

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**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 (Absent) and Theresa Taylor, Fiscal Officer Assistant

**ATTENDANCE:** Dan Griffin, Tony Eyerman, Rich Stares, Ron and RJ Sabatino

**Public Comment-**O'Brien asked if there were any public comments. Ron Sabatino explained that he is in contract with the Chapman family for their property located on Piatt Road. He shared that the Chapman Family also entered into an agreement with Del-Co water to build a water tower immediately on the property. O'Brien asked how long it would be until it was built. Sabatino said that he was told approximately two years. Additionally, Sabatino met with Tracie Davies, Chris Bauserman and Rob Riley from Delaware County and discussed what the proper route would be for the future Reed Parkway.

Without objection, O'Brien extended Sabatino's allotted time to speak. Sabatino explained what has been proposed within the area to the trustees. He stated that he is in the process of establishing a three-party agreement, with the Chapman's, himself, and the purchaser of another part of the Chapman's property to define where the road will go through on the property as a whole. Sabatino spoke with Flaherty and wanted to get clarification on the buffers surrounding the property because he does know how to proceed properly. Flaherty is going to ask the prosecutor for his opinion. Sabatino wanted to bring the issue to the trustees, so they were aware of possible problems when it comes to subdividing property. Rinehart explained that after the prosecutor gives his opinion and recommendations, it will ultimately be up to the zoning inspector, not the trustees, to make the determination with the prosecutor's advice. Sabatino stated that his goal is to bring forth a plan that meets the requirements, without any variances from the cloud.

**Old Business-**

**Unapproved Cell Tower at Olentangy Middle School-** Without objection, O'Brien moved this topic to the forefront. Rinehart asked the trustees for a resolution to file a complaint against the Olentangy Local School District and TowerCo involving the cell tower that was built on Piatt Road without the proper approval.

**RESOLUTION 22-06-01                      MOTION TO AUTHORIZE CHRIS RINEHART AND GRANT WOLF TO FILE A COMPLAINT INVOLVING TOWERCO AND THE OLENTANGY LOCAL SCHOOL DISTRICT, RELATED TO THE CELL TOWER ON PIATT ROAD, AND TO TAKE ANY ACTIONS NECESSARY IN THAT REGARD**

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

\*\*\*Rinehart had the three trustees raise their right hand and asked if they solemnly swear that they have reviewed the proposed complaint to be filed in this matter and that they verify the fax and information to be true and accurate to the best of their knowledge. O'Brien, Raehll and Bullard confirmed with an "I do" and individually signed their respective verification page.

**Approval of Minutes-**

**RESOLUTION 22-06-02                      APPROVE THE 05/16/22 SPECIAL MEETING MINUTES AND DISPENSE WITH THE READING**

Motion: Bullard  
Second: Raehll  
Vote: O'Brien no, Raehll no and Bullard no  
Discussion: Raehll reached out to the fiscal office about the language stating that the applicant agreed to the removal of decks in the BZC 18-003 #1. She would like to have clarification on this in the meeting minutes.

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

**RESOLUTION 22-06-03      APPROVE THE 05/16/22 SPECIAL MEETING MINUTES WITH THE POINT OF CLARIFICATION REQUIRED REGARDING THE REMOVAL OF DECKS FROM APPLICATION BZC 18-003 #1 BERLIN FARMS WEST, AND DISPENSE WITH THE READING**

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

**RESOLUTION 22-06-04      APPROVE THE 05/23/22 REGULAR MEETING MINUTES AND DISPENSE WITH THE READING**

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

**Old Business Cont'd-**

**TIF-** This will be discussed at the next meeting.

**JEDD-** Tyler Lane shared with Raehll that Flaherty informed him that the township was hiring a consultant for the Berlin Business Park. She was not aware of this and asked the other trustees if they had heard anything on the subject. Neither O'Brien nor Bullard had heard anything on the matter. The further items for the JEDD will be discussed in executive session.

