

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m. Trustee Meeting November 28, 22**

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

**CALL TO ORDER:** Ken O'Brien, Trustee Chairman

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

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

**ATTENDANCE:** Jeffrey Leckrone and Chris Paykoff

**PUBLIC COMMENT:** There were no public comments.

**Approval of Minutes-**

**RESOLUTION 22-11-38 APPROVE THE 11/14/22 SPECIAL MEETING MINUTES, 11/14/22 REGULAR MEETING MINUTES, 11/21/22 SPECIAL MEETING MINUTES, 11/21/22 EMERGENCY MEETING MINUTES AND DISPENSE WITH THE READING**

Motion: Bullard  
Second: Raehll

Discussion: After discussing whether or not Raehll said paperwork or state board in Resolution 22-11-08, it was unclear but Raehll stated that it was to say paperwork which was corrected in Resolution 22-11-13.

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

**Fiscal Officer Items-**

**Principal Insurance for 2023-** Leckrone explained that the dental, vision and group term life benefits were up for renewal and that there was no increase in cost to either of them. He proposed with the market being unstable that the township renew with Principal Benefits.

**RESOLUTION 22-11-39 MOTION TO APPROVE PRINCIPAL BENEFITS DENTAL, VISION AND GROUP TERM LIFE FOR THE CALENDAR YEAR 2023, AT THE SAME RATES AND PROVIDERS AS 2022**

Motion: Raehll  
Second: Bullard

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

Discussion: Raehll clarified that what she means by the same rate is the availability for participation by the employees as well as the employer rates will remain the same.

Leckrone offered a voluntary term life program on behalf of the employees and it is completely employee funded. It would be something that is offered to full-time employees during open enrollment, which is December. Employees would have the opportunity to purchase up to \$300,000 of term life insurance with the guaranteed issue amount of \$100,000 and \$20,000 on a spouse, this guarantee is a onetime offer to existing and new employees. There is no required underwriting and it is portable and convertible. The participation requires five employees to take it before the plan can be implemented. Leckrone said that in most cases, the employees will take the guaranteed issue amount and nothing above that.

O'Brien said that before the trustees can accept it, they would have to give the union a 30-day notice so that they have the chance to look it over and give them the opportunity to shop around if they so desire. Raehll asked if it could be offered potentially May 1, 2023 and Leckrone said that he would have to check with Principal Benefits and get back with the trustees. Raehll asked if it would make sense to try to align everything up with the calendar year and start it all on January 1, 2023. Leckrone said that it would be extremely complicated to try to do that with the medical and is not sure if they would entertain the idea. He will speak with Principal Benefits about it and will inform the trustees as to what they say. Raehll asked if there were any discounts and/or benefits that we could offer concerning mental health. Leckrone said that there are some benefits available in the

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current health care program and suggested that employees are made aware of them. He said that Anthem does offer additional EAP programs, which would cost approximately an additional \$3-\$4/month per employee. Raehll asked him to bring forth possible analyses for the May 1, 2023 renewal date for healthcare insurance. Leckrone will have analyses and bring them to the board for consideration.

**Old Business-**

**Trebel Energy Gas Aggregation-** There is no update on the gas aggregation. Stucco is going to contact Belcastro to make sure that he bids out for electricity.

**Storage Building Proposal-** Bullard is working with Stucco on the storage building proposal.

**Fairview Sign-** Nothing new.

**Assistant Cemetery Sexton-** Nothing new.

**Unauthorized Cell Tower-** The hearing for December 6, 2022 was cancelled. The remaining information will be discussed in executive session.

**Township Tee-Shirts-** Raehll said that Egelhoff has a number of designs available for Berlin Township employees. She will bring forth a recommendation at the December 12, 2022 trustee meeting. The following will be offered to employees: Full-time or full-time equivalent employees will be offered 1-2 polos that will need to be returned upon leaving employment and/or they may purchase a polo at the employee's expense. Part-time employees may purchase one at their own expense. Smith asked if there would be a store at the township hall. Raehll said that the employees that are purchasing a polo would go directly to Egelhoff and those that the township is purchasing would work with Smith to have them ordered. Bullard suggested that a letter be attached to those that need to be returned so that the employee knows in advance that they are responsible for returning them. He asked if it would be possible to get a patch with the logo on it so that the road department employees can sew it on to their coats. Raehll will check into it.

