

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

**HELD AT:** Berlin Township House, 3271 Cheshire Rd., Delaware, OH 43015

**CALL TO ORDER:** Meeting called to order by Theresa Cannon, Fiscal Officer.

**ROLL CALL:** Philip P. Panzarella, Ron Bullard and Tom D'Amico

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Judy Shumway.

**ATTENDANCE:** Larry Buell, cemetery sexton; and Judy Shumway.

**FISCAL OFFICER PRESIDES**

Fiscal Officer Cannon entertained a motion to name the Trustee Board chairman, vice chairman and executive member.

**RESOLUTION**

**08-01-01**

**NAME 2008 CHAIRMAN - Panzarella  
VICE CHAIRMAN - Bullard  
EXECUTIVE MEMBER – D'Amico**

Bullard moved to name Panzarella, Chairman; Bullard, Vice Chairman; and D'Amico, Executive Member.

Second by Panzarella.

Vote: Panzarella yea, Bullard yea and D'Amico yea.

Panzarella assumes duties as 2008 Chairman.

Panzarella said meetings would be conducted according to *Roberts Rules of Order* and Resolution 05-07-44 would continue to be in force regarding public comment/speaking time during 2008 trustee meetings.

**ESTABLISH MEETING SCHEDULE FOR 2008**

**RESOLUTION**

**08-01-02**

It was moved by Bullard and seconded by D'Amico the following meeting schedule be adopted:

**Regular Meetings**

The 2<sup>nd</sup> and 4<sup>th</sup> Monday each month with the following

**EXCEPTIONS:**

June, July and August meetings will be 2<sup>nd</sup> Monday.

**HOLIDAY EXCEPTIONS:**

2<sup>nd</sup> meeting in May will be Tuesday, May 27<sup>th</sup>

2<sup>nd</sup> meeting in December will be December 29<sup>th</sup>

All meetings to start at 7:00 p.m. unless otherwise advertised/posted.

**Meeting Changes**

All meeting date and time changes will be advertised.

**Special Meetings**

Dates and times to be advertised.

**Emergency Meetings**

Chairman calls meeting notifying trustees and fiscal officer.

**Year End Meeting**

Monday, December 29<sup>th</sup> at 7:00 p.m..

**2009 Organizational Meeting**

Date and time to be determined later.

**Persons and organizations wishing to be notified of trustee meetings must submit their requests in writing to the township Fiscal Officer. All such requests will expire December 31, 2008**

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All trustee meetings will be posted on both interior and exterior bulletin boards at the township house. When possible they will also be on the Berlin Township Website at [www.berlintwp.us](http://www.berlintwp.us).

The fiscal officer will advertise the 2008 meeting schedule in the *The Delaware Gazette*.

Vote: Bullard yea, D’Amico yea and Panzarella yea.

**POLICIES AFFECTING MEETINGS**

**RESOLUTION**

**08-01-03**

It was moved by Bullard and seconded by D’Amico to adopt the following policies regarding:

1.) **Meeting Agenda-**

For regular meetings agenda, items to be submitted to the township fiscal officer by 10:00 a.m., four (4) days prior to Board meeting. There should be four (4) copies of supporting documentation for each agenda item (Originals to fiscal officer and one copy to each trustee) submitted with agenda request.

2.) **Purchase requisitions-**

All purchase requisitions in excess of \$750.00 should be accompanied by three (3) comparative cost quotations, when possible, listing:

- A.) Vendor name, address, and telephone number
- B.) Item description
- C.) Per item cost
- D.) Quantity to be purchased
- E.) Cost of shipping (If no shipping cost stated, add 20% to cost to cover price change or incidental expenses)
- F.) If state purchase contract used, provide the state contract number (for verification purposes and state reporting)

There should be four (4) copies (original to fiscal officer and one copy to each trustee) of supporting documentation for each purchase requisition submitted to Board four (4) days prior to meeting.

Fiscal Officer Cannon suggested communications regarding approved requisitions could be improved if liaisons would mark a copy of the requisition and put it in the appropriate department mailbox.

**All purchases made by all departments** must be billed to Berlin Township, c/o Theresa Cannon, Fiscal Officer, 3271 Cheshire Rd., Delaware, OH 43015

3.) **Emergency purchases or repairs-**(those purchases or repairs not anticipated)

- A.) All emergency purchases or repairs are to be reported to the township fiscal officer immediately. Attempts should be made to get three (3) verbal price quotes. Fiscal officer must be advised as to vendor name and address, item or reason for purchase or repair, total estimated cost and if state contract used-the contract number.

Vote: D’Amico yea, Bullard yea and Panzarella yea.

