

BERLIN TOWNSHIP TRUSTEES

6:00 p.m. Trustee Meeting March 14, 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: Chief Adam Miller, Chris Rinehart, Joe Garrett, Kari Lindburgh and Chris Paykoff

Public Comment- O'Brien asked if there were any public comments. Kari Lindburgh introduced herself and said that she is moving into the area and just wanted to learn more information about the township. O'Brien welcomed her to Berlin Township.

**Approval of Minutes-
RESOLUTION APPROVE THE 02/28/22 REGULAR MEETING MINUTES
22-03-08 AND DISPENSE WITH THE READING**

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

Old Business –

Piatt Road fair share agreement for the Hindu Temple- Bullard said that Riedel will be at the next trustee meeting to discuss this topic.

Parks & Trails Committee- Raehll stated the first official parks & trails meeting was held on March 10, 2022. She said they discussed the potential of creating a survey and thinking through what the goals of the committee would be. Out of the meeting, another resident expressed her interest in joining the committee. Raehll forwarded the application to O'Brien and Bullard for them to look it over and asked if they had any questions. Bullard said that he would follow Raehll's recommendation.

**RESOLUTION MOTION TO APPOINT SUMMER MARSHALL TO THE PARKS
22-03-09 AND TRAILS COMMITTEE AS AN UNPAID VOLUNTEER
POSITION EFFECTIVE IMMEDIATELY, WITH THE TERMINATION
DATE OF DECEMBER 31, 2023**

Motion: Raehll
Second: O'Brien
Vote: O'Brien yes, Raehll yes and Bullard yes
Discussion: Raehll stated that there were notes taken and that she would coordinate those with Smith. Raehll said that the next meeting will be held April 14, 2022.

Raehll made the board aware that Zack Brown was appointed as President, Joann Workman was appointed as Vice-President and Christina Littleton was appointed as Secretary.

Media/Technology-

Website- Raehll stated that the new Berlin Township website would go live on March 16, 2022. Raehll explained the website to O'Brien and Bullard. She added a section that she asked the other trustees to review. She said that there are resident friendly features that can be added and expanded upon. It is extremely mobile friendly and can be translated into over eighty different languages. It also has major accessibility features that are not seen on any websites of other townships around us. The links can be highlighted to select bigger text for those that are visually impaired along with a host of items that are completely at the resident's discretion. The new website is screen reader friendly in all forms of the screen reader that are available today. In addition to that, she added a menu tab 'I want to...', which is what the residents would want to do when they visit the site. Raehll commented that one of the things that has come up, particularly with email, is that residents are not aware that anything they submit is subject to public record requests, so she does make

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note of that with a disclaimer to help add the value of transparency. O'Brien suggested to also include the statute with it. Raehll will add the statute to the website.

Raehll met with FF Shaw, who took wonderful headshots of each fire fighter to add to the website. She said that the trustees could employ him for \$75/hour and have headshots taken of other employees that work at the township. O'Brien asked if all the fire fighters wanted their picture on the website because there are statutes concerning the privacy of fire fighters and police. Miller said all agreed and wanted their pictures to be put on the site. Raehll suggested to have them all sign a photo release form. O'Brien agreed that needs to be done and also wants to get a release from the photographer so that the township has ownership of the pictures. Raehll will get a general release form and CC Miller who will then have the firefighters fill them out.

Bullard commented that the prices on Fairview were wrong because they had not been kept up to date in the organizational meetings, due to the fact that lots are not being sold at this time. At the next organizational meeting, Fairview prices will be updated. Bullard asked who has control of the website. Raehll said that at this time she is okay with running it to get things into place but moving forward, once a policy is established it should be run through a township operation specialist or have an agreement from the board as to what will be posted on the site. Raehll is going to look into the data retention and historical record keeping and see how far they go back.

Rebranding Logo/Marketing- Raehll reached out to six different companies to retrieve quotes for the creation of a new Berlin Township logo and received four. She likes the quote from Brinkenhoff and the fact that it is also a locally owned company. The logo design cost is \$350, and the stationary design would be \$200. Raehll found after reviewing her portfolio, she had a diversity of lettering skills and the different iconology that she used to be simple and straightforward. Bullard suggested looking into having DACC create a logo. Raehll felt that it needs to have more a professional look to reflect the growth of the township but likes the idea of working with DACC with future endeavors. The trustees discussed their preferences. Raehll will give her framing with the openness to suggestions.

RESOLUTION 22-03-10 MOTION TO APPROVE \$350 FOR TOWNSHIP LOGO DESIGN TO BRINKENHOFF DESIGN AND AUTHORIZE TRUSTEE RAEHLL TO CONTACT AND EXECUTE ANY DOCUMENTS NECESSARY

Motion: Raehll
Second: O'Brien
Vote: Raehll yes, Bullard yes and O'Brien yes
Discussion: Bullard said that he would like to see samples before there is a final decision. Raehll will follow up with the board before any final decisions will be made.

Donations- RESOLUTION 22-03-11 MOTION TO ACCEPT 25 WOODEN HANGERS FROM TRUSTEE RAEHLL

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

Township Building- Bullard stated that a new generator needs to add to the list for the township hall because the oil tests that are frequently done show that there is engine wear on the generator. Raehll asked Bullard to have Irwin send her the specs on the current generator. She asked O'Brien and Bullard if they would be interested in a dual/combo generator. O'Brien said that he would have no problem with looking at them but might not approve it, dependent on cost.

TIF- Raehll explained that the next item concerning the TIF, is to look at the language and determine the next step for the notification letters. With that she turned it over to Chris Rinehart. Rinehart explained that he created a draft for the notification letters and that the first step is to issue notices to the school board to let them know that the trustees are going to adopt the TIF resolution at a future date. The notice needs to include the draft resolution along with the identification of the parcels involved, the anticipated date it will begin, the length of time the TIF will be active and what is believed the estimated value of improvements will be on the parcels.

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Rinehart recommended that in identifying the parcels, he would include a map and print out the auditors record of parcels. O'Brien asked if it was a 10-year springing TIF. Rinehart said yes and 75%.

After a lengthy discussion on when to start the springing TIF to avoid annexation on the parcels, Rinehart said that it could be started anytime. O'Brien asked if the TIF could be extended once the 10-years is up. Rinehart will look into it and bring back an answer to the board. Raehll would like to start it soon to avoid the possibility of annexation. O'Brien asked what she would prefer, she said immediately. O'Brien and Bullard agreed with Raehll.

**RESOLUTION
22-03-12**

MOTION TO AUTHORIZE CHRIS RINEHART TO FINALIZE THE TIF NOTICES BASED UPON THE DISCUSSION TONIGHT AND TO AUTHORIZE CHAIRMAN O'BRIEN TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY

Motion: O'Brien

Second: Bullard

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

Discussion: O'Brien asked Rinehart how he was going to deliver the notices. Rinehart said by certified mail so that there is a green card of record. Raehll is going to create a map for the western portion including identifying the parcels and bring it back to the board for discussion.

Energy Aggregation- Joe Garrett from Trebel LLC, explained that Belcastro recommends using Archer Energy as the natural gas provider for the township. Archer is willing to offer a 12-month variable rate discount that can convert to a fixed rate within the 12-months. The prosecutor amended the contract, which Belcastro executed the changes and sent it to Archer but has not received the contract back from them. At this time, Archer is 2% less than Columbia Gas. Garrett explained the best course of action would be to authorize a trustee to be able to sign when there is a drop in the natural gas price and then it would become a fixed rate.

