

BERLIN TOWNSHIP TRUSTEES

6:00 p.m. Trustee Meeting October 26, 20

HELD AT: This meeting was held virtually by Zoom, Delaware, OH

CALL TO ORDER: Tom D’Amico, Trustee Chairman

PLEDGE OF ALLEGIANCE: Ken O’Brien led the Pledge of Allegiance

ROLL CALL: Ken O’Brien, Tom D’Amico, Ron Bullard, Claudia Smith, Fiscal Officer and Theresa Taylor, Assistant Fiscal Officer

ATTENDANCE: Meghan Raehl, Joe Pichert, Tim Foor, Dave Goettel and Theresa Cannon

**Approval of Minutes-
RESOLUTION APPROVE THE 10/10/20 EMERGENCY MEETING MINUTES
20-10-29 AND DISPENSE WITH THE READING**

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

**RESOLUTION APPROVE THE 10/12/20 REGULAR MEETING MINUTES
20-10-30 AND DISPENSE WITH THE READING**

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

**RESOLUTION APPROVE THE 10/14/20 SPECIAL MEETING MINUTES
20-10-31 AND DISPENSE WITH THE READING**

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

**RESOLUTION APPROVE THE 10/15/20 SPECIAL MEETING MINUTES
20-10-32 AND DISPENSE WITH THE READING**

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

**RESOLUTION APPROVE THE 10/17/20 SPECIAL MEETING MINUTES
20-10-33 AND DISPENSE WITH THE READING**

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

Old Business –

Disaster Plan, Password Policy & Upgrade Computers- Smith stated that she had received the templates from OTARMA and that someone will need to be assigned to work on it as she has paperwork that needs to be filled out stating what action is going to be taken. Bullard stated as far as the Password Policy, all employees need to give Smith their passwords. Smith stated that not all have.

Roads Truck Purchase- Bullard spoke with Chris Ballard and he confirmed that it is ok to use Sourcewell as a supplier for the tractor, the truck and the outfitting of the truck. The cost to join Sourcewell is \$150. O’Brien stated that we should defer the purchase to January 1st, 2021. Bullard agreed.

Covid Funds- Smith stated that the township has received \$318,999.76 for Covid Funds. Bullard stated that he had received an estimate from Worley Supply for four no-touch water fountains that Irwin believes he can install at the township hall and the fire department.

RESOLUTION MOTION TO APPROVE \$4,309.20 TO WORLEY SUPPLY PER

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20-10-34

QUOTE #S3833908 FOR FOUR WATER COOLERS, TWO FOR THE FIRE DEPARTMENT AND TWO FOR THE TOWNSHIP HALL

Motion: Bullard

Second: O'Brien

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

Discussion: O'Brien asked Smith if there is an account for the Covid Funds. Smith suggested that the trustees make a resolution, to be on the safe side for her to be able to create that fund to properly account for the funding dollars.

**RESOLUTION
20-10-35**

MOTION TO AUTHORIZE THE FISCAL OFFICER TO ESTABLISH A FUND THAT THE COVID FUNDS WILL GO INTO

Motion: O'Brien

Second: Bullard

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

Bullard stated that he spoke with Ballard about what items can possibly be purchased with the Covid Funds. Ballard asked specifically if the township's grass truck would fall under possible purchases. Ballard said no. Ballard did state supplies such as masks, protective equipment, hand sanitizer, any disinfecting items and no-touch faucets/paper towel dispensers in the bathrooms would qualify. D'Amico stated that inventory will be taken on possible needs and decide at the next trustee meeting on what to purchase.

Bullard suggested that the five computers that were bought for the trustees, fiscal officer and assistant fiscal officer to hold zoom meetings, be charged to the fund. O'Brien stated that he did not think it was retroactive and would not qualify. O'Brien suggested checking with Ballard on this issue. O'Brien feels that the zoning commission and the zoning board of appeals should have new township computers. Although, they do not want them they should be expected to have them and to use them. The reasons being, for security purposes and also for when a member leaves then the person that takes over for them would have access to all the information on the computer. This would also allow all zoning commissioners to have the same access to information. O'Brien suggested having the zoning liaison discuss it with the other members. D'Amico will send an e-mail to the chairman.

Cemetery Sexton- D'Amico stated that Tim Foor accepted the position as Cemetery Sexton for Fairview Cemetery. D'Amico stated that he feels plots will be marked as not available for sale because of the misplacements of some of the vaults. Tim Foor discussed a service that is available which locates vaults through a ground radar and will display a 3-D photomap of their locations. Foor works with a gentleman, Jared Burks from Ohio Valley Archeology which is connected to the Ohio Historical Center that performs this kind of service for cemeteries. Its estimated cost is around \$12,000. O'Brien stated that he would like to get a few other quotes. Foor is going to invite Burks to the November 9th trustee meeting. Bullard suggested D'Amico investigate if a wand like the ones that are used to mark cables could help in any way.

