

**BERLIN TOWNSHIP TRUSTEES**

**4:30 p.m.**

**Special Meeting**

**March 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 and Theresa Taylor, Assistant Fiscal Officer

**ATTENDANCE:** Mark Fowler and David Loveless

**RESOLUTION 22-03-01 RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(1) TO CONSIDER APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE – THREE TRUSTEES, FISCAL OFFICER, ASSISTANT FISCAL OFFICER AND MARK FOWLER TO ATTEND- 4:35 P.M.**

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

**RESOLUTION 22-03-02 MOTION TO RETURN TO REGULAR SESSION- 4:42 P.M.**

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

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

Raehll invited David Loveless to join the special meeting. Raehll asked Loveless if he would like to continue the meeting in executive session or open session. Loveless stated that open session would be fine. Raehll explained that the purpose of the meeting was to determine the appropriate disciplinary actions, given that several issues have come forward within the last couple of months. Raehll stated that in reviewing some of the situations, she was having a difficult time reconciling some of the facts and wanted to provide Loveless the opportunity to offer some supplemental information and fill in any gaps to the board as they seek to make a final determination. Raehll stated that she was going to give some of the specifics and summarize what her understanding of them are, then the board may hear Loveless's responses and fill in some of the details and have the opportunity to hear a fair prospective from him. Loveless agreed.

**Failure to seek prior approval before exceeding scheduled hours-** Raehll stated that she and Loveless discussed this situation, to which Loveless said that trustee D'Amico informed him last fall that he was to work a maximum of 45 hours for a two-week period, including all meetings without prior approval. If more hours were needed, Loveless was instructed that he would have to have those authorized by trustee D'Amico. Loveless agreed that this was his understanding.

Raehll stated that Loveless submitted his hours on January 8, 2022, for 47 hours without Raehll's prior approval for the extra 2 hours, Loveless acknowledged that and said he went over on his hours because of a specific situation, and he would not let it happen again. Raehll stated that when she went back to look at Loveless's prior timesheets, the previous five pay periods she found that there were more instances in which he exceeded more than 45 hours, to include December 25, 2021, that was never pre-approved, or retro actively approved. Raehll asked Loveless to clarify the situation as to why there were six pay periods in a row in which the hours were exceeded and there is no evidence of prior approval being received. Loveless stated that he did not ask for approval and was not tracking his hours properly and then he got to the end of the week and realized that he had gone over, and that it was totally his fault. Raehll commented that it happened over a period of months because she had gone through six pay periods. Loveless said that it wasn't something he did regularly but if Raehll said that it happened then he does not disagree. He said that when he is working, he tries to finish things up before the weekend so that things are not

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left undone, and he may go over his hours but that is not his goal. Raehll added to the performance discussion that it looks like it happened regularly from November to the January 8<sup>th</sup> pay period and asked Loveless if that sounded right. Loveless stated that it does not know and would have to look back at his timesheets. Raehll asked if the board had any questions about the timesheets. O'Brien asked Loveless how trustee D'Amico informed him about his hour's limitation. Loveless stated that he believed everything was through email, due to Covid. He said that he never thought it was a problem because he thought he was staying within his limits. Loveless said that when things changed over to HR Butler, he found himself not tracking his hours like he did before the township made the change. O'Brien stated that the emails he saw from trustee D'Amico were clear about the hours that Loveless was allowed. Loveless confirmed that he understood that 45 hours per period (two-weeks) was what he was allowed to work and was told that at 45 hours he needed to punch out and go home. Bullard concurred that his recollection of the emails from trustee D'Amico were very clear.

Raehll stated that going back to reference and for clarity, there were six incidences in a row in which the 45 hours were exceeded, and that the majority of his hours were exceeded from each pay period since July and August of 2021. She is unsure of when trustee D'Amico had the discussion with Loveless about his hours, but that there does seem to be a consistent pattern of him going over his allotted hours over time.