**Branding-Logos-** The trustees had a discussion on which logo to choose as the townships third and final choice.

**RESOLUTION 22-06-05      MOTION TO ADOPT THE BLUE-BOORDERED LOGO #1 FOR A THIRD ALTERNATIVE**

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

**RESOLUTION 22-06-06      MOTION TO APPROPRIATE \$375 TO BRINKENHOFF DESIGN FOR THE PURPOSE OF REBRANDING EFFORTS, INCLUSIVE OF BUT NOT LIMITED TO LETTERHEAD, BUSINESS CARD, AND POTENTIAL NEWSLETTER REDESIGN**

Motion: Raehll  
Second: Bullard  
Vote: Raehll yes, Bullard yes and O'Brien yes  
Discussion: Bullard questioned if the above should or needs to be copyrighted. Raehll will look into copyrighting and trademarking and bring back the information to the trustees for discussion.

**\*\*\*\*TIME CERTAIN\*\*7:00 P.M.\*\*EVANS FARM HEARING\*\*\*BZC 16-001 #1\*\*\***

With no objections from the board, O'Brien called BZC 16-001 #1, Evans Farm, back to order.

Tony Eyerman explained that the vision for the community is a seamless community between Berlin Township and Orange Township. In November 2020, Orange Township requested that they go back and work to amend and simplify the zoning application. The primary issue was for the accounting of and how to keep track of approximately ten different lot classifications, which is the reason they would like to remove lot classifications. This was worked on and by the end of 2021, Orange Township approved the amended zoning text.

Evans Farm is asking the Berlin Township Trustees for the approval of their amendment application.

## **BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

At a previous hearing with the Berlin Township Trustees, there were ten items that they addressed with the main one being, the change in character and lot sizes would be considered a major deviation to the plan.

Eyerman stated that they are committed to a PRD, they will continue with the high architectural standards that were previously approved by both Berlin and Orange Township, the overall lot coverage of structures remains the same, building heights etc. The only item that they are requesting a change for is the lot sizes. The number of units will remain the same with no reduction in open space or change of overall acreage.

O'Brien has concerns that when Evans Farms was originally approved, there was a significant amount of time spent on talking about the importance of having different lot sizes and shapes, which allowed diversity and is why Berlin Township allowed the high density. He said without the diversity it changes the character of the subdivision. Miller spoke with O'Brien and said that with the houses being closer together, fires are harder to fight, and more equipment will be needed to be able to accomplish putting fires out. O'Brien stated that sometimes with open space, there will be more traffic, which would require a traffic study. O'Brien will need more information before he could approve it.

Bullard stated that in the minutes from the zoning meeting, it states that there is no change as to where the smaller and larger lots will be placed, and that it needs to be added and clarified to say the same thing in the application text. He wants to see specific wording stating what each area will have, regarding specific lots, green space etc. Bullard would like Eyerman to clarify in the application text that just because the price of material for the houses are increasing, the quality of the products will not be reflected due to inflation prices. Eyerman stated that it will not reduce the quality at all and will clarify the text to reflect that (lines 116-120 in the zoning minutes). Another item of concern is the moving of Shanahan to the north will matter to Berlin Township but not Orange Township. Bullard suggested putting a JEDD in the development to help offset the tax revenue reduction cost increase that will occur if Shanahan is moved. Eyerman stated that they are not interested in putting any undue tax burden onto the township and would be willing to work on resolving that issue, including a possible JEDD.

Raehl was glad to hear that the diversity of housing statement was addressed and wants to see it defined in the text. It is hard for her to conceptualize from an infrastructure standpoint what the impact is going to be on the roads in the future and does not feel that the previous traffic study took that into account at that time. She is particularly concerned about the southwest corner of Piatt Rd. She explained to Eyerman that she wants to make sure that homes are similar in size to the homes that they abut. Eyerman stated that he will put it in the text.

There was a lengthy discussion between the trustees and applicants including but not limited to, possible situations that may occur with time, clarification on wording including that of TIF's, the possible effects on the infrastructure, and the current county throughfare plan.

Bullard stated that ultimately, they need the applicant to help figure out how the roads will be financed and maintained in the long-term. Raehl would be comfortable moving forward if there was some kind of assurance related to the impact, particularly a school being put in Berlin Township would have in the area, they would commit to the JEDD and any costs that would be needed to sustain the infrastructure.

Bullard stated that overall, what needs to be addressed is 1) Classification, 2) Revenue to make the project sustainable and 3) Long-term simplification of the overall plan.

Without objection, O'Brien recessed the meeting and hearing for five minutes and the applicant will be working on the changes to their proposal during this time.