Raehll asked why Trebel did not continue with Volunteer Energy. In short, Volunteer is not willing to be as aggressive with the current market. Raehll is concerned that our contract expires in the peak of winter and spoke with Belcastro about this, who agreed that he would recommend having the new contract begin in May or June. Garrett said with this contract once the rate is fixed, it then can be extended for when the trustees would like it to expire. Raehll stated that she spoke with Belcastro regarding how problematic and confusing the opt-out notification from Columbia Gas was that had been sent to residents. If there is a lapse in contracts again, she asked if a notification could be sent out by Trebel to the residents with an explanation of what is going on. Garrett will speak with Belcastro and have him email Raehll and discuss the issue.

**RESOLUTION
22-03-13**

MOTION TO APPROVE ENTERING INTO CONTRACT WITH ARCHER ENERGY FOR 12-MONTHS AT A 2% GUARANTEE LOWER THAN COLUMBIA GAS ADDER, AND AUTHORIZE TRUSTEE BULLARD TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY WITH THE TREBEL ENERGY MANAGEMENT AGREEMENT AFTER PROSECUTOR APPROVAL

Motion: Raehll

Second: Bullard

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

Fire Department-

**Requisitions-
RESOLUTION
22-03-14**

MOTION TO APPROVE REQUISITION 2022-02, TO BREATHING AIR SYSTEMS FOR THE REMOVAL AND REPLACEMENT OF 5500 BLAST DOOR ON THE AIR COMPRESSOR, NOT TO EXCEED \$11,000

Motion: O'Brien

Second: Bullard

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

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Miller stated that in the current body armor was a one-size fits all, which did not fit most properly and were expired.

RESOLUTION 22-03-15 MOTION TO APPROVE REQUISITION 2022-03, TO ON DUTY EQUIPMENT COMPANY FOR 10 FULL-TIME FF AND 4 PART-TIME FF BODY ARMOR, NOT TO EXCEED \$22,000

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

Miller explained that the all the fire trucks will be installed with new county-owned radios. One of the radios will be for the boat that will help to protect the fire fighters' ears and will allow them to communicate with each other over the radio.

RESOLUTION 22-03-16 MOTION TO APPROVE \$4,650 TO JD JOHNSON FOR RADIO INSTALLATION

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

Township Building Cont'd- Miller recommends using All Secured for the upgrading of security to the township building. He likes that it is a wired system because the wireless relies heavily on a WIFI connection and there is a lack of ability to control the wireless system. A wired system easily integrates into a security system if that would be the route the trustees would like to go at a later time. Miller said that All Secured is licensed and is able to install different kinds of systems. All Secured also works with Liberty Township, the City of Worthington, and Jackson Township fire department, which all were happy with their service. Raehll concurs with Miller's recommendation. Bullard asked if any of the doors would need to be replaced. Raehll will get a quote to add new doors within the township hall and bring it back at the next meeting for the board's consideration.

RESOLUTION 22-03-17 MOTION TO APPROVE UP TO \$25,000 TO ALL SECURED FOR THE INSTALLATION OF NEW SECURITY ITEMS AT THE FIRE DEPARTMENT AND TO AUTHORIZE CHAIRMEN O'BRIEN TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY

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

RESOLUTION 22-03-18 MOTION TO AUTHORIZE TRUSTEE RAEHLL TO WORK WITH ALL SECURED ON THE BERLIN TOWNSHIP ADMINISTRATION QUOTE

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

Miller would like to hire Tyler Albaugh for a part-time position.

RESOLUTION 22-03-19 MOTION TO HIRE TYLER ALBAUGH AS A PART-TIME FIREFIGHTER, PENDING NOTIFICATION FROM CHIEF ONCE ALL REQUIREMENTS ARE COMPLETE, THIS WILL BE THE EFFECTIVE DATE OF HIRE

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

Department Chaplain- Miller explained that Orange Township has a Chaplain and that he and the other firefighters are interested in him having him come and talk with them. Before the discussion went any farther, Miller asked if the board was inclined to agree with the

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pursuit before he went to the prosecutor and ask his opinion. Raehll asked about his denomination. Miller said that he non-denominational. Raehll said that she is not in favor of it. O'Brien explained that the Chaplain is there for the firefighters to be able to talk with someone, due to the traumas that they see and to help give them an avenue to talk about situations that the incur. Raehll asked if benefits have therapy options available for them to pursue faith-based solutions outside the place of government. O'Brien doesn't know what our insurance provides for those that are not insured, since the part-time employees do not have coverage under the township's insurance they would not qualify like the full-time employees.

Raehll explained her thoughts of why she is not in favor of a Chaplain. She said that she is in favor of maximizing individual freedom of choice and having a Chaplain as a presence in a government entity feels problematic to her from a philosophical perspective of the separation of the church and state, as well as his mere presence could be a point of pressure that she does not want an employee to feel. O'Brien said that as long as it's legal he does not have a problem with it. Bullard asked if other fire department have Chaplains. Miller said yes and that they are registered on the county sponsored app for mental health. He said that Orange Township, Delaware County Sheriff, Delaware City Fire each have a Chaplain and that Liberty Township has two of them.

Raehll said that she would be very open and interested in exploring options and diverting individuals to a plethora of options that are available to them, as opposed to one individual that is made available for them. Miller explained that on the county app the Chaplain is only one resource and there are many more options available. O'Brien suggested that along with having a Chaplain, exploring getting the EAP for everyone. Raehll said that it does not mitigate her concerns because O'Brien is talking about a wide variety of resources and would have only one of them available in the building. Raehll thinks that the EAP does address O'Brien's concerns with trauma. O'Brien agrees but said the EAP is usually not an avenue the firefighters seek out and that they tend to internalize their feelings. Miller agrees with O'Brien's comment and asked Raehll if there was anyway to mitigate her concerns. Raehll said probably not because she believes the individual freedom of choice in religion is such that those individuals who are struggling with trauma related issues, mental health or otherwise have options available to go out to different religious entities and get whatever they need addressed. Having one specific individual within the government building taking care of that particular option and not having the other options available feels poignant in terms of leading to pressure. O'Brien asked if a mitigating factor would be to have multiple Chaplains of varying religions. Raehll said that maximizing individual freedom of choice, particularly in religion, is both the ability to choose any religion that one wants or no religion at all.

Raehll stated that what can mitigate her concern would be to have no Chaplain or multiple representations, including a non-religious variant. Miller said there is a connotation of Chaplain being tied to religion, when in reality what they want to offer is someone to listen and build a relationship with firefighters, which is key. Raehll suggested a licensed counselor, Miller said that he does not have any counselors offering their services for free. He feels what the Chaplain can do is make available other resources with the group between the county and any other organizations that he is aware of. Raehll asked if the gentleman is a preacher, pastor etc. Miller said that he works full-time at Cabela's and volunteers his time as a Chaplain, currently at Orange Township. O'Brien would like to know how adamant she is against it and asked Raehll to think about it.

Raehll asked Miller to send her thanks to FF Shaw and FF Travis on their work with the website.

Recess at 9:17 p.m. Returned at 9:26 p.m.

Old Business Cont'd-

**Newsletter-
RESOLUTION
22-03-20**

**MOTION TO APPROPRIATE \$2,500 FOR THE PURPOSES OF
POSTAGE AND PRODUCTION OF THE NEWSLETTER**

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

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Delaware SWCD- Raehll stated that soil and water sent a notice, offering to help with some zoning issues. She spoke with Scott Stevens, and they said that over the years people have stopped coming to them with zoning questions and that they would like to be reintroduced, for a small fee, into the procedural components of zoning. Bullard agrees that they should be a part of the zoning process. O'Brien would like to make sure that they not modify something that has gone through zoning for additional water retention because that would be considered a major modification. O'Brien does not see how the trustees can engage them and thinks they are trying to drum up business and that they need to go through RPC at the tech review.