**Failure to properly and timely report absences-** Raehll stated that another issue regarding his time was a no call/no show, which she and Loveless had previously discussed. She said that she understood that he had a situation where he was in pain and could not make it to his Monday scheduled work time and had indicated to Raehll that he would follow up with her on Tuesday. Raehll said that she did not hear from him. Raehll explained that she understands that emergencies will come up and there will need to be some flexibility in those situations. The problem was that Loveless contacted Rippel and followed up with her about his schedule without any follow up to Raehll, so it ended up that she did not know if there would be any zoning office coverage or know if there would be the ability to run the zoning operations. Throughout that entire week she would ask Loveless for updates, and he would send partial information, not giving her a time or a good sense of what she could do to have our operations continue as a township for the employees. Raehll stated that in response, Loveless said that he would communicate better. Raehll asked Loveless if he had anything more to add for the board's consideration. Loveless said that he should have just said that he would not be able to come in for 1½-2 weeks because he was in so much physical pain. He said that he could not afford to do that so he came into work, which he should not have done. Loveless stated that the situation at the BZC meeting was partially due to the fact that he was on a lot of painkillers and when we get to that, that was completely wrong and the statement he made was derogatory. It was not intended to be that way but a statement like that should not happen, and he understands the consequences. Raehll said that we would get to that.

Loveless stated that he thought he had sent Raehll an email on Monday, but that he had his wife contact her because he was physically unable to and is unaware of what his wife sent and did not know that his wife had told Raehll he would contact her later in the day on Monday. He said he was barely unable to let Rippel know, he tried to speak to her and just getting air out of his lungs was difficult. Loveless apologized and said that his intentions were to be able to come into work but that he was in much worse shape than he wished he was in. Raehll thanked Loveless for sharing this with the board.

**Providing misleading/false statements-** Raehll stated that she wanted to get some clarification on some of the potentially misleading or false statements. She began with the situation regarding Mr. Scott Baker, located on page 1-15 on the performance document. Mr. Baker had a question about the front set-back line and Loveless indicated to him that the language was vague and that he should reach out to Raehll. Raehll did not think the language was vague but wanted to make sure that she and Loveless were unified and on the same page. She requested Loveless and herself talk about it. In that conversation, Loveless indicated that that day he would follow up with Mr. Baker and let him know what he and Raehll had discussed and would cc Raehll on his email to Mr. Baker, which was Friday January 21, 2022. Raehll did not receive his follow up and the next day sent Loveless an email stating that she did not see the email that was supposed to be sent on Friday to Mr. Baker. On Monday, Loveless replied to Raehll's email at 11:06 a.m. and said that he had sent the information and forgot to cc her on it. Loveless said that this was correct. Raehll explained that she was under the impression that Loveless had sent the information on

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Friday to Mr. Baker and forgot to cc her on it and that it wasn't much of a big deal. Raehll asked Loveless if that was what she was to understand. Loveless stated that Mr. Baker was trying to use the ambiguity in the resolution as an excuse not to follow it. Loveless said that his resolution book on a page that folded out, that had all the townships on it, did not have a page number and he did not know how to identify it so that he could reference it, so he did not know where it came from and agreed that it was a little ambiguous. He said he was looking for backup on if there was more information out there that he was unaware of. Loveless agreed that Mr. Baker had a good point but at the same time he did think that the way it was written was a little ambiguous and that it doesn't specify flagging lots, but yes odd shape lots are not all flag lots. Loveless said that he mentioned this to Scott Sanders and questioned that possibly odd shape lots in the definitions, they might mention where information could be found because not everyone uses a computer. O'Brien asked what section was unclear to him. Loveless said section 7.06. Raehll stated that Loveless did end up replying to Mr. Baker but still did not cc her. Loveless confirmed that was correct, that he did not cc Raehll. He replied to Mr. Baker verbatim straight from the resolution, typed it up and sent it to him. Raehll read section 7.06, to inform the board of what Loveless's reply was that he had sent to Mr. Baker.