**NAME DEPARTMENT LIAISONS**

**RESOLUTION**

**08-01-04**

D’Amico moved that the following department liaisons be named:  
D’Amico – Administrative, Cemetery and Zoning  
Panzarella – Fire  
Bullard – Road

Second by Panzarella.

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Vote: Bullard yea, D'Amico yea and Panzarella yea.

**NAME VARIOUS NAMED AND/OR APPOINTED POSITIONS AND BOARDS**

**RESOLUTION  
08-01-05**

Panzarella proposed the following appointments and stated he had not talked to Mike Dickey.

Bullard moved the following appointments be made:

- 1.) Trustee Chairman Panzarella to attend Delaware County Health Board meeting
- 2.) William Bechstein-Delaware County EMS Advisory Committee
- 3.) Robert Ford-Railroad Task Force Committee
- 4.) Panzarella -Regional Council of Governments
- 5.) Panzarella -Tax Incentive Negotiating Committee
- 6.) Panzarella and Mike Dickey – Tax Incentive Review Council
- 7.) Volunteer Fire Fighters Dependent Fund Board (VFFDF)-  
  - Sam Reda and Brian Newcomb – elected by fire department
  - Pat Paykoff and Robert Ford – named by legislative authority (Board of Township Trustees)
  - Eugene Anderson – named by four (4) VFFDF Board members
  - Pat Paykoff to serve as Chairman and Sam Reda to serve as Secretary.
- 8.) Rick Sedlacek-RPC representative and Ray Armstrong, RPC alternate

Second by D'Amico.

Panzarella said trustees had appointed two members. Cannon told board members it was necessary that the four members already named must name the fifth member and then the five members name the Chairman and Secretary. Fiscal Officer Cannon told trustees she had not been notified who would serve as the fifth member of the VFFDF Board nor who would serve as Chairman and who would serve as Secretary. Notification to the fiscal officer is needed in order that a report (due December 31<sup>st</sup>) be filed with the State Fire Marshal.

Vote: Panzarella yea, D'Amico yea and Bullard yea.

Reports of board or committee meetings attended by named or appointed representatives should be addressed and given to the township trustees at their next scheduled regular public meeting.

**NAME TOWNSHIP LEGAL COUNSEL**

**RESOLUTION  
08-01-06**

Panzarella moved, second by Bullard to retain Delaware County Prosecutor as Township Legal Counsel per the Ohio Revised Code and to contract outside legal counsel when necessary with approval by majority of Board of Trustees naming the chairman to engage legal counsel.

Vote: Panzarella yea, Bullard yea and D'Amico yea.

**FISCAL OFFICER'S AUTHORIZATIONS**

**RESOLUTION  
08-01-07**

Bullard said he wanted to be sure codes and keys allowing access to the building, computers, telephones and the copy machine were controlled by the fiscal officer.

Panzarella moved Fiscal Officer Cannon to be authorized to:

- 1.) apply for advance payment of tax settlements from county auditor
- 2.) make intra fund transfers as necessary in order to maintain daily operations
- 3.) invest township funds

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- 4.) prepare and submit amended certificates of estimated resources to county auditor
- 5.) assign employee key codes for copy machine, telephone codes and computer codes
- 6.) establish and approve forms for use in fiscal transactions of township, i.e. expense reports, inventory reports, timesheets, requisitions, etc.
- 7.) receive all original employment applications
- 8.) assign employee building access keys

Second by Bullard.

Panzarella said the computer systems administrator is responsible for computer codes and the maintenance of the computer system.

Vote: D'Amico yea, Panzarella yea and Bullard yea.

**NO MONEY HELD IN ESCROW**

**RESOLUTION**

**08-01-08**

**NO MONEY WILL BE HELD IN ESCROW BY THE FISCAL OFFICE OR ANY OTHER TOWNSHIP OFFICE FOR PAYMENT OF ANY TOWNSHIP FEES**

Motion: Bullard  
 Second: Panzarella  
 Vote: Bullard yea, D'Amico yea and Panzarella yea.

