

**BERLIN TOWNSHIP TRUSTEES**

**6:00 P.M. 2022 ORGANIZATIONAL MEETING JANUARY 3, 2022**

**HELD AT:** This meeting was held at the township hall located at 3271 Cheshire Rd Delaware, OH 43015.

**CALL TO ORDER:** Meeting called to order by Fiscal Officer, Claudia Smith.

**ROLL CALL:** Ronald W. Bullard, Trustee Ken O'Brien, Trustee Meghan B. Raehll, and Claudia Smith, Fiscal Officer

**ATTENDANCE:** Fire Chief Miller

**PUBLIC COMMENT:** Smith asked if there were any public comments, hearing none they moved onto the next item on the agenda.

**FISCAL OFFICER PRESIDES**

**RESOLUTION NAME 2022 TRUSTEE CHAIRMAN – O'Brien  
22-01-01**

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

**RESOLUTION NAME 2022 TRUSTEE VICE CHAIRMAN – Raehll  
22-01-02**

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

**RESOLUTION NAME 2022 TRUSTEE EXECUTIVE MEMBER – Bullard  
22-01-03**

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

**Meeting turned over to Chairman O'Brien**

**RESOLUTION ESTABLISH 2022 MEETING SCHEDULE AS LISTED  
22-01-04**

**Regular Meetings:** The 2<sup>nd</sup> and 4<sup>th</sup> Monday each month with the following exceptions. All meetings to start at 6:00 p.m. unless otherwise advertised/posted

**EXCEPTIONS:** June, July and August meetings will be 2<sup>nd</sup> Monday only

**Special Meetings:** Chairman calls meeting notifying trustees and

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Fiscal Officer. Public shall be notified at least twenty-four hours in advance, except in the event of an emergency requiring immediate official action.

**Meeting Changes:** All meeting date and time changes will be posted and may be advertised

**Road Inventory Meetings:** Spring- Saturday, April 30, 2022 at 9:00 a.m.

**Special Meetings:** Dates and times to be noticed.

**Year End Meeting:** Tuesday December 27, 2022 at 6:00 p.m.

**2023 Organizational Meeting:** Immediately following the end of year meeting.

**The fiscal officer will advertise the 2022 meeting schedule in The Delaware Gazette.**

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

**RESOLUTION 22-01-05 IN THE MATTER OF ESTABLISHING A REASONABLE METHOD WHEREBY THE PUBLIC MAY DETERMINE THE TIME AND PLACE OF ALL REGULARLY SCHEDULED MEETINGS OF THE BOARD AND THE TIME, PLACE, AND PURPOSE OF ALL SPECIAL AND EMERGENCY MEETINGS OF THE BOARD**

The Board of Trustees of Berlin Township, Delaware County, Ohio (“Board”) met in open for the regular meeting on January 3<sup>rd</sup>, 2022.

O'Brien Moved the adoption of the following Resolution.

**PREAMBLE**

**WHEREAS**, pursuant to R.C. § 121.22(F), the Board is required, by rule, to establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings of the Board and the time, place, and purpose of all special meetings of the Board; and,

**RESOLUTION**

**NOW THEREFORE BE IT RESOLVED:**

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Pursuant to R.C. § 121.22(F), the Board establishes and provides notice of the following schedule for all regular meetings of the Board held in 2022 and sets the following rules for providing notice of all special meetings of the Board held in 2022:

1. All regularly scheduled meetings of the Board held in 2022 shall be held in accordance with the following schedule:

Time: 6:00 P.M.

Days/Dates: The 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month with the following exceptions: June, July and August meetings will be 2<sup>nd</sup> Monday at 6:00 p.m. ROAD INVENTORY MEETINGS: Spring – Saturday April 30, 2022 beginning at 9:00 a.m. The 2022 END OF YEAR MEETING: Tuesday December 27, 2022 at 6:00 p.m. The 2023 ORGANIZATIONAL MEETING: Immediately following the End of the Year Meeting on December 27<sup>th</sup>, 2022

Place: Berlin Township Hall 3271 Cheshire Rd Delaware, Oh 43015.

2. The Fiscal Officer shall immediately publish the above time, days/dates, and place of all regularly scheduled meetings one (1) time in the Delaware Gazette, a newspaper of general circulation in the Township.

3. The Fiscal Officer shall also continually post the above time, days/dates, and place of all regularly scheduled meetings in at least one (1) prominent public location in the township hall, in at least one (1) prominent public location at any other location where the Board regularly holds meetings and/or conducts business (if any), and, if the Board maintains a Township website or subsequently establishes a Township website, on the Township’s website.

4. Any person, upon request made to the Fiscal Officer, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall be provided in any reasonably requested manner to include, but not limited to, providing notice and the agenda by email sent to an email address provided by the requestor or physically mailing the notice and agenda to the requestor and/or all subscribers on a mailing list provided by the requestor. If physical mailing of the notice and agenda are requested, the requestor shall provide the Fiscal Officer a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Fiscal Officer shall maintain a list of all persons requesting such notification.

5. The Fiscal Officer shall maintain a separate list of news media requesting notification of meetings.

6. Where the purpose of a regular meeting is of a type for which a person(s) or the news media has requested notification, the Fiscal Officer shall provide advance notice to such requesting person(s) in the manner requested and to the news media in writing.

7. The Fiscal Officer shall provide notice of the time, place, and purpose of all special meetings of the Board as follows:

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- A. Provide at least twenty-four (24) hours' advance notice in writing, except in the event of an emergency requiring immediate official action, to the news media that have requested notification; and,
- B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide advance notice to such requesting person(s) in the manner requested.
- C. Prominently post advance notice of the meeting on the door of the township hall or other location where the meeting is to be held.
- D. If the Board specifically requests notice be published, publish notification as directed by the Board.
- E. If the Board maintains a Township website or subsequently establishes a Township website, they may post notice of the meeting on the Township's website. (Except when it is impractical to notice on the website.)
- 8. If a meeting is cancelled, the Fiscal Officer shall provide notice of the cancellation by prominently posting a notice of the cancellation on the door of the township hall or other location where the meeting is to be held.
- 9. 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.
- 10. This Resolution shall be in full force and effect immediately upon adoption.

Raehll Seconded the motion.

Voted on and signed January 3, 2022 in Berlin Township, Delaware County, Ohio.

\_\_\_\_\_  
Meghan Raehll, Trustee

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

\_\_\_\_\_  
Ken O'Brien, Trustee

**CERTIFICATE**

State of Ohio, Delaware County:

I, the undersigned Township Fiscal Officer of Berlin Township, Delaware County, Ohio, certify that the foregoing Resolution No. 22-01-04 is taken and copied from the record of proceedings of the Board, and that it has been compared by me with the Resolution on the record and is a true and accurate copy. I further certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

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**6:00 P.M. 2022 ORGANIZATIONAL MEETING JANUARY 3, 2022**

Date: January 3, 2022

\_\_\_\_\_  
Township Fiscal Officer

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

**ROBERTS RULES OF ORDER-**

**RESOLUTION 22-01-06 APPROVE USING ROBERTS RULES OF ORDER AND ALLOW THE CHAIRMAN AT HIS OR HER DISCRETION TO MODIFY THOSE RULES AS HE OR SHE SEES FIT IN THE CONDUCT OF AN OFFICIAL MEETING AND THAT WE CONTINUE TO OBSERVE RESOLUTION 05-07-44.**

**REGARDING PUBLIC SPEAKING TIME, THIS LIMITS THE SPEAKERS TIME TO THREE MINUTES AT THE DESIGNATED TIME FOR "PUBLIC COMMENTS" WITHIN THE MEETING AGENDA AS ASSIGNED BY THE CHAIR. TIME MAY BE EXTENDED AT THE CHAIR'S DISCRETION AND WITH THE CONCURRENCE OF RESOLUTION 05-07-44. PUBLIC COMMENTS SHALL BE DIRECTED TO THE CHAIR ONLY AND REQUIRE IDENTIFICATION BY NAME AND ADDRESS OF THE PARTICIPANT FOR PUBLIC RECORD.**

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

**RESOLUTION 22-01-07 APPROVE ALL TRUSTEE MEETINGS MAY BE POSTED ON THE BERLIN TOWNSHIP WEBSITE AT [www.berlintwp.us](http://www.berlintwp.us), THE LED SIGN AND THE EXTERIOR BULLETIN BOARD AT THE TOWNSHIP HOUSE, WITH THE BERLIN TOWNSHIP BULLETIN BOARD AT THE TOWNSHIP BEING THE OFFICIAL LOCATION FOR MEETING POSTINGS**

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

**POLICIES AFFECTING MEETINGS**

**RESOLUTION 22-01-08 APPROVE MEETING AGENDA POLICIES AS STATED BELOW**

## BERLIN TOWNSHIP TRUSTEES

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### **1.) Meeting Agenda-**

For regular meetings, agenda items to be submitted to the township fiscal officer by 12:00 noon, four (4) days prior to Board meeting.

