

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

HELD AT: This meeting was held virtually by Zoom, Delaware, OH 43015

CALL TO ORDER: Meeting called to order by Fiscal Officer, Claudia Smith.

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

ATTENDANCE: Mark Carey and 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 2021 TRUSTEE CHAIRMAN – RON BULLARD
21-01-01**

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

**RESOLUTION NAME 2021 TRUSTEE VICE CHAIRMAN – KEN O’BRIEN
21-01-02**

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

**RESOLUTION NAME 2021 TRUSTEE EXECUTIVE MEMBER – TOM D’AMICO
21-01-03**

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

Meeting turned over to Chairman Bullard

**RESOLUTION ESTABLISH 2021 MEETING SCHEDULE AS LISTED
21-01-04**

Regular Meetings: The 2nd and 4th Monday each month with the following exceptions. All meetings to start at 6:00 p.m. unless otherwise advertised/posted

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

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 17, 2021 at 9:00 a.m.

Special Meetings: Dates and times to be noticed.

Year End Meeting: Monday December 27, 2021 at 4:30 p.m.

2022 Organizational Meeting: Immediately following the End of Year Meeting

The fiscal officer will advertise the 2021 meeting schedule in The Delaware Gazette.

IN THE MATTER OF ESTABLISHING A REASONABLE METHOD WHEREBY THE PUBLIC MAY DETERMINE THE TIME AND PLACE

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

**OF ALL REGULARLY SCHEDULED MEETINGS OF THE BOARD
AND THE TIME, PLACE, AND PURPOSE OF ALL SPECIAL AND EMERGENCY
MEETINGS OF THE BOARD**

The Board of Trustees of Berlin Township, Delaware County, Ohio (“Board”) met in open for the regular meeting on the December 28, 2020.

Bullard Moved the adoption of the following Resolution.

PREAMBLE

WHEREAS, pursuant to R.C. § 121.22(F), the Board is required, by rule, to establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings of the Board and the time, place, and purpose of all special meetings of the Board; and,

WHEREAS, the Board also desires, consistent with R.C. § 121.22(F), to establish a reasonable method whereby any person may determine the time, place, and purpose of all emergency meetings of the Board.

RESOLUTION

NOW THEREFORE BE IT RESOLVED:

Pursuant to R.C. § 121.22(F), the Board establishes and provides notice of the following schedule for all regular meetings of the Board held in 2021 and sets the following rules for providing notice of all special and emergency meetings of the Board held in 2020 :

- 1. All regularly scheduled meetings of the Board held in 2021 shall be held in accordance with the following schedule:

Time: 6:00 P.M.

Days/Dates: The 2nd and 4th Monday of each month with the following exceptions: June, July and August meetings will be 2nd Monday at 6:00 p.m. ROAD INVENTORY MEETINGS: Spring – Saturday April 17, 2021 beginning at 9:00 a.m. The 2021 END OF YEAR MEETING: Monday December 27, 2021 at 4:30 p.m. The 2022 ORGANIZATIONAL MEETING: Immediately following the End of the Year Meeting.

Place: All meetings will be held virtual (Zoom) until further notice. When in person meetings resume they will be held at Berlin Township Hall 3271 Cheshire Rd Delaware, Oh 43015.

- 2. The Fiscal Officer shall immediately publish the above time, days/dates, and place of all regularly scheduled meetings one (1) time in the Delaware Gazette, a newspaper of general circulation in the Township.
- 3. The Fiscal Officer shall also continually post the above time, days/dates, and place of all regularly scheduled meetings in at least one (1) prominent public location in the township hall, in at least one (1) prominent public location at any other location where the Board regularly holds meetings and/or conducts business (if any), and, if the Board maintains a Township website or subsequently establishes a Township website, on the Township’s website.
- 4. Any person, upon request made to the Fiscal Officer, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall be provided in any reasonably requested manner to include, but not limited to, providing notice and the agenda by email sent to an email address provided by the requestor or physically mailing the notice and agenda to the requestor and/or all subscribers on a mailing list provided by the requestor. If physical mailing of the notice and agenda are requested, the requestor shall provide the Fiscal

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

Officer a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Fiscal Officer shall maintain a list of all persons requesting such notification.

