

BERLIN TOWNSHIP TRUSTEES

6:00 p.m.

Trustee Meeting

April 12,

21

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

CALL TO ORDER: Ron Bullard, Trustee Chairman

PLEDGE OF ALLEGIANCE: Ron Bullard led the Pledge of Allegiance

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

ATTENDANCE: Joe Pichert, Tim Foor and Meghan Raehll

**Approval of Minutes-
RESOLUTION APPROVE THE 03/16/21 SPECIAL MEETING MINUTES
21-04-09 AND DISPENSE WITH THE READING**

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

**RESOLUTION APPROVE THE 03/22/21 REGULAR MEETING MINUTES AND
21-04-10 DISPENSE WITH THE READING**

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

Old Business –

Fairview Cemetery Updates and Fees & Rules- D'Amico stated that he had made a mistake with the dollar amount on the previous resolution, not realizing that the photogrammetry was an additional cost.

**RESOLUTION MOTION TO APPROVE AN ADDITIONAL \$3,646.84 TO
21-04-11 OHIO VALLEY ARCHAEOLOGY FOR THE PHOTOGRAMMETRY
AND MAP OF THE CEMETERY SURFACE AT FAIRVIEW CEMETERY**

Motion: D'Amico
Second: O'Brien
Vote: D'Amico yes, Bullard yes and O'Brien yes
Discussion: Foor stated that the ground penetrating radar will show what is under the ground. The photogrammetry will show where the headstones lay in relation to what is seen underground. Finally, the survey which still needs paid for, will show where the plot lines should be for the grave plots.

D'Amico suggested that we increase the price of exhumation due to Bruce Miley charging \$500 for his fee alone.

**RESOLUTION MOTION TO INCREASE THE PRICE FOR EXHUMATION FEES AT
21-04-12 ALL BERLIN TOWNSHIP CEMETERIES TO \$900 FOR ADULTS
AND \$225 FOR INFANTS OR URNS**

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

Bullard stated that he would like to see the foundations put in twice a year, fall and spring. He feels if the road department will be involved with doing this, it will help to keep the cost down with labor and supplies by being done in mass quantities. D'Amico will discuss with Foor.

Piatt Road Updates- D'Amico stated that six (6) more properties have signed the agreements given to them from Berlin Township. There are only three (3) properties that money will have to be appropriated for. Bullard stated that Riedel has not heard anything about the OPWC grant.

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JEDD- O'Brien stated that there is a zoom meeting being held for the JEDD on April 14th, 2021. It will include the county administrator; the county attorney and the finance authority will have a representative along with their attorney. John Albers will be representing Berlin Township. O'Brien will report back at the next trustee meeting. Smith stated that she received an invoice from Albers & Albers and will need more money allocated for them.

RESOLUTION 21-04-13 MOTION TO APPROPRIATE \$10,000 TO ALBERS & ALBERS FOR THE JEDD COSTS ASSOCIATED WITH SAME

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

Fire Chief Hiring- O'Brien stated that the committee for the fire chief hiring has been completed. It includes; Meghan Raehll, Pat Paykoff, Tim Carr, Craig Hall and Dianne McDowell. The fire fighters do have three alternates if so needed. O'Brien stated that the Board of Trustees do not have any alternates. Bullard stated that we should try to have at least one alternate. Since the fire chief job description now has a resolution, McDowell can move onto the next step.

Employee Handbook & Job Descriptions- O'Brien stated that he would like to move on this quickly due to the many phone calls that are being made back and forth, which has added up to quite a sum of money. Bullard stated that he had received the handbook with the job descriptions and would forward them to the other trustees. Smith stated that she did not like that they changed all the other employees sick time when that was never an issue. She went back to previous years and it had always been 4.62 hours per pay. She feels that the employees will not be happy with the decrease to 4.60 hours per pay, that is in the proposed handbook. After a lengthy discussion O'Brien suggested that they think about it and discuss it again at the next meeting. O'Brien asked that everyone go over the handbook and the job descriptions and if there are any questions or any revisions, he would like them emailed to him within a week. This way if needed he can have Riepenhoff make changes and then by the next trustee meeting it can go up for adoption.

Supervisory Accident Reporting- O'Brien asked if the trustees were ok with what Riepenhoff wrote. Bullard said yes.

RESOLUTION 21-04-14 MOTION TO APPROVE THE SUPERVISORY RESPONSE TO WORK PLACE INJURY, ILLNESS OR EXPOSURE AS WRITTEN IN THE MARCH 8TH, 2021 EMAIL FROM DAVE RIEPENHOFF TO TAKE EFFECT MAY 1ST, 2021

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

Fulltime Firefighter Hiring- Pichert stated that they will conduct interviews this week and asked that it be moved for discussion to the next trustee meeting. O'Brien asked if the trustees can be given some details prior to the April 26, 2021 trustee meeting. Pichert said yes.

Disaster Plan- Nothing new.

Driveway Permit List- O'Brien stated that he has not spoken with the road department about this issue as this is their busy time of year. O'Brien feels this is important but not urgent. Bullard will talk with Irwin about when he feels it would be a good time to address the driveway permit list.

Bullard stated that he spoke with the county engineer about sump pumps pumping water into the streets. Riedel stated that the county has had this issue for a long time and they have not found a solution for it. With that being said, O'Brien stated that it makes him more inclined to not have a curb and gutter situation.