### **2.) Agenda requests-supporting documentation-**

There should be four (4) copies (original to fiscal officer and one copy to each trustee) of supporting documentation for each agenda item submitted with agenda request.

### **3.) Purchase requisitions-**

Care should be exercised when making purchases.

All purchase requisitions should list the following:

- A.) Vendor name, address, and telephone number
- B.) Item description
- C.) Per item cost
- D.) Quantity to be purchased
- E.) Cost of shipping (If no shipping cost stated, add 20% to cost to cover shipping, price change or incidental expenses)
- F.) If state purchase contract used, provide the state contract number (for verification purposes and state reporting)

There should be four (4) copies (original for fiscal officer and one copy to each trustee) of supporting documentation for each purchase requisition submitted to the fiscal officer **by 12:00 noon four (4) days prior to meeting. Requisitions not received four (4) days prior to the Board meeting will be deferred to the next regular trustee meeting.**

Requisitions approved at the board meeting-Fiscal Officer to mark a copy of the requisition as approved and provide said copy to the department head the day following the meeting.

**ALL INVOICES** must be billed to Berlin Township, c/o Claudia Smith, Fiscal Officer, 3271 Cheshire Rd., Delaware, OH 43015.

**ONLY ORIGINAL REQUISITIONS AND INVOICES WILL BE PROCESSED. NO PAYMENT WILL BE MADE WITHOUT RECEIVING AN ORIGINAL INVOICE.**

### **4.) Emergency purchases or repairs - (those purchases or repairs not anticipated)**

All emergency purchases or repairs are to be reported to the Township fiscal officer immediately. Fiscal officer must be advised as to vendor name and address, item or reason for purchase or repair, total estimated cost and if state contract used-the contract number.

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

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### DEPARTMENT LIAISONS

**Discussion:** Trustee Bullard said he disagreed with the suggested department as he feels the road department is plenty for a trustee and he feels the cemetery should stay with the zoning department as they are required by law. Parks and Trails and Building and Technology are necessary, but zoning and cemetery are two that we have to do. Fire and roads are also something that we have to do as those are prescribed by law or voted in by the residents. Parks and Trails is something that we will work on just like we have worked on other things in the past.

Raehll said for context she had made the recommendation in the red lined version to have zoning, parks and trails and building and technology together as liaison and to have roads and cemetery together and fire and fire station. She thinks zoning is a pretty big piece and building and technology is a big piece. To her it makes sense that roads and cemeteries go together. The road department is already interconnected with the cemetery. She can appreciate the distinction that there is an above ground aspect to the cemetery and there is a below ground aspect to the cemetery with the roads being primarily overseeing of the underground portion of the cemetery. She thinks there may be some administrative tasks related to the cemetery that could fall underneath the building aspect of the liaison roll but she does not see the cemetery going together with zoning as she doesn't think the two intertwine nearly as much as roads and cemetery function do.

Parks and Trails makes sense that they would be with zoning because it's all part of the planning and development process. Smith said this is something that we don't have yet. Raehll said the previous board approved the establishment of a committee and they plan to start the committee this month. She thinks it's something that needs a lot of details provided to it. There's going to be money put aside for the committee that is already established. Smith said residents are already paying a levy for Preservation Parks and they want to put a park within fifteen minutes of every resident. She asked where we were going to get land in Berlin Township that we can afford to buy without getting a parks levy. Raehll said for a general rule of thumb there is no Preservation Park located in Berlin Township, there is a state park. There is a distinction between what gets done at a metro style park versus what gets done at a preservation park. Many of the preservation parks are a result of donated land so there is the opportunity to pursue land donations, there is also the opportunity to pursue millions of dollars in grants to establish land, to establish parks and it has been shown time and time again that the return on investment for parks and trails is a positive gain because it only costs the residents about the amount of a cup of coffee a month for residents but it has advantages that go well beyond that including increased property value and resale value.

Bullard said he believes the cemetery divides at the ground and the road department makes perfect sense for them to dig the grave. He doesn't think it makes sense for the standpoint of the selling of the graves, the Pontem and doing all that sort of stuff coming from the trustee for the roads. He feels the roads has plenty of stuff to do without the above ground things with the cemetery and that is the part he is concerned about. The building is there and the road department does an awful lot with it such as changing light bulbs and doing

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things that need to be done. They just do it. Bullard said the decision is up to O'Brien since he has his heels dug in and so has Raehll. O'Brien said although he agrees with the thoughts about the parks and recreation the part that hasn't been discussed is the technology and this is the part that he feels is going to be more work than the parks. Raehll agreed. O'Brien said for this year he would put the cemetery with the roads for a one-year thing. He thinks technology is going to be a heavy thing in the upcoming year. Chief Miller said technology and fire is going to be hand in hand this upcoming year. O'Brien said he would lend a hand but thinks Raehll needs to take the lead. Bullard said Cheshire Cemetery is no big deal but we need to put the organization in place at Fairview Cemetery.

<b>RESOLUTION</b>	<b>NAME DEPARTMENT LIAISONS AND DUTIES AS LISTED:</b>
<b>22-01-09</b>	<b>Trustee Raehll – Zoning, Parks and Trails, Buildings &amp; Technology/Media</b>
	<b>Trustee O'Brien – Fire &amp; Fire Station</b>
	<b>Trustee Bullard – Roads &amp; Cemetery</b>

Each Liaison is authorized to perform the following:

1. Supervision: Supervise employees in each respective department solely with respect to: signing time sheets; authorizing previously earned vacation and other days away from work; changes to work hours (All such changes in work hours should also be communicated to the Fiscal Officer); setting goals and communicating evaluation of performance of behalf of the board as it relates to work duties established within the employee handbook and/or set forward through collective bargaining agreements. Any supervisory matters outside the scope of the aforementioned responsibilities, should be reported to the board of trustees by the liaison. It is the responsibility of all members of the board to establish evaluation and performance criteria to be implemented by the liaison in accordance with the employee handbook.
2. Communication: Any trustee can communicate with any employee about township business and/or decisions made during regular or special trustee meetings. Each liaison should act in good faith as the collective voice of the trustees for township residents within the respective department, but not as the sole authority. As such, liaisons should maintain routine and frequent communication with respective departments and are expected to report any issues that arise outside of supervisory functions noted above to the board at the next scheduled regular meeting.
3. Meetings: The liaison shall have quarterly meetings, at minimum, with department supervisors and/or personnel and bring the information collected to the next regular meeting of the board of trustees.
4. Purchases: Manage the implementation of trustee purchases and policies. The liaison is authorized to increase spending by up to \$2,000 for each purchase, on an emergency basis. The additional spending should be brought to the next regular meeting of the board of trustees for informational purposes.
5. In Absentia: Each trustee is a primary liaison for their respective departments. Any trustee is individually authorized to act as any liaison in the absence of the liaison.