5. The Fiscal Officer shall maintain a separate list of news media requesting notification of meetings.
6. Where the purpose of a regular meeting is of a type for which a person(s) or the news media has requested notification, the Fiscal Officer shall provide advance notice to such requesting person(s) in the manner requested and to the news media in writing.
7. The Fiscal Officer shall provide notice of the time, place, and purpose of all special meetings of the Board as follows:
 - A. Provide at least twenty-four (24) hours' advance notice in writing to the news media that have requested notification; and,
 - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide advance notice to such requesting person(s) in the manner requested.
 - C. Prominently post advance notice of the meeting on the door of the township hall or other location where the meeting is to be held.
 - D. If the Board specifically requests notice be published, publish notification as directed by the Board.
 - E. If the Board maintains a Township website or subsequently establishes a Township website, they may post notice of the meeting on the Township's website. (Except when it is impractical to notice on the website.)
8. Any member or members of the Board calling an emergency meeting of the Board shall immediately provide notice of the time, place, and purpose of the emergency meeting as follows:
 - A. Provide notice in writing to the news media that have requested notification; and,
 - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide notice to such requesting person(s) in the manner requested.
 - C. Prominently post notice of the meeting on the door of the township hall or other location where the meeting is to be held.
 - D. If the Board maintains a Township website or subsequently establishes a Township website, they may post notice of the meeting on the Township's website. (Except when it is impractical to notice on the website.)
9. If a meeting is cancelled, the Fiscal Officer shall provide notice of the cancellation by prominently posting a notice of the cancellation on the door of the township hall or other location where the meeting is to be held and, if the Board maintains a Township website or subsequently establishes a Township website, posting notice of the cancellation on the Township's website.
10. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.
11. This Resolution shall be in full force and effect immediately upon adoption.

O'Brien Seconded the motion.

Voted on and signed December 28, 2021 in Berlin Township, Delaware County, Ohio.

Tom D'Amico Trustee

Ron Bullard Trustee

Ken O'Brien Trustee

Attest:

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

Township Fiscal Officer

CERTIFICATE

State of Ohio, Delaware County:

I, the undersigned Township Fiscal Officer of Berlin Township, Delaware County, Ohio, certify that the foregoing Resolution No. 21-01-04 is taken and copied from the record of proceedings of the Board, and that it has been compared by me with the Resolution on the record and is a true and accurate copy. I further certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: December 28, 2020 _____
Township Fiscal Officer

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

ROBERTS RULES OF ORDER-

RESOLUTION 21-01-05 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

RESOLUTION 21-01-06 APPROVE ALL TRUSTEE MEETINGS MAY 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 21-01-07 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.

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

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

DEPARTMENT LIAISONS:

Discussion: D'Amico said he would like to have the fire department and O'Brien said he would have to know the union contract inside and out. Bullard said he would stay with roads.

**RESOLUTION 21-01-08 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

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

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

APPOINT AND/OR NAME POSITIONS AND BOARD

**RESOLUTION NAME APPOINTMENTS AND POSITIONS
21-01-09**

- 1.) Trustee Bullard to attend Delaware County Health Board meeting
- 2.) TBD - 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 Dan O'Brien-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:

Pat Paykoff	3 yr. term expires December 31, 2022
TBD	3 yr. term expires December 31, 2023
TBD	3 yr. term expires December 31, 2024

Motion: Bullard
 Second: O'Brien
 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: Bullard "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 2021 calendar year." The trustees retain the right to seek other counsel when appropriate.

**RESOLUTION APPROVES RETAINING LEGAL COUNSEL AS FOLLOWS:
21-01-10**

- 1.) Retain Delaware County Prosecutor as Township Legal Counsel per the Ohio Revised Code; retain other legal counsel when appropriate 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

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

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

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

The Brosius, Johnson & Griggs, LLC. 2021 Billing Rates proposal is to be kept in the file.

RESOLUTION 21-01-11 APPROVE EMPLOYING TOWNSHIP'S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2021 AS PROVIDED BY BROSIUS, JOHNSON & GRIGGS, LLC. AND APPROVE LEGAL SERVICES AND COMPENSATION FOR 2021 NOT TO EXCEED \$5,000, WITHOUT FURTHER ACTION BY THE BOARD. AND RETAIN OTHER LEGAL COUNSEL BASED UPON WHAT ISSUES ARISE.