Do Not Knock Registry- Raehll plans on speaking with Fowler about the Do Not Knock Registry.

Township Building Cont'd- Raehll stated that at the last trustee meeting, there was discussion about what was wanted for the upgrading of the township in response to technology. O'Brien said that he was most interested in getting a smartboard for the township hall, which would be a potential solution for many issues that we have. Such as, paying a lot of money for upgrades on a building that the trustees plan to be in for only a few more years and having an option for builders that want to present information in a meeting. She said the main factors are size, hardware and software. There was a discussion comparing smartboards. O'Brien said that he would like to have a quote for a 75' smartboard as opposed to the 55' and 65' that Raehll obtained. Bullard said that we need to get security into place first and is concerned that due to space that will be needed for future employees, we may need to use the meeting room to accommodate the issue. Raehll explained that the beauty of the board is that it can be moved if needed. There was a lengthy discussion, on how the township hall may be used in the future, with the potential use of the trustees using space at the fire department building, and the possibility of building a new township hall or adding on to the existing hall. Raehll will get a quote for a 75' smartboard and bring it back at the next trustee meeting.

Chairs- O'Brien stated that he willing to spend more money and wants color to look business classy. Bullard agrees with spending more money for a better quality of chairs. Raehll said that adjustable height is critical. Bullard agrees with her. Raehll will look into chairs that meet the boards standards and bring quotes back to the board for consideration.

Fiscal Officer Items-

February Bank Statement & Electronic Payments- The February bank statement and electronic payments balanced and were signed by the trustees.

Cemetery- Nothing new.

**Road Department-
Requisitions-**

Yearly Tractor Purchase-

RESOLUTION 22-03-21 MOTION UPON TRUSTEE BULLARD'S RECOMMENDATION TO APPROVE REQUISITION 201008 TO DEERE & COMPANY FOR THE YEARLY TRACTOR TRADE, NOT TO EXCEED \$4,320

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

RESOLUTION 22-03-22 MOTION TO APPROVE REQUISITION 2203002 TO ROGERS TIRE SERVICE FOR NEW TIRES ON TRACTOR 5425, NOT TO EXCEED \$2,850

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

RESOLUTION 22-03-23 MOTION TO APPROVE REQUISITION 2203002 TO OBERLANDS TREE AND LANDSCAPE FOR TREE TRIMMING IN HARBOUR

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POINT, NOT TO EXCEED \$13,500

Motion: Bullard
Second: Raehll
Vote: Raehll yes, Bullard yes and O'Brien yes
Discussion: O'Brien asked if they are the trees in the road right-of-way. Bullard said yes.

Lights on Piatt Road- Bullard has a meeting with Jeff Gordon, who wants to discuss putting flashing lights at the crosswalks on Piatt Road. O'Brien said that the school was already there when Piatt Road was dedicated to the township, so the county needs to pay for them, otherwise we do not need them.

Bullard stated that at the Townships Trustee Meeting, there was a gentleman that made a presentation about being a grant writer/grant consultant. Bullard asked the board if they would like him to invite him to one of our trustee meetings. O'Brien and Raehll said yes. Bullard will get in touch with him.

Storage Building- Bullard is continuing to work on getting information for the storage building.

Late Items-

O'Brien asked Smith to get each trustee a copy of all signed road agreements. Smith will get them copies.

Zoning Department-

February Zoning Report- There were 26 new build permits issued in February and the YTD is 35.

Grant Authority to Act on Ministerial acts- Fowler informed Raehll that there may be a prospect into entering a township contract with another township to utilize their zoning resources. She reached out to the township administrator at Orange Township, they have four zoning workers on staff and are more than happy to lend assistance assuming there would be a mutual reciprocity. If Berlin Township trustees are interested, then she would take the idea to her trustees for discussion. Raehll said that Rippel is not interested in the Zoning Inspector position but would be willing to sign permits if there was someone that could check and review the permits and zoning plans. Raehll would like to grant Rippel temporary authority to serve in the capacity as Zoning Inspector.

Raehll said that there is an individual that serves on the BZC as an alternate who is interested in the Assistant Zoning Inspector position. She said the applicant would need to be trained and is motivated to learn all that the position entails. Bullard said that he would look to Raehll for a recommendation. O'Brien asked if she would have to give up her BZC position to be hired for the Asst. Zoning Inspector, Raehll said that she believes she would. O'Brien asked if the Asst. Zoning Inspector would serve in the absence of and/or the vacancy of the Zoning Inspector. Raehll said that the way the description was wrote up, it says that it would be in the absence of. O'Brien stated that he would like the ability of the position to be more defined.

**RESOLUTION
22-03-24**

**MOTION TO AUTHORIZE CATHY RIPPEL TO SERVE IN THE
TEMPORARY CAPACITY OF THE ZONING INSPECTOR,
THROUGH MARCH 22, 2022**

Motion: Raehll
Second: Bullard
Vote: Bullard yes, O'Brien yes and Raehll yes
Discussion: Raehll asked how the board wanted to proceed with the interested applicant, concerning the interview and/or the decision of hiring the applicant. Bullard and O'Brien would like her to conduct the interview, including the possibility of hiring the applicant and they will agree based upon her recommendation. Raehll said that in the job description of Asst. Zoning Inspector she had that a college degree was required, but the Zoning Inspector job description does not require a college degree in its current form. She asked the board if they would like her to change the Zoning Inspector's requirement to state that a college degree is required or remove it from the Asst. Zoning Inspector's job description. O'Brien said he leaves that up to her. Bullard does not want it mandated that a college degree is required because there are many people that have the skills required of the Zoning

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Inspector position. Raehll will change the wording to state that a college degree is not required but would be a plus.

Trustee Items-

Memorial Day- Raehll confirmed with Taylor that she did explicitly say that she would follow up with Veteran’s Services regarding flags and other potential items. She has not reached out because two people now have reached out to them, Trustee Bullard and Irwin. She thinks it does make more sense to be within cemetery/maintenance purview and so she is happy to hand over that aspect of expanding the Memorial Day event. Raehll expressed her frustration that the issue was not about only confirming that flags were being put out but rather the potential of expanding a Memorial Day event, and somehow it got very narrowly reduced to obsession with rather or not Irwin puts out flags. She thinks Bullard and/or Irwin should look into how the event can be expanded and get the focus back on track.

She did reach out to Todd Spinner about having Berlin High School’s band play but has not heard back from him. She will continue to pursue this issue only. O’Brien stated that he would still like to know if there are other opportunities/items that Veteran’s Service could offer the township. Bullard will speak with them. Due to timing restraints, the planning of the expansion of Memorial Day events will be for May 2023.

RESOLUTION 22-03-25 MOTION TO APPROPRIATE \$1,000 TO ALBERS & ALBERS FOR THE PUPOSE OF THE JEDD AND AUTHORIZE TRUSTEE RAEHLL TO EXECUTE THAT AGREEMENT

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

JEDD- RESOLUTION 22-03-26 RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(1)(8) TO CONSIDER APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL AND TO CONSIDER CONFIDENTIAL INFORMATION RELATED TO MARKETING PLANS, SPECIFIC BUSINESS STRATEGY, PRODUCTION TECHNIQUES, TRADE SECRETS, OR PERSONAL FINANCIAL STATEMENTS OF AN APPLICANT DEVELOPMENT ASSISTANCE OR TO NEGOTIATIONS WITH OTHER POLITICAL SUBDIVISIONS – THREE TRUSTEES, FISCAL OFFICER AND FISCAL OFFICER ASSISTANT TO ATTEND- 11:03 P.M.