**AED Replacement-** This will be discussed at a later date, when the chief is at a trustee meeting.

**JEDD-** This will be discussed in executive session.

**Township Building Video/Audio-** There was a lengthy discussion about the different audio forms that are available. Raehll's recommendation is to use the microphone that is placed overhead because it has noise reduction within it and would be crystal clear for residents to be able to hear the meetings. This will also allow for the meeting to be recorded and serve as the official meeting minutes. O'Brien is unsure that he wants to live stream the trustee meetings but if that is going to be done, he wants to make sure that the recordings are clear. Bullard said that the lectern will need to be used by all speakers at a meeting so that they are able to be heard. The trustees rearranged the meeting room to get a visual as to what it would look like with video and audio installed. Based upon the discussion Raehll will contact ClearPoint and have them begin the installation.

**RESOLUTION  
22-11-40**

**MOTION TO APPROPRIATE UP TO \$11,000 TO CLEARPOINT TECHNOLOGY AND DESIGN LLC FOR ESTIMATE #1104, FOR THE PURPOSE OF THE INSTALLATION OF MICROPHONES AND CAMERAS IN THE TOWNSHIP HALL AND TO AUTHORIZE TRUSTEE RAEHLL TO EXECUTE ALL ASSOCIATED DOCUMENTS FOR THIS PROJECT**

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

**Tech Updates-** The server room in the township hall was approved to be updated and the fire chief was going to contact IT Made Real and bring forth something for the fire station.

Bullard asked who would be in charge of all the data files. Raehll said that if the fiscal officer wants to have the recording serve as meeting minutes, then we need to figure out a way to

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ensure that it is accurate and where the storage will be. She is happy to work with Smith on it. O'Brien said that the recording of the meeting will have to be reviewed before it can be accepted as the official minutes. Smith asked who should pay for the installation. It was decided that it would be split between the zoning department and the building fund. Raehll will put together something for the BZC as far as how to operate the streaming of the meeting. Smith will work on the retention schedule of meetings.

**Fiscal Officer Items Cont'd-**

**Purchasing to Stop Eff December 9, 2022-** Smith said that any purchasing or spending will be stopped on December 9, 2022 for the year.

**2023 Budget-** Smith is working on the budget for next year and has put more money than what has been told to her because she knows more will be spent. She is still waiting for the fire department's budget.

Since spending will be stopped on December 9, 2022, Raehll suggested to allocate funds for the township polos.

**RESOLUTION 22-11-41 MOTION TO APPROPRIATE \$600 TO EGELHOFF FOR THE PURPOSES OF TOWNSHIP POLOS**

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

**Records Commission Meeting-**

O'Brien convened the records commission meeting at 8:20 p.m.

Smith said that she is going to go through the files in the records office and pull what needs to be kept permanently and then have a company come to shred everything else. She told Rippel, the fire department and the road department so that they can go through their files and do the same. This will take place in February or March. O'Brien asked if there was any action that needed to be done and at this time there is not.

Without objection, O'Brien adjourned the records commission meeting at 8:25 p.m.

Smith said that there is not enough money in the Parks & Trails fund because of the cost of everyone's emails. Raehll was not aware that there was such a cost for emails and asked how much it will be for next year, Smith said \$1,300. Raehll asked if each department is billed separately for their emails and Smith said yes. Raehll said that she was with the fire chief when Accent was creating the emails and was told that the administration of the emails was at no cost and that a business package of emails consisted of 50 different email addresses. If we are getting charged that much per month then she would like to revisit possible options. She believes that the charges are everything that each email encompasses; the drive, the network etc. After discussing it, the trustees decided to allocate the money and figure out the approach in the next year.

**RESOLUTION 22-11-42 MOTION TO APPROPRIATE \$1,300 FROM THE GENERAL FUND TO THE PARKS AND RECREATION GENERAL FUND (1000-610), FOR THE PURPOSE OF SUPPLIES AND MATERIALS**

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

**Cemetery-** Bullard spoke with the owner of the lot behind the cemetery. He was under the impression that it was a cemetery lot, Rippel explained that it was not a cemetery although it may be taxed as a cemetery but for zoning purposes it was zoned under the county zoning and is not considered a cemetery. Bullard suggested that he needs to speak with a lawyer because the township did not sell it to him as it was taken away from the township and is considered to be FR-1.

Bullard said that he and Foor are discussing the possibility of having Fairview Cemetery surveyed to help with addressing where plots are located.

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Raehll said that she is getting at least one phone call or email a week regarding Fairview Cemetery and wanted to verify that it is alright to forward them on to Foor. Bullard said yes. She noted that in Foor’s reply back to an email, he referred to the trustees as the “cemetery board”. She asked that he be reminded that is not what the board is called and Bullard said that he spoke with him and explained that the trustee’s should not be called a cemetery board.

