

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. Trustee Meeting March 8, 21**

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

**CALL TO ORDER:** Ron Bullard, Trustee Chairman

**PLEDGE OF ALLEGIANCE:** Doug Riedel 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, Mark Carey, Doug Riedel, Meghan Raehll and Dave Riepenhoff

**Approval of Minutes-  
RESOLUTION 21-03-01 APPROVE THE 02/22/21 REGULAR MEETING MINUTES AND DISPENSE WITH THE READING**

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

**Old Business –**

**Fairview Cemetery Updates, Fees & Rules-** D'Amico stated that Foor would like to move forward with having the ground penetrating radar done at Fairview Cemetery. O'Brien stated that he would like at least two quotes. Foor stated that he would like to get cleaning products to help clean up the headstones.

**Disaster Plan-** Nothing new.

**Piatt Road Updates & Tree Removal-** Riedel stated that after getting four bids, for tree removal on Piatt Road, he recommends using Oberlander's.

**RESOLUTION 21-03-02 APPROVE \$6,950 TO OBERLANDERS TREE AND LANDSCAPE FOR THE REMOVAL OF TREES ON PIATT ROAD BEFORE APRIL 1, 2021**

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

**RESOLUTION 21-03-03 APPROVE \$7,574 TO DELAWARE COUNTY CLERK OF COURTS FOR THE APPROPRIATION OF PARCEL #21B-SH ON THE PIATT ROAD PROJECT**

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

**JEDD-** Albers suggested having a meeting that includes himself, O'Brien, Platte, the county administrator, someone from the finance authority and Eric Hostetler. O'Brien stated that he would like to know when someone is putting something in the road right-of-way, specifically Sweeney Road. O'Brien asked Riedel to send him a copy of the permit for Sweeney Road and for any other road that may have a large project being done on them, along with everything that is attached to it. Riedel stated that he would get that to the trustees.

**Storage Building-** Nothing new.

**Fire Chief Hiring-** D'Amico agreed with the other trustees that hiring an interim fire chief would be the best choice for now. O'Brien will go to McDowell with a pay range that the trustees would be willing to spend on a fire chief, and that they are in agreement that an interim fire chief would be best for the township at this time. With these parameters, O'Brien will ask McDowell to come up with a proposal for the next meeting. Assistant fire chief Pichert also agreed that having an interim fire chief would be the best way to go.

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**March 8,**

**21**

Bullard asked Riedel about the shortage of salt. Riedel stated that the commissioners have authorized the county to purchase another 2,000-ton of salt.

**\*\*\*\*\*6:30 P.M. TIME CERTAIN DISCUSSIONS WITH LEGAL COUNSEL\*\*\*\*\***

**RESOLUTION 21-03-04 MOTION TO RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(1) TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE- THREE TRUSTEES, FISCAL OFFICER, ASSISTANT FISCAL OFFICER, DAVE RIEPENHOFF AND JOE PICHERT TO ATTEND- 6:35 P.M.**

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

**RESOLUTION 21-03-05 MOTION TO RETURN TO REGULAR SESSION- 7:06 P.M.**

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

Bullard "We met in executive session and no decisions were made and no actions were taken".

O'Brien stated that he was asked to speak with Riepenhoff about updating the township's handbook, so that it is harmonious with the negotiated contract with the fire department. Riepenhoff stated that the handbook largely remains intact. Most of the changes that were made, were to the language (with clarification) in the Leaves of Absence section. Riepenhoff made clear, by a sentence at the beginning of the handbook, that to the extent if there's any conflict between the collective bargaining agreement and the township handbook, the collective bargaining agreement must prevail. Other sections that had revisions, to keep the handbook in line with the collective bargaining agreement; were vacations, sick leave and holiday pay. Smith asked in regard to sick leave and vacation time, if there is a portion for regular township employees and a portion for fire fighters. Riepenhoff stated yes, the format had not changed for that. Riepenhoff stated that he did update the drug testing schedule due to changes in the drug-free law. Riepenhoff suggested that there be a copy of the handbook at each department, the township hall and the fire house and to have a signed and dated acknowledgement page and have it filed in each employee's personnel file.

Riepenhoff is going to work on updating the job description vocabulary for the fire department/fire chief, the cemetery sexton, zoning inspector and the road supervisor.

O'Brien would like an initial report written to the department liaison and then to the board of trustees if there is an issue that arises.

Upon the trustees' request, Riepenhoff drafted a policy on supervisor response to workplace injury, illness or exposure. It is an operational guide for supervisor's and explains how to timely and appropriately implement the townships policies upon a workplace injury, illness or exposure. Riepenhoff stated that everything should be centralized in the fiscal office, with a liaison to get reports/information in a timely matter to Careworks. There are three documents that are an appendix to the handbook that explain how to do this appropriately. Riepenhoff will circulate the draft to the trustees and then it will be voted upon at the next trustee meeting.

**Old Business Cont'd- Trails and Recreation Committee-** Nothing new.

**2020 Mileage Certification-** Bullard stated that he will verify the numbers and if he does not see anything wrong with them the certification will go through as is.

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

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**March 8,**

**21**

**Spring Newsletter-** Bullard stated that he would compile articles for the newsletter and get it ready to be mailed to residents. He asked that first draft articles be sent to him by March 26, 2021.

**Fiscal Officer Items-** Smith stated that the February bank statement balanced. Smith stated that the auditors were in and that everything went smooth. Smith asked the trustees if there were any issues with the computer distribution list. O'Brien stated that he thought the list was good. He also thinks that it should be a requirement that those that have a computer use the computer for any township work. Smith suggested that O'Brien write a letter stating this and she will then distribute the letter to the employees.

