

BERLIN TOWNSHIP TRUSTEES

6:00 p.m.

Trustee Meeting

June 14,

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: Meghan Raehll, James Brenza, Doug Riedel, Christina Littleton and Tim Foor

**Approval of Minutes-
RESOLUTION 21-06-01 APPROVE THE 05/24/21 REGULAR MEETING MINUTES AND DISPENSE WITH THE READING**

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

Old Business –

Fairview Cemetery Updates, Fees & Rules- D'Amico stated Ballard has looked over all of the wording and wants add a paragraph, it will be done by the next trustee meeting. D'Amico stated that Foor had received a call from someone claiming to have a \$50,000 lien against Fairview Cemetery. O'Brien stated that once it was turned over to Berlin Township, the court order should have taken care of it. D'Amico will check with Ballard and have him look into it. D'Amico said that he needs to sign a page that was missed in the contract for the Ground Penetrating Radar (GPR) to begin, once signed the GPR will be scheduled.

Piatt Road Updates- Riedel stated that once the final plans are signed by the trustees, the county can then advertise for bids starting June 25, 2021 to potential contractors. Then, the bid opening is scheduled for Tuesday July 13, 2021 at the Delaware County Engineers office. Riedel requested to either move the scheduled Trustee Meeting from its original date of Monday July 12, 2021 or to have a special meeting that same week. This will allow the trustees to vote on the accepted bid and then make a resolution, which will allow the project to begin ASAP. O'Brien recommended we have a special meeting or to have a continuance of the July 12th trustee meeting. Bullard and D'Amico agreed.

RESOLUTION 21-06-02 MOTION TO ACCEPT PLANS AND THE BID PACKET INCLUDING A PAGE SIGNED BY CHRIS BAUSERMAN, PROVIDED BY THE DELAWARE COUNTY ENGINEERS OFFICE FOR THE PIATT ROAD WIDENING AND REQUEST THAT THE ENGINEERS OFFICE PROCEED WITH ADVERTISEMENT FOR THE CONSTRUCTION PROJECT

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

JEDD- This will be discussed in executive session.

Fire Chief Hiring- O'Brien stated that the committee is meeting Wednesday and Thursday of this week with five candidates. Dyann McDowell stated that the hope is to narrow the pool down to three candidates. After that, McDowell would like the trustees to hold interviews with the selected candidates the last week of June.

Fire Hydrant Installation Policy- Pichert stated that he is still working on compiling a list of all the areas and structures to finish up the rating system. He will try to have it completed by the July trustee meeting. O'Brien would like in writing, exactly how the rankings are being decided.

Fire Levy- O'Brien stated that the county auditor had sent the certificate stating how much would be received. O'Brien recommended that a renewal levy be done this year as opposed to a replacement levy and to then put the replacement levy on the next ballot for the

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citizens to vote on. O'Brien stated that in regard to levy's (renewal and/or replacement), and how they work with TIFF's depends on if they fall under old law or new law. Pichert's opinion is that a replacement levy would be a better choice. Pichert stated that even though it would cost a little more per household, the intention would be that the fire department could grow responsibly with the township and allow extra funding to increase their services, including the replacement of equipment.

**RESOLUTION
21-06-03**

MOTION TO PROCEED WITH SUBMISSION OF THE QUESTION OF LEVYING A RENEWAL TAX IN EXCESS OF THE TEN-MILL LIMITATION FOR THE PURPOSE OF FIRE PROTECTION

**BOARD OF TRUSTEES
TRI TOWNSHIP JOINT FIRE DISTRICT
DELAWARE COUNTY, OHIO**

RESOLUTION NO. 21-06-03

A RESOLUTION TO PROCEED WITH SUBMISSION OF THE QUESTION OF LEVYING A RENEWAL TAX IN EXCESS OF THE TEN-MILL LIMITATION FOR THE PURPOSE OF FIRE PROTECTION (R.C. §§ 5705.03, 5705.19(I), 5705.191, 5705.192, and 5705.25)

