

**BERLIN TOWNSHIP TRUSTEES**

**12:00 p.m. Special Meeting December 9, 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

**ATTENDANCE:**

**MORPC Trails Assistance Program Application-**Raehll said she brought up the topic of MORPC Technical Assistance Program but it's related to trails for us and they have a letter of commitment that is to be undersigned and so she is bringing forward a motion to be able to execute any documents associated with the application for this program. O'Brien said he read the scope of work which sounded reasonable, but he may not be in total agreement with everything that is it. Raehll asked with the process, or the results and O'Brien said the results. O'Brien did not like the statement "Berlin Township will enter into an agreement with MORPC" and asked if this is something that we can change. Raehll said the scope of work we can but the commitment we cannot.

Bullard asked how much money the township is committing as we have a very limited budget for parks. He believes that they scope that they are looking at is to provide information/documentation to go to the voters for funding. He doesn't think they are trying to design the connectivity. Raehll said he was right in terms of looking at it in a funding perspective and we did get a quote for this type of work from Corda Construction. Beth who did Berkshire's and Orange's and the meetings were \$1,000 a pop that MORPC is going to hold for free. She said there is one step before going to a levy and that would be grant writing and these kinds of activities generate the kinds of evidence that grants need to be able to be secured. Bullard said we normally have to spend about what the grant is on what we are doing. So if we get \$10,000 to do this work we need to put in \$10,000 of our money and he's trying to understand what we are committing to and doesn't know if the general fund money can be used for this, which would be a prosecutor question. Raehll said we are not talking about the design of a park we are focused on our scope of work, and we do not have to put aside any money for this. It is not something that requires a budget to receive their assistance one. Raehll said MORPC helps with putting all the documentation together.

Bullard said it says there would staff participation and asked what staff we are talking about. Raehll said it was identified as the zoning inspector, herself and the parks and trails committee. Bullard said he wants to make sure we have the ability to use them for that and asked what they are committing to long-term. Raehll said it was about 8 to 9 months if commitment in the scope of work. Then we will have the documents and they chose what to do with them. She would like them to serve as a master plan for parks and trails and that's were the grants come into play. Bullard said the people we are competing with like Columbus and Delaware all have budgets for parks and we don't have that. Raehll said there were four people that received it last year out of six applicants and Sunbury was one of them and they do pick smaller projects more of the low budget, low investment funding for different items. Bullard said he would like the prosecutor to tell us that we can use general fund money for this. O'Brien said interest that goes into the general fund can be used more freely than tax money. Bullard said he would just like to be legal because it is our money that we are talking about. Bullard said you don't get a second chance to make a first impression, and this is our first impression with MORPC and it's extremely important that we do it correctly with MORPC otherwise we just get written off as not knowing what we are doing.

Raehll said she understands that and feels very confident in their application and letters of support, their entire approach. Raehll said there was no commitment that we have to go with their plan, but it is a great plan. O'Brien said he expects part of it to be great and part of it to be expensive and not so important to him. He wants to be able to use what is great and say we are not opposed to the expensive, but we aren't paying for it but if you can come up with the funding, we will commit to the rest of it. Raehll said she was there as well and doesn't want to get to far ahead and feels this is a really important opportunity to have Scott Sanders and Matt Simpson and Kara from Sourcepoint and developmental disabilities and Olentangy who wrote letters of support, supporting us.

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They discussed how to correct the scope of work and letter of commitment language so that all trustees were in agreement with it.

**RESOLUTION 22-12-01 AUTHORIZE TRUSTEE RAEHLL TO EXECUTE LETTER OF COMMITMENT FOR THE MORPC TECHNICAL ASSISTANCE PROGRAM APPLICATION AND ANY ADDITIONAL DOUCMENTS ASSOCIATED WITH THE APPLICATION FOR THE PROGRAM AND LETTER OF COMMITMENT**

Motion: Raehll  
Second: Bullard  
Vote: O'Brien yes, Raehll yes and Bullard yes  
Discussion: Raehll will check with the prosecutor on the items discussed.

December 9<sup>th</sup>, 2022

MORPC Technical Assistance Program  
Attn: Lauren Cardoni

Berlin Township is a member of the Mid-Ohio Regional Planning Commission (MORPC) located within the Metropolitan Planning Organization (MPO) boundary and is requesting MORPC technical assistance to assist with mapping of current and future trail opportunities.