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

RESOLUTION 22-03-27 MOTION TO RETURN TO REGULAR SESSION- 11:27 P.M.

Motion: O’Brien
Second: Bullard
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”.

Future Meetings-

- 03/21/22 Cont’d Trustee Meeting**
- 03/24/22 Health District Meeting @7:00 P.M.**
- 03/28/22 Trustee Meeting**
- 04/11/22 Trustee Meeting**
- 04/14/22 Parks & Trails Meeting**
- 04/25/22 Trustee Meeting**

Adjourn-

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**RESOLUTION
22-03-28**

**MOTION TO RECESS AND RECONVENE MEETING TO MONDAY
MARCH 21, 2022 AT 6:00 P.M. AT 3271 CHESHIRE ROAD**

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

Meeting recessed and reconvened by Chairman O'Brien at 11:33 p.m.

O'Brien called the March 14,2022 meeting back to order at 6:00 p.m. on March 21, 2022. He stated that all trustees were present as well as Doug Riedel and Chris Paykoff.

Temple Payment -Bullard said the temple is looking to give us the money but then make us liable for a turn lane at some point in the future. He doesn't like committing us to that. O'Brien asked in the alternative can we make them put in a turn lane. Bullard said we could look at doing that and they are willing to talk about doing a turn lane. He said it would cost them more because they have to purchase right-of-way. Based upon what they have there now the county did not require that they put in a turn lane but what they are looking at building it may make it necessary to put one in. Riedel said the question in front of the board is in lieu of the temple paying the \$359,000, which is in the developer's agreement, would the township consider that they install a turn lane, at their cost. Riedel said he would bring it before the board as they have an agreement that is signed by all parties stating something else. Bullard said in the long term the road they put in will probably be inadequate for the amount of traffic that we are going to have and will need to be changed sometime in the future. O'Brien asked how many people the new structure will hold, and Bullard said he did not know but he knows it is monstrous in size and is more than 63 feet tall. Raehll said in no way did the previous contract state, on the counties end, that a turn lane would be installed. So, let's not complace two totally different things of what the future state and what the inadequacy of the future state, otherwise we will be out \$359,000. She thinks they settle this and deal with the future state when the future state comes.

Bullard stated that they had a public meeting with the residents to discuss the project and no one from the temple came. Riedel asked if they had a sign in sheet and said he may need to go back and see if he has it, but he does not remember anyone from the temple bring there. O'Brien asked if they put in writing what they asked for and Riedel said their engineer asked Riedel if the board would entertain them looking into putting in a turn lane in lieu of their financial contribution but nothing in writing. O'Brien said an issue is that we improved it differently than if a turn lane was put in. So will the county have additional requirements depending on the size of the new building. Riedel said from the engineer's office they would have the opportunity to look to make sure if the building is larger if there is enough ponding for the runoff and those types of things. He said they made a financial contribution in lieu of a turn lane so it wouldn't change. O'Brien said so anybody could build a little building get their permits to do a driveway and then build a 40-foot building. Riedel said there would be an opportunity for them to relocate their traffic study if they felt that the increase in size would increase the number of trips going into that building. O'Brien said if this thing has the capability of having five thousand people is that a yes or no. Riedel said if it doubled in size. O'Brien said it would be more than that. Riedel said he would have to check to be sure that they would require a traffic study. O'Brien asked what triggered a traffic study and Riedel said in a case like theirs it's the use of the land and the number of trips being produced for that road. O'Brien said there has to be triggers. Riedel said they have a drive permit, that's the real trigger here. O'Brien said but once they got that for the current building there is no trigger. Riedel said it's very gray when it comes to that because it's a religious facility that adds another element than if it was an expansion to a Kroger store. Raehll said but not from a traffic perspective. Riedel said the traffic perspective for a religious facility is a little more difficult. There is traffic assigned to it but the peaks to it behave differently than a grocery store or a business. You have a burst of traffic when they worship and when they leave. Sometimes they don't have traffic in the morning or evening commute. O'Brien said but if they put a school in. Riedel said schools are exempt from road improvements. O'Brien said so a religious school can, and Riedel said O'Brien was asking him questions that he doesn't know if he can give him a good answer right now. O'Brien said we can't make a decision if we don't know al the components so do we need Fowler here. O'Brien said what he is thinking is what they want us to do is commit to something that they could put in a five thousand person auditorium, they could put in a religious school, they could do all of that and then all of a sudden we have committed to an exorbitant amount of money. Raehll said I won't commit to any of it, they need to settle up

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their current bill and then when we get to the point where they have five thousand people there then we may need to do something. They owe us in no uncertain terms \$359,000. Bullard said he agreed. Riedel said they thought that they were getting a turn lane and are now saying "well since we didn't get it, would the board consider them putting in a turn lane in lieu of their contribution." Raehll said a turn lane that the county never recommended and was never in the plans. Bullard said he would talk to Fowler and that they owe us the \$359,000 and there is no future commitment from us. O'Brien asked if this was a bluff and Riedel said he thought so. Bullard said they said they would be in financial straits if they had to pay it. O'Brien said then they came up with a 63-foot-high building. Bullard said the building is to be built in India and then taken apart and brought here. Raehll said we should give them two weeks to pay it. Riedel said when we met with Fowler he said that we should be the first one to move forward to get the letter of credit. Bullard will report back at the next meeting.

Piatt Road Drainage-Riedel said he did some research on the drainage at Piatt and Cheshire Road and found that when the fields were agricultural there was some distinct lines of field tiles and it looked like there was a natural break as if the farmer of that field wanted the water to go towards the ditch in the south or towards Cheshire Road in the north. It seems that the area that is low is isolated, and it doesn't go anywhere. He said is your road and we could put a culvert underneath it but it would probably cost \$15,000. He is not sure there is a benefit to having a culvert there because to him the water is going to disappear when the housing development goes in. The land on the west side of the road will also be a development someday essentially taking care of the drainage there. O'Brien said it will help get rid of mosquitos and it looks to him that it does drain on the east side. Riedel said the contours show that the water does flow east and south the difficulty is that it is so flat on the west side of the road that unless they would get permission to go on private property outside of public right-of-way to do a survey. O'Brien said he is not concerned with water on private property, he's just worried about water on our easement. Riedel said again his recommendation would be that the ditch work that they got proposed, as the water comes from that field and into the ditch, he feels there is enough slope, although it is very flat, that the water will break to the south and to the north. O'Brien said he doesn't see it going anywhere to the north and in fact the county road is coming onto ours. Riedel said again putting the culvert under the road would be the board's decision. Raehll said she is more concerned with the round-about and how the water goes across Piatt and then down. This winter that was solid ice and you mentioned that you would look into that. Riedel said he looked at the plans and it is designed to flow towards the opening in the curb by the red house. O'Brien said but it doesn't go there it goes the other direction. Riedel said in a situation like that where the design of it, they could look at some options, if they poured concrete in there it would be a rough surface. O'Brien said you're saying it should drain that way are you saying it wasn't built to specifications because then we should go after the vendor. Riedel said it's too late for that, that if there is a fix that needs done there and if it wasn't done correctly design wise it would be on their office to fix it. O'Brien asked if it was a design flaw or a construction flaw. Riedel said whether it's a design flaw or construction flaw it's been so many years that they can't go back at the contractor it would be their offices responsibility. Raehll said what you described wouldn't make sense and that would resolve the issue so we need it to be the way you described it but the opposite. Riedel said they would have to survey it and see how the area is draining. Raehll said that to her is a major safety issue and she doesn't like the idea of mosquitos but that's off to the side and this, many people were sliding on it and it was a situation that wasn't there until Piatt Road got redone so something happened between that time and this winter. The way you described it makes perfect sense but that is not the way the water flow is going right now because it is dropping down and going across and then going south.