The Board of Trustees of Berlin Township, Delaware County, Ohio ("Board") met in regular session on June 14, 2021 with the following members present:

Ron Bullard

Ken O'Brien

Tom D'Amico

O'Brien Moved the adoption of the following Resolution:

PREAMBLE

WHEREAS, the Board, approved the following resolution declaring the necessity to levy a tax in excess of the ten-mill limitation:

Resolution No: 21-05-16
Date Approved: May 24, 2021; and,

WHEREAS, the Delaware County Auditor ("Auditor") has certified the following information to the Board:

1. The total current tax valuation of the Township is as follows:

\$421,082,020 _____

2. The number of mills required to generate a specified amount of revenue is:

- Specified amount of revenue: \$ _____ n/a _____
- Required number of mills: _____ n/a _____.

3. The dollar amount of revenue that would be generated by a specified number of mills is:

- Specified number of mills: _____ 2.95 _____

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- Dollar amount of revenue generated: \$1,001,200_____

RESOLUTION

NOW THEREFORE, BE IT RESOLVED, by the Board, at least two-thirds (2/3) of all of the members of the Board concurring, as follows:

1. The Board shall proceed with the submission of the question of the tax to the electors.
2. The rate of the tax levy, expressed in mills for each one dollar in tax valuation as estimated by the Auditor, is as follows:
 - a. 2.95 mill(s);
 - b. This rate amounts to the following for each one hundred dollars of tax valuation:
\$ 2.95.
 - c. If the levy is a renewal levy or a replacement levy, this rate:
X **is** the same rate as the existing tax levy.
 is not the same rate as the existing tax levy and is either:
 a reduction, the extent of the reduction being: mill(s)
 an increase, the extent of the increase being: mill(s)

3. Pursuant to R.C. § 5705.03(B)(1):

- a. The purpose of the tax is as follows:

Providing and maintaining fire apparatus, mechanical resuscitators, underwater rescue and recovery equipment, or other fire appliances, buildings and sites therefor, or sources of water supply and materials therefor, for the establishment and maintenance of lines of fire alarm communications, for the payment of permanent, part-time, or volunteer firefighters or firefighting companies to operate the same, including payment of the firefighter employers' contribution required for such personnel under section 145.48 or 742.34 of the Revised Code, for the purchase of ambulance equipment, for the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company, or for the payment of other related costs.

- b. The type of levy is as follows:

 additional levy
X renewal levy: n/a increase n/a decrease
 replacement levy: increase decrease

- c. The sections of the Revised Code authorizing submission of the question of the tax are R.C. §§ 5705.03, 5705.191, and 5705.25 and the following:

R.C. § 5705.19(I)_____;

- d. The term of the tax is as follows (in years or continuing):

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5 years _____ ;

e. The territory where the tax is to be levied is as follows:

X Upon the entire territory of the District

_____ If authorized by the Revised Code, the following described portion of the territory of the District:

_____ ;

f. The date of the election at which the question of the tax shall appear on the ballot is as follows (“Election”);

November 2, 2021 _____ ;

g. The territory where the ballot measure is to be submitted is as follows:

X Upon the entire territory of the District

_____ If authorized by the Revised Code, the following described portion of the territory of the District:

_____ ;

h. The tax will be first levied and collected as follows:

The tax year in which the tax will first be levied is 2022;

The calendar year in which the tax will first be collected is 2023;

i. The Township has territory in Delaware County and each of the following listed counties:

None – Only Delaware County _____ .

4. The Fiscal Officer is hereby directed to **certify the levy to the Auditor AND the Board of Elections, Delaware County, Ohio (“BOE”)**. Certification shall include copies of **ALL** of the following documents:

- a. **Resolution of Necessity** (Resolution No. 21-05-16 adopted on May 24, 2021; and,
- b. **Certification of the Auditor**; and,
- c. **Resolution to Proceed** (This Resolution).

Certification shall occur by **no later than 4:00 PM on August 4, 2021** (90 days prior to the Election)

The Fiscal Officer shall also notify the BOE to cause notice of the Election on the question of levying the tax to be given as required by law.