Motion: Bullard
Second: O'Brien
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

FISCAL OFFICER'S AUTHORIZATION

RESOLUTION 21-01-12 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: Bullard
Second: O'Brien
Vote: D'Amico yes, Bullard yes and O'Brien yes

NO MONEY HELD IN ESCROW

RESOLUTION 21-01-13 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 21-01-14 HOLIDAY OBSERVANCE POLICY FOR NON-BARGAINING UNION EMPLOYEES

Friday	January 1, 2021	New Year's Day
Monday	January 18, 2021	Martin Luther King Day

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

Monday	May 31, 2021	Memorial Day
Monday	July 5, 2021	Independence Day
Monday	September 6, 2021	Labor Day
Thursday	November 11, 2021	Veterans Day
Thursday	November 25, 2021	Thanksgiving Day
Friday	November 26, 2021	Day after Thanksgiving
		(exchange for President's Day)
Thursday	December 23, 2021	1/2 Day-Afternoon
		(exchange for Columbus Day)
Friday	December 24, 2021	Christmas Day
Thursday	December 30, 2021	1/2 Day-Afternoon
		(Exchange for Columbus Day)
Friday	December 31, 2021	New Year's Day

Holidays falling on Saturday will be observed on the immediately preceding Friday.

Holidays falling on Sunday will be observed on the immediately 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: Bullard
 Second: O'Brien
 Vote: Bullard yes, D'Amico yes and O'Brien yes

All leaves of absence for non-bargaining union employees 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 21-01-15 MISCELLANEOUS TOWNSHIP PAYMENT POLICIES FOR NON-BARGAINING UNION EMPLOYEES

- 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

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

Discussion: The trustees discussed allowing each trustee and the fiscal officer to spend \$750 a month, raising the limit for the zoning department to \$2,000 and allowing Fairview Cemetery to spend \$500 a month.

RESOLUTION 21-01-16 MONTHLY DEPARTMENT SPENDING AUTHORIZATION LIMITS

Administrative	\$750.00 per month (per trustees and fiscal officer)
Building	\$500.00 per month
Cemetery	\$500.00 per month (For Cheshire & Peachblow Cemeteries)
Cemetery	\$500.00 per month (For Fairview Cemetery)
Fire	\$2,000.00 per month
Road	\$2,000.00 per month
Zoning	\$2,000.00 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: O'Brien
Second: Bullard
Vote: O'Brien yes, D'Amico yes and Bullard yes

RESOLUTION 21-01-17 APPROVE AND ADOPT TOWNSHIP HALL RENTAL RULES, MEETING ROOMS WILL REMAIN CLOSED UNTIL FURTHER NOTICE DUE TO COVID

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

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

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:

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 # _____

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

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

CEMETERY FEES

DISCUSSION: Smith said she asked Buell if he wanted to raise any fees and he said possibly the open and closing fees. Smith called Bruce Miley who stated that he was raising his rates in 2021 to \$330.00 for open and close and \$165.00 for backfill, which he has been doing at Fairview Cemetery.

RESOLUTION 21-01-18 APPROVE AND ADOPT CEMETERY FEES AS STATED IN EXHIBIT #13

EXHIBIT #13 FEES FOR CHESHIRE CEMETERY

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	\$ 600.00 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

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

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 Must have approval of cemetery sexton	\$ 750.00 per foundation
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

- *** Increased in 2018
- **** Increased in 2019
- * Increased in 2021

Peachblow Cemetery is closed to new internments.

FEES FOR FAIRVIEW CEMETERY

**Lot sales have been suspended until further notice per trustee resolution
20-12-01**

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	\$ 750.00 per opening
Open/Close grave-Saturday, Sunday & Holiday- Adult grave	\$ 1,500.00 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	\$ 400.00 per opening

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

Open/Close grave-Saturday, Sunday & Holiday- \$ 800.00 per opening
 Infant grave-(hand dig) - Limit one (1) burial per grave lot
 Inurnment (hand dig) - Limit two (2) inurnments per grave lot

All interments must be in vault (no polyethylene) for burial

CEMETERY DEEDS -

Cemetery Deed transfer \$ 50.00 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 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

Rates Established in 2020

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

ZONING PERMIT FEES

DISCUSSION: Rippel sent an email suggesting that the fees for BZA's be increased to \$850, due to the cost to hold such hearings.

