

BERLIN TOWNSHIP TRUSTEES

6:00 p.m. Trustee Meeting September 26, 22

HELD AT: This meeting was held at 3271 Cheshire Rd, Delaware, OH

CALL TO ORDER: Ken O'Brien, Trustee Chairman

PLEDGE OF ALLEGIANCE: Ken O'Brien led the Pledge of Allegiance

ROLL CALL: Ken O'Brien, Meghan Raehll, Ron Bullard, Claudia Smith, Fiscal Officer and Theresa Taylor, Fiscal Officer Assistant

ATTENDANCE: Tony Stocco, Shelia Hiddleson, and Chris Paykoff

*******HEALTH DEPARTMENT*******

Sheila Hiddleson, Delaware County Health Commissioner updated the trustees on a few items. September is National Recovery Month and they have a grant through the Ohio Department of Health to do Naloxone training and give kits to individuals that are interested.

Covid numbers are very steady with approximately 40 cases per day. Staff is continuing to provide vaccinations. As of now, they have had no monkeypox cases but do have a few vaccines available for those that are in absolute need.

Raehll asked what her thoughts were on House Bill 463. Hiddleson said that she is adamantly opposed to it and that her fear is that if it passes, the ability to do what is right for the public's health could be hampered by the will of a few as opposed to the current 26 health department members and make it more about politics. Raehll agrees and said that she feels it grossly disrupts the balance of power that disfavors the role of the community in a way that could be destructive. Bullard agrees and says that everyone needs to make their thoughts known to their legislators.

Bullard would like the health department to address the giant hogweed and its dangers to the public. Hiddleson will relay the information to Davies so that she is aware of it and work on something to communicate it to the public.

Hiddleson is retiring from local public health at the end of the year and will begin working for the National Public Health Accreditation Bboard. O'Brien thanked her for everything that she has done for the township.

*******DELAWARE COUNTY PROSECUTOR*******

Tony Stocco introduced himself as the new assistant prosecutor for Delaware County. He did let the trustees know that Fowler will continue along with himself to work on the issues going on with the Temple on Piatt Rd. He will also be working with Concord, Liberty, Harlem and Brown townships.

The trustees updated Stocco on a few items going on in the township to include Fairview Cemetery, the comprehensive land use plan, RDI issues and zoning issues. Raehll said that there have been challenges recently with communication between the trustees and Fowler. She said that she has reached out with zoning questions and has not received any response from him and is hoping that if any of the trustee's email or call Stocco, that they can have some baseline expectation of when they can expect to hear back on the issue.

Old Business-

TIF Resolution- O'Brien is going to contact Rinehart and ask him to move forward with the East 1 TIF.

Storage Building Proposal- Bullard met with Melanie Lenahan and asked for a proposal and has not heard back from her yet.

Fairview Cemetery- Nothing new.

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Assistant Cemetery Sexton- Bullard will work on the general hours and duties that will be required from the assistant cemetery sexton so that the position can be posted for.

Township Building- Raehll said that the new enclosure for the smartboard is in place. The road crew did a great job with the curbing outside of the township hall. The only outstanding items for the access to the building are Smiths training and getting the codes set up for the employees. Raehll asked Smith to close the loop of her training. Smith said that it should be done by the end of October.

Building Security- This was discussed in executive session.

Employee Handbook- The road department still needs to sign the employee handbook paperwork by October 1st, 2022. Bullard will make sure they all get it signed. Smith said that she is missing the public record document for Graham and Borso. Raehll will have them signed and get them to Smith.

Regarding the implantation of the performance review, it was not discussed when or how many times the performance review would take place. Raehll recommended at least twice a year. O'Brien suggested that they should be done after a probationary period and then done annually. Raehll is in agreement with that. She asked if they should be done by the end of the November/early December and O'Brien agreed. They will then be on track to do the performance reviews at the end of each year. O'Brien asked if the Chief should use the same performance review as the board uses plus specific items pertaining to the fire department, for his employees so that there is some cohesiveness. Raehll would like to approve the added items as a board before he adds or takes away anything. Bullard agreed.