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6. Qualification: The liaison system does not prohibit any trustee from any discussions with township employees and does not prohibit any trustee from bringing forward matters related to any township department for consideration by the board.

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

**APPOINT AND/OR NAME POSITIONS AND BOARD**

**RESOLUTION NAME APPOINTMENTS AND POSITIONS  
22-01-10**

- 1.) Trustee O'Brien to attend Delaware County Health Board meeting
- 2.) Trustee Raehll - Railroad Task Force Committee
- 3.) Trustee O'Brien & Trustee Bullard - Tax Incentive Review Council
- 4.) Volunteer Fire Fighters Dependent Fund Board (VFFDF)-  
  - Sam Reda and Scott Brown - elected by fire department members
  - Pat Paykoff and Mark Beverly-named by legislative authority (Township Trustees). TBD named by four (4) VFFDF Board members
  - TBD to serve as Chairman and TBD to serve as Secretary
- 5.) Trustee Raehll - RPC representative and Trustee O'Brien RPC alternate.
- 6.) Audit Committee with term limits being:

Pat Paykoff	3 yr. term expires December 31, 2022
TBD	3 yr. term expires December 31, 2023
TBD	3 yr. term expires December 31, 2024

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

Reports or minutes of board or committee meetings attended by named or appointed representatives should be addressed and given to the township fiscal officer prior to the next scheduled regular trustee meeting.

**NAME TOWNSHIP LEGAL COUNSEL**

**DISCUSSION:** Raehll indicated that while we will retain Delaware County Prosecutor as Township Legal Counsel per the Ohio Revised Code and it may be beneficial for the Board replace the previous outside counsel and retain Rinehart Legal Services, for 2022, with the provision board of trustees retaining the right to seek other counsel when appropriate.

**RESOLUTION APPROVES RETAINING LEGAL COUNSEL AS FOLLOWS:  
22-01-11**

- 1.) Retain Delaware County Prosecutor as Township Legal Counsel per the

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Ohio Revised Code; retain other legal counsel when appropriate and

2.) A majority vote of the Board is required prior to engagement of outside legal services.

Trustee Chairman to be in charge of seeking legal consultation or opinions from both the county prosecutor and outside legal counsel.

For maintenance of public records and files, the township fiscal officer is to be provided with the original copy of all legal opinions requested as well as the original copy of any and/or all legal opinions rendered. This should include all types of media, i.e., written letter, e-mail, verbal phone message, direct verbal response, etc.

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

**REMINDER THAT THE FISCAL OFFICER, ZONING INSPECTOR, AND FIRE CHIEF ARE AUTHORIZED TO CONTACT DELAWARE COUNTY PROSECUTOR AS NEEDED AND NOTIFY FISCAL OFFICER OF ALL CONTACTS AS OUTLINED IN PREVIOUS RESOLUTION # 14-12-27. ANY ADDITIONAL COUNSEL SOUGHT BY THE FISCAL OFFICER, ZONING INSPECTOR, AND/OR FIRE CHIEF SHALL REQUIRE APPROVAL FROM THE BOARD.**

**RESOLUTION 22-01-12 MOVE THAT THE CEMETERY SEXTONS, FISCAL OFFICER, ZONING INSPECTOR, AND FIRE CHIEF ARE AUTHORIZED TO CONTACT THE DELAWARE COUNTY PROSECUTOR AS NEEDED AND NOTIFY THE FISCAL OFFICER. ANY ADDITIONAL COUNSEL SOUGHT BY THE CEMETERY SEXTONS, FISCAL OFFICER, ZONING INSPECTOR AND/OR FIRE CHIEF SHALL REQUIRE APPROVAL FROM THE BOARD**

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

**FISCAL OFFICER'S AUTHORIZATION**

**RESOLUTION 22-01-13 AUTHORIZE FISCAL OFFICER TO PERFORM THE FOLLOWING ACTS:**

- 1.) Apply for advance payment of tax settlements from county auditor
- 2.) Make intra fund transfers as necessary in order to maintain daily operations
- 3.) Invest township funds including with Star Plus, investments that comply with federal, state and local laws, rules and regulations.
- 4.) Prepare and submit amended certificates of estimated resources to county

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Auditor.

- 5.) Establish and approve required forms for use in fiscal transactions of township, e.g., expense reports, inventory reports, timesheets, requisitions, etc.
- 6.) Receive all original employment applications, including but not limited to physical exams, insurance applications, payroll withholding documents, background checks, MVR checks, and any other document relating to personal information covered by HIPAA
- 7.) Assign employee building access keys
- 8.) Assign employee key codes for copy machine, telephone codes and computer codes
- 9.) Make Electronic Fund Transfers (EFT) as necessary
- 10.) Handle all township credit card issues.

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

**NO MONEY HELD IN ESCROW**

**RESOLUTION 22-01-14 NO MONEY WILL BE HELD IN ESCROW BY THE FISCAL OFFICE OR ANY OTHER TOWNSHIP EMPLOYEE OR OFFICE FOR PAYMENT OF ANY TOWNSHIP FEES**

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

**RESOLUTION 22-01-15 HOLIDAY OBSERVANCE POLICY FOR FULL-TIME NON-BARGAINING UNION EMPLOYEES**

<b>Friday</b>	<b>December 31, 2022</b>	<b>New Year's Day - Observed</b>
<b>Monday</b>	<b>January 17, 2022</b>	<b>Martin Luther King Day</b>
<b>Monday</b>	<b>May 30, 2022</b>	<b>Memorial Day</b>
<b>Monday</b>	<b>June 20, 2022</b>	<b>Juneteenth - Observed</b>
<b>Monday</b>	<b>July 4, 2022</b>	<b>Independence Day</b>
<b>Monday</b>	<b>September 5, 2022</b>	<b>Labor Day</b>
<b>Friday</b>	<b>November 11, 2022</b>	<b>Veterans Day</b>
<b>Thursday</b>	<b>November 24, 2022</b>	<b>Thanksgiving Day</b>
<b>Friday</b>	<b>November 25, 2022</b>	<b>Day after Thanksgiving (exchange for President's Day)</b>
<b>Friday</b>	<b>December 23, 2022</b>	<b>1/2 Day-Afternoon (exchange for Columbus Day)</b>
<b>Monday</b>	<b>December 26, 2022</b>	<b>Christmas Day</b>
<b>Friday</b>	<b>December 30, 2022</b>	<b>1/2 Day-Afternoon (Exchange for Columbus Day)</b>
<b>Monday</b>	<b>January 2, 2023</b>	<b>New Year's Day</b>

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**Holidays falling on Saturday** will be observed on the immediately preceding Friday.

**Holidays falling on Sunday** will be observed on the immediately following Monday.

**Holidays for full-time employees is equal to eight hours for a full day and four hours for a half day.**

### **Holiday Exchange:**

1. Holiday exchanges will be set by Trustees at Organizational Meeting and approved by the Board of Trustees.
2. All employees will observe holiday exchanges on approved exchange days as listed above.
3. Public must be made aware of office hour changes well in advance as quickly as possible, when possible.

