

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held **BERLIN TOWNSHIP REORGANIZATIONAL MEETING**
FISCAL YEAR 2015

20

Held December 1, 2014

The following members of the Board of Trustees were in attendance: Mr. Denny Furman, Mr. Jason Young, Mrs. Jodi Kale and Fiscal Officer Dolly Bennett.

As acting chairperson, the Fiscal Officer called the meeting to order and asked for nominations for Chairperson for the year 2015. Mr. Young nominated Mrs. Kale seconded by Mr. Furman. Mrs. Kale accepted the Chairpersonship for the 2015 year.

The Fiscal Officer then asked for nominations for Vice-Chairperson for the year 2015. Mrs. Kale nominated Mr. Furman, seconded by Mr. Young. Mr. Furman accepted the Vice-Chairpersonship for the 2015 year.

The following orders of business were set forth by the Board of Trustees for the 2015 year:

1. Board Meetings will generally be held the 1st Monday of the month with the following exceptions: Any meeting falling on a Holiday will be held the following Monday on the same time schedule. During the month of February only one meeting will be held on Saturday the 7th at 10:00 a.m. During the month of September the Regular Meeting will be held the second Monday of the month due to a Monday holiday (September 14). Re-organizational Meeting for the year 2016 will be December 7 immediately following the last Regular Meeting of the year. Meeting times will be 7:00 p.m. except for the Saturday meeting listed above.

2. Any casual or general labor will be paid \$9.04 per hour. All employees (except full time employee, Kevin Windham) are considered part-time. All employees are directly answerable to the Trustees. Dick Marshall and Angel Gatto are the "first called out employees" who will be paid \$13.18 per hour. Other part-time, "on call" employees; Larry Buck and Ken Bennett, will be paid 12.93 per hour. All employees may be required to help another department and will be paid their normal hourly rate of pay.

3. All trucks or equipment needed will be paid the going rate.

4. Rick Peppel, Fire Chief, shall be paid \$500.00 per month plus mileage pertaining to the Department beyond the Township limits according to rates established by Federal Guidelines. Joe Kale, 1st Assistant Chief, EMS and Brian Allison, 1st Assistant Chief, fire will each be paid \$150.00 per month plus mileage pertaining to the Department beyond the Township limits according to rates established by Federal Guidelines. These Officers will also be entitled to the "per call payment" as listed in Resolution in number 5.

5. Motion for Resolution by Mr. Young, seconded by Mrs. Kale: The following "per call" pay scale is hereby adopted for the Berlin Township Volunteer Fire Department and pay scale for Fire Chief and Asst. Fire Chief's:

Firefighter:	\$5.00 per call
FF-1 st Responder	\$6.00 per call
FF-EMT Basic	\$7.00 per call
FF-EMT Intermediate	\$8.00 per call
FF EMT Paramedic	\$9.00 per call
1 st Responder	\$5.00 per call
EMT Basic	\$6.00 per call
EMT Intermediate	\$7.00 per call
EMT Paramedic	\$8.00 per call
Lieutenant & Captain	\$1.00 per call over basic rate
Asst. Fire & EMT chief	\$100.00 per month with 0-2 years service \$150.00 per month with 3-5 years service \$200.00 per month with 6-8 years service \$250.00 per month with 8years service and beyond, top salary
Fire Chief	\$200.00 per month with 0-4 years service \$300.00 per month with 5-10 years service \$500.00 per month with 11-15 years service \$700.00 per month with 16 years and beyond, top salary

The Fire Chief shall be responsible for verifying calls charted by volunteers and supplying the Board of Trustees with accurate records. The "per call" pay will be distributed to Volunteers in

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December of 2015 and shall cover time period as determined by Fire Chief and the Fiscal Officer.
Held Volunteers will receive no pay for public service calls or meetings of the department. 20

All Trustees voted in favor. 93-2014

6. If a volunteer firefighter or EMT (including the Chief or either Assistant Chief) is subpoenaed to court due to fire department business, the volunteer will be reimbursed by the township for their daily rate of pay if docked by their regular employer for this time spent on fire department business.

7. A yearly meeting will be held with the Fire Department to discuss Fire Department business. This meeting will be Saturday, February 7th at the Town Hall, 10:00 a.m. The Regular Board of Trustees Meeting will immediately follow this meeting.

8. All employees and volunteers are required to have BMV paperwork turned in to the Fiscal Officer by the February fire department meeting. Anyone failing to turn in proper paperwork by this date will not be permitted to respond to a call from the fire station, respond to a call direct using their personal vehicle, drive to work for the township or drive any township vehicle.

9. Employee reviews may be held during the year.

10. Motion for Resolution by Mrs. Kale, seconded by Mr. Young: All three Trustees shall be paid in accordance with ORC 505.24 and 505.09 an annual salary in equal monthly installments in accordance with the Township budget; paid 50% from road funds and 50% from the general fund of the treasury. Each Trustee shall complete a certification prior to receiving his/her pay for each pay period. Mileage for travel pertaining to the Township beyond the Township limits will be paid according to rates established by Federal Guidelines. All Trustees voted in favor. 94-2014

11. The Fiscal Officer will be paid according to State Statute in accordance to the Township Budget. Compensation will be the yearly salary divided into equal monthly payments. Mileage for travel pertaining to the Township beyond the Township limits will be paid quarterly according to rates established by Federal Guidelines.

