGE |
| 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 |

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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	\$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) **2018	\$350.00 plus \$ 35.00 per 100 sq. ft.
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 additional cost to applicant)	\$650.00 to include court reporter
	Additional fee per hearing after 2 nd hearing	\$600.00
14.	Review Lot Split	\$100.00 each *
15.	ALL REZONING APPLICATIONS	\$500.00 plus \$200.00 per acre Up to 500 Acres \$600.00
	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) 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.	\$300.00 each
	RENEWAL - six (6) months-zoning inspector's discretion.	\$300.00 each
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

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

TOWNSHIP DRIVEWAY PERMITS

Discussion: O'Brien said he would like to have a list of all the driveway permits that have been approved because he does not think one exists. D'Amico said we could get Irwin to do one. Bullard said we'll see if we can get a better record of it.

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

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

**RESOLUTION APPROVE \$5,000.00 FOR CONTRACT SERVICES FOR
 20-01-21 ZONING DEPARTMENT TO BE PROVIDED BY DELAWARE
 COUNTY REGIONAL PLANNING NOT TO EXTEND BEYOND
 DECEMBER 31, 2020 AND TO BE MANAGED BY THE ZONING
 INSPECTOR**

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

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WAGE SCHEDULE

DISCUSSION: O'Brien said he would recommend we use the CPI because we did that for another employee.

RESOLUTION 20-01-22 APPROVE AND ADOPT A 1.6% WAGE INCREASE FOR 2020 EFFECTIVE JANUARY 12, 2020. ALL WAGE INCREASE RATES TO BE ROUNDED TO THE NEAREST PENNY FOR ALL EMPLOYEES WITH THE EXCEPTION OF LOVELESS, AND FIRE FIGHTERS BOGER, BROWN, CARR, CONLEY, LAINGE, SHAW, MALICAH SWANSON AND MICAH SWANSON DUE TO PROBATION AND/OR OTHER CHANGES WITHIN THE DEPARTMENT

EXHIBIT #16

TOWNSHIP PERSONNEL POSITIONS & PAY RATES

POSITION	2019 Pay Rate 3%	2020 Pay Rate 1.60%
ADMINISTRATIVE		
Assist. To Fiscal Officer	\$30.58 hr.	\$31.07 hr.
Other Clerical	\$13.77 hr.	\$14.00 hr.
BUILDING		
Custodian	\$15.03 hr.	\$15.27 hr.
Labor	\$15.03 hr.	\$15.27 hr.
CEMETERY		
Sexton	\$500.00 mo	\$508.00 mo
Labor-Sexton (foundation, hand dig grave, other as assigned)	\$22.28 hr.	\$22.64 hr.
Sexton Assistant	\$15.03 hr.	\$15.27 hr.
Labor Other	\$14.98 hr.	\$15.22 hr.
Cemetery Clerk	\$19.33 hr.	\$19.64 hr.
ROAD		
2 Hour minimum paid call in		
Road Superintendent	\$26.64 hr.	\$27.07 hr.
Laborer II	\$20.07 hr.	\$20.40 hr.
Laborer II - New Hire	\$17.92 hr.	\$18.21 hr.
Laborer I	\$14.82 hr.	\$15.06 hr.
Laborer - part-time	\$14.82 hr.	\$15.06 hr.
Truck Driver-CDL Casual Labor	\$22.38 hr.	\$22.74 hr.
Truck Driver-no CDL	\$14.82 hr.	\$15.06 hr.
FIRE		
Fire Chief (Annual salary)	TBD	TBD
(bi-weekly hourly rate-adjusted to salary-Dec.)	TBD	TBD
Fire Chief (Part-time)	\$19.76 hr.	\$20.08 hr.
Assistance Fire Chief (Full-time)	TBD	TBD
Assistance Fire Chief (Part-time)	\$17.48 hr.	\$17.76 hr.
Fire Captain (Full-time)	\$18.18 hr.	\$18.47 hr.
Full-time Lieutenant	\$22.01 hr.	\$22.36 hr.
Full-time Lieutenant (Probationary)	\$20.06 hr.	\$22.41 hr.

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Full-time Firefighter	\$22.17 hr.	\$22.53 hr.
Full-time Firefighter (Probationary)	\$18.28 hr.	\$18.57 hr.
Part-time Firefighter Lieutenant	\$16.55 hr.	\$16.82 hr.
Part-time Firefighter Fire Safety Inspector	\$16.55 hr.	\$16.82 hr.
Part-time Firefighter	\$14.03 hr.	\$14.26 hr.
Part-time Firefighter (Probationary)	\$13.62 hr.	\$13.84 hr.