Trails and Recreation Committee- Bullard stated that there are questions that need to be answered specifically about what the trails and recreation will consist of, before it can be

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taken to the voters. Bullard stated that the committee will need to do some ground work and then come to the trustees with some recommendations.

Storage Building- Bullard stated that he is assuming the area that they have to work with is at the end of the township hall. Bullard would like to get a design to work with but is unsure where to begin the process. O'Brien suggested to start with the county prosecutor's office.

Spring Newsletter- Bullard stated that he has not received articles from all the departments. Per O'Brien's request, Pichert will work on a medium sized article and get it to Bullard. Foor stated that Mr. Swisher asked about the Memorial Day ceremony at Fairview Cemetery and asked the trustees for their thoughts. Bullard stated that as a township there have been no formal ceremonies at any of the cemeteries. Foor feels this year would be more of a meet-and-great with him as the new cemetery sexton and possibly some questions of what to expect in the coming days/years at Fairview Cemetery. The trustees agreed that it would be okay to have an unofficial ceremony.

Fire Hydrant Installation Policy- Pichert sent the trustees an email on the policy and Ballard is reviewing the wording of it. Ballard does have a few changes and clarifications that he would like to make. Bullard stated that he would like to see a "decision tree" that everyone would abide by, as far as being able to say that the locations that are chosen for the fire hydrants are appropriate and/or better than other possible locations. O'Brien agreed.

Zoning Hearing Policy- Bullard has not received any updates from the prosecutor on the zoning hearing policy. Bullard stated that he suggested there be a definition section added, that would define exactly how the handoff would work from the zoning commission to the board of trustees. Bullard is going to write what he would like to see and then send it to the prosecutor. O'Brien stated that he just wants an answer that is pinned down, specific and easy to understand.

Section 125 Cafeteria Plan- Smith stated that she has not heard back from HR Butler.

Fiscal Officer Items-

March Bank Statement and Electronic Payments- The March statement and electronic payments balanced.

Smith stated that the internet at the township hall has not been working. Smith shared the approximate quote of \$647.04 with the trustees, which RDI said was needed to be able to use the laptops in the township hall. Smith said she does not understand the quote and none of the trustees appeared to either. Bullard said he would contact Frank at RDI. As far as the old computers that were the trustees, RDI gave them a quote to upgrade the memory to be able to do what is expected of them. O'Brien said that he would not have a problem with doing the upgrade if all the other computers were being used. Since they are not all being used, he doesn't feel the upgrade is necessary at this point. Bullard will look into it.

Cemetery- Nothing new.

Fire Department- Nothing new.

Road Department-

Dingus Probation Ends- Irwin sent an email that Dingus's probation had ended and that he should get a dollar an hour raise. Smith asked that they clarify what his new hourly rate would be. Bullard asked what he was hired in at and Smith said \$18.62. O'Brien asked if he received a raise in January and Smith said yes, she gives it to everyone unless they specifically state who should not get one. O'Brien asked how much it was and Smith said .56. O'Brien said he should not have received it since he was on probation so his raise would be to get him to \$19.62 which is \$1.00 from when he was hired.

**RESOLUTION
21-04-15**

**MOTION TO MOVE SAM DINGUS OUT OF HIS
PROBATIONARY PERIOD AND BE ADDED AS A REGULAR
ROAD EMPLOYEE EFFECTIVE APRIL 18, 2021 AT
THE RATE OF \$19.62/HOUR**

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Trustee Items-

Computer Distribution- O'Brien stated that the BZC and the BZA members can not be made to use them, if they do not take them in the future the trustees are able to not reappoint them when their terms end. As far as the other employees, disciplinary action can be taken. Smith stated that those employees only use their computer at work and use desktops and do not need a laptop. O'Brien said that they still should be used for continuity and all the other reasons that were stated in the letter that was sent to them. Bullard suggested that the liaisons of each department talk with those employees that have not taken their laptop.

Zoning Department-

March Zoning Report- There were 37 new home permits granted for the month of March. The YTD total is 73.

D'Amico stated that Damon from America's Home Place called him and asked for advisement. D'Amico told him that he can not discuss anything specific without the other trustees being present. He suggested that he talk to the chairman of the BZC and the zoning inspector and relay to them what the trustees had discussed with him during the trustee zoning hearing.

Public Comment- There were no public comments.

Future Meetings-

- 04/14/21 JEDD Meeting**
- 04/26/21 Trustee Meeting**
- 05/10/21 Trustee Meeting**
- 05/24/21 Trustee Meeting**

Late Items- D'Amico asked Smith for clarification if he is able to print from home to the township's printer. Smith stated that you can hit print and it will be in a holding position until the laptop is actually at the hall. D'Amico asked how long we would be able to hold the trustee meetings over Zoom. Bullard said that the last information he had heard from the governor was through the end of June, but that can change.

Smith stated that she is still receiving complaints about using HR Butler for payroll. She stated that the trustees need to also be trained on the system because employees will be sending their leave requests through the system along with their timesheets that the trustees will then need to approve. D'Amico stated that the trustees would support Smith in any way that she needs.

Adjourn-

RESOLUTION MOTION TO ADJOURN
21-04-16

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

Meeting adjourned by Chairman Bullard at 8:05 p.m.

Ron Bullard, Trustee

ATTEST:

Ken O'Brien, Trustee

Theresa Taylor, Assistant Fiscal Officer

Tom D'Amico, Trustee