**Recess at 8:36 p.m.      Returned at 8:49 p.m.**

O'Brien called the meeting and hearing back to order and asked the public if there was anyone who would like to speak in favor of the proposal, hearing none he asked if there was anyone that would like to speak that opposed the proposal, hearing none O'Brien said that the applicant needed more time to work on the changes so he would proceed with the meeting at hand.

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

Richard Stewart from the Delaware County Board of Health, informed the trustees about a survey that is being sent out to the residents regarding their thoughts about the county. Other topics included; Covid testing and swimming pool safety. Bullard asked how they are addressing the increasing Hemlock concerns. Stewart said that he will bring it up to their media and try to send information about it to the residents.

O'Brien called BZC 16-001 #1 back to order.

**RESOLUTION  
22-06-07**

**MOTION TO ACCEPT EXHIBITS 1-4 AND 5-12 WITH THE  
LATTER EXHIBITS TAKING PRECEDENCE OVER ANY FORMER  
EXHIBITS**

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

There was a lengthy discussion on how to make sure the diversity that the trustees want to see in the proposal is included and worded correctly.

**RESOLUTION  
22-06-08**

**MOTION TO ACCEPT EXHIBIT 13 WITH THE LATTER ONE  
TAKING PRECEDENCE OVER THE FORMER ONES**

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

Exhibit 13

Evans Farm Berlin Township June 13, 2022

Approval conditioned on the following:

1. Lots abutting existing communities shall be of equal or greater lot width as to the abutting lots.
2. The Evans Farm plan, as approved shall continue to apply New Urbanism principles of walkability with diversity and smaller lots being located closer to the commercial area corresponding to Exhibit 12, attached, and submitted on June 13, 2022.
3. In the event a school is placed on land owned by Evans Farm and located in Berlin Township, Evans Farm will petition and support and assist in the formation of a JEDD on the commercial area and the school.
4. The variation as set forth in Item 2, above, shall consist of a 5' (five foot) minimum single-family lot width difference at a ratio of one varied-width lot for every 8 lots built within circled areas illustrated in Exhibit 12.

5. Section 11.08, Paragraph **Q.**), the new insert shall read as follows:

**PRD**

**Setbacks Town Center**  
**(all setbacks distances are min.)**

**Front:**

**40' to less than 90' width lot: 10'**  
**90' width or greater: 15'**  
**All SF Lots fronting**  
**South Old State Rd,**



**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.                      Trustee Meeting                      June    13,                      22**

***Shanahan Rd, Piatt Rd  
and Peachblow Rd                      130' from CL***

***Side:    40'to less than 80 ' width lot:        6'  
          80 ' width or greater                    10'***

***Rear:    To Residence w/o alley                35'  
          To Garage w/ alley                    28'  
          To Garage w/o alley                   15'***

