

BERLIN TOWNSHIP TRUSTEES

6:00 p.m. Trustee Meeting October 11, 21

HELD AT: This meeting was held at 3271 Cheshire Road, 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 (Absent), Ron Bullard, Claudia Smith, Fiscal Officer and Theresa Taylor, Assistant Fiscal Officer

ATTENDANCE: Meghan Raehll and Doug Riedel

Old Business- Doug Riedel from the Delaware County Engineers office spoke on the issue of residents driving illegally northbound on Piatt Road. They have since put up a sign stating that it is closed for northbound traffic but is opened to southbound traffic only.

Riedel stated that construction will start on Reed Parkway, which will be located south of 330 Lackey Old State and will connect to the Berlin Business Parkway, it will be a three-lane road. This will allow for the start of the sewage pumping station to begin.

Riedel stated that a request has been made to the township to complete paperwork for the OPWC 2022 Grant, for projects that plan to be done in 2022. Bullard will submit a request for bids to either install or rebuild catch basins and use the American Rescue Plan money that has been granted to the township.

Fire Hydrant Installation Policy- O'Brien will speak informally with the new fire chief on his thoughts for a rating system on the fire hydrant installation policy.

Request for Engineering Assistance- Bullard explained that there is no walkway or crosswalk between Berlin High School and Preston Fields, which the county engineer stated there needs to be one. O'Brien suggested they see if Olentangy can build the sidewalk up to Piatt Road, which will get them to the crosswalk safely and then the township could do the same on the Preston Fields side. Bullard will discuss this with Mark Raiff.

RESOLUTION 21-10-01 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-TWO TRUSTEES, FISCAL OFFICER ASSISTANT FISCAL OFFICER, AND MEGHAN RAEHLL TO ATTEND- 6:40 P.M.

Motion: O'Brien
Second: Bullard
Vote: O'Brien yes and Bullard yes

RESOLUTION 21-10-02 MOTION TO RETURN TO REGULAR SESSION- 8:21 P.M.

Motion: O'Brien
Second: Bullard
Vote: O'Brien yes and Bullard yes

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

JEDD- This was discussed in Executive Session.

Trails & Recreation Committee- Bullard would like to send out a survey to the Berlin Township residents to find out what they would like to see and what they are willing to

BERLIN TOWNSHIP TRUSTEES

6:00 p.m. Trustee Meeting October 11, 21

spend on it. Bullard wants a trails & recreation committee to create and be responsible for the survey.

Smith stated that the 2022 organizational meeting needs to have a date set and she will send out the packet to all the trustees so that they may work on it.

RESOLUTION 21-10-03 MOTION TO SET THE 2022 ORGANIZATIONAL MEETING TO JANUARY 3, 2022, AT 6:00 P.M. AT THE TOWNSHIP HALL

Motion: Bullard
Second: O'Brien
Vote: Bullard yes and O'Brien yes

Zoning Hearing Policy- Bullard asked that this be moved to the first trustee meeting in November.

Fairview Storage- This will be moved to the October 25, 2022 trustee meeting, due to D'Amico not being at this meeting.

Disaster Plan- Bullard stated that there has been no update on the disaster plan.

Snowplow Driver- This was already discussed in a previous meeting.

Mowing Contract- This will be moved to the October 25, 2022, trustee meeting, due to D'Amico not being at this meeting.

Fiscal Officer Items-

September Bank Statement and Electronic Payments- Smith said the September bank statement and electronic payments balanced.

Fuel Inventory/Usage and Fuel Card/Account- Smith stated that Pichert asked her about getting a credit card from Sourcewell. It would save \$.18/gallon and they would assign a credit card specific for each vehicle, which would keep track of the miles and gas used on each vehicle. Smith stated that she liked the idea of a gas credit card as this would allow more purchased on the First Commonwealth credit card. She would like small purchases be put on the credit card as this would alleviate having to write so many checks in small amounts to each individual store and in the long run save money. Smith asked the trustees if the limit could be raised on the credit card, both O'Brien and Bullard stated that they were okay with it and that it would be at her discretion.