Paykoff told the trustees that Bruce Miley is considering increasing his fees for the opening and closing of gravesites in 2023. Bullard will call and speak to him about it.

**Fire Department-** Raehll was excited that Chief Miller got accepted into the OFE. The trustees discussed the 3<sup>rd</sup> quarter report that the chief provided to them.

**Road Department-**

**John Deere Tractor Trade In-** Bullard explained that we trade in our John Deere tractor for a new one every year because the maintenance of it is more expensive than the trade in value.

**RESOLUTION  
22-11-43**

**MOTION TO APPROPRIATE \$3,800 TO DEERE & COMPANY FOR  
THE PURCHASE OF A NEW JOHN DEERE 4052R TRACTOR FOR  
QUOTE #27628690**

Motion: Bullard  
Second: Raehll

Discussion: Raehll asked for confirmation that the maintenance of the tractor would be more than the \$3,800 trade in value. Bullard said yes and along with the cost of filters and oil change we get a new warranty for it. She asked if at any point could they consider doing the trade in every other year. Bullard said that the warranty is for one-year so it would not be of any value to do the trade in every other year because there would be no warranty covering it the second year.

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

**No Parking Signs/Township Authority on County Roads-** This is in regard to the walking path on Africa Road. Bullard said that he was under the understanding that the township could not put any signs on county roads but was told that the township in fact is allowed to put signs on county roads. Raehll would like to ask the prosecutor for a legal opinion on this because the language still seems ambiguous to her. O’Brien agrees and wants clarification so we can be consistent across the board. Raehll will submit the question through the Matrix system to get an answer from the prosecutor concerning section 505.17, about the scope of the authority of the county on township roads and the authority of the township on county roads and see what they come back with and from there we can apply the specifics.

O’Brien said that when he went to the Roads meeting, there was an extensive discussion that starting in 2025 we will have to meet a reflectivity paint requirement for the length lines on the roads so we will need to budget quite a bit more for striping.

Bullard said he had the 2008 International truck looked at and it will need to be repaired because the power take off needs to be replaced. He will bring forth a quote at a later date.

**Trustee Items-**

**Parks and Trails MORPC Technical Assistance Program-** Raehll stated that coming out of the parks and trails survey results, they had looked at a couple of different grant opportunities that they would apply for that would help to identify the key connectors, which would basically be laying the foundation for a masterplan for the parks and trails. They want to submit an application similar to Sunbury’s but superior and solicit letters of support. She wanted to verify that the board is comfortable with them submitting the application that is due on December 9, 2022. Bullard said that if it does not cost money, he is in agreement with submitting an application. She said that it involves time but there would be no financial cost. Raehll said that MORPC will have a team come in and provide focus groups and identify where HOA’s have current trails that are already connected and identify what/where the township would potentially need to fill in the gaps to get the interconnectivity established. The outcome would be technical assistance for mapping out current trails and identifying key connectors between township trails with the schools, Alum Creek and the Ohio to Erie Trail. If we’re granted the technical assistance program, we would have to

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commit a few hours a month of someone coordinating the meetings and working with MORPC. In return, if we have them serve as consultants as part of the beginnings of a master plan then that looks very favorable for future grant opportunities that may be available to us. O'Brien wants to make sure that we are not building trails for Sunbury and has concerns with the safety of the Ohio to Erie Trail. He asked Raehll to do what she can to mitigate his concerns. Raehll informed the board that in the application she mentioned it would be a win for the township along with Delaware County because it provides important pedestrian options for east/west connections and can serve as a key linkage in Delaware County trails masterplan 2016, where it was noted that there were key gaps identified on Piatt Road which will now serve as a major connector for five Olentangy schools in the year 2023 and asked if those were fair statements. O'Brien said that he has to be careful because he is on record saying that he is opposed to taking away residents' property to put in a trail. Bullard said that if the trail goes behind the houses on Piatt Road and comes out at the Temple, he would be okay with it, O'Brien agreed with him. In addition to the county, Raehll said it would be a win for the state because it envisages new pathways for the Ohio to Erie Trail via the east/west connectors on Route 36/37 and ties into Alum Creek State park. O'Brien understands but is not in favor of the Ohio to Erie Trail. People that Raehll plans to reach out to for letters of support are; cross country team, Delaware County Trails committee, ODNR, potentially Olentangy for the trails connecting the schools, ODOT and DCBDD, Source Point, Columbus State, Delaware Career Center and Ohio Wesleyan.