Bullard asked if in the middle there was a different drainage basin than the stream and the part to the north and drainage basin to the east, between the round-about and the ditch. The water in the middle appears to be a different drainage basin, it may only be a foot difference but it has created a little difference in the drainage in that area and if it has an outlet but maybe it just has to fill up and get over the foot and then go out because that field is wet year round. He's thinking that a pipe under the ditch will allow that to drain or making the ditch deeper but what that's doing it taking it from one water basin to another water basin which we tend not to do in the past. Riedel said some sort of pipe under the ditch will help get the water out of the ditch so it's not standing. Bullard said maybe it doesn't have to go all the way to the ditch maybe the tile could daylight in front of the temple. Riedel said it's possible based upon how the grades are that we might be able to daylight that pipe earlier. Bullard asked if they would have to do that on both sides of the

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road and Riedel said that the difficulty is that they have already gone through those drives and put driveways in. It would be easier to do it on the west side of the road rather than the east because you're only dealing with the temples drive. Bullard said the east side has a development working towards developing which should take care of the east side. O'Brien said the west drained to the east before the road was there correct and Riedel said yes. O'Brien said then the water is not breaking the drainage to go across the road and the development would have to take care of the water because it is not breaking the point. He said it sounds like the \$15,000 fix would fix it. Riedel said it would be based on their crews doing the work and they would have to cut the road a little bit and patch over it so it would not be a smooth surface where that pipe is installed. O'Brien said you can't drill under the road and Riedel said he is not familiar with that type of equipment. Bullard said he wants to put this to rest and asked if they would have to use the same contractor. Riedel said no. Bullard said we could do it how ever we want to because it wasn't part of the original project. Riedel said correct. Bullard asked if they could cut the ditch a little bit deeper so a little more of the water could go to the south. O'Brien said because that was in the original plan. Bullard said it appears to have enough fall to get rid of the water but they don't want the high point higher than what the road is where the water is so the water will flow away from the road and asked if they could do that as part of the seeding. Riedel said they haven't completed all the ditch work so they could accommodate trying to make the ditch as deep as they can and still hit their fixed point going north and south. O'Brien asked in the ditch where was it supposed to flow. Riedel said there was a natural rise to the road close to one of the utility poles and that was the break point between going south toward the culvert and the little stream or going north towards the intersection of Piatt and Cheshire. O'Brien asked where it was to flow out of. Riedel said it would be picked up by the ditch that was built at the round about and then there is a culvert that goes underneath Cheshire Road on the west leg and the water eventually goes east towards the larger pipe. Bullard said a special tile was put under the round-about to take water from the south side of the road to the north to flow into the ditch. O'Brien said then we don't really have a problem because the water flows based on the plan. Riedel said yes. O'Brien said so we don't need to cross over. Riedel said in his option you would not need a cross over pipe. O'Brien said but we can do the ditch. Riedel said yes. O'Brien said why didn't we talk about that from the original. Raehll said she thinks Riedel said the ditch was in place and everything was done there and you said there is still a pond and so if everything was done that was supposed to be done then why do we still have this situation. O'Brien said but there was a change order to change what was supposed to be done. Riedel said they are getting that addressed. Bullard said if we can get a little bit more ditch to drain that center part between the temple and the round-about then we should be able to get the water to drain on the west side. Riedel said he wants to go back through and make sure that the grade is all level and get with the contractor. He also said his guys would check to see what is going on at the round-about. Raehll went back to the previous discussion and said it was northeast to southwest and the Riedel had noticed it as well and you would have to check it out and come back. Riedel said he needs to get an answer to O'Brien's question of where it was built according to plans or not, answered so the can decide what the solution is. Raehll said she doesn't think Riedel describe the way it was supposed to be at the last meeting because when you described it that is not the way it is going at all. It will be good to get clarification on what it was supposed to do because it is not going that way. If that was the way it is supposed to go then we still need to have it addressed because it is a safety issue.

O'Brien said Riedel was also going to look into where they seamed the road and Riedel said it was done in response to some issues out there and it was totally the contractors fault. They did seal the cracks where the seam is and it will continue to be monitored. O'Brien asked if he looked at it and Riedel said he did. O'Brien said the one to the south seems particularly troublesome to him. Riedel said whenever there's an issue with a road and you come back and patch it's never going to act like the original road, so the question is you have those areas where there is a joint you have to keep putting crack sealer in there to handle the situation. O'Brien said it seems to him that they did a better job on the north side than the south side and the south has separation and looks like water will get in there and like the county shouldn't have approved it if they did. He asked if they had a year on that as well and Riedel said he would have to check.

Riedel said their question about the lights at the round about that the ones on 315 and Orange Road were one of the first ones put in and they should have been lit but it wasn't and ODOT came back and put some lights up but since it is their round-about we could make the request to them that it needs more lighting. O'Brien said we want to take the lighting out and we want what that is, dimly lit and asked if it was legal for us to do that.

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Riedel said that would be up to your legal counsel from an engineering standpoint the answer would be no we need lights there. O'Brien said he doesn't see why we can't have what they have there. Riedel said that was done early and they made a mistake. O'Brien said either it's legal or it's not legal. Riedel said if it's not legal then it's an ODOT issue not a county issue and if it's not lit well enough as a state route it is up to ODOT to take care of. He would be happy to reach out to them and ask them that on behalf of the township. O'Brien asked him to ask them. Bullard said he has agreed to meet with Riedel and Ben Grumble of Orange Township regarding Shanahan Road as there is a new development going in on the south side of Shanahan.

Security- Raehll said she sent everyone the quotes and that they talked about replacing all the outside doors and the quote for that came back at \$23,089. She said they told her that the only doors that were in poor working order where the doors without the windows and he felt he could restore the current doors to sustain a long life and only recommended replacing two doors at a cost of \$7,296. She asked about the issue with the zoning office door and when it's windy and they said there would be a risk either way because it could catch someone between the door if we changed the opening and suggested a pergola to block the wind. The pergola would also help with water at the top of the door. Raehll said she could check to see if there was some type of catch on the door to help with it. Bullard said there are a lot of houses going in across the road so that may help block some of the wind in the future. He also suggested that on really windy days we could use the front door instead of the zoning office door. Raehll will check to see if they can do anything with the tension of the opening. Bullard wants to make sure when we spend money it takes care of the situation. Raehll said it is not a door issue it is a wind issue. Smith suggested that on windy days they use the front door. O'Brien said on those days Rippel will have to have the trustee door locked. Raehll will go back to All Secured and say that we really want to address this issue what can we do. Raehll said she also asked about expansion in the future with alarm systems or cameras and he will set it all up so that everything is ready to be expanded on. He said we would have a bandwidth issue for putting in cameras right now. She told him that we are looking at fiber and he said that would be perfect because they are putting cameras in at the fire house, and we could all be in one cloud system for the videos. Everything will be wired so that we can do any of that expansion quickly.

RESOLUTION 22-03-29 MOTION TO APPROVE QUOTES 1321 & 1496 NOT TO EXCEED \$30,000 WITH THE EXPECTED PRICE BEING \$26,238 TO ALL SECURED FOR SECURITY SYSTEM AND REPLACEMENT OF TWO DOORS AT THE TOWNSHIP BUILDING

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

Smith asked if they wanted this to be paid from the ARPA money or the general fund money. O'Brien said we have to pass the resolution Fowler sent to us first. Smith said she spoke with Fowler and he explained how we can use this money.