**APPROVE EMPLOYEE DEFINITIONS AND BENEFITS**

**RESOLUTION**

**08-01-09**

It was moved by Bullard and seconded by D'Amico to adopt the following definitions and benefit policies as shown in exhibits 1, 2, 3, 4, 5 and 6:

**EXHIBIT #1 DEFINITION OF FULL-TIME/PART-TIME EMPLOYEES FOR BENEFITS**

1. Employees shall be considered full-time if township scheduled hours equal or exceed 40 hrs. per week. All full-time employees shall be eligible for all paid employee benefits including but not limited to insurance (medical, life and accident & sickness), ten paid holidays, vacation (based on formula Ohio Revised Code Sec. 325.19), sick leave (per formula Ohio Revised Code) medicare, public retirement and any other mandatory deductions by law. Employee to pay \$31.00 per month for single coverage or \$62.00 for family coverage of medical insurance.
2. Employees shall be considered full-time/part-time if township scheduled hours, approved by the Board of Trustees and defined at the time of hire, equal or exceed thirty (30) but are less than forty (40) hours per week for 45 weeks or more per year. All full-time/part-time employees shall be eligible for the following paid employee benefits, including but not limited to, based on a pro-rata basis of their scheduled hours as to forty (40) hours: ten paid holidays, vacation (per formula Ohio Revised Code), sick leave (based on formula Ohio Revised Code Sec. 325.19), insurance (medical, life and accident & sickness) paid at same percent as full-time employees (not pro-rated), medicare, public retirement and any other mandatory deductions by law. Employee to pay \$31.00 per month for single coverage or \$62.00 for family coverage of medical insurance.
3. Employees shall be considered part-time if township scheduled hours equal or exceed one (1) but are less than thirty (30) hours per week or work less than 45 weeks per year at 30 or more hours per week. Part-time employees shall not be eligible for any paid employee benefits except medicare, social security, public retirement and any other mandatory deductions by law.
4. Employees shall be considered volunteer if they have no hours scheduled by the township. Volunteer employees shall not be eligible for paid employee benefits except accident & sickness insurance for volunteer and part-time firefighters, medicare, social security, public retirement and any other mandatory deductions by law.
5. Employee benefits pro-rated shall be determined by trustees based on formulas per the Ohio Revised Code and township policy as to the number of scheduled hours as determined to be worked by the Board of Trustees.

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**EXHIBIT #2 2008 HOLIDAY OBSERVANCE POLICY**

**DISCUSSION:** Trustees discussed trading two holidays in exchange for closing township offices the day after Thanksgiving and at noon both Christmas Eve Day and New Years Eve Day. Cannon said the county participated in holiday exchange. Panzarella said he disagreed.

<b>Tuesday</b>	<b>January 1</b>	<b>New Years Day</b>
<b>Monday</b>	<b>January 21</b>	<b>Martin Luther King Day</b>
<b>Monday</b>	<b>May 26</b>	<b>Memorial Day</b>
<b>Friday</b>	<b>July 4</b>	<b>Independence Day</b>
<b>Monday</b>	<b>September 1</b>	<b>Labor Day</b>
<b>Tuesday</b>	<b>November 11</b>	<b>Veteran's Day</b>
<b>Thursday</b>	<b>November 27</b>	<b>Thanksgiving Day</b>
<b>Friday</b>	<b>November 28</b>	<b>Day after Thanksgiving</b>
<b>Wednesday</b>	<b>December 24</b>	<b>½ Day-Afternoon Christmas Eve</b>
<b>Thursday</b>	<b>December 25</b>	<b>Christmas Day</b>
<b>Wednesday</b>	<b>December 31</b>	<b>½ Day-Afternoon New Years Eve</b>

In 2008 Thanksgiving falls on Thursday and Christmas and New Year's Eve both fall on Wednesday. The following holidays will be exchanged and observed by all township employees: President's Day, February 18, 2008 will be exchanged for the Friday after Thanksgiving, Columbus Day will be exchanged for one-half (1/2) day on Wednesday, December 24, 2008 and one-half (1/2) day on Wednesday, December 31, 2008. Township offices will be open on Monday, February 18, 2008 (President's Day) and Monday, October 13, 2008 (Columbus Day). Township offices will be closed on Friday, November 28, 2008 (day after Thanksgiving) and at noon Wednesday, December 24, 2008 (Christmas Eve Day) and noon on Wednesday, December 31, 2008 (New Year's Eve Day) in 2008.

**Holidays falling on Saturday** will be observed on the immediate preceding Friday.

**Holidays falling on Sunday** will be observed on the immediate following Monday.

**Holiday Exchange**

1. Holiday exchanges will be set by Trustees at Organizational Meeting and approved by Trustees.
2. All employees will observe holiday exchanges on approved exchange day
3. Public must be made aware of office hour changes well in advance.

**EXHIBIT #3 COMPENSATORY TIME**

Compensatory time to be authorized by supervisor or department head and approved by at least one (1) trustee. No compensatory time to be carried forward to next calendar year without authorization of Board of Trustees. (EXCEPTION: Full-time fire department personnel are required to be paid overtime pay with no compensatory time offered.) It was noted that the fire chief had submitted the information regarding fire department personnel being required to be paid overtime pay with no compensatory time offered.