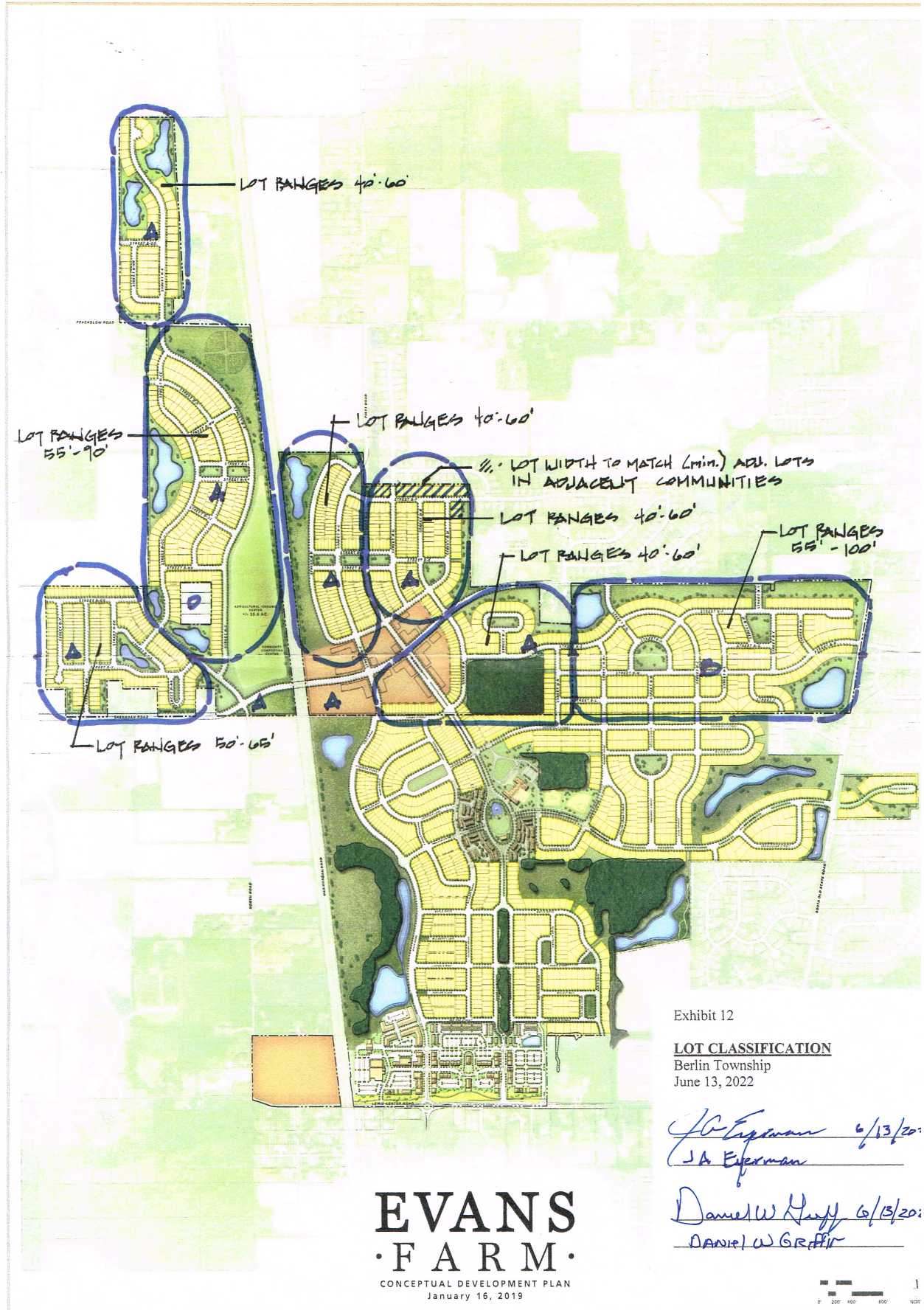
BERLIN TOWNSHIP TRUSTEES

6:00 p.m.

Trustee Meeting

June 13,

22



END OF EXHIBIT 13

JA Eyerman 6/13/2022  
Daniel W Griffin 6/13/2022

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

**RESOLUTION  
22-06-09**

**MOTION TO APPROVE THE MAJOR MODIFICATION OF THE  
LOT CLASSIFICATIONS FOR BZC 16-001 BASED ON THE  
RECOMMENDATION FROM THE ZONING COMMISSION AND  
THE REVISED EXHIBITS FROM THE APPLICANT**

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

Hearing was concluded at 9:55 p.m.

**Old Business Cont'd-**

**Handbook-** Raehll stated that she is going to send out the link for the handbook as it exists in its current form and would like the other trustees to read it and bring forward any recommendations to the next meeting.

**Cleaning Solutions-** Raehll stated that Dragonfly Cleaning is doing a good job with what is required of them. The roads department area is not being cleaned by them or the sanitizing of the town hall chairs due to the uptick in price that it would cost. She asked if the roads department was going to continue to clean their own space and if they were still maintaining the cleaning of the chairs. Bullard said they had not cleaned the chairs, but he has asked them to spray them with the sanitizing solution. For the time being, the roads department will continue to clean their own area along with the chairs. Dragonfly Cleaning will continue to clean the other areas.

O'Brien said that we need to get the previous cleaners keys. Raehll said that Irwin had the master keys, which he should not have. The master keys should be maintained by the fiscal officer and copies can be made for those that need them. Bullard will ask Irwin to give the master keys to Smith.

**Website-** Raehll said that the interview with Larry Buell is on the website, and she asked the other trustees to look at it and let her know if they had any issues with it.

**Township Building-** All Secured has come for the installation. The fiscal officer assigns the keycodes and the keys. Smith is planning to be trained some time after June 20<sup>th</sup>. Raehll stated that Smith thinks there should be another person that is trained along with herself. The board feels it should be Taylor since she is part of the fiscal office or possibly the fire chief. Taylor stated that she would be ok with getting trained to do it. Raehll will speak with Smith about the trustee's discussion and thoughts about who the second person should be that gets trained for the access of the keycodes and keys.