RESOLUTION 22-03-30 MOTION TO APPROVE RESOLUTION NO. 22-03-30 AUTHORIZING EXPENDITURE FROM AMERICAN RESCUE PLAN ACT FUNDS AS PROVIDED BY THE PROSECUTORS OFFICE ON THURSDAY MARCH 10, 2022 AT 4:44 P.M.

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

RESOLUTION 22-03-31 MOTION TO RECONSIDER RESOLUTION 22-03-29

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

O'Brien said in consideration of this he thinks the previous motion should fail

RESOLUTION MOTION TO FAIL RESOLUTION 22-03-29

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22-03-32

Motion: Raehll
Second: Bullard
Vote: Raehll no, Bullard no and O'Brien no

RESOLUTION 22-03-33 MOTION TO APPROVE QUOTES 1321 & 1496 NOT TO EXCEED \$30,000 WITH THE EXPECTED PRICE BEING \$26,238 TO ALL SECURED FOR SECURITY SYSTEM AND REPLACEMENT OF TWO DOORS AT THE TOWNSHIP BUILDING AND TO USE ARPA MONEY

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

O'Brien said he thinks it can also be spent on payroll and asked Smith to check and to check on the Dunn number to make sure that the amount we got is the amount that we should have.

Zoning- Raehll stated that she met with the applicant who is Sherry Graham and currently on the zoning board so she indicated that she would have to resign her position as the alternate on the zoning board. They talked about the workstation situation, and she told her that she would get a laptop and could come into the office as needed. She asked if she would be willing to come in during the week and work with Rippel on zoning issues and/or serve in some way for the zoning services in the absence of a zoning inspector. She said she would be willing to work up to fifteen hours a week, but she liked the schedule of the weekend zoning inspector, 6 to 10 hours a week, between Friday at 3:00 p.m. and Sunday at midnight. O'Brien asked if the fifteen hours was in addition to or total and Raehll said it was total and only in the gap period where we don't have a zoning inspector. Raehll showed her a violation letter and said that these are the types of violations that you would find and she was delighted to hear some of her suggestions for consistency and improvement, making them more professional. Bullard asked if she was told that the signs that are removed are not our signs because they still belong to the people that put them out. Raehll said yes. She asked if there were required hours and O'Brien said he likes that they are not because signs pop up at all hours. Raehll did want to disclose that their kids went to the same elementary school last year and she is the PTA vice-president of Johnny Cake so she has had the opportunity to see her in different aspects and think highly so far of what she has produced there. She said she would be willing to come in during the week especially during training. She thinks she should work close to fifteen hours a week in the beginning to get up to speed on things. O'Brien said he thinks even more than fifteen if she needs it. Raehll said maybe up to twenty hours. Bullard said how about we say fifteen and then the liaison to agree if more hours are necessary and the liaison can go to twenty. Raehll said she did ask about attendance at the zoning commission and Raehll said in the absence of a zoning inspector I would ask about having here attend as part of her hours. O'Brien said yes only one or the other but only if the zoning commission wants her there. Raehll said she mention to her about being involved in some reviews and processes and she was open to it. She has been reviewing plans as a member of the BZC. She told her one of things they were looking at for the zoning inspector position was looking at projects before they get to the BZC and having some check lists or work statements put out in advance that the zoning inspector would then present to the BZC and said that was perfect she would like to work on something like that.

RESOLUTION 22-03-34 MOTION TO APPOINT SHERRY GRAHAM AS PART TIME ASSISTANT ZONING INSPECTOR NOT TO EXCEED 15 HOURS A WEEK WITHOUT APPROVAL FROM THE ZONING LIAISON EFFECTIVE MARCH 22, 2022, CONTINGENT UPON HER RESIGNATION AS ALTERNATE FROM THE BERLIN TOWNSHIP ZONING COMMISSION, AND TO FURTHER AUTHORIZE TRUSTEE RAEHLL TO ACCEPT GRAHAM'S RESIGNATION FROM ALTERNATE OF BZC SHOULD SHE TENDER ON BEHALF OF THE BOARD AT \$20 AN HOUR AND REIMBURSEMENT FOR MILEAGE

Motion: Raehll
Second: O'Brien

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

Smith said she had a complaint today about signs at the round-about at Cheshire and 3 B's & K. O'Brien suggested that if she sees a pattern of signs to call those people to let them know that it is going to start being enforced on weekends. Raehll asked just to be clear the assistant zoning inspector would be the one to call them to come pick up the signs not Rippel or Irwin. O'Brien asked if they need to call the people and Bullard said no, we just have to keep them for thirty days. Raehll said they will get only one courtesy call. Bullard said we don't have any ID's so he suggested that Raehll said an offer letter. Raehll asked if she could use the township truck as she would prefer that she use it. O'Brien said if we had one. Bullard said he would work with the road department to figure it all out and she should use her own vehicle for the time being. Raehll made sure to tell her to put the magnetic signs on her own vehicle. O'Brien said we are getting bigger so we might need to consider a small pickup truck. Raehll said she would like to look into it before next year because now it is wear and tear on their personal vehicles. Raehll said she will need a laptop and an email address. Smith said she had a laptop to give her but she already has a township email. Smith will put her into HR Butler so she can track her own hours.

Raehll said she has a zoning inspector contract similar to the contract we have for the maintenance contract with Orange Township that she wants to send to Michelle at Orange Township to have the trustees consider it so we can have a zoning inspector take care of items that are coming up. It does not authorize them to serve in the capacity of a zoning inspector. O'Brien said so they do all the work but someone else has to sign. Raehll said the question then is who is that person? Is it Sherry Graham as assistant zoning inspector serving in lieu of a zoning inspector or is it Rippel or is it Raehll while Rippel is gone. O'Brien asked what her recommendation is. She doesn't think that hour one on a job someone should be expected to absorb so much responsibility, but Rippel is gone after tomorrow. And technically if we have somebody from a positional standpoint in the assistant zoning inspector position then they serve in the absence of the zoning inspector it would be her signing off. O'Brien agreed but he feels she would get help before signing off. Raehll said she understands that Bullard has been taking a peek at some of the permits. Bullard said he has looked at the things that are difficult, but Rippel has looked at most of the straightforward things since she knows what the zoning inspector already looks at. Nobody else knows how to do any of it. Bullard said we should hold the zoning permits until Rippel comes back. Raehll said Taylor can receive and prep them but to be clear Rippel will not be signing them anymore it would be Graham signing but she would not sign them without Rippel, Bullard or Orange looking at them. Orange would be working in an advisory capacity, and we are under no obligation to send any work to them. O'Brien said he likes to use them as a backup. Smith asked if the job description for the assistant zoning inspector had been approved yet and Raehll said it had not and she said they wanted to make one modification to it. She will make the changes and send out a clean copy.

**RESOLUTION
22-03-35**

MOTION TO APPROVE ASSISTANT ZONING INSPECTOR JOB DESCRIPTION ADDING THAT THE ASSISTANT ZONING INSPECTOR REPORT TO THE BOARDS ZONING LIAISON DESIGNEE AND MODIFIED TO SAY THAT THE ASSISTANT ZONING INSPECTOR SERVES IN THE CAPACITY OF THE ZONING INSPECTOR WHEN THE POSITION IS EITHER VACANT OR UNABLE TO PERFORM DUTIES FOR A PERIOD OF FOUR CONSECUTIVE WORKDAYS

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

Raehll asked if we need a motion for the Orange contract as they accepted it and they are comfortable with it they can authorize her to execute it. Bullard said it looks just like the road one and if Fowler has looked at it he is okay with it. Smith said the copy she has addresses the mechanic and it should be the zoning inspector. Raehll will clean it up but that Fowler said the it was boiler plate language and that we should make sure that all the insurance numbers are still in place. Which she thinks they are as it is the same as another contract that we have in place. She asked Smith to confirm that it is all good and Smith said she would have to take a closer look at it. Bullard suggested that Raehll and Smith get it right and bring it back to the next meeting. Raehll asked if she could modify it and get it to Michelle and Bullard said that wasn't a problem because if they have a hang-up about it

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they will get it back to her. Raehll will clean it up send it to Michelle and see if they have any modifications to recommend.