12. All Trustees and the Fiscal Officer and full time employee Kevin Windham shall be provided with all insurance offered by the Township for the year 2015. Resolution 52-2009 of the Board of Trustees shall be followed on plans and reimbursements.

13. Trustee Chairperson Mrs. Kale will serve on the County Emergency Committee.

14. Cemetery charges will be as follows:

Resident or former resident's burial lots:
Single Lots: \$250.00
Double Lots: \$450.00
Non-resident additional charge: \$1000.00 per single lot
\$2000.00 per double lot

Single lots in the new section of the West Cemetery, if purchased together to form a double lot, will be sold at the double lot price.

Opening and closing funeral expenses will be \$550.00 for standard burials and \$150.00 for urns and the opening of a crypt. Saturday burial/services will be charged an additional \$225.00 premium charge. Pre-pay of opening & closing fee is permitted; however, if the cost for this service increases after the pre-pay is made and a burial takes place, purchaser is responsible to pay the township the difference. Monument foundations will be installed at the rate of \$.60 per square inch.

15. Cemetery rules include the following:

- No Sunday burials.
- Restricted to human burial.
- All burials must have a vault.
- No opening of a gravesite unless it is paid for.
- Anything deemed undesirable on a gravesite may be removed by the Board of Trustees.
- Any urn burial on an existing interment requires Board approval.
- Monument foundations will be installed during the months of June and October, weather permitting. If deed holder wants a foundation put in at a different time and

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Held

allows the monument company to do the work, or wishes to perform the work themselves, deed holder will complete the foundation according to instructions from Township Trustees or their designated representative, according to specifications given by same, and under direct supervision by Trustees or their designated representative. The Board of Trustees must be given advance notice as to intent to complete a foundation by any outside company or deed holder.

- Footstones must be flat to allow mowing over top of same.
- No electronic devices on a gravesite.
- Solar lights are permitted.

16. No cemetery bequest fund shall be established for less than \$5000.00.
17. The Volunteer Fire Fighters' Dependents Fund Board Members are Pat Yuhasz and Larry Buck from the Fire Department, Jodi Kale (also to serve as Chairperson), Dolly Bennett (also to serve as secretary), and Richard Shrader.
18. The Board of Trustees shall review and approve any elections or appointments of officers and volunteers for the Fire Department. Probationary Volunteers are required to attend a Board meeting prior to final approval of volunteer status by the Board. The Board of Trustees shall also approve any purchases for the department.
19. The Farmers National Bank of Canfield, Ohio will serve as the Depository of all Township Funds, and may be used for investments.
20. The Board of Trustees authorizes the Fiscal Officer to use the State Treasury Asset Reserve of Ohio for investments.
21. The Board of Trustees grants the Fiscal Officer permission to invest interim monies as they become available throughout the 2015 year.
22. Motion for Resolution made by Mr. Young, seconded by Mr. Furman:
To the Auditor of Mahoning County, Ohio: **YOU ARE HEREBY REQUESTED** to issue your warrant upon the County Treasurer of said County in favor of Berlin Township in said County for amounts available at the current collection of taxes assessed and collected for and in behalf of said Berlin Township which shall be held and treated as an advance payment on the current collection of taxes due said Berlin Township at the ensuing settlement, 2015, as provided by law; **ADVANCES FOR ALL DATES THEY ARE AVAILABLE:** All Trustees voted in favor. **95-2014**
23. Fuel and necessary supplies needed by all departments shall be purchased and signed for with vendors whose establishment is within the Township limits as much as possible. In case of emergency any supplier of such would be approved by the Board. Any other necessary purchase not invoiced by an established supplier shall be made using the township credit card whenever possible.
24. Any equipment being overweight shall post with the Board of Trustees a cash bond before using the Township Roads. The amount of the Bond shall be determined by the Trustees according to the scope of the project and type of equipment using the road(s). Such bond will be released upon request after 1 year, or sooner, by Trustee consent, after the Board inspects the condition of the used road(s) and the balance, if any, will be released.
25. Driveway culverts to be installed or replaced must be a minimum 20 foot long and a minimum of 12 inches in diameter, made of corrugated steel or double wall plastic (Hi/Q). Culverts made of other materials would have to have prior approval of the Trustees. Ditch eliminations shall be to ODOT specifications and standards unless otherwise approved.
26. Temporary Appropriations for 2015 have been approved.
27. Ohio Township Association summer and winter conference expenses are authorized with meal allowance not to exceed \$30.00 per day. All other seminars, workshops or convention expenses will be authorized with prior approval of the Board.
28. The Township Records Commission for 2015 will consist of the Township Fiscal Officer, Dolly Bennett and Chairperson, Mrs. Kale.
29. The Board of Trustees shall act as the internal auditing committee for the Township.
30. The Board will use Super Blanket Certificates for purchases or services during 2015 not to exceed \$20,000 for any given line item and for a time frame of one year. The Super Blanket

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Certificates will be closed at the end of the year or upon expended in full. The Board of Trustees is required to sign Super Blanket Certificates. 20

31. All existing Board Policies have been reviewed and are updated and approved for the 2015FY.

Mr. Furman made a motion, seconded by Mrs. Kale, for the adoption of the aforementioned points of business, all Trustees voting in favor.

There being no further business to be included in the reorganization for the 2015 year, Mr. Young made a motion for adjournment, seconded by Mrs. Kale, all Trustees voting in favor.

Dolly Linnard
Fiscal Officer

Jane R. Kale
Chairperson

Gregory J. Young
Vice-Chairperson

[Signature]
Trustee