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

### **VARIOUS PAYMENT POLICIES**

#### **RESOLUTION 22-01-16 MISCELLANEOUS TOWNSHIP PAYMENT POLICIES FOR NON-BARGAINING UNION EMPLOYEES**

- 1.) 100% of necessary, reasonable, and customary expenses for attendance at conventions, workshops, and meetings. Official, board member or employee must have prior approval by Board of Trustees
- 2.) Maximum of Thirty Dollars (\$30.00) allowed per day, per person, for meal reimbursement.
- 3.) Use IRS rate per mile for use of personal vehicles for township business. Mileage must be approved by the Board of Trustees.
- 4.) 100% of all purchases made for township by employee or official of the Township **excluding sales tax**, must be approved by trustees.
- 5.) All reimbursement requests must be processed in the month expense is incurred and submitted to the fiscal officer **NO LATER THAN THE 3<sup>RD</sup> DAY OF THE FOLLOWING MONTH.**
- 6.) **All leaves of absence for non-bargaining union employees will require completion and approval of leave form(s) prior to receiving payment for LOA.**

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**Form(s) to be submitted to township fiscal officer promptly for processing. In order to be paid, forms must first be approved by trustee/liaison.**

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

**DEPARTMENT SPENDING AUTHORIZATION**

**RESOLUTION 22-01-17 MONTHLY DEPARTMENT SPENDING AUTHORIZATION LIMITS**

Administrative	\$750.00 per month (per trustees and fiscal officer)
Building	\$500.00 per month
Cemetery	\$500.00 per month (For Cheshire & Peachblow Cemeteries)
Cemetery	\$500.00 per month (For Fairview Cemetery)
Fire	\$2,000.00 per month
Road	\$2,000.00 per month
Zoning	\$2,000.00 per month

**NOTE: Spending limits are not per individual but per department per month.**

All emergency spending (those expenditures not anticipated in normal day-to-day operation of business) requires immediate notification to township fiscal officer stating the date of emergency, reason or explanation for expenditure, amount of anticipated expenditure and vendor name and address. Department liaisons should be notified at earliest availability.

Motion: Bullard  
Second: Raehll  
Discussion: It was discussed to add "Department liaisons should be notified at earliest availability."  
Vote: Raehll yes, Bullard yes and O'Brien yes

**RESOLUTION 22-01-18 APPROVE AND ADOPT TOWNSHIP HALL RENTAL RULES**

**EXHIBIT #10 BERLIN TOWNSHIP MEETING ROOM APPLICATION RULES, REGULATIONS and FEES**

The Berlin Township Public Meeting Room will be available to all responsible residents, employees and organizations of Berlin Township.

The Berlin Township Trustees will have final approval of persons and organizations using the meeting room.

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The Township Meeting Room will be available from the hours of 9 a.m. until 11:00pm weekdays and Saturdays; and 12 noon until 9 p.m. on Sundays. These hours include setup and cleanup time.

Use of the meeting room shall include and be limited to: the use of the meeting room, restrooms and kitchenette; with available facilities and equipment in the kitchenette. Please use trivets for hot dishes on plastic tables. Use of the balance of the building or its grounds are prohibited.

It will be the responsibility of persons or organizations to leave the meeting room clean and in order (**vacuum floor, wipe off all tables**) and **deposit all waste** in provided refuse receptacles **on the east side of the building** when leaving.

**MEETING ROOM CAPACITY** – Eighty (80) persons.

**NO PARKING** in front of any exterior doors at the building facility.

**NO BLOCKING** of egress doors.

**NO ALCOHOLIC BEVERAGES**

**NO GLITTER ALLOWED**

**NO TAPE** on wall or ceiling.

**NO SMOKING or TOBACCO USE** anywhere on township property. within or around.

**NO RENTING, LEASING OR LOANING** of chairs, tables or any other equipment owned by the township and should not exit the building unless prior authorization is received.

**\*\*\*FEES PAYABLE IN ADVANCE are noted below.** Any person or organization leaving the meeting room in unsatisfactory condition will forfeit the refundable deposit as a clean-up charge and pay for any damage to the building or equipment. **Entrance to the building will be with use of a security tag that must be picked up from the township. Return of the deposit includes return of the security tag to the township.**

Any youth group shall be required to have a supervisor or responsible person present at all meetings.

All meetings will be posted on a calendar in the township hall.

**RULES and REGULATIONS** will be posted in the meeting room and will be available upon request. All rules, regulations are subject to change by order of the Berlin Township Trustees without notice.

In consideration of the use of the Hall, the Renter agrees to rent the Hall from the Berlin Township Trustees subject to the following terms and conditions:

**Indemnity:**

To the fullest extent of the law and without limitation, the Renter agrees to indemnify and hold free and harmless the Board, Berlin Township, Delaware County, Ohio and all of their respective boards, officers, officials, employees, volunteers, agents, servants and representatives (collectively "Indemnified Parties") from any and all actions, claims, suits,

**BERLIN TOWNSHIP TRUSTEES**

**6:00 P.M. 2022 ORGANIZATIONAL MEETING JANUARY 3, 2022**

demands, judgments, damages, losses, costs, and expenses, including, but not limited to attorney’s fees, arising out of or resulting from any accident, injury, bodily injury, sickness, disease, illness, death, or occurrence, regardless of type or nature, negligent or accidental, actual or threatened, intentional or unintentional, known or unknown, realized or unrealized, related in any manner, in whole or in part, to the Renter’s or any guest of the Renter’s use of the Hall, Building, and/or Grounds and/or the actions or omissions of the Renter, any guest of the Renter, or any other person that the Renter allows or permits to be in the Hall, Building, and/or on the Grounds. The Renter agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties that the Renter shall, at its own expense, promptly retain defense counsel to represent, defend, and protect the Indemnified Parties, paying any and all attorney’s fees, costs, and expenses. The Renter further agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties, that the Renter shall pay, settle, compromise and procure the discharge of any and all judgments, damages, losses, costs, and expenses, including, but not limited to attorney’s fees.

**Damage to Property:**

The Renter shall assume full responsibility for, pay for, and shall indemnify and hold free and harmless the Indemnified Parties from any harm, damage, destruction, injury, or loss, regardless of type or nature, known or unknown, realized or unrealized, to any property, real or personal, belonging to the Indemnified Parties, Renter, or others, including but not limited to real estate, buildings, structures, fixtures, furnishings, equipment, vehicles, supplies, accessories and/or parts arising out of or resulting in whole or in part from any acts or omissions negligent or accidental, actual or threatened, intentional or unintentional of the Renter, any guest of the Renter, or any other person that the Renter allows or permits to be in the Hall, Building, and/or on the Grounds.

**EMERGENCY CONTACT PERSONS:** Cathy Rippel @ 740-816-0698; Ron Bullard @ 740-548-5463; Meghan Raehl @ 614-832-1952; Ken O’Brien @ 740-972-0643

PRINT NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ RENTAL DATE \_\_\_\_\_ Receipt # \_\_\_\_\_

**EXHIBIT #12 BUILDING RENTAL FEES**

Township employee or official	\$ 50.00 per occasion
Refundable deposit to employee renter with approval of trustees to be paid within thirty (30) days of rental date	\$ 25.00 per occasion

**BERLIN TOWNSHIP TRUSTEES**

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Township resident-non-employee \$150.00 per occasion  
Refundable deposit to renters with approval of trustees to be paid within thirty (30) days of rental date \$100.00 per occasion

Employees and officials serving in the township capacity may utilize the building as available. The Board of Trustees will determine any fee waivers.

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

**CEMETERY FEES**

**DISCUSSION:** Smith said the price of concrete has gone up and that Buell suggested that we increase the price of foundations to \$.90 per square inch. Trustees agreed.