Raehll said another zoning item that she mentioned is that now that we have gone to the new website there is an issue with electronic storage of zoning documents and we need to establish a Google drive to have those projects listed and available electronically. She said Rippel would create the Google drive for zoning projects. O'Brien asked if it cost anything and Raehll said no. She said they discussed putting a process in place that is essentially a pre zoning commission aspect where the fire gets information in a timely manner as well as everybody getting on the same page with what is approved or not approved. One of the major concerns was having the current chair and vice chair of zoning be involved in those conversations because the other zoning members could not be. Her recommendation is to establish the Google drive, establish the communication between the zoning secretary, the zoning inspector and fire so they operate as a separate entity. The zoning commission would operate separately. We have the Google drive that can be make it available to the public for viewing only. Bullard suggested sharing this with Orange Township and Raehll said this is the procedure that they use. Bullard asked who's job description does this fall under and Raehll said the zoning secretary, as she is the one who receives the electronic file today and she will be able to drag and drop the files to the Google drive on the website. Bullard asked if she has been trained on this and Raehll said not yet. Bullard said he wants get to the point where someone is responsible for it, what the procedures are, what happens when someone sends us data late what is the procedure on that. He would like to see all this in place before we implement it. Raehll said right now we are talking about the storage not the procedures. She wanted to make sure she didn't need a motion to do this, and O'Brien said she did not since, it is free. O'Brien said it might create a need for a records retention policy. Raehll said electronically we have been receiving these files and that the records retention policy should be in place related to the storage of all these files. She is trying to solve the issue of replacing one to one and when she does, she gets two, three, four, five and six. O'Brien said she asked if it needed a resolution and said it did not but if it's creating a new document that is not in the records retention. Raehll said it is not the creation of a new record that should not be in the document record retention policy right now. If it is not, then we would obviously need to get it there. Smith said there was nothing in the records retention policy regarding electronic applications only paper. Bullard said the part he is concerned about is we put it out and we have to have a clear understanding to the public that it is the latest thing that we got and if we get something in the meantime, we have to put it out again or wait for a meeting to put it out and that all needs to be defined. Bullard wants to make sure we don't get into a lawsuit where somebody says I was happy with the first plan, and I wasn't notified of the change so I didn't go to the meetings, and they would have a real leg to stand one. Raehll said they do but they have for the last twenty-five years as this is an issue that has been going on that has never been addressed. Mauve Meadows dropped the modification off on Friday evening for a Monday meeting and the fire department never go to review it and no one knew that the change came through. It's happening more and more on a regular basis. Raehll said they are at no more of less risk by implementing this current solution than we have been. She said she doesn't know what the policy is now so she doesn't know what we would change it to or do we have a policy. Smith said she doesn't know if there is a policy but there is nothing in the records retention schedule regarding electronic files. Bullard said we don't have a policy of when we receive it and allowing thirty days, this needs to be turned into a policy. Bullard said the official record is what Smith has in her file not what is in the zoning office, and we need to clearly state that. Smith said she has the book not electronic. O'Brien said he would be okay with having certain things required to be rescheduled because there are major changes but he does not want it to say must be, he thinks it needs to be may be required by the trustees because we would want changes are the trustee meeting otherwise they are going to slide through the things that we are not going to find acceptable, so we have to able to accept trustee changes. It needs to be stated that none of these required documents and changes shall occur at the trustee meeting and thus the public is encouraged to attend the meeting for latest updates. Raehll said they could add a cavoite to the website before they review anything to call the office to review the official records. Smith said the official record isn't until the trustees have heard it and proved the final plans. Everything that they have been discussing is going through the zoning process. Raehll said so technically what is going out there even if it's the latest and greatest none of it has to do with the official record. Bullard said that is correct. O'Brien said he wants them to come here for the official records, but you have to be cautious because in the past there have been people who didn't like particular projects and after they have left items were no longer found. Raehll asked on the official records something was missing from the binder. Smith said not from hers. O'Brien

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said not since she has been here. Raehll said what she hears them say is that the Goggle drive is fine for storage, we have to have a major disclaimer on the anything that is put on the website to say there are proposed, preliminary, changes will happen and some type of get engaged thing and that the official records occur once the trustees approve the plan and are kept with the fiscal officer. Smith said most of this is all prior to it going to the BZC so then they approve it and then sometimes before it comes to us there are more changes. Raehll will add a disclaimer that all is subject to change. Smith suggested that everything be dated so you can tell what the changes are and when they occurred and Raehll said she was going to have a standardized naming convention for everything that goes in where you start with the year, the month the day and then the name of it. Bullard asked that the parcel number be used because parcel numbers change and explained how.

TIF- Raehll said she went to the Delaware County auditor and looked at TIF’s and abatements and she could not find the Evans Farms TIF, so if they don’t have something filed then we can’t find it. O’Brien said the commissions have passed these resolutions but because nothing is being built on there, they have chosen not to file it. She wants to leave it to O’Brien and Bullard to move it forward in whatever way they want to move it forward. O’Brien said he would like Rinehart to look into it and he will check with him. Raehll suggested that O’Brien work with Rinehart. Bullard said we should file a TIF where there isn’t already one. Raehll located more than forty parcels that were identified and asked if there was any harm in having all those on there and if they are already TIF’ed. Bullard said as long as we don’t expect anything from them, we are okay and as long as it’s all fine until it comes time to collect the TIF money. O’Brien said the school might not like it and then they may turn the public against us because all you’ve done is TIF the entire school district we are going to be out of money for ten years.

Forms-

**RESOLUTION
22-03-36**

**MOTION TO APPROVE THREE FORMS FOR THE WEBSITE
COPYRIGHT RELEASE FORM FOR PHOTOGRAPHS, MEDIA
RELEASE FORM (VIDEO+PHOTOS) AND AUDIO HISTORY
RELEASE FORM**

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

Smartboard-Raehll wants to know if the others are comfortable with the quote that she sent to them and reviewed the features of the Smart MX – 75 V3 - \$6,634

One Screen - \$7500 + tax(comes with camera, wall mount, keyboard) Vibe 75 - \$7000 + tax
(Considerations: Software, Touch sensor, Accessories (e.g., video, wall mount), support, warranty)

Criteria for Consideration:

- 1) 4K resolution
- 2) Software - utilizes standard android and/or windows
- 3) Reported Ease of Use
- 4) Support and Ongoing Updates
- 5) Size of screen (**Updated to 75 inch requirement on 3/14**)
- 6) Touch performance

Bullard asked what the value was to the residents. Raehll said one is the ability for the developers to present using power point and different things like that, that we are building to live stream consistently and clearly and the other thing is that it will be mounted to the wall and be potentially used as part of the rental of the township hall which would justify the increase in the township hall rental but it would be a feature that would be easily utilized by residents. Smith asked who is responsible for it if it they can’t operate it and it breaks. Raehll said they are liable in the rental application but there is a warranty in place and it’s the same risk with anything in the hall. Smith said there isn’t anything in here that is worth \$7,500. Bullard suggested that we put it in an enclosed cabinet with a key. O’Brien suggested looking into an Elmo. Raehll said we would need some additional items in addition to this such as wall mounting, a box, an Elmo, a camera, and a wireless keyboard. Bullard said it should be restricted to the trustees, zoning and fire department use for the time being. Raehll said it will take eight to twelve weeks to come in.