5. The BOE is hereby directed to submit substantially the following question to the electors at the Election:

OFFICIAL QUESTIONS AND ISSUES
BALLOT

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GENERAL ELECTION NOVEMBER 2, 2021 PROPOSED TAX LEVY (RENEWAL) BERLIN TOWNSHIP DELAWARE COUNTY, OHIO	
A majority affirmative vote is necessary for passage A majority affirmative vote is necessary for passage A renewal of an existing levy for the benefit of Berlin Township, Delaware County, Ohio for the purpose of providing and maintaining fire apparatus, mechanical resuscitators, underwater rescue and recovery equipment, or other fire appliances, buildings and sites therefor, or sources of water supply and materials therefor, for the establishment and maintenance of lines of fire alarm communications, for the payment of permanent, part-time, or volunteer firefighters or firefighting companies to operate the same, including payment of the firefighter employers' contribution required for such personnel under section 145.48 or 742.34 of the Revised Code, for the purchase of ambulance equipment, for the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company, or for the payment of other related costs, at a rate not exceeding 2.95 mills for each one dollar of valuation, which amounts to thirty cents (\$0.30) for each one hundred dollars of valuation, for five (5) years commencing in 2022 , first due in calendar year 2023.	
	FOR THE TAX LEVY
	AGAINST THE TAX LEVY

6. 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.
7. This Resolution shall be in full force and effect immediately upon adoption.

Bullard seconded the motion.

Voted on and signed this 14th day of June, 2021 in Berlin Township, Delaware County, Ohio.

**BOARD OF TRUSTEES
 BERLIN TOWNSHIP
 DELAWARE COUNTY, OHIO**

 Trustee

 Trustee

 Trustee

State of Ohio :
 Delaware County :

I, the undersigned Fiscal Officer of Berlin Township, Delaware County, Ohio, hereby certify that the foregoing Resolution No. 21-06-03 is taken and copied from the record of proceedings of the Board of Trustees of Berlin Township, Delaware County, Ohio, and that it has been compared by me with the resolution on the record and is a true and accurate copy. Further, I certify that the adoption of such resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: June 14, 2021 _____
 Fiscal Officer
 Berlin Township
 Delaware County, Ohio

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

Employee Handbook & Job Descriptions- O'Brien stated that the new effective date is July 1, 2021 of both the employee handbook and the job descriptions. O'Brien will get a copy to the fire chief.

RESOLUTION 21-06-04 MOTION TO ADOPT THE BERLIN TOWNSHIP JOB DESCRIPTIONS, EFFECTIVE JULY 1, 2021

**RESOLUTION NO. 21-06-04
RESOLUTION ADOPTING
TOWNSHIP JOB DESCRIPTIONS**

WHEREAS, Berlin Township has implemented Employee Job Descriptions, which from time-to-time are updated or amended; and

WHEREAS, It is necessary to periodically update these Job Descriptions;

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Berlin Township, Delaware County, Ohio (the "Board") that the following Berlin Township Job Descriptions, attached hereto, are hereby approved and adopted effective **July 1, 2021**. These Job Descriptions will replace the descriptions in effect for the respective positions prior to the adoption of this Resolution:

- Road Laborer I, Laborer I – New Hire and Laborer
- Road Laborer II, Laborer II – New Hire
- Road Superintendent
- Building Services/Custodian
- Cemetery Sexton
- Cemetery Clerical
- Cemetery Sexton Assistant
- Zoning Secretary/Administrative Assistant
- Zoning Inspector
- Fire Chief
- Assistant Chief
- Fire Captain
- Lieutenant

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- Fire Safety Inspector
- Firefighter

BE IT FURTHER RESOLVED, each Township Employee will be provided their respective Job Description and be required to abide by it and sign acknowledging receipt of the same. Each signed Acknowledgement will be provided to the Fiscal Officer for inclusion into each respective employee’s personnel file.

BE IT FURTHER RESOLVED that this action and all deliberations upon this matter were conducted and taken in open meetings in compliance with Ohio Revised Code Section 121.22.