RESOLUTION 21-01-19 APPROVE AND ADOPT 2021 ZONING FEES AS LISTED IN EXHIBIT #14

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

**EXHIBIT #14 BERLIN TOWNSHIP ZONING FEE SCHEDULE
Effective 1/1/2021**

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**
- 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.) **NO CHARGE**
Utility building (less than 100 sq. ft.)
- 5. Temporary Mobile Home for six (6) mos. (Burnout, tornado, or natural disaster victim exempt) \$100.00 each *
- Renewal** six (6) months \$ 50.00 each-not more than twice
 (Burnout, tornado, or natural disaster victim 12-month renewal-exempt)
- 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) \$350.00 **plus**
 **2018 \$ 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 \$200.00 each
 at zoning inspector's discretion)
 Garage & Yard Sale **NO CHARGE**
- 13. Variance, Appeal and Conditional Use Hearings (transcript available at additional cost to applicant) \$850.00 to include court reporter**
 Additional fee per hearing after 2nd 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
 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

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

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) \$350.00 **plus**
Remodeling, structure change \$ 35.00 per 100 sq. ft.
or additions to building.
 - 3. Small accessory or storage buildings and \$200.00 each
small decks (less than 100 sq. ft.)
Utility building (less than 100 sq. ft.)
 - 4. Temporary tool, supply and construction \$300.00 each
office trailer for six (6) months.
RENEWAL - six (6) months-zoning inspector's \$300.00 each
discretion.
 - 5. Swimming Pool \$100.00 each *
 - 6. Borrow Pit \$1,000.00 each
 - 7. **SIGNS** - Permanent \$300.00 each
Temporary (six months renewal at \$200.00 each
zoning inspector's discretion)
Garage & Yard Sales **NO CHARGE**
 - 8. **ADMINISTRATIVE REVIEW** - Approve Plats & \$400.00 each
Subdivisions \$500.00 each
Minor-less than five (5) lots
Major-five (5) lots or more
 - 9. Review Lot Split \$100.00 each *
 - 10. **ALL REZONING APPLICATIONS** \$500.00 **plus**
\$200.00 per acre
Preliminary Development Plan hearing separate from Rezone \$700.00
Final Development Plan hearing separate from Rezone \$600.00
Additional fee per hearing after 2nd hearing \$600.00
 - 11. Variance, Appeal and Conditional Use \$850.00 to include
Hearings (transcript available at court reporter**
additional cost to applicant)
Additional fee per hearing after 2nd 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
** Increase in 2020

Motion: Bullard

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

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

TOWNSHIP DRIVEWAY PERMITS

Discussion: O'Brien asked if there is a recording of every driveway permit and its location to know what has been approved and what has not. D'Amico will look into it for the next trustee meeting in January.

**RESOLUTION APPROVE ALL RESIDENTIAL, FARM, COMMERCIAL AND
 21-01-20 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
 21-01-21 ZONING DEPARTMENT TO BE PROVIDED BY DELAWARE
 COUNTY REGIONAL PLANNING NOT TO EXTEND BEYOND
 DECEMBER 31, 2021 AND TO BE MANAGED BY THE ZONING
 INSPECTOR**

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

WAGE SCHEDULE

**RESOLUTION APPROVE AND ADOPT A 3% WAGE INCREASE FOR 2021
 21-01-22 EFFECTIVE JANUARY 10, 2021. ALL WAGE INCREASE
 RATES TO BE ROUNDED TO THE NEAREST PENNY FOR ALL
 EMPLOYEES WITH THE EXCEPTION OF THE BARGAINING
 UNION EMPLOYEES**