RESOLUTION

MOTION TO APPROVE THE SMARTBOARD MX-75 PER THE

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22-03-37

QUOTE 227137 AS PROVIDED FROM BLOOM TECHNOLOGY ON MARCH 21, 22 IN THE AMOUNT OF \$6,634. EXPECTED NOT TO EXCEED \$7,500 FOR THE PURPOSE OF LIVE STREAMING AND MEETING USE

Motion: Raehll
Second: O'Brien

Discussion: Bullard asked if they could check to see if they are on Sourcewell or on state bid. The vendor should be able to answer that. Raehll said she doesn't understand how this would work because they are not based out of our state. She will ask them the question but if they don't have the answer then where do we go. Bullard said we would have to check with DAS and ask them. O'Brien said so it should be a quick question and Bullard said yes. Raehll withdrew the motion until she find out if they are on either of these programs.

MOTION WITHDRAWN

Carpet- Raehll said she sent four different carpet colors and they agreed that Raehll will order sample tiles so they could decide on the correct color. Bullard told her to make sure she doesn't pay the sales tax as we are tax exempt. She said she thought it was on the All Secured quote. Bullard suggested that she check with DAS and Sourcewell for carpet also.

Bullard said Jeff Gordan had asked for a meeting regarding 3 B's & K and he will be meeting with him. He said also said that there were some comments made about the snow plowing not being up to our normal standards and one of the things they ran into was that there was a funeral the same day that the snow hit and the funeral took higher priority which caused concerns with residents. O'Brien said what he had said was that it was inconsistent, some of it was beautifully done and some was lesser quality than it has been in the past. Raehll asked if they explored the ability to subcontract out snow plowing for next year. Bullard said we used to have Mike help us but the cost was \$100 an hour and it's probably \$150 an hour now. They are smaller trucks than what we have and would not be able to handle the amount of snow our trucks handle. Raehll said she is not sure that she agrees that a funeral takes precedence off a snow emergency because of the dangers of not plowing at all. But the comments were related to consistency on what had already been plowed not what hadn't been plowed at all. If there are situations that come up like that and we need to pay more to get the roads cleared so they are safe. Bullard said we get lots of letters from residents saying what a good job we do and Raehll agreed with that. Raehll said what she heard was that it had to do with newer drivers versus not newer drivers what makes sense too. She said what Bullard brought up was a separate issue because it was no plowing at all because something else took priority over it and she thinks that a safe road is a priority so if we can't do both with one crew we need to explore other potential emergency situations. O'Brien commented that he does think a burial for a period of time is a priority but he doesn't know if the whole crew has to be there. You have to open the grave and close the grave and it's time certain. Bullard said if you have snow the cemetery needs to be plowed too.

Bullard said he will be coming to them with a discussion for manpower for Fairview Cemetery who work with the roads but roads and cemetery all tie in together. We have more roads, and we have Fairview which we haven't had in the past. Raehll said Buell did mention that he is surprised that there isn't some type of successor for him so if we got an assistant cemetery sexton that he could train that would be a positive thing for him.

Bullard said he received a message from Scott Stevens and Mr. Franks who had been working with Loveless and was complaining about the amount of water running down stream and thought it was because Berlin Manor had gone in and increased the water flow. The way the water flow goes out of Berlin Manor is it goes to a pond no where near his and his amount of water should be less. The only water he should get comes from Red Robin Way. He also complained about the neighbor to the north that Loveless had checked on and found that they had a little house that they were making maple syrup out of. They were not occupying it. The third complaint was that Loveless was working with the property to the north that needed dirt brought in but he was complaining that there was no silk fence. Bullard said this needs to be followed up on and he will send Raehll the emails who will follow up with him.

Bullard brought up another issue which is the meeting time. He said the amount of time they are spending on meetings; this meeting was carried over from Monday's meeting which

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ended at 11:30 p.m. and he doesn't like to do that and thinks we have a problem with our note takers and so need to watch that. He thinks when we are here four hours, we should stop the meeting and delay it to the next meeting or schedule another meeting, we don't need to be here forever. Raehll said she would agree if they were rehashing and not being productive and not having additional items come up but the work of the township because this is the only time they can deliberate and go through these items to her is warranted. If we were spinning our wheels and not getting anywhere. Bullard said he agrees we need to talk about it but being here after 10:00 p.m. we need to be respectful of the residents and the employees working for us. He asked Smith if she wanted to add anything and she said she was asked the question of what someone was supposed to ask about. So if the meeting are going so long that they can't remember what they are supposed to do then you're losing people after 10:00 p.m. If you would like to find someone else to take the minutes she is all for it. If you decide you are going to record them and all we have to do is the resolutions she's all for that too. But it took Taylor thirteen hours to do minutes for an hour and half meeting minutes. O'Brien said he has been there. She said she doesn't know when these minutes will get done. If they don't want word for word she's good with that. O'Brien said he likes the spiel. O'Brien feels like we are concluding issues it's just that there has been a lot of issues that have happened. He agrees and likes the 10:00 p.m. cut off but reconvening on Wednesdays. Raehll said we need to have issue resolved and is not in favor of stopping at 10:00 p.m. and everything else waiting two weeks. O'Brien agreed with that but he thinks we can go too long but he doesn't see any reason why we couldn't pick up on a Wednesday. Raehll said we have a set schedule. Smith said we have so many issues that we are trying to take care and if we could prioritize them. O'Brien said when you just deal with the urgent you never get to the non-urgent ones but it's something to consider. Bullard said in the past they have tried to make Thursday their day for getting information in so everyone has a chance to read it. Raehll sent him a whole bunch of stuff today and he hasn't had a chance to read it so don't be surprised if he says I haven't had a chance to read it and I'm not voting for it.

**JEDD-
RESOLUTION
22-03-38**

RECESS TO EXECUTIVE SESSION PURSUANT TO ORC 121.22 (G)(1) & (8) TO CONSIDER APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL AND TO CONSIDER CONFIDENTIAL INFORMATION RELATED TO 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 AND FISCAL OFFICER TO ATTEND- 9:42 P.M.

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

**RESOLUTION
22-03-39**

MOTION TO RETURN TO REGULAR SESSION- 10:17 P.M.

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

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

**RESOLUTION
22-03-40**

MOTION TO APPROVE \$10,000 TO ALBERS & ALBERS FOR THE PURPOSE OF THE JEDD AND AUTHORIZING TRUSTEE RAEHLL

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

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**RESOLUTION
22-03-41**

**MOTION TO APPOINT TRUSTEE RAEHLL AS BERLIN
BUSINESS PARK DESIGNEE TO ATTEND MEETINGS
WITH THE COUNTY AS WELL AS WORK WITH THE
COUNTY ON RELATED ITEMS THROUGH DECEMBER
31, 2022**

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

Smith said she realized when reviewing the credit card statement that she accidentally used it to make a personal purchase and she had a check to replace this purchase and she wanted them to know.

O'Brien said the fiscal officer pointed out that the ARPA resolution may need some additional language and asked her to check with the prosecutor's office to see what the project we need to put in there and if we could list all those things and put down the entire amount that was allocated to us.

Adjourn-

**RESOLUTION
22-03-42**

MOTION TO ADJOURN

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

Meeting adjourned by Chairman O'Brien at 9:47 p.m.

Ken O'Brien, Chairman

ATTEST:

Meghan Raehll, Co-Chairman

Theresa Taylor, Fiscal Officer Assistant

Ron Bullard, Trustee