This **Resolution** shall take effect and be in force from the date of its adoption.

Motion: O’Brien
Second: Bullard

	“yes”
	“yes”
	“yes”

APPROVED:

Fiscal Officer

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

Trails and Recreation Committee- Nothing new.

Storage Building- Bullard stated that he is in the process of talking with architects and getting an architectural plan put together. Bullard said that due to the high prices of lumber and other building materials, it is in the best interest of the township to wait for costs to come down. Bullard proposed that in the interim, to look into alternatives to store the townships equipment, such as storage sheds.

Zoning Hearing Policy- Bullard spoke with Ballard, he suggested that the trustees work with the zoning commission to come up with policies and procedures of the Berlin Township Zoning Commission. This way the two entities can work off of the same policy/schedule as to how and when hearings need to be advertised and then heard by the trustees. Bullard will speak to the zoning commission about it.

Street Trees Oldefield Estates- Bullard spoke to Ballard who stated, that the street trees are able to stay but once they die the trees do not have to be replaced. Under state law, the homeowner can be held responsible for removing a diseased tree. Bullard is going to speak with the president of Oldefield Estates HOA and try to come up with a workable solution.

**BZC Alternate Appointments-
RESOLUTION
21-06-05**

**MOTION TO MOVE CHRISTINA LITTLETON FROM AN
ALTERNATE BZC MEMBER TO A BZC MEMBER POSITION AND
FILL THE UNEXPIRED TERM OF MARTIN JOHNSON, WITH AN**

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EXPIRATION DATE OF MARCH 1, 2026

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

Weeds Needing Mowed- After inspection, the trustees agreed that the weeds at 28 Lackey Old State is a nuisance and need to be mowed.

RESOLUTION 21-06-06 MOTION THAT THE TRUSTEES DETERMINED THAT 28 LACKEY OLD STATE ROAD IS A NUISANCE AND THAT THE LOT NEEDS TO BE MOWED, THE NUISANCE MOWING PROCEDURE AS DICTATED BY THE PROSECUTOR SHALL BE FOLLOWED, AUTHORIZATION TO TRUSTEE BULLARD IS GIVEN TO EXECUTE THE DOCUMENTS NECESSARY TO ACCOMPLISH IT

**BOARD OF TRUSTEES
BERLIN TOWNSHIP
DELAWARE COUNTY, OHIO**

DATE: June 14, 2021

RESOLUTION NO. 21-06-07

**DECLARATION OF NUISANCE AND ABATEMENT, CONTROL, AND/OR REMOVAL OF NUISANCE PURSUANT TO R.C. § 505.87 ON REAL PROPERTY LOCATED AT:
28 LACKEY OLD STATE RD, DELAWARE 43015 (DELAWARE CO. PIN # 41821002001000 and 41821002038000)**

PREAMBLE

WHEREAS, the Board of Trustees, BERLIN Township, Delaware County, Ohio (the “Board”) is familiar with the real property located at 28 LACKEY OLD STATE RD, DELAWARE 43015 (DELAWARE CO. PIN # 41821002001000 and 41821002038000) (“Property”); and,

WHEREAS, the Property is wholly located in BERLIN Township, Delaware County, Ohio (“Township”); and,

WHEREAS, as of July 27, 2020, the record owner of the Property is Meridian Homes, Inc. (See Exhibit A– Deed with legal description) (See Exhibit B – Property Information, and Map); and,

WHEREAS, the Property is not maintained and contains accumulations of vegetation, garbage, refuse and/or other debris that are an attractive nuisance, dangerous, unhealthy, and/or unsightly to the neighborhood and community and which negatively impact property values and the general welfare of the neighborhood and community; and,

WHEREAS, R.C. § 505.87(A) authorizes a board of township trustees to provide for the abatement, control, or removal of vegetation, garbage, refuse, and other debris from land in the Township, if the Board determines that the owner's maintenance of that vegetation, garbage, refuse, or other debris constitutes a nuisance; and,

WHEREAS, the Board believes that the Owners’ of maintenance of such vegetation, garbage, refuse, and/or other debris on the Property constitutes a nuisance; and,

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WHEREAS, the Board hereby seeks to abate, control and/or remove such nuisance (vegetation, garbage, refuse and/or other debris) from the Property and recover its costs in so doing, all in accordance with R.C. § 505.87.