**RESOLUTION APPROVE AND ADOPT CEMETERY FEES AS STATED IN 22-01-19**

**EXHIBIT #13 FEES FOR CHESHIRE CEMETERY**

**SALES -**

Grave lot sale-Township resident at time of sale \$ 200.00 per grave lot  
Grave lot sale-Delaware County resident at time of sale \$ 600.00 per grave lot  
Grave lot sale-Non-County resident at time of sale \$1,200.00 per grave lot

**INTERMENT and INURNMENT -**

Open/Close grave-Monday-Friday-Adult grave \$ 600.00 per opening\*  
Open/Close grave-Saturday, Sunday & Holiday-Adult grave opening \$ 1,000.00 per opening  
Open/Close grave-Monday-Friday-Infant grave (hand dig) - Limit one (1) burial per grave lot \$ 200.00 per opening  
Inurnment (hand dig) - Limit two (2) inurnment per grave lot  
Open/Close grave-Saturday, Sunday & Holiday-Infant grave-(hand dig) - Limit one (1) burial per grave lot \$ 400.00 per opening  
Inurnment (hand dig) - Limit two (2) inurnment per grave lot



**BERLIN TOWNSHIP TRUSTEES**

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All interments must be in vault (no polyethylene) for burial

**CEMETERY DEEDS -**

Cemetery Deed transfer \$ 25.00 for each grave space transferred

**FEE WAIVERS**

Any fee waivers will be determined by the Board of Trustees

**CEMETERY MARKER FOUNDATIONS -**

**All concrete marker foundations will be constructed in accordance with rules adopted by the Berlin Township Trustees.**

**Charge for marker foundations (concrete)**

Military only-ground level-Minimum charge (1 ft. x 2 ft.) \$ 125.00  
Excess of 1 ft. x 2 ft. \$ .90 per sq. surface inch \*\*

Non-Military – Regular Foundation \$ .90 per sq. surface inch \*\*

Foundation (concrete) poured after the allowed May and September pour dates \$ 1.25 per sq. surface Inch \*\*

Minimum charge \$ 750.00 per foundation  
Must have approval of cemetery sexton

Foundation (concrete) to be formed, so as to be level with finished edges three (3) to four (4) inches above the ground and minimum of three (3) inch perimeter on base outside the marker size **EXCEPTION: NO EXTRA PERIMETER ON BASE OUTSIDE MARKER SIZE FOR MILITARY GROUND LEVEL ONLY**

Foundation (concrete) to be poured to minimum depth of thirty (30) inches below ground

Removal of Foundation (concrete) cost to be determined at time of requested removal

**EXHUMATION - Monday through Thursday 8:00 a.m. to 3:00 p.m.**

**EXHUMATION - Monday through Friday 8:00 a.m. to 3:00 p.m.**

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. 2022 ORGANIZATIONAL MEETING JANUARY 3, 22**

Adult grave \$ 900.00 per vault \*  
Infant grave or Inurnment \$ 225.00 per vault/urn \*

\*\*\* Increased in 2018  
\*\*\*\* Increased in 2019  
\* Increased in 2021  
\*\* Increased in 2022

**Peachblow Cemetery is closed to new internments.**

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

**RESOLUTION APPROVE AND ADOPT FAIRVIEW CEMETERY FEES AS STATED  
22-01-20**

**Lot sales have been suspended until further notice per trustee resolution  
20-12-01**

**SALES -**

Grave lot sale-Township resident at time of sale \$ 200.00 per grave lot  
Grave lot sale-Delaware County resident at time of sale \$ 600.00 per grave lot  
Grave lot sale-Non-County resident at time of sale \$1,200.00 per grave lot

**INTERMENT and INURNMENT -**

Open/Close grave-Monday-Friday-  
Adult grave \$ 750.00 per opening  
Open/Close grave-Saturday, Sunday & Holiday-  
Adult grave opening \$ 1,500.00 per  
Open/Close grave-Monday-Friday- \$ 400.00 per opening  
Infant grave (hand dig) - Limit one (1) burial per grave lot  
Inurnment (hand dig) - Limit two (2) inurnments per grave lot  
Open/Close grave-Saturday, Sunday & Holiday- \$ 800.00 per opening  
Infant grave-(hand dig) - Limit one (1) burial per grave lot  
Inurnment (hand dig) - Limit two (2) inurnments per grave lot

All interments must be in vault (no polyethylene) for burial

**CEMETERY DEEDS -**

**BERLIN TOWNSHIP TRUSTEES**

**6:00 P.M. 2022 ORGANIZATIONAL MEETING JANUARY 3, 2022**

Cemetery Deed transfer \$ 50.00 for each grave space transferred

**FEE WAIVERS**

Any fee waivers will be determined by the Board of Trustees

**CEMETERY MARKER FOUNDATIONS –**

**All concrete marker foundations will be constructed in accordance with rules adopted by the Berlin Township Trustees.**

**Charge for marker foundations (concrete)**

Military only-ground level-Minimum charge (1 ft. x 2 ft.) \$ 125.00  
Excess of 1 ft. x 2 ft. \$ .75 per sq. surface Inch

Non-Military – Regular Foundation \$ .75 per sq. surface inch

Foundation (concrete) poured after the allowed May and September pour dates \$ 1.00 per sq. surface Inch

Minimum charge \$ 750.00 per foundation  
Must have approval of cemetery sexton

Foundation (concrete) to be formed, so as to be level with finished edges three (3) to four (4) inches above the ground and minimum of three (3) inch perimeter on base outside the marker size **EXCEPTION: NO EXTRA PERIMETER ON BASE OUTSIDE MARKER SIZE FOR MILITARY GROUND LEVEL ONLY**

Foundation (concrete) to be poured to minimum depth of thirty (30) inches below ground

Removal of Foundation (concrete) cost to be determined at time of requested removal

**EXHUMATION - Monday through Thursday 8:00 a.m. to 3:00 p.m.**

Adult grave \$ 550.00 per vault  
Infant grave or Inurnment \$ 150.00 per vault/urn

**Rates Established in 2020**

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. 2022 ORGANIZATIONAL MEETING JANUARY 3, 22**

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

**ZONING PERMIT FEES**

**DISCUSSION:** Smith said she asked if the zoning office wanted to increase any fees and didn't hear from anyone. O'Brien said he thinks we should stick with these but assign trustee Raehll to review and come up with work statements.

**RESOLUTION 22-01-21 APPROVE AND ADOPT 2022 ZONING FEES AS LISTED IN EXHIBIT #14**

**EXHIBIT #14 BERLIN TOWNSHIP ZONING FEE SCHEDULE Effective 1/1/2022**

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Penalty for LATE applications, NO applications or INCOMPLETE applications **100% of regular fee**

**Make all checks payable to: BERLIN TOWNSHIP TRUSTEES  
RESIDENTIAL**

- |    |   |                                   |
|----|---|-----------------------------------|
| 1. | Single Family Residence   | \$400.00 each *                   |
| 2. | All residential remodeling with structure change or additions to dwelling or garage including addition of attached garage | \$100.00 each *                   |
|    | Burnout, tornado, or natural disaster   | <b>NO CHARGE</b>                  |
| 3. | Garages, carports, decks, pole buildings, pergola, pavilion, gazebo and other storage buildings                           | \$100.00 each *                   |
| 4. | Small accessory or storage buildings and small decks (less than 100 sq. ft.)<br>Utility building (less than 100 sq. ft.)  | <b>NO CHARGE</b>                  |
| 5. | Temporary Mobile Home for six (6) mos. (Burnout, tornado, or natural disaster victim exempt)                              | \$100.00 each *                   |
|    | <b>Renewal</b> six (6) months (Burnout, tornado, or natural disaster victim 12-month renewal-exempt)                      | \$ 50.00 each-not more than twice |
| 6. | Mobile Home for farm labor  | \$125.00 *                        |
| 7. | Swimming Pool   | \$100.00 each *                   |
| 8. | Converting One-family dwelling into multi-family  | \$100.00 per unit                 |