EXHIBIT #16

TOWNSHIP PERSONNEL POSITIONS & PAY RATES

POSITION	2020 Pay Rate	2021 Pay Rate
	1.60%	3%
ADMINISTRATIVE		
Assist. To Fiscal Officer	\$31.07 hr.	\$32.00 hr.
Other Clerical	\$14.00 hr.	\$14.42 hr.
BUILDING		
Custodian	\$15.27 hr.	\$15.73 hr.
Labor	\$15.27 hr.	\$15.73 hr.
CEMETERY		
Sexton	\$508.00/mo.	\$10,000 Yearly
Labor-Sexton (foundation, hand dig grave, other as Assigned	\$22.64 hr.	NA
Sexton Assistant	\$15.27 hr.	\$15.73 hr.
Labor Other	\$15.22 hr.	\$15.68 hr.
Cemetery Clerk	\$19.64 hr.	\$20.23 hr.

ROAD

2 Hour minimum paid call in

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

Road Superintendent	\$27.07 hr.	\$27.88 hr.
Laborer II	\$20.40 hr.	\$21.01 hr.
Laborer II - New Hire	\$18.21 hr.	\$18.76 hr.
Laborer I	\$15.06 hr.	\$15.51 hr.
Laborer - part-time	\$15.06 hr.	\$15.51 hr.
Truck Driver-CDL Casual Labor	\$22.74 hr.	\$23.42 hr.
Truck Driver-no CDL	\$15.06 hr.	\$15.51 hr.
Trainee		

FIRE

Fire Chief (Annual salary)	TBD	TBD
(bi-weekly hourly rate-adjusted to salary-Dec.)	TBD	TBD
Fire Chief (Part-time)	\$20.08 hr.	\$20.68 hr.
Assistance Fire Chief (Full-time)	TBD	TBD
Assistance Fire Chief (Part-time)	\$17.76 hr.	\$18.29 hr.
Fire Captain (Full-time)	\$18.47 hr.	PD per Agreement
Full-time Lieutenant	\$22.36 hr.	PD per Agreement
Full-time Lieutenant (Probationary)	\$22.41 hr.	PD per Agreement
Full-time Firefighter	\$22.53 hr.	PD per Agreement
Full-time Firefighter (Probationary)	\$18.57 hr.	PD per Agreement
Part-time Firefighter Lieutenant	\$16.82 hr.	\$17.32 hr.
Part-time Firefighter Fire Safety Inspector	\$16.82 hr.	\$17.32 hr.
Part-time Firefighter	\$14.26 hr.	\$14.69 hr.
Part-time Firefighter (Probationary)	\$13.84 hr.	\$14.26 hr.

ZONING

Full-time Inspector (annual salary)	TBD	TBD
(bi-weekly hourly rate adjusted to salary-Dec.)	TBD	TBD
Part-time Inspector	\$20.28 hr.	\$20.89 hr.
Part-time Inspector (substitute)	\$19.33 hr.	\$19.90 hr.
Full-time Administrative Assistant	\$19.28 hr.	\$19.86 hr.
Temporary Clerical	\$15.33 hr.	\$15.79 hr.
Board Clerk - L. Knapp	\$19.64 hr.	\$20.23 hr.
Board Clerk (new hire)	\$16.18 hr.	\$16.66 hr.
Township fiscal officer-clerk zoning mtg.	\$25.84hr.	\$26.61 hr.
Zoning board members attendance at informal meetings	\$19.33 hr.	\$19.90 hr.
Zoning Board members - Training Rate	\$14.20 hr.	\$14.63 hr.

Zoning Board Meeting Rates

Board Clerk - L. Knapp	\$35.39hr.	\$36.45 hr.
BZA & BZC Chairman	\$40.84 hr.	\$42.06 hr.
BZA & BZC Board Members	\$29.96 hr.	\$30.86 hr.
BZA & BZC Alternate Members	\$29.96 hr.	\$30.86 hr.
BZA & BZC Members & Alternates- (special assignments as authorized by Board of Trustees - Maximum 20 events per year)	\$29.96 hr.	\$30.86 hr.
BZA & BZC Chairman (Meeting prep & administrative duties)	\$18.58 hr.	\$19.14 hr.
Zoning Inspector-RPC & other meetings	\$29.96 hr.	\$30.86 hr.

as

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

directed by Board of Trustees

RPC Representative	\$29.99 hr.	\$30.86 hr.
RPC Alternate	\$29.96 hr.	\$30.86 hr.