**RESOLUTION  
21-03-06**

**MOTION TO AUTHORIZE TRUSTEE O'BRIEN TO WRITE A LETTER ON BEHALF OF THE BOARD OF TRUSTEES, STATING THAT ANY AND ALL EMPLOYEES NEED TO USE THE COMPUTERS THAT WERE DISTRIBUTED TO THEM FOR ANYTHING THAT HAS TO DO WITH TOWNSHIP BUSINESS**

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

Dear Township Employees and Officials,  
The Berlin Township Board of Trustees has decided that it is in the best interest of the Township and its residents to purchase laptop computers. These laptops were purchased for a variety of reasons including, but not limited to, security (the new computers include an upgraded security measure), consistency among staff, the ability for printing (when requested) on the Township printer, and the ability to use the Township's wi-fi. The Board is also aware that under certain circumstances that if you use your personal computer for Township business that you assume liability that the Board feels more comfortable in you not assuming. The issued computers are expected to be used and then returned to the Fiscal Office upon your leaving your Township's position. These laptops are meant to be used for remote township communications. They are then to be available to you at your meetings in the future. Your usage of these computers and your Township email are an expectation for Township business. These computers should be used following Township policies as outlined in our Township Handbook. If you have any questions, you should contact your Township Trustee Liaison.

I have written this letter as directed by Resolution 21-03-06 adopted by the Board of Trustees on March 8, 2021.

Thank you,  
Ken O'Brien, Vice-Chairman  
Berlin Township Board of Trustees

**Cemetery-** D'Amico suggested that a special meeting with the trustees and Tim Foor be scheduled. Bullard stated that the state has opened things up, to where funerals are now allowed. D'Amico stated that someone is interested in donating money to improve the signage at Fairview Cemetery. O'Brien stated that donated money is a delicate situation, because it needs to be made clear that there are no strings attached to the donation. D'Amico will look into it.

**Fire Department-**

**Requisitions-** O'Brien asked what the criteria was for the purchase of fire hydrants by the township. Pichert stated that the criteria that was used in determining how many and where to put them are: 1.) The water lines have to be 6-inches (which is what Del-Co requires), 2.) There needs to be 900-foot distancing so the fire hydrant can be used by several houses or as a fill-site, should tankers need to be refilled. O'Brien asked if the township had been mapped out to find out where the spots were that met the criteria. Pichert answered yes. O'Brien asked Pichert to put the criteria requirements in writing so that the trustees can then make it a policy.

**RESOLUTION  
21-03-07**

**APPROVE REQUISITION #2021-01 TO DEL-CO WATER COMPANY IN THE AMOUNT OF \$26,040 FOR THE PURCHASE AND INSTALLATION OF SEVEN (7) FIRE HYDRANTS TO BE PLACED IN AREAS THAT ARE STATED IN THE LETTER DATED**

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. Trustee Meeting March 8, 21**

**11-23-2020 FROM ASSISTANT FIRE CHIEF PICHERT**

Motion: Bullard

**\*\*Motion Withdrawn\*\***

**RESOLUTION 21-03-08 MOTION TO APPROVE REQUISITION #2021-01 TO DEL-CO WATER COMPANY IN THE AMOUNT OF \$26,040 FOR THE PURCHASE AND INSTALLATION OF SEVEN (7) FIRE HYDRANTS THAT WILL BE PLACED IN AREAS THAT MEET THE CRITERIA, WHICH WILL BE MEMORIALIZED IN A POLICY MADE AT THE MARCH 22, 2021 TRUSTEE MEETING UPON RECOMMENDATION OF THE FIRE DEPARTMENT**

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

**Road Department-** Nothing new.

**Trustee Items-** There were no trustee items.

**Zoning Department-** Bullard asked Ballard for clarification on a draft regarding rules for the board of trustees to follow when setting zoning hearing dates after approval by the BZC. Ballard is going to work on it.

**Set Hearing Date for America's Home Place Rezone-  
RESOLUTION 21-03-09 MOTION TO ACCEPT BZC #21-002 AMERICA'S HOME PLACE REZONING APPLICATION**

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

**RESOLUTION 21-03-10 MOTION TO SET DATE, TIME AND PLACE HEARING FOR BZC #21-002 AMERICA'S HOME PLACE FOR MARCH 22, 2021 AT 6:30 P.M. VIA ZOOM MEETING OF THE BERLIN TOWNSHIP TRUSTEES**

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

**January & February Zoning Report-** There were 18 building permits issued in January and 18 building permits issued in February. The YTD is 36.

**Public Comment-** There were no public comments.

**Future Meetings-**  
**03/11/21 Delaware County Health Department**  
**03/22/21 Trustee Meeting**  
**04/12/21 Trustee Meeting**

**Late Items-** D'Amico asked who was contacting Oberlander's to let them know about the tree removal on Piatt Road. D'Amico will check with Riedel about it.

**Adjourn-  
RESOLUTION 21-03-11 MOTION TO ADJOURN**

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

Meeting adjourned by Chairman Bullard at 8:40 p.m.

**BERLIN TOWNSHIP TRUSTEES**

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**March 8,**

**21**

\_\_\_\_\_  
Ron Bullard, Trustee

ATTEST:

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Ken O'Brien, Trustee

\_\_\_\_\_  
Theresa Taylor, Assistant Fiscal Officer

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Tom D'Amico, Trustee