Raehll explained that that was not the misleading information. The misleading information was that the email that Loveless sent to her in which he said that he had replied to Mr. Baker but just had forgotten to cc her. The issue that she has with this is that Loveless sent the email to her on Monday at 11:06 a.m. and when she asked him after Mr. Baker was having issues with that interpretation and was persisting in being resistant, in Loveless's perception, she asked Loveless to forward the actual email to her that he sent to Mr. Baker. The email that was sent to Mr. Baker was sent less than 10 minutes before he had emailed Raehll and said that he was sorry, he forgot to cc her. Raehll stated that what she felt was misleading was that Loveless indicated that he forgot to cc her, and that he did follow up with Mr. Baker, but he had just followed up with him a couple of minutes prior to him emailing Raehll confirming that he had emailed Mr. Baker. Raehll stated that when she and Loveless had talked, he very explicitly agreed to send an email to Mr. Baker on Friday, and if something came up Loveless should have communicated that to Raehll. Instead, he sends it to Mr. Baker late and doesn't share that detail but instead tells Raehll that it had been sent and explained what had been said. Raehll stated that she was also following up with Mr. Baker and doesn't understand why she is getting reached out to, when Loveless said he had reached out to him, when in actuality he had not. Raehll continued saying that Loveless didn't reach out to Mr. Baker on Friday, he let the weekend go through, and then on Monday he sent the email to Mr. Baker and did not cc her and then minutes later Loveless sends Raehll an email saying he had already sent the email to Mr. Baker and apologized that he didn't cc her. Loveless stated that the reason he had said that he did reach out to Mr. Baker was because he sent him a letter in the mail on Friday, then on Monday after Raehll had asked him about it, that is when he reached out to him a second time to make sure that Mr. Baker had all the information he needed.

O'Brien asked Loveless if after he confirmed to Raehll that he did not cc her, did he then forward the email to her after his realization that he did not include her on the email to Mr. Baker. Loveless said no. Raehll stated that she had to ask Loveless on Wednesday for a third time to be sent the original email, and by the time she received it a few exchanges had been made between Loveless and Mr. Baker. At that time, she was informed of an escalating situation where she could have helped because the goal was to have her and Loveless on the same page providing clarity and information for residents relating to zoning. Loveless stated that he understood that, but when he and trustee D'Amico were working together, D'Amico was trying to not be that detailed with the residents and let Loveless handle things. Loveless said that he has no problem with communicating with Raehll, but that is something he will need to learn to do better. Loveless said that when he comes into the office in the morning, he is trying to do what the residents want and what needs to be done first. Raehll stated that she appreciates that, but that Loveless invited her into the situation and that she was not trying to step on his toes or do his job for him. She said Loveless indicated to have the resident reach out to her which then put her into the loop. Once that happened, she needed to see the resolution to make certain that what is being provided to the residents is right and accurate, which the only reason that she got involved was at Loveless's behest. Loveless said that he could understand why Raehll thought that the situation was escalating, but that it was not, it was Mr. Baker trying to test our resolution.

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Raehll stated that during the conversation she had with other board members clarifying his allowed hours, a number of different performance issues came up. Raehll said that she and Loveless scheduled a follow-up discussion on Friday February 11, 2022. The board had a summary of which was provided to Loveless, on page 30 of the performance issues. Among those in the discussion were some discrepancies that came up after she had sent the summary to him.

**Road Department Mats-** The first discrepancy concerns mats from the road department that Loveless said he returned. Raehll stated that Loveless had shared with her that he found them off Sweeney Road during a routine zoning check. Loveless said that he actually found them when he was kayaking during the weekend, on his way home and that it was indeed on Sweeney Road. Raehll explained that since that time, she also heard that he shared with somebody else that he and his wife had found the mats while they were hiking in a park. Raehll asked for clarification as to what the situation was, in which the mats that had been taken from the township were found and returned by him. Loveless said that he is unaware of who told her that, but that it was inaccurate. Loveless stated that he and his wife had gone kayaking on a Sunday at Rt. 521 and Hogback Rd and on the way back he found them on Sweeney Road and brought them back to the township on Monday morning. He said that he thought he was doing the township a favor and can only guess that it was someone from the maintenance department and doesn't know why they would tell her that. Raehll said that she is glad that the mats were back at the township but when she hears discrepancies in stories, she wants to make certain the discrepancies are clarified to be able to make the best-informed decisions.

**Violation Letters-** The second aspect of the email that she sent out on Saturday February 12, 2022, was that she had requested a number of documents in the electronic format. She specifically requested the violation letters that he had sent to residents. She said that she still has not been sent the violation letters electronically, but instead she received a printout of a letter on Monday February 14, 2022, that had been sent that very day. She had asked about the letter and that it was shared with her, that Loveless had inquired about how to get the letter up and running. The paper violation letter that Loveless shared with her, was a letter that had been sent to a resident after Raehll's initial request of violation letters in an electronic format. Because of this, Raehll asked Loveless for the last violation letter that he had sent to a resident. Raehll stated that she received a few different types of violation letters printed out that span the range of a couple years, but still has not received an email sent to her with any violation letters. Raehll asked Loveless why this has not been done and what is the situation with the violation letters and the lack of compliance with emailing them to her.

