

BERLIN TOWNSHIP TRUSTEES

6:00 p.m.

Trustee Meeting

January 11,

21

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

CALL TO ORDER: Ron Bullard, Trustee Chairman

PLEDGE OF ALLEGIANCE: Tom D’Amico 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: Joe Pichert, Tim Foor, Meghan Raehll and Scott Trebel

**Approval of Minutes-
RESOLUTION APPROVE THE 12/28/20 END-OF-YEAR MEETING MINUTES
21-01-34 AND DISPENSE WITH THE READING**

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

**RESOLUTION APPROVE THE 2021 ORGANIZATIONAL MEETING
21-01-35 MINUTES AND DISPENSE WITH THE READING**

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

Old Business –

Fairview Cemetery- D’Amico stated that they need to work on getting the identification and location of all plots that are in the cemetery. D’Amico will talk with Foor about how to purchase clothing through the township.

Disaster Plan, Password Policy- Bullard stated that he had looked through the disaster plan that was recommended by OTARMA. It stated that a data recovery plan should be put in place and suggested having a mock loss of information and recovery of data once a year. Bullard stated that he feels since we are a smaller township that we should not have to go into that much detail. Bullard suggested to have a trustee liaison contact RDI and have them help to get the system back up and running if there were ever to be a loss of data. Bullard will let OTARMA know the townships plan of action. As far as the password policy goes, Bullard stated that he nor Smith had located any information on it. Bullard suggested that all township employees with computers give Smith their Google password in case it would ever be needed. Bullard will talk to RDI about administrative and user rights.

Fulltime Fire Fighters- Pichert stated that the posting for full-time firefighter will run from January 8th to January 22nd at 5:00 p.m.

Piatt Road Updates- Bullard stated that he had spoken with Riedel and there had been no updates on the OPWC grant. D’Amico gave a status report of the properties as follows: 20 out of the 31 have signed, 7 are considering the offers and the remaining have been unresponsive. All parcels with trees have accepted their offers. D’Amico stated that there is one property that has a title issue and an appropriation may be needed. O’Brien stated that if this happens the prosecutor should be involved. D’Amico will contact Ballard.

**RESOLUTION MOTION TO APPROVE \$48,000 FOR PARCEL #2 AND #1A ON
21-01-36 PIATT ROAD**

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

COVID Policy Extension- Bullard stated that the state legislation has extended the policy through December 31, 2021. O’Brien clarified that the leave policy had not been extended and that he is not in favor of this if it is put up to the townships discretion.

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Driveway Permit List- O'Brien stated that he wants a list that will be easy to access in the future. O'Brien suggested that once a permit (on township roads/subdivisions) has been approved, that it be put on a paper map with the location/parcel # and its distance from the property line. Bullard stated that the zoning department should maintain the list. O'Brien will work with Rippel on the process.

Fiscal Officer Items-

December Bank Statement & Electronic Payments- The December bank statement and electronic payments balanced. Smith stated that there were quite a few checks that had not cleared and she feared were lost in the mail, so she may have to reissue them.

2020 Health District Assessment-

RESOLUTION 21-01-37 MOTION TO APPROVE \$12,075.75 FOR THE 2021 GENERAL HEALTH DISTRICT ASSESSMENTS FOR THE DELAWARE COUNTY HEALTH DISTRICT

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

RESOLUTION 21-01-38 MOTION TO AUTHORIZE PAYMENT OF UP TO \$5,004 FOR THE DELAWARE COUNTY REGIONAL PLANNING MEMBERSHIP DUES @1.04 PER CAPITA ESTIMATED POPULATION OF 8,198

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

Smith stated that after talking with multiple payroll companies, she recommends going with HR Butler, due to cost and their easy-to-use platform.

RESOLUTION 21-01-39 MOTION TO AUTHORIZE SMITH TO WORK WITH HR BUTLER TO PUT IN PLACE AN EMPLOYEE PAYROLL SYSTEM

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

RESOLUTION 21-01-40 MOTION TO APPROPRIATE UP TO \$6,000 TO HR BUTLER TO PAY FOR PAYROLL SERVICES FOR 2021

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

Electric Aggregation- Scott Trebel explained that there are five different suppliers to choose from. Trebel shared the costs that each supplier is offering. Trebel recommended going with AEP for a 25-month contract with a .04875/kilowatt rate. After a lengthy discussion about capacity utilization cost, O'Brien stated that he did not have enough information to vote. O'Brien stated that he wants documentation of how much capacity is guaranteed at the presented rates and how much is subject to the capacity utilization and what triggers that. Bullard asked that O'Brien and Trebel discuss the subject and come back at the next trustee meeting with the information needed to be able to vote.