In summary, performance reviews will be done late November/early December and the trustees will communicate that to all supervisors and they will conduct their own and then the plan will be to have everything done and given to Smith by the first of the year.

Branding- Nothing new.

Pontem Migration- Raehll sent O'Brien and Bullard an email related to the cost associated with removing the server that stores Pontem from RDI. The first was to purchase a new server for ourselves which ran \$1,800. Second, was to purchase a refurbished Dell computer for \$849 that has a substantive amount of space and in addition to that cost, there would be a onetime fee for the Windows 2019 server license that would allow five clients to access it which is \$799, this is what she recommends. Bullard's main concern is that everything is backed up on Pontem. Raehll is going to contact Pontem and bring information back to the board.

Fiscal Officer Items-

Bulk Mail Permit Renewal- Smith said that she received the bill for the bulk mail permit, which is \$275. She did not use it for the fall newsletter and needed to know if it was something the trustees wanted her to pay for. Raehll said that she had requested Rippel to get another quote from a potential vendor related to the newsletter. The trustees decided for the time being to keep the permit active.

Inventory- Smith gave the trustees the list of items that were removed from inventory from each department. Raehll said that she would like to add the monitor in the trustee's office to be sold or destroyed and she wants to have IT Made Real backup any information that is on the computer itself and then have it destroyed. Smith said that they can be removed from inventory now but will be on the list for next year.

**RESOLUTION
22-09-29**

**MOTION TO DECLARE ASSET LISTING, INVENTORY ALONG
WITH SUPPLEMENTAL REASONING TO REMOVE FROM
INVENTORY, AS SUPPLIED BY THE FISCAL OFFICER**

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

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Credit Card- Smith wanted clarification on the wording for resolution 22-09-22 as to who will be the individual on the credit card and that it is an increase to the credit card so that it does not take money from another department.

RESOLUTION 22-09-30 MOTION TO INCREASE THE CREDIT LIMIT ON THE CREDIT CARD BY \$500 FOR THE ZONING INSPECTOR LAURA BORSO

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

Cemetery- Bullard would like to allow Tim Foor to be a snowplow driver. O'Brien and Raehll agree. Bullard will speak with Foor and bring back his answer to the board.

Fire Department-

RESOLUTION 22-09-31 RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(1)(6) TO CONSIDER APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL AND DETAILS RELATIVE TO THE SECURITY ARRANGEMENTS AND EMERGENCY RESPONSE PROTOCOLS FOR A PUBLIC BODY OR A PUBLIC OFFICE, IF DISCLOSURE OF THE MATTERS DISCUSSED COULD REASONABLY BE EXPECTED TO JEOPARDIZE THE SECURITY OF THE PUBLIC BODY OR PUBLIC OFFICE - THREE TRUSTEES, FISCAL OFFICER, AND THE FISCAL OFFICER ASSISTANT TO ATTEND- 7:55 P.M.

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

RESOLUTION 22-09-32 MOTION TO RETURN TO REGULAR SESSION- 8:25 P.M.

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

O'Brien "We met in executive session and no decisions were made and no actions were taken".

Requisitions-

RESOLUTION 22-09-33 MOTION TO APPROVE REQUISITION 2022-22 TO CLEARPOINT TECHNOLOGY AND DESIGN LLC FOR AN AMOUNT UP TO \$14,344.61 FOR THE PURPOSE OF A SECURITY CAMERA SYSTEM AT THE FIRE STATION

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

RESOLUTION 22-09-34 MOTION TO APPROVE APPROPRIATIONS OF \$4,500 TO CLEARPOINT TECHNOLOGY AND DESIGN LLC FOR THE PURPOSE OF THE INSTALLATION OF SEVEN CAMERAS AT THE TOWNSHIP HALL

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

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Road Department-

OPWC Authorization Letter- Smith received a letter from Clint Matlack that asked the trustees to make a resolution that would authorize Leslie Adams to have access to our Workwise, the OPWC portal to be able to access OPWC grants.