RESOLUTION

NOW THEREFORE, BE IT RESOLVED:

The Board determines and declares that the Owners' maintenance of vegetation, garbage, refuse, and/or other debris on the Property constitutes a nuisance.

- B. The Board shall provide for the abatement, control, and/or removal of such vegetation, garbage, refuse, and/or other debris from the Property and recover the Board's costs in so doing, all in accordance with R.C. § 505.87.
- C. At least seven (7) days before providing for such abatement, control, and/or removal, the Board, through the Township Fiscal Officer ("Fiscal Officer"), shall give notice by **certified mail, return receipt requested**, to the Owners and any holders of liens of record on the Property ("Parties in Interest"). A list of the Parties in Interest, as of July 27, 2020, together with their last known and best addresses, is attached to this Resolution as Exhibit C.
- D. A copy of this Resolution shall accompany the mailed notices.
- E. If possible, the Board shall also give notice by causing any of its agents or employees to post the notice on the principal structure on the land and to photograph that posted notice with a camera capable of recording the date of the photograph on it.
- F. Any Party in Interest may enter into an agreement with the Board providing for either party to the agreement to perform the abatement, control, or removal before the time the Board is required to provide for the abatement, control, or removal pursuant to this Resolution.
- G. If, within seven (7) days after notice is given pursuant to this Resolution, the Parties in Interest fail to abate, control, or remove the vegetation, garbage, refuse, or other debris, or no agreement for its abatement, control, or removal is entered, the Board shall provide for the abatement, control, or removal and may employ the necessary labor, materials, and equipment to perform the task. Employment of any contractor to perform such work shall be done by separate resolution.
- H. All expenses incurred to abate, control, and/or remove the vegetation, garbage, refuse, and/or other debris, when approved by the Board, shall be paid out of the Township general fund from moneys not otherwise appropriated, except that if the expenses incurred exceed \$500, the Board may borrow moneys from a financial institution to pay for the expenses in whole or in part.
- I. The Board shall collect the total cost of abating, controlling, or removing the vegetation, garbage, refuse, or other debris from the Property. To do so, the Board, through the Fiscal Officer, shall make a written report to the Delaware County Auditor of the Board's action under this Resolution. The Board shall include in the report a proper description of the

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Property and a statement of all expenses incurred in providing for the abatement, control, or removal of any vegetation, garbage, refuse, or other debris from the Property, including the board’s charges for its services, the costs incurred in providing notice, any fees or interest paid to borrow moneys, and the amount paid for labor, materials, and equipment.

J. The expenses incurred, when allowed, shall be entered upon the tax duplicate, are a lien upon the land from the date of the entry, shall be collected as other taxes, and shall be returned to the Township and placed in the Township general fund.

K. 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.

L. All exhibits referenced in this Resolution are hereby incorporated into and made a part of this Resolution.

M. This Resolution shall be in full force and effect immediately upon adoption.

Voted on and signed this 14th day of June, 2021 in BERLIN Township, Delaware County, Ohio.

D’Amico Moved to approve.

Bullard Seconded the motion.

**BOARD OF TRUSTEES OF
BERLIN TOWNSHIP,
DELAWARE COUNTY, OHIO**

Ken O’Brien
Trustee

Ron Bullard
Trustee

Tom D’Amico
Trustee

State of Ohio :
Delaware County :

I, the undersigned Fiscal Officer of BERLIN Township, Delaware County, Ohio, hereby certify that the foregoing Resolution No. 21-06-07 is taken and copied from the record of proceedings of the Board of Trustees of BERLIN Township, Delaware County, Ohio, and that it has been compared by me with the resolution on the record and is a true copy. Further, I certify that the adoption of such resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: June 14, 2021

Claudia Smith
BERLIN Township Fiscal Officer
Delaware County, Ohio

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Replace Carpets- O'Brien is in the process of getting quotes to replace the carpets in the township hall.