**EXHIBIT #4 VACATION POLICY**

**VACATION CALCULATION PER ESTABLISHED TOWNSHIP POLICY AS ADOPTED**

		<b>PAY PERIOD 14-DAY</b>	<b>PAY PERIOD MONTHLY</b>
<b>YEAR 1</b>	<b>AT END OF YEAR ON ANNIVERSARY DATE</b>		
	<b>80 HRS. CREDITED</b>		
<b>YEARS 2-7</b>	<b>2 WEEKS or 80 HOURS</b>		
32 hr. week	(1664 hrs.) = 80%	2.46 hr.	5.34 hr.
35 hr. week	(1820 hrs.) = 88%	2.71 hr.	5.87 hr.
37.5 hr. week	(1950 hrs.) = 94%	2.90 hr.	6.27 hr.
40 hr. week	(2080 hrs.) = 100%	3.08 hr.	6.67 hr.
<b>YEARS 8-14</b>	<b>3 WEEKS or 120 HOURS</b>		

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At the beginning of the 9<sup>th</sup> year 40 hrs. must be added to accumulated vacation hour total to allow for 3<sup>rd</sup> week earned OAG No. 2002-011

32 hr. week	(1664 hrs.) = 80%	3.70 hr.	8.00 hr.
35 hr. week	(1820 hrs.) = 88%	4.07 hr.	8.80 hr.
37.5 hr. week	(1950 hrs.) = 94%	4.34 hr.	9.40 hr.
40 hr. week	(2080 hrs.) = 100%	4.62 hr.	10.00 hr.

**YEARS 15-24**

**4 WEEKS or 160 HOURS**

At the beginning of the 16<sup>th</sup> year 40 hrs. must be added to accumulated vacation hour total to allow for 4<sup>th</sup> week earned OAG No. 2002-011

32 hr. week	(1664 hrs.) = 80%	4.92 hr.	10.66 hr.
35 hr. week	(1820 hrs.) = 88%	5.41 hr.	11.73 hr.
37.5 hr. week	(1950 hrs.) = 94%	5.78 hr.	12.53 hr.
40 hr. week	(2080 hrs.) = 100%	6.15 hr.	13.33 hr.

**YEARS 25-& more**

**5 WEEKS or 200 HOURS**

At the beginning of the 26<sup>th</sup> year 40 hrs. must be added to accumulated vacation hour total to allow for 5<sup>th</sup> week earned OAG No. 2002-011

32 hr. week	(1664 hrs.) = 80%	6.15 hr.	13.34 hr.
35 hr. week	(1820 hrs.) = 88%	6.77 hr.	14.67 hr.
37.5 hr. week	(1950 hrs.) = 94%	7.23 hr.	15.67 hr.
40 hr. week	(2080 hrs.) = 100%	7.69 hr.	16.67 hr.

Employment anniversary date starts vacation year.

Vacation leave form must be completed and submitted to the township fiscal officer two weeks prior to vacation leave requested. Form must be approved by trustee(s).

**DISCUSSION:** Panzarella said the vacation policy leave requests should be strictly followed regarding completion of the request form and submission to the township fiscal officer two weeks prior to vacation leave requested. D'Amico questioned if leave is denied when policy not strictly followed. Panzarella said, "No, previous boards didn't follow all policies in the organizational meetings."

Vacation to be taken in four (4) hour pay increment minimum at the discretion of the trustees.

Maximum 80 hr. vacation carryover for employees hired after January 1, 2001.

No unused vacation time can be converted to compensatory time.

**DISCUSSION:** Trustees reviewed comments submitted by the fire chief regarding minimum staffing requirements and vacation replacements. The chief suggested possible solutions as promoting a full-time firefighter to lieutenant or hiring a full-time lieutenant.

Panzarella said he didn't agree with the chief's suggestions as the fire department SOG's do not require an officer to be in the 3-man crew answering emergency calls. Panzarella said the chief could designate anyone he wished to be the replacement for vacation absences. Bullard agreed.

The township has adopted basically the same employment policies as the county and by practice has used these policies as township employment policies thus creating an express contract by prior condition.

**EXHIBIT #5 SICK LEAVE POLICY**

**SICK LEAVE CALCULATIONS PER ADOPTED TOWNSHIP POLICY**

**PAY PERIOD  
14-DAY**

**PAY PERIOD  
MONTHLY**

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**Sick leave is accrued at the rate of fifteen (15) days per calendar year.**

32 hr. week	= 80%	3.70 hr.	8.00 hr.
35 hr. week	= 88%	4.07 hr.	8.80 hr.
37.5 hr. week	= 94%	4.34 hr.	9.40 hr.
40 hr. week	=100%	4.62 hr.	10.00 hr.