ZONING

Full-time Inspector (annual salary)	TBD	TBD
(bi-weekly hourly rate adjusted to salary-Dec.)	TBD	TBD
Part-time Inspector	\$19.96 hr.	\$20.28 hr.
Part-time Inspector (substitute)	\$19.02 hr.	\$19.33 hr.
Full-time Administrative Assistant	\$18.97 hr.	\$19.28 hr.
Temporary Clerical	\$15.08 hr.	\$15.33 hr.
Board Clerk - L. Knapp	\$19.33 hr.	\$19.64 hr.
Board Clerk (new hire)	\$15.92 hr.	\$16.18 hr.
Township fiscal officer-clerk zoning mtg.	\$25.43 hr.	\$25.84hr.
Zoning board members attendance at informal meetings	\$19.02 hr.	\$19.33 hr.
Zoning Board members - Training Rate	\$13.97 hr.	\$14.20 hr.

Zoning Board Meeting Rates

Board Clerk - L. Knapp	\$34.83 hr.	\$35.39hr.
BZA & BZC Chairman	\$40.19 hr.	\$40.84 hr.
BZA & BZC Board Members	\$29.48 hr.	\$29.96 hr.
BZA & BZC Alternate Members	\$29.48 hr.	\$29.96 hr.
BZA & BZC Members & Alternates- (special assignments as authorized by Board of Trustees - Maximum 20 events per year)	\$29.48 hr.	\$29.96 hr.
BZA & BZC Chairman (Meeting prep & administrative duties)	\$18.28 hr.	\$18.58 hr.
Zoning Inspector-RPC & other meetings as directed by Board of Trustees	\$29.48 hr.	\$29.95 hr.
RPC Representative	\$29.48 hr.	\$29.95 hr.
RPC Alternate	\$29.48 hr.	\$29.95 hr.

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

**RESOLUTION APPROVE ESSENTIAL PART-TIME PERSONNEL WHO ARE CALLED
 20-01-23 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, 2020**

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

DISCUSSION: Smith said she received emails from Kaplan, Brad and Michelle Cook that they would like to continue one the zoning boards. Armstrong said he would not like to continue one. She also did not receive anything from Flaherty. She reminded them that we still have two BZA alternate positions that need to be filled as well as a BZC alternate.

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RESOLUTION 20-01-24 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

	Martin Johnson	term expires	3-1-2021
Vice Chair	Jerry Valentine	term expires	3-1-2022
	Mike Bardash	term expires	3-1-2023
Chair	Antoinette Korleski	term expires	3-1-2024
	Darcy Kaplan	term expires	3-1-2025

BZC ALTERNATE

	Steve Flaherty	term expires	3-1-2021
	Ray Armstrong	term expires	3-1-2020

BZA BOARD

Vice Chair	Joe Korleski	term expires	3-1-2021
	Jason Acevedo	term expires	3-1-2022
Chair	Don Sutton	term expires	3-1-2023
	Brad Cook	term expires	3-1-2024
	Michelle Cook	term expires	3-1-2025

BZA ALTERNATE

	Larry Harmon	term expires	3-1-2021
	Open Position		

RPC REPRESENTATIVE

	David Loveless	term expires	3-1-2021
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RPC ALTERNATE

	Ken O'Brien	term expires	3-1-2021
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Motion: Bullard
 Second: O'Brien
 Vote: D'Amico yes, Bullard yes and O'Brien yes

RESOLUTION 20-01-25 APPROVE CERTIFIED LIST OF FIREFIGHTERS 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 Malachi Swanson	240FFII/EMT-B/Rescue Tech/EVAC
Full Time Captain Tim Carr	240FFII/EMT-B/Rescue Tech
Full Time Captain Scott Brown	240FFII/EMT-B/Rescue Tech
Full Time Firefighter Brandon Conley	240FFII/EMT-B
Full Time Firefighter Micah Swanson	240FFII/EMT-B/CFSI
Full Time Firefighter Jacob Shaw	240FFII/EMT-B
Full Time Firefighter Clinton Lainge	240FFII/EMT-B
Part Time Lieutenant Sam Reda	240FFII/EMT-B/EVAC
Part Time Lieutenant Steve Arnold	240FFII/EMT-I/CFSI

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Part Time Firefighter Greg Prantl	240FFII/EMT-B/CFSI/Fire Inst/EVAC.
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 Jackson Boger	240FFII/EMT-B
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 Toby Cook	240FFII/EMT-P
Part Time Firefighter Bob Barcus	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 Fire Department Employees, as of January 1, 2020.
Craig A. Hall, Fire Chief