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

RESOLUTION 21-01-23 APPROVE ESSENTIAL PART-TIME PERSONNEL WHO ARE CALLED TO WORK ON A HOLIDAY WILL BE PAID THEIR REGULAR RATE OF PAY IN ADDITION 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, 2021 WITH THE EXCEPTION OF BARGAINING UNION EMPLOYEES

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

DISCUSSION: Smith said she received emails from Littleton and Machan stating that they would like to continue on the zoning boards. She did not here from Angela Brown. She reminded them that we still have one BZA alternate positions that needs to be filled.

RESOLUTION 21-01-24 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	Steve Flaherty	term expires	3-1-2024
	Darcy Kaplan	term expires	3-1-2025

BZC ALTERNATE

	Christina Littleton	term expires	3-1-2022
	Angela Brown	term expires	3-1-2022

BZA BOARD

	Larry Harmon	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

	Quinn Machan	term expires	3-1-2022
	Open Position		

RPC REPRESENTATIVE

David Loveless

RPC ALTERNATE

Ken O'Brien

Motion: Bullard

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

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

**RESOLUTION APPROVE CERTIFIED LIST OF FIREFIGHTERS
21-01-25 SUBMITTED BY ASSISTANT FIRE CHIEF JOE PICHERT**



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

December 21, 2020

<u>Chief Officer</u>	<u>Certification (Fire/EMS/Specialty)</u>
Part – Time Fire Chief (Vacant)	
Part – Time Assistant Fire Chief Joe Pichert	Firefighter I&II/EMT-P
 <u>Fire Captain</u>	
Full – Time Fire Captain Tim Carr	Firefighter I&II/EMT-B/Rescue Tech
Full – Time Fire Captain Scott Brown	Firefighter I&II/EMT-B/Rescue Tech
Full – Time Fire Captain Malachi Swanson	Firefighter I&II/EMT-I/Rescue Tech
 <u>Fire Lieutenant</u>	
Part – Time Fire Lieutenant Sam Reda	Firefighter I&II/EMT-B/EVOC instruct
Part – Time Fire Lieutenant Steve Arnold (Fire Safety Insp.)	Firefighter I&II/EMT-I/CFSI
Part – Time Fire Lieutenant Craig Hall	Firefighter I&II/EMT-B/CFSI
 <u>Full – Time Firefighters</u>	
Full – Time Firefighter Micah Swanson	Firefighter I&II/EMT-B/CFSI
Full – Time Firefighter Brandon Conley	Firefighter I&II/EMT-B
Full – Time Firefighter Clinton Lainge	Firefighter I&II/EMT-B/Rescue Tech
Full – Time Firefighter Jacob Shaw	Firefighter I&II/EMT-B
 <u>Part – Time Firefighters</u>	
Part – Time Firefighter Greg Prantl	Firefighter I&II/EMT-B/Fire & EVOC Instruct,CFSI
Part – Time Firefighter Tom Bensen	Firefighter I&II/CFSI, Fire Instruct
Part – Time Firefighter Jody Fortney	Firefighter I/EMT-P
Part – Time Firefighter Brian Lesch	Firefighter I&II/EMT-P
Part – Time Firefighter Ryan Strohl	Firefighter I&II/EMT-P/Fire Instruct
Part – Time Firefighter Stephen Thompson	Firefighter I&II/EMT-P
Part – Time Firefighter Dalan Zartman	Firefighter I&II/EMT-P/C.E. Instruct
Part – Time Firefighter Tobias Cook	Firefighter I&II/EMT-P/Rescue Tech
Part – Time Firefighter Chelsey Carothers	Firefighter I&II/EMT-P
Part – Time Firefighter Bob Barcus	Firefighter I&II/EMT-P
Part – Time Firefighter Jackson Boger	Firefighter I&II/EMT-B
Part – Time Firefighter Robert Meadows	Firefighter I&II/EMT-B/Fire Instruct

The above are certified as hazmat operations level training and I certify the following above names as Fire Department employees as of December 21, 2020.