**County Thoroughfare Plan-** Raehll spoke with Ben Grumble about the county thoroughfare plan and told him that the trustees had passed a resolution that states their support of it. He said that the county approached him about the widening of Shanahan Road and that they were interested in TIFing it. He told them that they could not TIF separate from our agreement. Bullard said he had met with Grumble, Riedel and Riley and spoke about putting a TIF on the project, which should give Berlin Township approximately one million dollars.

**Fiscal Officer Items-**

**May Bank Statement and Electronic Payments-** O'Brien said that he could not get it to balance and asked the other trustees to look it over. The trustees will verify the statement.

**Cemetery-** Bullard stated that the grant money for Fairview cemetery needs to be dedicated this month and used by August 1<sup>st</sup>, 2022.

**RESOLUTION  
22-06-10**

**MOTION TO AUTHORIZE TRUSTEE BULLARD TO WORK WITH  
MILEY EXCAVATING, THE CEMETERY SEXTON FOR FAIRVIEW,  
THE ROADS DEPARTMENT AND ANYONE ELSE NECESSARY TO  
RESET THE GRAVESTONES AT FAIRVIEW CEMETERY, AND  
UTILIZE THE GRANT MONEY THAT WAS PROVIDED BY THE  
DEPARTMENT OF COMMERCE, NOT TO EXCEED \$20,000**

Motion: Bullard  
Second: O'Brien

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

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

**RESOLUTION  
22-06-11**

**MOTION TO APPOINT THE CEMETERY LIAISON TO UTILIZE THE CEMETERY SEXTON FOR HOURLY WORK OTHER THAN NORMAL CEMETERY SEXTON WORK, NOT TO EXCEED \$1,000/MONTH, THIS MOTION WILL BE RECONSIDERED EACH CALENDAR YEAR AT THE ORGANIZATIONAL MEETING**

Motion: Bullard

Second: O'Brien

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

**Fire Department-** O'Brien told Chief Miller that he did not have to attend tonight's meeting. Raehll asked that he come to the next trustee meeting to continue the discussion on fiber.

**Requisitions-  
RESOLUTION  
22-06-12**

**MOTION TO APPROVE REQUISITION 2022-13 FOR \$4,644 TO FIRECATT, FOR THE PURPOSE OF THE ANNUAL NFPA HOSE AND GROUND LADDER TESTING**

Motion: O'Brien

Second: Raehll

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

**RESOLUTION  
22-06-13**

**MOTION TO APPROVE REQUISITION 2022-14 FOR \$4,242.80 TO ESO SOLUTIONS INC, FOR THE PURPOSE OF THE SUBSCRIPTION COST FOR EMERGENCY REPORTING SOFTWARE**

Motion: O'Brien

Second: Raehll

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

**RESOLUTION  
22-06-14**

**MOTION TO APPROVE REQUISITION 2022-11 FOR \$5,617.92 TO CUMMINS, FOR THE PURPOSE OF A NEW CONTROL BOARD AND INSTALLATION FOR THE 390 BACKUP GENERATOR**

Motion: O'Brien

Second: Raehll

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

**Pay Raises-**

**RESOLUTION  
22-06-15**

**MOTION TO APPROVE FIREFIGHTER ROBERT MEADOWS STEP INCREASE TO \$17.24, EFFECTIVE 5/18/2022**

Motion: O'Brien

Second: Bullard

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

**RESOLUTION  
22-06-16**

**MOTION TO APPROVE FIREFIGHTER MICAH SWANSON STEP INCREASE TO \$18.64, EFFECTIVE 5/07/2022**

Motion: O'Brien

Second: Raehll

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

**Road Department-  
Requisitions-**

**RESOLUTION  
22-06-17**

**MOTION TO APPROVE REQUISITION 2206006 FOR \$16,302 TO DOOR DEPOT, FOR THE REPLACEMENT AND INSTALLATION OF THREE GARAGE DOORS AND FOUR GARAGE DOOR OPENERS**

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

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

**RESOLUTION 22-06-18 MOTION TO APPROVE REQUISITION 2206007 FOR \$3,306 TO DOOR DEPOT, FOR THE DOOR OPENER OF THE DOOR AT THE WASH BAY AND EIGHT REMOTES**

Motion: Bullard  
Second: Raehll  
Vote: Raehll yes, Bullard yes and O'Brien yes  
Discussion: O'Brien asked what account it would be coming out of. Bullard said the road departments account.