## BERLIN TOWNSHIP TRUSTEES

**6:00 P.M. 2022 ORGANIZATIONAL MEETING JANUARY 3, 2022**

9.	Single Family Dwelling used as Model Home for six (6) months	\$400.00 each
	<b>RENEWAL</b> - six (6) months as long as model home until 90% of zoning permits in entire planned subdivision are issued	\$400.00 each
10.	Multi-Family (twin single, apartment building, townhouses, condominium)	\$350.00 <b>plus</b> \$ 35.00 per 100 sq. ft. **2018
11.	Temporary tool, supply and construction office trailer for six (6) months.	\$300.00 each
	<b>RENEWAL</b> - six (6) months-zoning inspectors discretion	\$300.00 each renewal
12.	<b>SIGNS</b> - Permanent	\$300.00 each
	Temporary-six (6) months renewal at zoning inspector's discretion)	\$200.00 each
	Garage & Yard Sale	<b>NO CHARGE</b>
13.	Variance, Appeal and Conditional Use Hearings (transcript available at additional cost to applicant)	\$850.00 to include court reporter**
	Additional fee per hearing after 2 <sup>nd</sup> hearing	\$600.00
14.	Review Lot Split	\$100.00 each *
15.	<b>ALL REZONING APPLICATIONS</b>	\$500.00 <b>plus</b> \$200.00 per acre Up to 500 Acres
	Preliminary Development Plan hearing separate from Rezone	\$600.00
	Final Development Plan hearing separate from Rezone	\$600.00
	Additional fee per hearing after 2nd hearing	\$600.00
16.	Modification of approved zoning plan	\$600.00 each
17.	Revision to original application (after one (1) month)	\$100.00 each
<b><u>COMMERCIAL &amp; INDUSTRIAL</u></b>		
1.	All new Commercial & Industrial (per building)	\$350.00 <b>plus</b> \$ 35.00 per 100 sq. ft.
2.	All Commercial & Industrial (per building) Remodeling, structure change or additions to building.	\$350.00 <b>plus</b> \$ 35.00 per 100 sq. ft.
3.	Small accessory or storage buildings and small decks (less than 100 sq. ft.) Utility building (less than 100 sq. ft.)	\$200.00 each
4.	Temporary tool, supply and construction office trailer for six (6) months.	\$300.00 each
	<b>RENEWAL</b> - six (6) months-zoning inspectors discretion.	\$300.00 each

## BERLIN TOWNSHIP TRUSTEES

**6:00 p.m. 2022 ORGANIZATIONAL MEETING JANUARY 3, 22**

5.	Swimming Pool	\$100.00 each *
6.	Borrow Pit	\$1,000.00 each
7.	<b>SIGNS</b> - Permanent	\$300.00 each
	Temporary (six months renewal at zoning inspector's discretion)	\$200.00 each
	Garage & Yard Sales	<b>NO CHARGE</b>
8.	<b>ADMINISTRATIVE REVIEW</b> - Approve Plats & Subdivisions	
	Minor-less than five (5) lots	\$400.00 each
	Major-five (5) lots or more	\$500.00 each
9.	Review Lot Split	\$100.00 each *
10.	<b>ALL REZONING APPLICATIONS</b>	<b>\$500.00 plus</b>
	Preliminary Development Plan hearing separate from Rezone	\$200.00 per acre
	Final Development Plan hearing separate from Rezone	\$700.00
	Additional fee per hearing after 2nd hearing	\$600.00
	Additional fee per hearing after 2nd hearing	\$600.00
11.	Variance, Appeal and Conditional Use Hearings (transcript available at additional cost to applicant)	\$850.00 to include court reporter**
	Additional fee per hearing after 2 <sup>nd</sup> hearing	\$300.00
12.	Modification of approved zoning plan	\$600.00 each
	Revision to original application (after one (1) month)	\$100.00 each
<b><u>MISCELLANEOUS</u></b>		
1.	Refunds for withdrawal of BZC or BZA applications will be the amount of the original fee less any and/or all actual costs incurred by the township prior to the withdrawal action. All withdrawal requests must be in writing and dated.	
2.	Zoning Books	\$30.00 each
3.	Comprehensive Land Use Plan Book	\$75.00 each
4.	Land Use & Zoning Maps	\$ 2.00 each
5.	Fee for returned checks	\$25.00 each
6.	Photo copies for 8.5 x 11 & legal	.25 per page
7.	Large copes or drawing that have to be done out of house	\$10.00 processing fee & \$ 8.50 per copy

All larger sizes are priced at cost.

\*Increased in 2019

\*\* Increase in 2020

Motion: Bullard

**BERLIN TOWNSHIP TRUSTEES**

**6:00 P.M. 2022 ORGANIZATIONAL MEETING JANUARY 3, 2022**

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

**TOWNSHIP DRIVEWAY PERMITS**

**RESOLUTION 22-01-22 APPROVE ALL RESIDENTIAL, FARM, COMMERCIAL AND INDUSTRIAL DRIVEWAY PIPE PERMITS SHALL BE \$100.00 EACH.**

Motion: Bullard  
Second: Raehll  
Discussion: O'Brien said he wants them to know where it is and that goes with the work statements.  
Vote: O'Brien yes, Raehll yes and Bullard yes

**RESOLUTION 22-01-23 APPROVE \$5,000.00 FOR CONTRACT SERVICES FOR ZONING DEPARTMENT TO BE PROVIDED BY DELAWARE COUNTY REGIONAL PLANNING NOT TO EXTEND BEYOND DECEMBER 31, 2022 AND TO BE MANAGED BY THE ZONING LIAISON**

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

**WAGE SCHEDULE**

**Discussion:** Bullard suggested that they should make it a 6% increase for 2022 and he based that on what social security has done and the county and the treasurer's office has done a 5% increase with the expectation to do another increase mid-year. He feels 6% is in line with what they are doing. Raehll said she is in support of that and that there is an odd distribution of earnings and if they are going to with that percentage they may want to talk about specific positions and whether or not they fall in line with comparable.

**RESOLUTION 22-01-24 MOTION TO RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(1) TO CONSIDER THE COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL, THREE TRUSTEES, FISCAL OFFICER TO ATTEND- 8:47 P.M.**

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

**RESOLUTION 22-01-25 MOTION TO RETURN TO REGULAR SESSION- 9:10 P.M.**

Motion: Bullard

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. 2022 ORGANIZATIONAL MEETING JANUARY 3, 22**

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

**Wage Discussion Continued:** O'Brien said he looked it up and it's 5.9% so he would prefer we do 5.9%. O'Brien indicated that meeting preparation for zoning should be consistent. Raehll said she likes the idea of 5.9% but agreed the preparation is consistent for zoning board members, but the running of the meeting is distinct. Raehll indicated that given that and lack of use, the meeting preparation and administrative duties for the BZA & BZC chair should be removed. In addition, any other line items that are not utilized should be reviewed and considered for removal in the next organizational meeting.

**RESOLUTION 22-01-26 APPROVE AND ADOPT A 5.9% WAGE INCREASE FOR ALL TOWNSHIP PERSONNEL AND PAY RATES WITH THE EXCEPTION OF ALL BARGAINING UNIT MEMBERS AND THE FIRE CHIEF. ALL WAGE INCREASES ROUNDED TO THE NEAREST PENNY. WITH THE CHANGES AS TRACKED WITH THE EFFECTIVE DATE OF JANUARY 9, 2022 FOR THE CALENDAR YEAR OF 2022.**

POSITION	2021 Pay Rate 3%	2022 Pay Rate 5.90%
<b>ADMINISTRATIVE</b>		
Assist. To Fiscal Officer	\$32.00 hr.	\$33.88 hr.
Other Clerical	\$16.00 hr.	\$16.94 hr.
<b>BUILDING</b>		
Custodian	\$15.73 hr.	\$16.65 hr.
Labor	\$15.73 hr.	\$16.65 hr.
<b>CEMETERY</b>		
Sexton	\$10,000 Yearly	\$10,590 Yearly
Labor-Sexton (foundation, hand dig grave, other as assigned)	NA	NA
Sexton Assistant	\$15.73 hr.	\$16.66 hr.
Labor Other	\$15.68 hr.	\$16.61 hr.
Cemetery Clerk	\$20.23 hr.	\$21.42 hr.
<b>ROAD</b>		
<b>2 Hour minimum paid call in</b>		
Road Superintendent	\$27.88 hr.	\$29.52 hr.
Laborer II	\$21.01 hr.	\$22.24 hr.