Loveless said that it was not a lack of compliance, but it was the computer system and that he had lost everything, which he said happened after she had requested the letters be sent to her electronically on February 12, 2022. Loveless said that when he searches his documents and then tries to forward it, it was very difficult to find anything. Raehll asked if he was talking about when RDI came 2-weeks ago, and things had been deleted. Loveless said yes. He stated that he has lost everything and doesn't have any of his old documents. Raehll explained that she was talking about time from February 14, 2022. Loveless said he understood. He said that the document storage he had, made it very difficult to find things and forward them electronically because it was difficult to find. He said that when he did find the violation letter, he printed it out and when he went to forward it, he couldn't find it again to forward it electronically.

Raehll stated that what she was struggling with, is the timing of it. She asked for multiple weeks for it to be sent electronically. She said she then asked Loveless if this is a reasonable expectation and could he scan the violation letter on the Ricoh printer and send it to her via email. Loveless indicated to her that he was able to do both. Raehll had asked Loveless why he did not communicate to her that he could not email her those items because of the reason he previously stated. Raehll confirmed that he did acknowledge that he should have communicated what the situation was. Raehll summarized the issue; he didn't attach it; he didn't scan the printed versions and he never followed up and communicated with her for weeks about this issue to tell her what the situation was. She said that she is confused as to why the violation letters still have not been sent to her in any capacity. Loveless said that she was right and that he had moved on to getting the next days work done and that he did not follow through with getting her what she asked for. Raehll said that she appreciated him sharing that, but that she has had his confirmation twice that those things would be sent to her and has yet to receive them and she hasn't had

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any follow through or follow-up on the reasoning why. She stated that it wasn't only that; it was the violation letter, the work statements that she had ask him to send her a draft of and the escalation process that she asked him to document. She said it's been multiple things that she asks him, that she feels are reasonable and fair, and that he acknowledges those things but then she never hears from him again on any of the items over a period of 2-months. She said the first email that she sent him over this regard was on page 1 of the performance documents, which was early January when they began talking about it and included Fowler in the conversation about the violation process, the divergences and that goals were defined which none of it ended up happening nor was any of it communicated. Raehll asked the board if they had any thoughts, neither O'Brien nor Bullard did.

O'Brien asked Loveless if he had anything more to add. Loveless said no other than he has a limited time during the day and that he tries to get done what he feels is the most important and that he did not take care of trustee Raehll. Raehll said that he should have communicated with her to discuss the situations, because there was definitely flexibility as to what her, the board and Loveless's goals were. She said the problem was, with the things that the board are trying to do, which is to bring clarity for the residents and to provide fair practices for people in the township that want to do different things for zoning. Those kinds of miscommunications and that kind of failure to do those certain duties end up playing out with the residents.

Along with Mr. Baker's situation, there was also a situation with Mr. Monzer, where he received a violation letter and was terribly upset and was calling the township. Raehll said that she did not have any clarity as to what the process was and no clarity on what the letter was. Raehll said Loveless wrote back to her and described the situation, which to her sounded like a genuine misunderstanding of misinterpretation on Mr. Monzer part, which is great because we can bring clarity for Mr. Monzer and answer him. Raehll explained that she asked Loveless to call Mr. Monzer back and write back to her with the confirmation that it had been done because Mr. Monzer had called her directly and was extremely upset. Instead, there is another situation were Loveless never replied to her and she does not know what happened. Mr. Monzer is then out in the ether and terribly upset, calling Rippel, calling Raehll and thinking that he was charged (which wasn't true). Raehll said that she did see the letter that Loveless sent to him and appreciates that but that failure to close the loop, caused her to call Mr. Monzer. Now she is having to follow-up with him to make certain that the situation was resolved so that the resident was not waiting for 72 hours feeling confused, perplexed and incredibly angry about what he received from the zoning inspector. She was glad to be able to help bring a resolution, but she asked that Loveless reply to something and asked for an explanation, and neither were provided, she feels that they are at a strong difference in terms of perspective on how to solve issues that are most important. Raehll stated that she would have identified Mr. Monzer's issue as an especially important, very urgent issue to help mitigate a situation and bring clarity and understanding for a resident.