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

FIRE DEPARTMENT POLICIES

RESOLUTION 20-01-26 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: Bullard
Second: O'Brien
Vote: Bullard yes, O'Brien yes and D'Amico yes

**ESTABLISH POLICY – CLOTHING ALLOWANCES
FIRE DEPARTMENT**

RESOLUTION 20-01-27 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: Bullard
Second: O'Brien
Vote: O'Brien yes, D'Amico yes and Bullard yes

**ESTABLISH POLICY – SAFETY CLOTHING
ROAD DEPARTMENT**

RESOLUTION 20-01-28 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

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

ESTABLISH DEPARTMENT WORK HOURS

DISCUSSION: D'Amico said this schedule did not appear to be followed this year, zoning inspector 10 to 2. Bullard said we should cut it by an hour to keep it below the 1,500 hours, which would include time for the evening meetings. D'Amico said as the zoning department liaison he will tell him that we will keep it 10 to 2 but if he starts crawling up we will have a reflection every quarter and it will come down. O'Brien said 20 to 25 hours works. Bullard said 60 hours a week comes to 1,500 hours and if we figure in the zoning meetings he is guaranteed go over. D'Amico said he will tell him 25 hours a max.

O'Brien said he reads the road department exceptions differently than he thinks the road department does. He thinks Irwin interprets it that the board of trustees can add hours not that they can move hours. O'Brien thinks if you know a major snowstorm is coming do not come in 8:00 to 4:30 on Friday because you know you are going to have to be there from 5:00 until 5:00 the next day. Smith asked if you can change a person's normal work hours to avoid paying overtime. O'Brien said yes he is pretty confident that you can however, someone has to have the authority to tell them that and if you don't give the authority to the person then you can't do it. The board can give authority, the board can give the liaison authority but a trustee does not have authority to do that. D'Amico said they should authority the liaison to offer them the ability to flex hours if there is a storm that is imminent for the weekend. If they are too tired, they are not driving safely. Bullard said if they show up at midnight he does not want them to have to stay until 4:00 p.m. so they could go home when they get done.

RESOLUTION 20-01-29 APPROVE WORK HOURS AS STATED WITH THE REVISION THAT PARTTIME ZONING INSPECTOR WORK FROM 10 A.M. TO 2 P.M. WITH A MAXIMUM OF 25 HOURS PER WEEK.

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 related emergency times as needed or as directed by the road department trustee liaison

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

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(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

Maximum of 25 hours per week. 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: Bullard
Second: O'Brien
Vote: O'Brien yes, D'Amico yes and Bullard yes

ESTABLISH 2020 SPECIAL EVENTS CALENDAR

**RESOLUTION APPROVE SPECIAL EVENTS DATES AND TIMES AS LISTED
20-01-30**

Spring Open House with Egg Hunt - TBD

Township Cleanup Day – Suspended for 2020

Touch A Truck Event – August 8, 2020 10:00 a.m. to 2:00 p.m.

Halloween Open House - Sunday, October 18, 2020 - 1:00 p.m. to 3:00 p.m.

Beggar's Night -Saturday, October 31, 2020 - 6:00 p.m. to 8:00 p.m.

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

FISCAL OFFICER ITEMS

Permanent Appropriations –

**RESOLUTION APPROVE 2020 PERMANANT APPROPRIATIONS NOT
20-01-31 TO EXCEED \$6,029,729.64**

1000	General Fund	\$2,134,500.00
2011	Motor Vehicle License Tax Fund	\$ 26,000.00
2021	Gasoline Tax Fund	\$ 133,500.00
2041	Cemetery Fund	\$ 148,200.00
2042	SPRBA	\$ 20,603.36
2111	Fire Fund	\$3,132,100.00
2181	Zoning Fund	\$ 274,000.00
2231	Motor Vehicle Permissive License Tax Fund	\$ 90,000.00
3101	General Note – Hollenback Road	\$ 4,000.00
3102	General Note – Piatt Road	\$ 2,000.00
4303	Capital Project – Parks	\$ 2,255.88
4401	Public Works Commission Project	\$ 62,570.40

Total PERMENANT APPROPRIATIONS \$6,029,729.64

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

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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 20-01-32 MOTION TO ADJOURN 2020 ORGANIZATIONAL MEETING @ 8:17 P.M DECEMBER 23, 2019

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

Meeting adjourned at 8:17 p.m.

Tom D'Amico, Trustee

Ron Bullard, Trustee

ATTEST:

Claudia Smith, Fiscal Officer

Ken O'Brien, Trustee