**BERLIN TOWNSHIP TRUSTEES**

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Laborer II - New Hire	\$18.76 hr.	\$19.87 hr.
Laborer I	\$15.51 hr.	\$16.43 hr.
Laborer - part-time	\$15.51 hr.	\$16.43 hr.
Truck Driver-CDL Casual Labor	\$23.42 hr.	\$24.80 hr.
Truck Driver-no CDL	\$15.51 hr.	\$16.43 hr.
Trainee		

**FIRE**

Fire Chief (Annual salary)	TBD	TBD
(bi-weekly hourly rate-adjusted to salary-Dec.)	TBD	TBD
Fire Chief (Part-time)	\$45,000 Year	\$45,000 Year
Assistance Fire Chief (Full-time)	TBD	
Assistance Fire Chief (Part-time)	\$20.00 hr.	\$21.17 hr. PD per
Fire Captain (Full-time)	PD per Agreement	Agreement PD per
Full-time Lieutenant	PD per Agreement	Agreement PD per
Full-time Lieutenant (Probationary)	PD per Agreement	Agreement PD per
Full-time Firefighter	PD per Agreement	Agreement PD per
Full-time Firefighter (Probationary)	PD per Agreement	Agreement
Part-time Firefighter Lieutenant	\$17.32 hr.	\$18.34 hr.
Part-time Firefighter Fire Safety Inspector	\$17.32 hr.	\$18.34 hr.
Part-time Firefighter	\$14.69 hr.	\$15.55 hr.
Part-time Firefighter (Probationary)	\$14.26 hr.	\$15.10 hr.

**ZONING**

Full-time Inspector (annual salary)	TBD	TBD
(bi-weekly hourly rate adjusted to salary-Dec.)	TBD	TBD
Part-time Inspector	\$19.42 hr.	\$20.56 hr.
Part-time Inspector (substitute)	\$19.90 hr.	\$21.07 hr.
Full-time Administrative Assistant	\$19.86 hr.	\$21.03 hr.
Temporary Clerical	\$15.79 hr.	\$16.72 hr.
Board Clerk - L. Knapp	\$20.23 hr.	\$21.42 hr.
Board Clerk (new hire)	\$16.66 hr.	\$17.64 hr.
Township fiscal officer-clerk zoning mtg.	\$26.61 hr.	\$28.18 hr.

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. 2022 ORGANIZATIONAL MEETING JANUARY 3, 22**

Zoning board members attendance at informal meetings	\$19.90 hr.	\$21.07 hr.
Zoning Board members - Training Rate	\$14.63 hr.	\$15.50 hr.

**Zoning Board Meeting Rates**

Board Clerk - L. Knapp	\$36.45 hr.	\$38.60 hr.
BZA & BZC Chairman	\$42.06 hr.	\$44.54 hr.
BZA & BZC Board Members	\$30.86 hr.	\$32.68 hr.
BZA & BZC Alternate Members	\$30.86 hr.	\$32.68 hr.
BZA & BZC Members & Alternates- (special assignments as authorized by Board of Trustees - Maximum 20 events per year)	\$30.86 hr.	\$32.68 hr.
Zoning Inspector & other meetings as directed by the Board of Trustees	\$30.86 hr.	\$32.68 hr.
RPC Representative (Non-trustee)	\$30.86 hr.	\$32.68 hr.
RPC Alternate (Non-trustee)	\$30.86 hr.	\$32.68 hr.

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

**RESOLUTION 22-01-27 APPROVE ESSENTIAL PART-TIME PERSONNEL WHO ARE CALLED TO WORK ON A HOLIDAY WILL BE PAID THEIR REGULAR RATE OF PAY IN ADDITION TO ONE AND HALF TIMES THEIR PAY RATE FOR EACH HOUR WORKED AS NOTED IN THE TOWNSHIP HOLIDAY OBSERVANCE POLICY. HOURS WORKED WILL BE BASED ON THE 0000 TO 2400 HOUR SCHEDULE EFFECTIVE JANUARY 1, 2022 WITH THE EXCEPTION OF BARGAINING UNION EMPLOYEES. IF THIS DIFFERS FROM THE CURRENT HANDBOOK THE HANDBOOK TAKES PRECEDENCE**

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

**DISCUSSION:** Smith said she received emails from Jenny Sloas, Sherry Graham, Jessica Kuenzli, Quinn Machan, Jason Acevedo, and Jerry Valentine stating that they would like to continue on the zoning boards.

**RESOLUTION 22-01-28 APPROVE EXHIBIT #17-ZONING COMMISSION, BOARD OF ZONING APPEALS, BZC & BZA ALTERNATES, REGIONAL**

**BERLIN TOWNSHIP TRUSTEES**

**6:00 P.M. 2022 ORGANIZATIONAL MEETING JANUARY 3, 2022**

**PLANNING REPRESENTATIVE AND ALTERNATE WITH CHANGES AS LISTED**

**EXHIBIT #17 LIST OF ZONING COMMISSION AND BOARD OF ZONING APPEALS MEMBERS WITH TERMS, ALSO INCLUDED ARE NAMES OF BZC AND BZA ALTERNATES AND REGIONAL PLANNING COMMISSION REPRESENTATIVE AND ALTERNATE BZC BOARD**

Chair	Angela Brown	term expires	3-1-2023
	Steve Flaherty	term expires	3-1-2024
	Darcy Kaplan	term expires	3-1-2025
Vice Chair	Christina Littleton	term expires	3-1-2026
	Jerry Valentine	term expires	3-1-2027

**BZC ALTERNATE**

Jenny Sloas (1 <sup>st</sup> Alternate)	term expires	3-1-2023
Sherry Graham (2 <sup>nd</sup> Alternate)	term expires	3-1-2023

**BZA BOARD**

Chair	Don Sutton	term expires	3-1-2023
	Brad Cook	term expires	3-1-2024
	Michelle Cook	term expires	3-1-2025
	Larry Harmon	term expires	3-1-2026
	Jason Acevedo	term expires	3-1-2027

**BZA ALTERNATE**

Quinn Machan	term expires	3-1-2023
Jessica Kuenzli	term expires	3-1-2023

**RPC REPRESENTATIVE**

Meghan Raehll

**RPC ALTERNATE**

Ken O'Brien

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

**RESOLUTION  
22-01-29**

**APPROVE CERTIFIED LIST OF FIREFIGHTERS  
SUBMITTED BY FIRE CHIEF ADAM MILLER DATED  
JANUARY 3, 2022**



**Berlin Township  
 Fire Department**  
 2708 Lackey Old State Rd

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. 2022 ORGANIZATIONAL MEETING JANUARY 3, 22**

*Delaware, Ohio 43015  
(740) 548-6031*

**January 03, 2022**

Chief Officer

Part – Time Fire Chief Adam Miller  
Part – Time Assistant Fire Chief Joe Pichert

Certification (Fire/EMS/Specialty)

FF I&II EMP-P, CFSI, Rescue Tech  
Firefighter I&II/EMT-P

Fire Captain

Full – Time Fire Captain Tim Carr  
Full – Time Fire Captain Scott Brown  
Full – Time Fire Captain Malachi Swanson

Firefighter I&II/EMT-B/Rescue Tech  
Firefighter I&II/EMT-B/Rescue Tech  
Firefighter I&II/EMT-I/Rescue Tech

Fire Lieutenant

Part – Time Fire Lieutenant Sam Reda  
Part – Time Fire Lieutenant Steve Arnold (Fire Safety Insp.)  
Part – Time Fire Lieutenant Craig Hall

Firefighter I&II/EMT-B/EVOC instruct  
Firefighter I&II/EMT-I/CFSI  
Firefighter I&II/EMT-B/CFSI

Full – Time Firefighters

Full – Time Firefighter Micah Swanson  
Full – Time Firefighter Brandon Conley  
Full – Time Firefighter Jacob Shaw  
Full – Time Firefighter Robert Meadows

Firefighter I&II/EMT-B/CFSI  
Firefighter I&II/EMT-B  
Firefighter I&II/EMT-B  
Firefighter I&II/EMT-B/Fire Instruct

Part – Time Firefighters

Part – Time Firefighter Greg Prantl  
Part – Time Firefighter Brian Lesch  
Part – Time Firefighter Stephen Thompson  
Part – Time Firefighter Jackson Boger

Firefighter I&II/EMT-B/Fire & EVOC Instruct,CFSI  
Firefighter I&II/EMT-P  
Firefighter I&II/EMT-P  
Firefighter I&II/EMT-B

The above are certified as hazmat operations level training and I certify the following above names as Fire Department employees as of January 3, 2022.