Loveless said that he did too and that was one of those Fridays that he ended up going past noon to make sure Mr. Monzer was taken care of. Loveless agreed that he did not communicate with Raehll and that he is not used to having a trustee at every step of the loop, which is not a terrible thing but that it was not something he was used to. He said that the only reason there was a problem was that he was again at the end of his hours, so he came into the office at 9:30 a.m. instead of 8:00 a.m. Loveless said that Mr. Monzer had called before he came into the office and that he had spoke with Rippel, who was very flustered and couldn't understand him and that Mr. Monzer asked for Loveless's supervisor so she gave him Raehll's number. Loveless said that is not something that is usually done other than when asked for, but that it does not happen often because normally the zoning department is not creating problems but trying to mitigate them.

O'Brien stated that what he was sensing was that Loveless was saying that the reason this could not be completed was because of the time overage, which Loveless did go over on hours and that the other aspect is the amount of mileage that Loveless uses in inspecting. O'Brien said that he does not generally have a problem with Loveless's mileage but feels that the time he spent on traveling the township could have been used to resolve Mr. Monzer's issue, which should have been considered urgent. Loveless agreed and said that the way he was doing things, was to work in the office from 8:00 a.m.-12:00 p.m., then goes out and does his run which normally runs later than 1:00 p.m. and that he charges his mileage but does not charge his time. He said that an hour was not enough time to get his quadrant run completed and foundations inspected.

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Raehll stated that in this particular instance, she asked Loveless to call Mr. Monzer back that day and explain in a clear and professional manner that it was not an invoice and that he would not be charged, which Loveless did. The next part was that she specifically asked Loveless to send her a confirmation via email, which was not done. Raehll explained that what was difficult for her to get around was that Loveless had time to call Mr. Monzer and that it takes less than a minute to confirm with her via email. Loveless agreed that he needs to close the loop. Raehll said that she has a tough time understanding that he was out of time to do that because he could text, call or email. Loveless said that he thought he was closing the loop by talking with Mr. Monzer but that he realizes he was not closing the loop because he had not confirmed that with Raehll. Raehll emphasized that was something she specifically asked him to do. Loveless concurred and said it was his fault.

O'Brien wanted to follow-up on a comment Loveless made about not having enough time for inspecting foundations. O'Brien said that Loveless does a decent job at identifying the addresses that he inspects but that most of them are not foundation surveys. Loveless confirmed that O'Brien was correct. He said that if they are a foundation inspection, he labels it as such. With that, O'Brien said that those that are dealing with violations could be managed quickly and that indeed they are important but not urgent. Loveless agreed. O'Brien asked Loveless to guesstimate within 10, how many violations had he sent since January 2021. Loveless said 10.

**Uncourteous/Disrespectful statements made to the public-** Raehll began by stating that she appreciates Loveless saying that the statements he made at the February 8, 2022, zoning meeting, concerning the manufactured home community, Worthington Arms, were derogatory. Raehll explained that at this meeting, Loveless recommended to the builder to not have a road connected to Worthington Arms and instead recommended a turn-around or a hammerhead. Loveless then said that he thought the fire department would not want to drive through Worthington Arms, which is located in Berlin Township's service area because that location is "kind of nasty, third world" and indicated that a fence is recommended to "keep the trailer park people" from coming in. Loveless further underscored that it would behoove the developer on the east side of the property to have a fence.

Raehll stated that she and Loveless spoke about this, that if there are safety concerns, he should bring them up in a professional manner. Raehll continued that if there are zoning violations, Loveless is the person to take care of them, otherwise his personal opinions about a general area or people should never be introduced. In no circumstance should he violate the trust of the public and furthermore, with his position as a township employee he should not speak his own personal opinions. Loveless agreed.

Raehll asked Loveless if there was anything more on his reflection of the situation that he would like the board to hear. Loveless said that there were five people in the room, and that he was trying to bring a little levity with the conversation, and it was "totally inappropriate". Raehll stated that of course, it is not funny. Loveless agreed and said that he was referring to the narrow streets that the fire trucks would not want to go through and that he should have stuck with that and not taken it any farther. Raehll asked the board if they had any questions concerning the issue at hand. Bullard stated that they are residents of the township just like all residents are, same voters. They may not pay the taxes, but Worthington Arms does pay the taxes just like everyone else does, all residents are the same and they need to be treated the same. Loveless agreed.