RESOLUTION 22-09-35 MOTION TO APPROVE LESLIE ADAMS TO HAVE ACCESS TO THE OPWC FILES AND TO AUTHORIZE TRUSTEE BULLARD TO SIGN ANY DOCUMENTS NECESSARY FOR THIS ACTION

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

Roads Inventory Meeting- The trustees previously discussed holding the roads inventory meeting sometime this year and Raehll asked if they would like to get it put on the schedule for this year. After discussion, the roads inventory meeting will tentatively be held on October 28, 2022, pending confirmation from Riedel.

Recess at 8:40 p.m. Returned at 8:45 p.m.

Work Truck- Bullard said that in the future, we may want to look at a second pick-up truck to give the roads department and cemetery employees enough vehicles to be able to travel in and could include possibly be outfitted with a snowplow.

REA- Riedel would like an REA for Sweeney Road so that the county engineer can do a right-of-way investigation. O'Brien would like to find out more information on filing for an adverse possession on all roads that the township does not have the right-of-way on, which is Sweeney Rd and Curve Rd 2 & 3.

RESOLUTION 22-09-36 MOTION TO APPOINT TRUSTEE BULLARD TO PUT AN REA IN PLACE FOR AN INVESTIGATION OF THE RIGHT-OF-WAY ON SWEENEY ROAD, BASED ON CONVERSATIONS WITH ODOT AND THE COUNTY ENGINEER AT THE SEPTEMBER 22, 2022 SPECIAL MEETING

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

RESOLUTION 22-09-37 MOTION TO APPOINT TRUSTEE RAEHLL AS DESIGNEE TO WORK WITH ODOT ON MATTERS RELATED TO THE BERLIN BUSINESS PARK AND ESTABLISH TRUSTEE O'BRIEN TO SERVE AS THE ALTERNATE

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

Power washer- Bullard wanted to make the board aware that it appears the fire department is using the road departments power washer more than they are. He said the soap that is used is high grade quality and that a good amount of it is gone.

Bullard told Raehll on the truck that is now being used for zoning, that the only thing he is aware of that does not work is the horn and that she can determine if it is a safety hazard.

Trustee Items- Nothing new.

Zoning Department-

Raehll said that she and Borso will be going over the mileage tracking and the vehicle checklist that was given to them from the road department. She is very impressed with what Borso has put together for zoning violations and follow-up. They will be meeting with the Delaware County Prosecutor with a number of questions in the upcoming weeks.

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Raehll said that Graham and Borso are having some difficulty removing some of the signs in the right-of-way, due to them being pushed into the ground so far. Bullard suggested a tool that is specifically designed to remove signs from the ground. Raehll will look into it.

Future Meetings-

- 10/06/22 Parks & Trails Meeting**
- 10/10/22 Trustee Meeting**
- 10/23/22 Open House @ 1:00 P.M.**
- 10/24/22 Trustee Meeting**
- 10/28/22 Possible Roads Inventory Meeting**
- 11/03/22 Parks & Trails Meeting**
- 11/14/22 Trustee Meeting**

Late Items- For regional planning, Raehll asked about making Borso the primary representative and her serving as the secondary or keeping it like it is with Raehll serving as the primary representative and Borso as the secondary. O'Brien's concern is without her going to the meetings she may not get a true feeling of what is happening within the area. Raehll stated that she has a problem with how the votes are handled at the regional planning meetings because they vote on majority and it is not shown specifically those that voted yes and those that voted no. She does not want the residents to think that everything is being rubberstamped through Delaware County Regional Planning, when in fact there could be more work done at that level before it goes onto the townships. After discussion, both Raehll and Borso will attend the meetings with Raehll being the voting member and Borso there to learn the process.

Bullard said that when they worked on the sewer in Preston Fields, the equipment crushed the sidewalk and was left that way. Irwin questioned the sewer district, who said that they only cared about the sewer pipe getting put in not how it was put in. He is going to contact Riedel and speak with him about it.

Adjourn-

**RESOLUTION MOTION TO ADJOURN
22-09-38**

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

Meeting was adjourned by Chairman O'Brien at 9:25 P.M.

Ken O'Brien, Chairman

ATTEST:

Meghan Raehll, Vice-Chair

Theresa Taylor, Fiscal Officer Assistant

Ron Bullard, Trustee