Fiscal Officer Items-

May Bank Statement and Electronic Payments- The May bank statements and electronic payments balanced.

Addendum to HR Butler Contract- Smith stated that Ballard had reviewed the ISolve and HR Butler contracts and determined that an addendum needed to be added. Smith has sent the addendum to them and is waiting for them to be returned.

Cemetery-

Reimbursement for Overpayment- D'Amico stated that when the township received Fairview Cemetery, he followed the pricing of Cheshire Cemetery. Snyder Funeral Homes sent a check for \$480 for a concrete grave marker foundation, since Fairview uses gravel, the check was \$355 to much.

**RESOLUTION
21-06-07**

**MOTION TO REIMBURSE SNYDER FUNERAL HOME FOR
\$355 FOR OVERPAYMENT**

Motion: D'Amico

Second: Bullard

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

Fire Department-

Touch A Truck- Pichert stated that the Touch-A-Truck event will be held on August 7, 2021 with the location TBD.

Open House- Pichert stated that the Open House event will be held on October 17, 2021 at the Berlin Township fire station from 1:00-3:00 p.m.

Road Department- Bullard stated that they had received the tractor back from repairs and it is working well.

Trustee Items-

OTA Golf Outing- D'Amico is interested in playing in the OTA golf outing.

Special Event Permits- Craig Thompson reached out to the trustees about authorizing and/or approving the annual triathlon at Alum Creek Park that is being held on August 29, 2021. O'Brien stated that he did not see what was in the application that the township needed to give permission too. After discussing, the trustees feel that they do not have the authority to deny or to give permission for the event. If the county decides, the township would not be liable. Riedel stated that the roads being used are not township roads and that he believes the intent was to just inform the township that the event is in the process of being planned.

Zoning Department-

May Zoning Report- There were 15 building permits issued in May. The YTD is 115.

Public Comment- James Brenza shared a picture that was taken at the intersection of Dale Ford Road and Berlin Station Road on Saturday June 5, 2021. The picture showed grass clippings that were four inches deep at the intersection. Brenza asked the trustees for clarity as to how citizens could try to respond, as this is dangerous for bike riders/motorcyclist and the appearance of the township. Bullard agreed and stated that those who throw grass clippings into the street will create a liability for themselves if there were to be an accident due to their neglect. Bullard suggested that the trustees can send a note, add it to the website and also put a section in the newsletter about it. Bullard explained that since the trustees do not have legal enforcement authority it could possibly be a sheriff department issue. Brenza is going to contact the sheriff's office.

Future Meetings-

07/12/21 Trustee Meeting

08/09/21 Trustee Meeting

The trustees had a discussion on when to return to the township hall and have the trustee

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meetings in person. Unless told otherwise by the health department, meetings will return to in person beginning September 1, 2021.

RESOLUTION 21-06-08 MOTION TO RETURN TO THE PREVIOUS REGULAR MEETING METHOD PRIOR TO COVID, EFFECTIVE SEPTEMBER 1, 2021

Motion: O'Brien
Second: Bullard
Vote: O'Brien yes, D'Amico yes and Bullard yes
Discussion: Smith asked if this would include opening the township hall for rentals. O'Brien stated that it should be open for funerals and trustee meetings. As for any other kind of rental, D'Amico will contact the health department for guidance.

Late Items- Upon recommendation from trustee O'Brien, the Berlin Township Employee Handbook will be adopted. O'Brien will get a copy to the fire chief.