O'Brien stated that he told the proposed fire chief that all SOG's and SOP's will need to be given to Smith before the organizational meeting.

Cemetery-

Revised Deeds on Pontem Quote-

RESOLUTION 21-10-04 MOTION TO APPROPRIATE UP TO \$1,500 FOR TRUSTEE D'AMICO TO WORK WITH THERESA CANNON, TO REVISE THE CEMETERY DEEDS IN THE PONTEM SYSTEM WITH THE PONTEM SOFTWARE ENGINEERS. BEFORE IMPLEMENTATION A DRAFT NEEDS TO BE SENT TO THE PROSECUTOR SO THAT IT CAN BE APPROVED BY THEM

Motion: Bullard
Second: O'Brien
Vote: Bullard yes and O'Brien yes

RESOLUTION 21-10-05 MOTION TO APPROPRIATE UP TO \$200 FOR PLAQUES FOR VALUED EMPLOYEES

Motion: O'Brien
Second: Bullard
Vote: O'Brien yes and Bullard yes

BERLIN TOWNSHIP TRUSTEES

6:00 p.m.

Trustee Meeting

October 11,

21

**Fire Department-
RESOLUTION
21-10-06**

**MOTION TO APPROVE RESOLUTION PROVISIONALLY
APPOINTING ADAM MILLER AS FIRE CHIEF**

RESOLUTION NO. 21-10-06

RESOLUTION PROVISIONALLY APPOINTING FIRE CHIEF

WHEREAS, Berlin Township has a vacancy in the position of Fire Chief; and

WHEREAS, the Township has received and reviewed applications and conducted interviews of individuals seeking the position, and has determined to provisionally appoint an applicant the Board finds qualified; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Berlin Township, Delaware County, Ohio (the “Board”) that the Board hereby provisionally appoints **Adam J. Miller** (“Miller”) as the Berlin Township Fire Chief beginning **October 24, 2021**, subject to the following terms and conditions:

1. This provisional appointment is conditioned upon Mr. Miller first successfully completing the following to the satisfaction of the Board: a pre-employment physical for firefighters, the Township’s pre-employment drug-screen and nicotine screen, a pre-employment background check and drivers record check prior to October 24, 2021;
2. Mr. Miller will be paid a salary equivalent to \$45,000/year, paid in equivalent bi-weekly payments per the Township’s payroll procedures, for each week in which he performs services, but his weekly pay will be prorated for his initial and terminal week of employment, and other deductions may be made as permitted or required by law;
3. Mr. Miller is expected to work 24 hours per week, plus attendance at all regularly scheduled meetings of the Board of Trustees, and at any special meetings of the Board at which his attendance is requested;
4. Mr. Miller will be allotted 12 Paid Time Off (“PTO”) hours per year, to be scheduled subject to the approval of a Board Liaison in one (1) day increments;
5. Mr. Miller is not being employed with the expectation of working more than 1,500 hours per year, and as a part-time employee he shall not be eligible for Township

BERLIN TOWNSHIP TRUSTEES

6:00 p.m. Trustee Meeting October 11, 21

hospitalization, surgical care, major medical care, disability, dental care, eye care, medical care, hearing aids, prescription drugs, or sickness and accident insurance;

- 6. This appointment is provisional and is not final until Mr. Miller successfully completes the conditions and probationary period defined in this Resolution;
 - a. He will serve an initial probationary period of twelve months starting from the effective date of this provisional appointment, which shall automatically be extended by an additional twelve months unless and until the majority of the Board the takes affirmative action by motion or Resolution to find that he has successfully completed the probationary period;
 - b. During the probationary period, Mr. Miller will serve at the pleasure of the Board and may be removed by a majority of the Board at any time in its sole discretion;
- 7. Mr. Miller will report directly to the Board of Trustees and the Trustee Liaisons;
- 8. Mr. Miller will maintain the qualifications and perform the duties specified in the Job Description passed by the Board of Trustees, and as from time-to-time amended by the Board;
- 9. Mr. Miller will follow all Township policies;
- 10. As a condition of his employment, Mr. Miller shall enroll in the Ohio Fire Executive (OFE) program offered by the Ohio Fire Chief’s Association within two years of the date of this provisional appointment and shall thereafter successfully complete the first OFE program offered after his enrollment.