Foor stated that Dick Swisher had been buried in 2017 or 2018 and his brother has been trying to get a Veteran's stone on his burial site but the previous receiver had not signed the form that would allow the stone be delivered. Foor stated that he told Swisher's brother he would check with the trustees. Bullard stated that they would need a foundation for that. Foor stated that there are approximately \$50,000 worth of granite bases sitting on site that could be used. D'Amico stated that since there will be no contesting of the 8-acres that was not given to the township, a survey will need to be done so that it is clear where the lines are and what exactly lays on the townships property before we can use any of the existing materials. Bullard stated that it is \$125 plus an additional \$.75/square inch for the foundation of the Veteran's marker.

Collective Bargaining- Nothing new.

Employee compensation- Nothing new.

Fiscal Officer Items- Smith stated that she needs the trustees to get her possible figures for what they want to spend money on next year.

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Cemetery- D’Amico stated that he had received a request that someone wants to remove and then replace two foundations. D’Amico will check with Miley Excavating for a quote. Foor stated that this is something he is able to do also.

Smith stated she had received the yearly paperwork for the Department of Commerce that asks for the name of the person that will be selling gravesites and another for a Change Application for the cemetery. Smith stated that it asks for the cemetery’s file number and asked the trustees and Foor if they new where to find that information. Foor looked into it and it looks like the registration had lapped and that it will need to be reinstated with the new registration number.

**Fire Department-
Requisitions-
RESOLUTION
20-10-36**

MOTION TO APPROVE REQUISITION #2020-17 TO FIRE AND SAFETY SERVICES FOR FOUR GAS MONITORS FOR \$4,320

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

Pichert stated that the 2003 F-350 utility truck is rusting out inside the wheel wells and the floor that is in between the tool boxes that are over the wheel wells and starting to come through on the actual body of the truck. He would like to have it worked on during the winter months since it is not used during that time. O’Brien would like Pichert to get two quotes.

**Road Department-
Requisitions-
RESOLUTION
20-10-37**

MOTION TO APPROVE PURCHASE PROPOSAL #22957190 DATED OCTOBER 14TH, 2020 TO PARROT IMPLEMENT FOR THE PURCHASE OF A JOHN DEERE 4052 R-COMPACT TRACTOR TO REPLACE THE EXISTING ONE FOR \$3,100 AFTER TRADE IN

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

O’Brien stated he had read the e-mail stating that the roads department had posted the 50mph sign on Curve Rd. He confirmed that they did post the sign but they also posted it on Rt. 273 which was not supposed to have one. Bullard will check into it.

Onyx Coasting Contract- There was no discussion on this.

Zoning Department- Nothing new.

Public Comment- Foor asked when Fairview Cemetery will be mowed next. D’Amico said Friday.

**Trustee Items-
RESOLUTION
20-10-38**

MOTION TO RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(1,2 &4) TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE, TO CONSIDER THE PURCHASE OF PUBLIC PROPERTY AND COLLECTIVE BARGAINING- THREE TRUSTEES, FISCAL OFFICER AND FISCAL OFFICER TO ATTEND- 7:10 P.M.

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

**RESOLUTION
20-10-39**

MOTION TO RETURN TO REGULAR SESSION- 7:31 P.M.

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

D'Amico "We met in executive session and no decisions were made and no actions were taken".

RESOLUTION 20-10-40 MOTION TO CHANGE THE PAY RATE FOR CEMETERY SEXTON LARRY BUELL TO \$10,000/YR STARTING ON NOVEMBER 1ST, 2020

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

D'Amico explained to Theresa Cannon what was discussed previously with Tim Foor about Fairview Cemetery. Cannon stated that there needs to be a correct mapping of the layout of the whole cemetery, which needs to be set up on Pontem before any names can be entered into the system. Smith asked if Cannon new where to find the cemetery file number and the owner number. Cannon does not know.

- Future Meetings-**
- 10/29/20 Special Meeting**
 - 11/04/20 Special Meeting**
 - 11/09/20 Trustee Meeting**
 - 11/23/20 Trustee Meeting**

Late Items- There were no late items.

Adjourn- RESOLUTION 20-10-41 MOTION TO ADJOURN

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

Meeting adjourned by Chairman D'Amico at 7:46 P.M.

Tom D'Amico, Trustee

ATTEST:

Ron Bullard, Trustee

Theresa Taylor, Assistant Fiscal Officer

Ken O'Brien, Trustee