**Trustee Items-** Nothing new.

**Zoning Department-**  
**May Zoning Report-** There were 22 new home builds in May and the YTD is 95.

**Set Date for Greenery Hearing-**

**RESOLUTION 22-06-19 MOTION TO ACCEPT APPLICATION AND ASSOCIATED DOCUMENTS FOR BZC 12-002 #1 THE GREENERY, FROM THE ZONING COMMISSION**

Motion: Raehll  
Second: Bullard  
Vote: Bullard yes, O'Brien yes and Raehll yes  
Discussion: Raehll will get clarification from the prosecutor and ask if we need to have this come through as a new application given that the plan has expired.

**RESOLUTION 22-06-20 MOTION TO SET DATE AND TIME CERTAIN TO 7/11/22 AT 8:00 P.M. AT 3271 BERLIN STATION ROAD, TO HEAR BZC 12-002 APPLICATION PROVIDED BY THE ZONING COMMISSION**

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

**Zoning Inspector-** To be discussed in executive session.

**Cheshire Rd Violations-** Raehll received the requested information from the resident that brought in the initial violations. She will be meeting with Fowler on Friday to discuss zoning solutions and bring them forward to the trustees.

**Late Items-**

**Social Media Policy-** O'Brien felt the BZC chair and vice-chair were given more power than the others to be able to change the policy. Raehll said that they are not content providers and would only have access to change the policy. He did not like the wording that says 'zoning related messages' because it is open to interpretation. Raehll removed the language. She said that Fowler thought it was a good idea to not allow comments. O'Brien would like wording that states the policy sunsets each year and it will be reconsidered at the organizational meeting due to the updating of technology.

**RESOLUTION 22-06-21 MOTION TO ADOPT THE SOCIAL MEDIA POLICY WITH THE BLUE LINED REVISIONS, AS DISCUSSED AND PROVIDED AT THIS TRUSTEE MEETING**

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

**DRAFT BOARD OF TRUSTEES**



**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

**BERLIN TOWNSHIP, DELAWARE COUNTY, OHIO**

**RESOLUTION NO. 22-06-21**

**ESTABLISHING A POLICY FOR SOCIAL MEDIA AND PUBLIC OUTREACH**

**WHEREAS**, the Berlin Township Trustees are committed to open communication with township residents to promote the delivery of timely and useful information relating to government operations, functions, and records;

**WHEREAS**, the township is dedicated to utilizing the tools and resources available to foster open communication, accuracy, consistency, transparency and access to government, including through the use of social media platforms;

**WHEREAS**, the township wishes to establish clear guidelines regarding content, public feedback, and the dissemination of information;

**BE IT RESOLVED**, by the Berlin Township Board of Trustees, Delaware County, State of Ohio that on behalf of the residents of Berlin Township, does hereby establish a social media and public outreach policy as follows:

**Purpose**

Internet-based information platforms such as websites, Facebook, and YouTube have become accepted venues for sharing information, building community, and engaging audiences. Berlin Township considers the use of social media valuable in furthering its goals of access to communication with citizens and transparency in government.

The purpose of Berlin Township's use of internet-based platforms is to provide access for matters of public interest in Berlin Township, Ohio, and allow the Township to distribute information regarding topics determined by the Township.

**Scope:**

1. The use of internet-based platforms, including social media, will vary based upon the services and needs and the type of platform to be utilized.
2. Berlin Township will utilize internet-based platforms to provide information, direct users to the official Berlin Township website and deliver a consistent and professional message to the community.
3. As new internet-based platforms are developed; each tool will be evaluated by the Board of Trustees to determine their value in the Township's overall information delivery efforts.

**Definitions**

"Social media platforms" are external websites or services on non-Township servers that provide a variety of ways for users to receive information.

"Content Manager" is the individual responsible for maintaining all information on a social media site. The Content Manager may assign "designees" to support posting and monitoring social media platforms.

"Posting" refers to the publishing of digital content created by Berlin Township and communicated on a social media platform.