Raehll stated that she is grateful that Loveless acknowledges that those statements were derogatory and said that statements like that carries weight especially as a township employee, it carries weight and reflects on them as a board, but it also carries potential liability. Raehll asked Loveless if there was anything more that he would like the board to hear before they go into executive session to decide as to what and if discipline should be taken. Loveless said no but wanted to address, that he has been talked with about his mileage and that it had been a concern of the trustees. He said that he wants the board "to understand that at least 1/3 of that mileage is on his own time" and that he has tried to bend-over backwards for Berlin Township and that is all he can do, and that he agrees that his comments at the meeting were inappropriate.

O'Brien clarified that the board would not make a decision in executive session but would make a consensus as to what might be considered. O'Brien asked Loveless if there was anything in general that he would like to discuss. Loveless said that he feels he could get

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everything done if there was 50 hours, but he could not with the current number of hours he is allowed and "it's not because he is screwing around in the office".

O'Brien "at this time, we should consider going into executive session" for a general discussion. O'Brien asked that Loveless stay around and that he may be invited into the executive session. Loveless agreed to remain at the township. O'Brien stated that it is the will of the board to go into executive session with the elected officers, the assistant fiscal officer and Mark Fowler.

**RESOLUTION 22-03-03 RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(1) TO CONSIDER APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL- THREE TRUSTEES, FISCAL OFFICER, ASSISTANT FISCAL OFFICER AND MARK FOWLER TO ATTEND- 5:28 P.M.**

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

**RESOLUTION 22-03-04 MOTION TO RETURN TO REGULAR SESSION- 5:42 P.M.**

Motion: Bullard  
Second: Raehll  
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." O'Brien stated that he thinks that the board may want to consider taking action at this point and time and turned it over to Raehll.

Raehll said to Loveless that she appreciated what he said today and that she wanted to reiterate that she respects him as a person. With that, she does think the appropriate disciplinary action is to move to term with the provision of final payments in accordance with the schedule time to be paid out, per the handbook. As per resolution 22-03-05, this includes making the decision based on the following reasons: insubordination, uncourteous disrespectful derogatory comments made to the public and failure to complete duties as assigned.

**RESOLUTION 22-03-05 MOTION TO MOVE TO TERM WITH THE PROVISION OF FINAL PAYMENTS IN ACCORDANCE WITH THE SCHEDULE TIME OF DAVID LOVELESS TO BE PAID OUT, PER THE HANDBOOK THIS INCLUDES MAKING THE DECISION BASED ON THE FOLLOWING REASONS: INSUBORDINATION, UNCOURTEOUS DISRESPECTFUL DEROGATORY COMMENTS MADE TO THE PUBLIC AND FAILURE TO COMPLETE DUTIES AS ASSIGNED EFFECTIVE IMMEDIATELY**

Motion: Raehll  
Second: Bullard  
Vote: Bullard yes, O'Brien yes and Raehll yes  
Discussion: O'Brien stated that the record is clear and substantiates the motion.

Raehll stated that the board needs to ensure David Loveless's keys are turned in and that she has a box he may use to obtain any personal artifacts that need to be taken, which will be supervised. In light of the termination, Raehll has a motion to put forward for the board's consideration. O'Brien asked if it was pursuant to ORC 121.22 (G)(1). Raehll said that it was.

**RESOLUTION 22-03-06 MOTION TO AUTHORIZE TRUSTEE RAEHLL TO ADVERTISE FOR THE BERLIN TOWNSHIP ZONING INSPECTOR POSITION AND TO NEGOTIATE WITH OTHER TOWNSHIPS POTENTIALLY TO MAKE DECISIONS FOR TEMPORARY SOLUTIONS RELATED TO THE ZONING INSPECTOR POSITION**

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

Raehl asked Fowler if the board needed to provide a letter of termination or would the resolution be acceptable. Fowler said that the resolution is enough.

**Adjourn-**

**RESOLUTION            MOTION TO ADJOURN  
22-03-07**

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

Meeting adjourned by Chairman O'Brien at 5:48 p.m.

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Ken O'Brien, Chairman

ATTEST:

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Meghan Raehl, Co-Chairman

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Theresa Taylor, Assistant Fiscal Officer

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Ron Bullard, Trustee