Cemetery- Nothing new.

Fire Department- Pichert stated that the union had completed their signatures on the contract and all that is left is the signatures from the trustees. After all have signed, it will be sent to the township's attorney.

Road Department-

2021 Road Improvement Program- Bullard stated that the onyx the township uses can be bought directly from the vendor or it can be bought through the county with a 5% handling fee. Bullard asked the other trustees their thoughts. O'Brien stated that as long as the township would not have to go out for bid, he would go with buying it directly from the

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vendor. Bullard will check on this and come back at the next trustee meeting with the answer.

Purchase of New Snow Plow Truck-

**RESOLUTION
21-01-41**

**MOTION TO APPROVE \$90,807 TO COLUMBUS PETERBUILT
FOR THE PURCHASE OF A SNOW PLOW TRUCK**

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

**RESOLUTION
21-01-42**

**MOTION TO APPROVE UP TO \$80,000 TO THE DEXTER
COMPANY FOR THE PURCHASE OF OUTFITTING FOR THE
SNOW PLOW TRUCK**

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

Begin Storage Building Discussion- Bullard stated that the trustees need to start thinking about exactly what the building should consist of and where the location should be. Bullard is going to work on specs for the building and O'Brien is going to think about locations.

O'Brien stated that in regard to Piatt Road, he thinks that the township should start utilizing the bond that the religious center agreed upon paying for. Bullard will discuss it with Riedel.

Trustee Items-

Insurance Update- Bullard stated that the state is auditing the OPEC project to see if the money that was spent was spent correctly.

Laptop Setups- Smith asked what the trustees would like to be included on the computers. O'Brien stated that he wants each employee to have their own township email address. Each trustee will talk with their departments and ask what they would like on the computers, then O'Brien will talk with RDI about it.

Zoning Department-

December Zoning Report- There have been 13 house permits in December and the YTD is 138.

O'Brien stated that he has a major concern about the compliance of Berlin Manor in regard to their amenities. In particular, the facings on the inlets and outlets are suppose to have natural stone features. Bullard stated that the township will need to work through the county engineer as they are in charge of making sure that it is done correctly.

Appointment of Design Review Board-

**RESOLUTION
21-01-43**

**MOTION TO APPOINT TO THE ARCHITECTURE DESIGN REVIEW
BOARD ANGELA BROWN WITH TERM ENDING DECEMBER 31,
2021; RON BULLARD WITH TERM ENDING DECEMBER 31,
2021; CHRISTINA LITTLETON WITH TERM ENDING DECEMBER
31, 2022; MEGHAN RAEHLL WITH TERM ENDING DECEMBER
31, 2023; KRISTEN YORKO (LICENSED ENGINEER) WITH TERM
ENDING DECEMBER 31, 2024**

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

Smith stated that Angela Brown wants to continue on the BZC. D'Amico will talk with the other two members and ask them if they would like to extend their term.

Public Comment- There were no public comments.

Future Meetings-

01/25/21 Trustee Meeting

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02/08/21 Trustee Meeting

02/22/21 Trustee Meeting

Late Items- Bullard stated that the trash contract will be coming up. Bullard will get more information on it.

O'Brien stated that there is worker's compensation claim and the township does not have a policy on how to handle them. O'Brien recommended having Riepenhoff construct a policy for the township.

**RESOLUTION
21-01-44**

**MOTION TO AUTHORIZE TRUSTEE O'BRIEN TO ENGAGE DAVE
RIEPENHOFF TO CONSTRUCT A BWC POLICY, NOT TO EXCEED
\$2,000**

Motion: O'Brien

Second: Bullard

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

O'Brien stated that the township needs to find a replacement for the Fire Chief. He feels that it would benefit the township to hire a consultant for it. O'Brien spoke with Riepenhoff and he referred him to Diane McDowell with Training Marbles, Inc. O'Brien will get more information about her for the next trustee meeting.

**Adjourn-
RESOLUTION
21-01-45**

MOTION TO ADJOURN

Motion: O'Brien

Second: Bullard

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

Meeting adjourned by Chairman Bullard at 8:19 p.m.

Ron Bullard, Trustee

ATTEST:

Ken O'Brien, Trustee

Theresa Taylor, Assistant Fiscal Officer

Tom D'Amico, Trustee