**General Guidelines**

Berlin Township will use social media platforms to provide information, direct users to the official Berlin Township website, and deliver a consistent and professional message to the community. The Township's intent is not to create a public forum, but to post and distribute

## **BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

information to make it accessible to the public. The official notices and records are maintained within the fiscal office and social media accounts do not serve in any official capacity of actions, notices, or records. As such, errors within the website or social media platforms does not prevent action by the Board or require a change to official notices.

No duly elected official for Berlin Township, including the Berlin Township Trustees or the Fiscal Officer, shall be considered a content manager. In the absence of a township employee, the trustees may establish a liaison by majority resolution to serve as content manager to specific all internet-based platforms in a temporary capacity. Otherwise, the Township trustees shall establish by resolution to designate other individual(s) employed by Berlin Township as they see fit to manage the content of the township's internet-based information sites. Regardless of position, any Content Manager shall adhere to the usage and content guidelines set forth in this policy.

The Berlin Township Zoning Commission Chair and Vice Chair shall be considered Content Manager for the sole purpose of live streaming zoning meetings and/or hearings. No other posting content shall be permitted.

### **Usage and Content Guidelines of Social Media Platforms**

1. Approved content by content managers other than Zoning Chair and Zoning Vice Chair on Social Media platforms shall include:

- a. General Township information regarding projects, agendas, or meetings
- b. Live Streaming of Berlin Township Zoning Commission and/or Berlin Township Trustee meetings
- c. Berlin Township event or program information
- d. Safety or fire prevention information
- e. Announcement of Township Services
- f. Announcement of Township Emergency Weather Information
- g. Announcement of traffic control patterns that impact township residents
- h. News from Township meetings
- i. Improvements to Township buildings, roads, or cemeteries
- j. National Holidays
- k. Messages that reflect professional and consistent commitment to serving residents
- l. Calls for services for special needs within the Berlin Township community
- m. Achievements and employee highlights for Township staff

2. Information requested to be posted outside of the approved scope may be considered and approved on a case-by-case basis by the Board of Trustees.

3. The Township reserves the right to disable the comment function and/or discontinue use of the platform at any time without explanation and/or warning.

4. No direct comments from third parties are permitted on social media platforms at this time. The intent of use is to be limited to distribution of information and not the creation of a public forum for engagement. Residents should continue to utilize official township channels to provide feedback and/or comments during open meetings for public record.

## **BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

5. The Township's use of social media platforms will comply with all provisions of Ohio laws and with policies issued by the Berlin Township Board of Trustees.
6. The chat functions such as instant messenger or director messenger on any of the Township's social media platforms shall not be used. Berlin Township shall not respond to questions and comments posted to its social media platforms. No private messages from any social media platform shall be used. Residents should send emails to public officials or provide public comment as noted in the township agendas that are available through the official township website.
7. Berlin Township shall not comment on the social media accounts of others.
8. All Township social media platforms shall clearly indicate they are maintained by Berlin Township, Delaware County, Ohio and shall have Berlin Township contact information up-to-date and available on all sites.
9. No Township employee's personal information or email addresses will be posted on these sites.
10. Notwithstanding any other provision hereof, the Township's website may link to the Township's official social media pages.
11. Social media platforms and other network applications established pursuant to this guideline will not be an appropriate forum by which citizens may ask questions or request information or records from the Township. Questions posted on a Township social media platform established pursuant to this guideline may not receive an answer because the site will not be monitored for this purpose. Our social media platforms are not monitored 24/7 and no one should utilize our social media platforms to seek emergency services.
12. Each Township social media platform shall include an introductory statement that clearly specifies the purpose of the site and references the Social Media Usage Guideline directing users to the Township website for additional information.
13. Berlin Township employees and appointed and elected officials shall not disclose information about confidential Township business Berlin Township's social media platforms and all use of social media platforms by elected and appointed officials shall follow Ohio's open meeting laws.
14. The Content Manager will review all Township-related information prior to posting on social media platforms.
15. At its sole discretion, by resolution from the Board or Trustees or by Content Manager, the Township may disable functions or applications on the Township's social media platforms that are not needed or desired, and the decisions on which features to maintain or disable shall be at the sole discretion of the Township. No rights are created in any third party with respect to how the Township may utilize the applications and features on social media platforms. Similarly, the decision on whether to allow posting or responses by third parties and the deletion of any such responses or postings shall be in the sole discretion of the Township and outside parties do not have any authority or right to control content or the length of time content may be posted.



**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

16. The Township reserves the right to temporarily or permanently suspend access to official Township social media platforms at any time for any reason.