If the technical assistance is awarded, Berlin Township agrees to the following:

- The technical assistance services will be completed within the timeframe specified in the schedule submitted with this application, beginning with the agreed-upon kick-off date;
- Berlin Township will designate a community staff member as Project Manager;
- Project Manager will participate in regular coordination meetings with MORPC staff;
- Berlin Township will dedicate staff time to completion of the selected activity throughout the scheduled timeframe for the activity;
- Project Manager will ensure timely review of all materials submitted throughout the process;
- Project Manager will assist with identification of and regular communication with appropriate community stakeholders;
- Berlin Township will ensure coordination with other relevant departments within the agency;
- Berlin Township will adhere to Scope of Work as submitted with their application for technical assistance;
- Berlin Township will enter into an agreement with MORPC in order to initiate services
- confirming the scope of work and activity schedule;

\_\_\_\_\_  
[Signature of Leadership Official]

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[Name of Leadership Official]

**MORPC Technical Assistance Scope of Work**

**Background:** Berlin Township is located in the center of Delaware County and is one of the fastest growing counties in the state. With a population of over 8,000, Berlin Township has a larger population than the City of Sunbury and includes key features such as:

- Five schools within close proximity to one another that are part of the fourth largest school district in the state of Ohio that service over 6,000 kids per year.

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- The largest portion of the Alum Creek State Park
- Major east-west connectors between two municipalities (City of Delaware and City of Sunbury)

In 2022, Berlin Township formed its first Parks and Trails Advisory Committee. The committee conducted a township survey that requested input on parks, trails, and recreational opportunities. Of the nearly 500 residents who responded to the question “If any, which of the following amenities would you support township tax dollars funding?”, 75.9% indicated they would support the funding for MUTs. This, and other survey data has guided the Parks and Trails Advisory Committee to explore options in creating a plan for multi-use paths in the Township.

**Description:** Technical Assistance for mapping out the current trails and identifying key connectors between township trails, schools, alum creek, Ohio to Erie Trail, and other local amenities. Technical assistance will establish a working map that will serve to support the broader effort of creating a Master Plan over year 1, identifying key grant opportunities in alignment with MORPC technical assistance program recommendations in year 2, and the construction of anticipated key trail connections beginning in year 3 to 5.

**Anticipated Services:**

1. Data Gathering and Mapping of Current State of Multi-use Trails (MUTs)

**Timeframe:** One month after receipt of Berlin Township provided documents

2. MORPC creates a working base map of existing and proposed connector trails (neighborhood to neighborhood, neighborhood to schools, neighborhoods to local outdoor recreational activities at Alum Creek State Park)

**Timeframe:** One month after receipt of Berlin Township provided documents

3. Identification and Analysis of Potential MUTs Connector Options and Challenges - Collaborative effort between MORPC and Berlin Township

**Timeframe:** Two months from receipt of MORPC created working base map

- MUTs gap identification and integration of neighborhoods to neighborhoods; neighborhoods to schools
- MUTs connectivity identification to Alum Creek State Park
- MUTs connectivity identification to Ohio to Erie Trail

4. Community Engagement to Gather Stakeholders and Public Comments-Collaborative effort between MORPC and Berlin Township.

**Timeframe:** One month from project completion a document will be constructed highlighting the identification and analysis of potential MUTs, anticipated challenges, and strategies for implementation.

a. Workshop #1 - MORPC - Virtual with Stakeholders to review the working base map and Identification and Analysis of Potential MUTS Connector Options for discussion. Discuss strategies and implementation with Berlin Township. Berlin Township will provide list of invitees and promote workshop #1 prior to the event.

b. Workshop #2 - MORPC - Virtual - Public and Other Interested Parties/Individuals - Review working base map identification and analysis of potential MUTs. Discuss strategies and implementation with Berlin Township. Berlin Township will provide list of invitees and promote workshop #2 prior to the event.

**Anticipated Deliverables**

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- 1. Working Base Map
- 2. Draft report of recommended routes, access locations, strategies, potential challenges and opportunities or options; including future state pedestrian/bike system base map overlaid with route recommendations.

Timeframe: Berlin Township - one week to provide feedback

- 3. Final Report received

**Timeframe:** Two Months

**RESOLUTION                    DESIGNATE TRUSTEE RAEHLL AS THE PROJECT MANAGER  
22-12-02                    FOR MORPC TECHNICAL ASSISTANCE PROGRAM**

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

**Adjourn-**

**RESOLUTION                    MOTION TO ADJOURN  
22-12-03**

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

Meeting adjourned by Chairman O'Brien at 12:49 p.m.

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Ken O'Brien, Chairman

ATTEST:

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Meghan Raehll, Co-Chairman

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Claudia Smith, Fiscal Officer

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Ron Bullard, Trustee