Joe Pichert
Assistant Fire Chief

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

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

FIRE DEPARTMENT POLICIES

RESOLUTION 21-01-26 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 AND AS FILED WITH THE FOWNSHIP FISCAL OFFICER

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

**ESTABLISH POLICY – CLOTHING ALLOWANCES
FIRE DEPARTMENT**

RESOLUTION 21-01-27 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: O'Brien
Second: Bullard
Vote: O'Brien yes, D'Amico yes and Bullard yes

**ESTABLISH POLICY – SAFETY CLOTHING
ROAD DEPARTMENT**

RESOLUTION 21-01-28 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 – 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. All uniforms and equipment are expected to be turned in when worn-out and when no longer employed by the township.**

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

ESTABLISH DEPARTMENT WORK HOURS

RESOLUTION 21-01-29 APPROVE WORK HOURS AS STATED BELOW

ROAD DEPARTMENT -

BERLIN TOWNSHIP TRUSTEES

7:07 P.M. 2021 ORGANIZATIONAL MEETING December 28, 20

Full-time Road Employees –

Hours **7:00 a.m. to 5:00 p.m.** Monday through Thursday. Office closed 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 Thursday. Thirty (30) minute unpaid lunch time at employee’s discretion, Monday through Thursday. Two (2) fifteen (15) minute paid work breaks per eight (10) hour workday: one in the morning and one in the afternoon, Monday through Thursday.

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

ZONING DEPARTMENT -

**Regular Office Hours - 10:00 a.m. to 12:00 p.m. – Monday through Friday
Other hours by appointment**

Zoning Office Secretary - 8:00 a.m. to 4:30 p.m. – Monday through Friday
(Unless attending evening meetings, at no time shall the zoning secretary work more than 40 hours per week.)

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 12:00 p.m. – Monday through Friday - Office Hours - Other hours by appointment

Maximum of 45 hours, every two weeks, which includes meetings. 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: O’Brien
Second: Bullard
Vote: O’Brien yes, D’Amico yes and Bullard yes

ESTABLISH 2021 SPECIAL EVENTS CALENDAR

**RESOLUTION APPROVE SPECIAL EVENTS DATES AND TIMES AS LISTED
21-01-30**

Spring Open House with Egg Hunt - TBD

Township Cleanup Day - Suspended for 2021

Touch A Truck Event – TBD

Halloween Open House - Sunday, October 17, 2021 - 1:00 p.m. to 3:00 p.m.

Beggar’s Night -Sunday, October 31, 2021 - 6:00 p.m. to 8:00 p.m.

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

FISCAL OFFICER ITEMS

Permanent Appropriations –

BERLIN TOWNSHIP TRUSTEES

7:07 p.m. 2021 ORGANIZATIONAL MEETING December 28, 20

RESOLUTION 21-01-31 APPROVE 2021 PERMANANT APPROPRIATIONS NOT TO EXCEED \$8,221,515.73

1000	General Fund	\$3,289,000.00
2011	Motor Vehicle License Tax Fund	\$ 40,000.00
2021	Gasoline Tax Fund	\$ 170,000.00
2041	Cemetery Fund	\$ 137,000.00
2111	Fire Fund	\$3,803,000.00
2181	Zoning Fund	\$ 458,000.00
2231	Motor Vehicle Permissive License Tax Fund	\$ 89,000.00
2272	Coronavirus Relief Fund	\$ 54,259.45
3101	General Note – Hollenback Road	\$ 4,000.00
3102	General Note – Piatt Road	\$.00
4303	Capital Project – Parks	\$ 2,255.88
4401	Public Works Commission Project	\$.40
4901-	Capital Improvement - Fire Truck	\$ 175,000.00
Total PERMENANT APPROPRIATIONS		\$8,221,515.73

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

RESOLUTION 21-01-32 REVISE RESOLUTION 21-01-22 TO EXCLUDE THE CEMETERY SEXTONS FROM THE 3% PAY INCREASE

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

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 21-01-33 MOTION TO ADJOURN 2021 ORGANIZATIONAL MEETING @ 9:11 P.M DECEMBER 28, 2021

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

Meeting adjourned at 9:11 p.m.

Ron Bullard, Trustee

ATTEST:

Ken O’Brien, Trustee

Claudia Smith, Fiscal Officer

Tom D’Amico, Trustee