17. All information posted by the Township on social media platforms are subject to the Ohio Public Records Act and the Sunshine Law (O.R.C. 149.43). The Content Manager, in coordination with Public Records Commission designees, shall maintain an archive of all information posted to the site, which archive shall be maintained consistent with the Township's Records Retention Schedules, in the event the content cannot be retrieved from the actual site itself.

18. The Content Manager will review the social media platforms on a consistent and routine basis to ensure they are updated and information is being posted in a timely manner and comments are being monitored. If comments are found to be mistakenly posted at any time, a "screen shot" of the comment will be captured for public records purposes and the comment will be deleted from Berlin Township's page. Screen shots shall be maintained in accordance with the Township's record retention schedule as it relates to social media.

19. Township elected officials shall not engage in online discussions concerning matters which may foreseeably come before them for action. All members of official bodies, agencies and committees of Berlin Township, including Board of Trustees, Board of Zoning Appeals, Zoning Commission, etc. are subject to the Public Records Act and the Sunshine Law.

20. Each year, the township shall consider social media for additions, disabling, and/or modifying technologies at the organizational meeting.

**NOW, THEREFORE,** this Resolution shall be in full force and effect upon its passage and approval by the Board of Trustees and as further provided under Ohio law.

**Board of Trustees**

\_\_\_\_ Ken O'Brien \_\_\_\_\_

\_\_\_\_ Meghan Raehl \_\_\_\_\_

\_\_\_\_ Ron Bullard \_\_\_\_\_

**CERTIFICATION:**

I, Claudia Smith, Fiscal Officer of Berlin Township, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Trustees of Berlin Township at a regularly scheduled meeting

**Signed:** \_\_\_\_\_

**RESOLUTION  
22-06-22**

**MOTION TO CREATE A YOUTUBE CHANNEL UNDER THE  
NAMESAKE BERLIN TOWNSHIP, DELAWARE COUNTY, OHIO**

Motion: Raehl

Second: O'Brien

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

Raehl said that Angela Brown was not accepting the position for the ARB board, but Christina Littleton would.

**RESOLUTION  
22-06-23**

**MOTION TO APPOINT CHRISTINA LITTLETON TO THE ARB  
BOARD, EFFECTIVE IMMEDIATELY WITH THE TERM RENEWAL  
DATE BEING 12/31/22**

**BERLIN TOWNSHIP TRUSTEES**

**6:00 p.m.**

**Trustee Meeting**

**June 13,**

**22**

Motion: Raehll  
Second: O'Brien  
Vote:

**\*\*MOTION WITHDRAWN\*\***

**RESOLUTION 22-06-24 MOTION TO DECLARE ANGELA BROWN'S SEAT ON THE ARB BOARD VACANT BECAUSE SHE HAS NOT ACCEPTED IT.**

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

**RESOLUTION 22-06-25 MOTION TO HOLD A SPECIAL MEETING ON 06/24/22 AT 4:00 P.M. AT 3271 BERLIN STATION ROAD**

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

**JEDD-  
RESOLUTION 22-06-26 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 AND FISCAL OFFICER ASSISTANT TO ATTEND- 11:50 P.M.**

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

**RESOLUTION 22-06-27 MOTION TO RETURN TO REGULAR SESSION- 12:35 P.M.**

Motion: O'Brien  
Second: Bullard  
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".

**RESOLUTION 22-06-28 MOTION TO APPROPRIATE \$15,000 TO ALBERS & ALBERS FOR THE PURPOSE OF WORKING ON THE JEDD**

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

**Future Meetings-  
06/24/22 Special Meeting  
07/11/22 Trustee Meeting  
07/14/22 Parks & Trails Meeting  
08/08/22 Trustee Meeting  
08/11/22 Parks & Trails Meeting**

**Adjourn-  
RESOLUTION 22-06-29 MOTION TO ADJOURN**

## BERLIN TOWNSHIP TRUSTEES

**6:00 p.m.**

## Trustee Meeting

**June 13,**

22

Motion: O'Brien

Second: Bullard

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

Meeting was adjourned by Chairman O'Brien at 12:39 p.m.

Ken O'Brien, Chairman

ATTEST:

Meghan Raehl, Vice-Chair

Theresa Taylor, Fiscal Officer Assistant

Ron Bullard, Trustee