RESOLUTION 21-06-09 MOTION TO ADOPT AND IMPLEMENT THE BERLIN TOWNSHIP EMPLOYEE HANDBOOK, EFFECTIVE JULY 1, 2021

RESOLUTION NO. 21-06-09

RESOLUTION ADOPTING AND IMPLEMENTING THE BERLIN TOWNSHIP EMPLOYEE HANDBOOK

WHEREAS, Berlin Township has an existing Employee Handbook, which has been updated and amended from time-to-time; and

WHEREAS, It is necessary to periodically update and implement a comprehensive Employee Handbook to apply to all Township employees.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Berlin Township, Delaware County, Ohio (the "Board") that the **Berlin Township Employee Handbook** attached hereto is hereby approved, adopted and implemented effective as of **July 1, 2021**; and

BE IT FURTHER RESOLVED that each Township Employee will be provided or provided access to the Employee Handbook during their employment, and will be required to acquaint themselves with this Handbook and abide by its terms; and

BE IT FURTHER RESOLVED that each Township Employee will be required to execute the **Acknowledgement of Receipt of Employee Handbook** attached to the Employee Handbook. Each Department Head is to return each signed Acknowledgement form to the Fiscal Officer by **July 1, 2021** for inclusion into each respective employee's personnel file; and

BE IT FURTHER RESOLVED that this action and all deliberations upon this matter were conducted and taken in open meetings in compliance with Ohio Revised Code Section 121.22. This **Resolution** shall take effect and be in force from the date of its adoption.

Motion: O'Brien
Second: D'Amico

Trustee "yes"

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Trustee "yes"

Trustee "yes"

APPROVED: _____ Fiscal Officer

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

Bullard received a letter from a resident stating that he was concerned that Seacrest Recovery Center of Ohio was using a former home on N 3B's & K as a drug rehabilitation center. The resident questioned, since it was a change of use from residential to a business, would it follow the townships zoning guidelines? The resident is extremely concerned about safety and what it may do to his property value. D'Amico is contacting Bullard to address the issue. None of the trustees were made aware prior to receiving the letter from the resident.

D'Amico stated that due to an employee being unavailable in the zoning office for an undetermined amount of time, Theresa Cannon and Theresa Taylor will be filling in some of the hours.

RESOLUTION 21-06-10 MOTION TO AUTHORIZE TRUSTEE D'AMICO TO STAFF THE ZONING OFFICE WITH TEMPORARY PERSONNEL AS NECESSARY

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

RESOLUTION 21-06-11 MOTION TO RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(1)(8) TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE AND TO CONSIDER CONFIDENTIAL INFORMATION RELATED TO THE MARKETING PLANS, SPECIFIC BUSINESS STRATEGY, PRODUCTION TECHNIQUES, TRADE SECRETS, OR PERSONAL FINANCIAL STATEMENTS OF AN APPLICANT FOR ECONOMIC DEVELOPMENT ASSISTANCE-THREE TRUSTEES, FISCAL OFFICER AND ASSISTANT FISCAL OFFICER TO ATTEND- 7:46 P.M.

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

RESOLUTION 21-06-12 MOTION TO RETURN TO REGULAR SESSION- 7:57 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".

RESOLUTION 21-06-13 MOTION TO APPROVE HR BUTLER TIME CARD REPORTING SYSTEM BE REQUIRED OF EMPLOYEES OF THE ROADS DEPARTMENT AND THE ZONING DEPARTMENT, IN THE FUTURE IT MAY BE REQUIRED OF OTHER DEPARTMENTS

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

BERLIN TOWNSHIP TRUSTEES

6:00 p.m.

Trustee Meeting

June 14,

21

**RESOLUTION
21-06-14**

**MOTION TO AUTHORIZE TRUSTEE O'BRIEN AND APPROVE
APPROPRIATIONS OF UP TO \$20,000 TO ALBERS & ALBERS FOR
ECONOMIC DEVELOPMENT INCLUDING JEDD'S AND TIFF'S
DEVELOPMENT**

Motion: O'Brien

Second: Bullard

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

**Adjourn-
RESOLUTION
21-06-15**

MOTION TO ADJOURN

Motion: D'Amico

Second: Bullard

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

Meeting adjourned by Chairman Bullard at 8:00 p.m.

Ron Bullard, Trustee

ATTEST:

Ken O'Brien, Trustee

Theresa Taylor, Assistant Fiscal Officer

Tom D'Amico, Trustee