BE IT FURTHER RESOLVED that a copy of this Resolution is to provide to Mr. Miller and to be placed in his Township 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.

Approved and Adopted: October 11, 2021

Ken O’Brien, Trustee	“yes”
Ron Bullard, Trustee	“yes”

BERLIN TOWNSHIP TRUSTEES

6:00 p.m. Trustee Meeting October 11, 21

ABSENT
Tom D'Amico, Trustee

APPROVED: _____
Claudia Smith, Fiscal Officer

Motion: O'Brien
Second: Bullard
Vote: O'Brien yes and Bullard yes

Road Department- Bullard stated that he had a meeting with the road department, and they have concerns that the expectations are different between Fairview Cemetery and Cheshire Cemetery. Bullard will continue to work on the procedures for Fairview Cemetery so that there are no gray areas.

Bullard addressed the property on Lackey Old State, beside Ron Acker's property, to hear O'Brien's thoughts as to if he felt it was to the point of noxious weeds. Both trustees agreed, although it was unfortunate, it was not to the point of contacting the prosecutor. Bullard will contact Acker.

Trustee Items- O'Brien spoke to Steve Lewis about high-speed dark fiber being installed by the county. He was told that once it is installed any public entity could access it. Lewis stated that payroll should not be done with it because it is not secure, without having a consolidated agreement by buying a switch for it.

RESOLUTION 21-10-07 MOTION TO AUTHORIZE TRUSTEE O'BRIEN TO EXECUTE ANY AND ALL DOCUMENTS TO GET FIBER TO THE MEDICS AT THE FIRE STATION FROM THE COUNTY AT NO EXPENSE TO BERLIN TOWNSHIP

Motion: Bullard
Second: O'Brien
Vote: Bullard yes and O'Brien yes

Zoning Department- August & September Zoning Report- There were 12 building permits issued in August and 4 building permits in September. The YTD is 158.

O'Brien stated that Loveless would like to attend an OTA training.

RESOLUTION 21-10-08 MOTION TO APPROPRIATE UP TO \$50 FOR DAVID LOVELESS TO ATTEND AN IN-PERSON ZONING INSPECTOR'S MEETING, AS LONG AS IT DOES NOT AFFECT HIM GOING OVER HIS YEARLY ALLOTMENT OF HOURS

Motion: Bullard
Second: O'Brien
Vote: Bullard yes and O'Brien yes

Public Comment- There were no public comments.

Future Meetings-
10/25/21 Trustee Meeting
11/08/21 Trustee Meeting
11/22/21 Trustee Meeting

Late Items- O'Brien stated that a letter was sent by TowerCo dated October 6, 2021, to notify property owners of a possible placement of a Cell Tower being placed at 2500 Piatt Road (the new Olentangy Middle School). The letter is to also notify the property owners that they have a right to contact the township trustees and object. If there are objections, the county prosecutor will be notified, and a legal process will begin. Raehll stated that the towers emit radio frequency, that have not been proven to be safe.

BERLIN TOWNSHIP TRUSTEES

6:00 p.m.

Trustee Meeting

October 11,

21

**RESOLUTION MOTION TO ADJOURN
21-10-09**

Motion: Bullard
Second: O'Brien
Vote: O'Brien yes and Bullard yes

Meeting adjourned by Chairman Bullard at 9:45 p.m.

Ron Bullard, Trustee

ATTEST:

Ken O'Brien, Trustee

Theresa Taylor, Assistant Fiscal Officer

ABSENT

Tom D'Amico, Trustee