O'Brien stated that the location where they put the sidewalks in at Preston Fields is retaining water. He is concerned with the cold weather coming and if it freezes it will be a safety issue. Paykoff said that they will look into it and said that it may be possible to put in a tile along the sidewalk to allow it drain into the ditch. Bullard will talk to Jeff Gordon and see if there are other possibilities to mitigate the issue.

**Parks and Trails Updates-**

**RESOLUTION 22-11-44                      MOTION TO ACCEPT THE RESIGNATION OF JOANN WORKMAN FROM THE PARKS AND TRAILS ADVISORY COMMITTEE, EFFECTIVE NOVEMBER 28, 2022**

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

**RESOLUTION 22-11-45                      MOTION TO DECLARE THE POSITION PREVIOUSLY OCCUPIED BY JOANN WORKMAN VACANT FOR THE PARKS AND TRAILS COMMITTEE**

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

**Matrix Training-** Raehll sent the board notification that there are no notifications going through the Matrix. She is working through it with Stucco.

***Recess at 9:59 P.M.    Returned at 10:03 P.M.***

**Zoning Department-**

**BZC Member Resignations-** We have received a resignation letter from Christina Littleton but have not yet received one from Steve Flaherty. Both expressed the desire to stay on until the effective date of December 31, 2022. She asked if the board had any concerns with the fact that it would be in one case over a month, before their actual last day is effective even though they will not have worked leading up to that effective date. O'Brien said that since they're on the board they can pick whatever day they choose but will be expected to work until that date if anything should come up, to include meetings. Raehll will send an email stating that the board will accept Flaherty's resignation as of December 31, 2022 and request a thumb drive that includes all the meetings that were streamed live. She will also request any other township property, to include computers.

**RESOLUTION 22-11-46                      MOTION TO ACCEPT THE RESIGNATION OF CHRISTINA LITTLETON FROM THE BZC, EFFECTIVE DECEMBER 31, 2022**

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**AND DECLARE THE POSITION VACANT ON THAT DATE**

Motion: Raehll  
Second: Bullard  
Vote: Raehll yes, Bullard yes and O'Brien yes  
Discussion: We are of note delighted to have her continue to be engaged in the Parks and Trails committee as well as the ARB.

**RESOLUTION 22-11-47 MOTION TO ACCEPT WITH REGRET THE RESIGNATION OF STEVE FLAHERTY FROM BZC, EFFECTIVE DECEMBER 31, 2022 AND DECLARE THE POSITION VACANT ON THAT DATE**

Motion: Raehll  
Second: Bullard  
Vote: Raehll yes, Bullard yes and O'Brien yes  
Discussion: As a point of note, would like to thank Mr. Flaherty for his years of service and wish him the best of luck as he will no longer be serving with the township at any capacity at that point.

**Future Meetings-**

- 12/01/22 Prosecutor's Office Training Meeting**
- 12/08/22 Parks & Trails Meeting**
- 12/08/22 Delaware Co. Township Association Meeting**
- 12/08/22 Morpc Meeting**
- 12/12/22 Trustee Meeting**
- 12/27/22 Trustee End of Year and 2023 Organizational Meeting**

**Late Items-** Raehll asked for a copy of the organizational meeting template. Smith will get the trustees a copy of the template.

**RESOLUTION 22-11-48 RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(8) TO CONSIDER CONFIDENTIAL INFORMATION RELATED TO THE MARKETING PLANS, SPECIFIC BUSINESS STRATEGY, PRODUCTION TECHNIQUES, TRADE SECRETS, OR PERSONAL FINANCIAL STATEMENTS OF AN APPLICANT FOR ECONOMIC DEVELOPMENT ASSISTANCE, OR TO NEGOTIATIONS WITH OTHER POLITICAL SUBDIVISIONS RESPECTING REQUESTS FOR ECONOMIC DEVELOPMENT ASSISTANCE -THREE TRUSTEES, FISCAL OFFICER AND THE FISCAL OFFICER ASSISTANT TO ATTEND-10:16 P.M.**

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

**RESOLUTION 22-11-49 MOTION TO RETURN TO REGULAR SESSION- 10:50 P.M.**

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

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

Raehll informed the board of a discussion with Tom Holman who mentioned that Evans Farms has approached the city of Delaware to reinstate annexation of the area that the council had previously turned down.

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**Adjourn-**

**RESOLUTION            MOTION TO ADJOURN  
22-11-50**

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

Meeting was adjourned by Chairman O'Brien at 10:55 P.M.

\_\_\_\_\_  
Ken O'Brien, Chairman

ATTEST:

\_\_\_\_\_  
Meghan Raehl, Vice-Chair

\_\_\_\_\_  
Theresa Taylor, Fiscal Officer Assistant

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