Adam J. Miller  
Fire Chief

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

**ESTABLISH POLICY – CLOTHING ALLOWANCES  
FIRE DEPARTMENT**

**RESOLUTION  
22-01-30**

**APPROVE CLOTHING REPLACEMENT TO INCLUDE COST UP TO \$200.00-ONE (1) PAIR STEEL TOE WORK BOOTS FOR EACH FIREFIGHTER THAT HAS PASSED THEIR PROBATIONARY PERIOD. EMPLOYEE MUST PROVIDE ORIGINAL RECEIPT TO FISCAL OFFICER FOR REIMBURSEMENT OF PURCHASED**

**BERLIN TOWNSHIP TRUSTEES**

**6:00 P.M. 2022 ORGANIZATIONAL MEETING JANUARY 3, 2022**

**APPAREL, NO SALES TAX WILL BE REIMBURSED. REPLACEMENT REQUIRES FIRE CHIEF APPROVAL BEFORE REIMBURSEMENT AND ALL ITEMS PAID FOR BY THE TOWNSHIP REMAINS THE PROPERTY OF THE TOWNSHIP**

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

**ESTABLISH POLICY – SAFETY CLOTHING  
ROAD DEPARTMENT**

**RESOLUTION 22-01-31 APPROVE TOWNSHIP OR EMPLOYEE PURCHASE OF TOWNSHIP SAFETY CLOTHING AND GEAR FOR ROAD DEPARTMENT EMPLOYEES WITH COST UP TO: \$200.00 FOR STEEL TOE WORK BOOTS AND \$150.00 – JACKET, BIB OVERALLS & DUCK HOOD AS NEEDED AND CERTIFIED BY A TRUSTEE PRIOR TO PURCHASE. ROAD EMPLOYEE MUST PROVIDE APPROVED ORIGINAL RECEIPT TO FISCAL OFFICER FOR REIMBURSEMENT OF PURCHASED APPAREL. NO SALES TAX WILL BE REIMBURSED. ALL ITEMS PAID FOR BY THE TOWNSHIP REMAINS PROPERTY OF THE TOWNSHIP**

Other safety apparel to be provided and paid for by the township includes, but is not limited to, traffic safety vests, seventeen (17) in. over-the-shoe boots, wet weather gear, ear (noise) protection, hard hats, safety glasses/goggles and gloves. **All uniform and safety equipment will be expected to be worn/used by township employees. All uniforms and equipment are expected to be turned in when worn-out and when no longer employed by the township.**

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

**ESTABLISH DEPARTMENT WORK HOURS**

**RESOLUTION 22-01-32 APPROVE WORK HOURS AS STATED BELOW**

**ROAD DEPARTMENT -  
Full-time Road Employees –**

Regular hours start at **7:00 a.m. for ten hours** Monday through Thursday

**EXCEPTION – Snow Removal and/or other related emergency times  
as needed or as directed by the road department trustee liaison**

Work week shall consist of forty (40) hours, Monday through Thursday.

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. 2022 ORGANIZATIONAL MEETING JANUARY 3, 22**

Thirty (30) minute unpaid lunch time at employee’s discretion, Monday through Thursday. Two (2) fifteen (15) minute paid work breaks per ten (10) hour workday: one in the morning and one in the afternoon, Monday through Thursday.

**Summer Hours** – 4 10 Hour days will be at the road supervisor’s discretion, off on Fridays.

**ZONING DEPARTMENT -**

**Regular Office Hours - 10:00 a.m. to 12:00 p.m. – Monday through Friday  
Other hours by appointment**

**Zoning Office Secretary -Regular hours start at 8:00 a.m. for eight (8) hours. – Monday through Friday**

(Unless attending evening meetings, at no time shall the zoning secretary work more than 40 hours per week.)

Work week shall consist of forty (40) hours, Monday through Friday. Thirty (30) minute unpaid lunch time at employee’s discretion, Monday through Friday. Two (2) fifteen (15) minute paid work breaks per eight (8) hour workday: one in the morning and one in the afternoon.

**Part-time Zoning Inspector - 10:00 a.m. to 12:00 p.m. – Monday through Friday - Office Hours - Other hours by appointment**

Maximum of 45 hours, every two weeks, which includes meetings. No lunch breaks or work breaks plus time as approved by the liaison.

Offices will be closed on holidays and/or other designated days in order that all full-time employees in the Road and Zoning departments can celebrate the holiday.

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

**ESTABLISH 2022 SPECIAL EVENTS CALENDAR**

**RESOLUTION APPROVE SPECIAL EVENTS DATES AND TIMES AS LISTED  
22-01-33**

**Spring Open House with Egg Hunt – Saturday, April 16<sup>th</sup>, 2022**

**Touch A Truck Event – Sunday, August 7<sup>th</sup>, 2022**

**Halloween Open House - Sunday, October 23, 2022 - 1:00 p.m. to 3:00 p.m.**

**BERLIN TOWNSHIP TRUSTEES**

**6:00 P.M. 2022 ORGANIZATIONAL MEETING JANUARY 3, 2022**

**Beggar's Night - Monday, October 31, 2022 - 6:00 p.m. to 8:00 p.m.**

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

**RESOLUTION  
22-01-34**

**RESOLUTION DIRECTING NON-DISCRIMINATORY HIRING  
BY TAX EXEMPTION RECIPIENTS**

WHEREAS, the Berlin Township Board of Trustees seeks to grant certain exemption from taxation under Chapter 725 or 1728 or section 3735.67, 5709.40, 5709.41, 5709.45, 5709.62, 5709.63, 5709.632, 5709.73, or 5709.78 of the Revised Code; and

WHEREAS, pursuant to Section 5709.832 of the Ohio Revised Code, the Township's legislative authority that grants such exemption shall develop policies to ensure that the recipient of the exemption practices non-discriminatory hiring in its operations, meaning that no individual may be denied employment solely on the basis of race, religion, sex, disability, color, national origin, or ancestry; and

WHEREAS, Berlin Township practices nondiscriminatory hiring and has implemented Section 2.02 Equal Opportunity Employment of its Employee Handbook, adopted effective July 1, 2021;

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Berlin Township, Delaware County, Ohio (the "Board") that, pursuant to Section 5709.832 of the Ohio Revised Code, the recipient of an exemption from taxation may not deny an individual employment solely on the basis of race, religion, sex, disability, color, national origin, or ancestry; and

BE IT FURTHER RESOLVED that a recipient may be found in compliance with this this Resolution by adopting and implementing an equal employment opportunity policy that is the same or substantially

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. 2022 ORGANIZATIONAL MEETING JANUARY 3, 22**

similar to Section 2.02 of the Berlin Township Employee Handbook, effective July 1, 2021, and providing a copy of the same to Berlin Township’s Fiscal Officer.

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: Raehll  
Vote: Raehll yes, Bullard yes & O’Brien yes

**FISCAL OFFICER ITEMS**

**EMPLOYEE CHANGES IN PAYROLL INFORMATION**-Employees wishing to change any payroll information must submit it to the fiscal officer prior to the next pay date. Records will be changed prior to the next regular pay date after receipt of request by the fiscal officer.

**RESOLUTION 22-01-35 MOTION TO ADJOURN 2022 ORGANIZATIONAL MEETING @ 10:34 P.M DECEMBER 28, 2022**

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

Meeting adjourned at 10:34 p.m.

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

**ATTEST:**

\_\_\_\_\_  
Ken O’Brien, Trustee

\_\_\_\_\_  
Claudia Smith, Fiscal Officer

\_\_\_\_\_  
Meghan B. Raehll, Trustee