Sick leave accumulation to be used for but not limited to medical purposes, i.e. dental, eye, doctor appointments, disease, hospital confinement, and bereavement leave.

Longevity does not change rate of sick leave accumulation.

The township has adopted basically the same employment policies as the county and by practice has used these policies as township employment policies thus creating an express contract by prior condition.

Sick leave of absence form must be completed prior to leave time use if known or immediately upon return to work following sick leave use. Form must be approved by trustee(s) before payment made.

Sick leave to be taken in one (1) hour pay increment.

Maximum sick leave accrual is 1600 hours or 200 days.

Separation of employment other than retirement-unused accrued sick leave – NO PAY.

Termination of employment due to retirement-unused accrued sick leave – NO PAY.

All leaves of absence will require completion and approval of leave form prior to receiving payment for LOA. Forms to be submitted to township fiscal officer for processing. All forms will be approved by trustee(s).

**EXHIBIT #6 DEFERRED COMPENSATION**

**Deferred Compensation for all eligible employees to be calculated per Resolution 05-11-53 adopted November 28, 2005.**

**RESOLUTION 05-11-53**

**AUTHORIZATION FOR THE TOWNSHIP OF BERLIN, DELAWARE COUNTY, OHIO, TO PICK UP THE STATUTORILY REQUIRED CONTRIBUTION TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR THE EMPLOYEES OF THE TOWNSHIP OF BERLIN, DELAWARE COUNTY, OHIO PURSUANT TO I.R.C. SECTION 414(h)(2).**

WHEREAS, pursuant to federal and Ohio laws, the employees of the Township of Berlin, Delaware County, Ohio, could defer the federal and state income taxes on a portion of their wages or salaries if the Township of Berlin, Delaware County, Ohio, would “pick up” (assume and pay) the statutorily required contribution by such elected officials and covered employees to the Ohio Public Employees Retirement System; and

WHEREAS, the Township of Berlin, Delaware County, Ohio, will not incur any additional costs in the deferment of federal and state income taxes.

NOW THEREFORE BE IT RESOLVED BY THE TOWNSHIP OF BERLIN, DELAWARE COUNTY, OHIO, THAT:

**SECTION 1:** Effective January 1, 2006 the full amount of the statutorily required contributions to the Ohio Public Employees Retirement System shall be withheld from the gross pay of each person within any of the classes established in Section 2 herein and shall be “picked up” (assumed and paid to the Ohio Public Employees Retirement System) by the Township of Berlin, Delaware County, Ohio. This “pick up” by the Township of Berlin, Delaware County, Ohio, is, and shall be designated as, public employee contributions and shall be in lieu of contributions to the Ohio Public Employees Retirement System by each person within any of the classes established in Section 2 herein. No person subject to this “pick up” shall have the option of choosing to receive the statutorily required contribution to the Ohio Public Employees Retirement System

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directly instead of having it "picked up" by the Township of Berlin, Delaware County, Ohio, or of being excluded from the "pick up".

The Township of Berlin, Delaware County, Ohio shall, in reporting and making remittance to the Ohio Public Employees Retirement System report that the public employees contribution for each person subject to this "pick up" has been made as provided by the statute.

**SECTION 2:** The "pick up" by the Township of Berlin, Delaware County, Ohio, provided by this resolution shall apply to all persons that:

Are employees of the Township of Berlin, Delaware County, Ohio, who are or become contributing members of the Ohio Public Employees Retirement System.

**SECTION 3:** The Township's method of payment of salary to employees who are participants in OPERS is hereby modified as follows, in order to provide for a salary reduction pick-up of employee contributions to OPERS.

**SECTION 4:** The total salary for each employee shall be the salary otherwise payable under the Township policies. Such total salary of each employee shall be payable by the Township in two parts: (a) deferred salary and (b) cash salary. An employee's deferred salary shall be equal to that percentage of that employee's total salary which is required from time to time by OPERS to be paid as an employee contribution by that employee, and shall be paid by the Township to OPERS on behalf of that employee as a pick-up and in lieu of the OPERS employee contribution otherwise payable by that employee. An employee's cash salary shall be equal to that employee's total salary less the amount of the pick-up for that employee, and shall be payable, subject to applicable payroll deductions, to that employee. The Township shall compute and remit its employer contributions to OPERS based upon an employee's total salary. The total combined expenditures of the Township for such employees' total salaries payable under applicable township policies and the pick-up provisions of this Resolution shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

**SECTION 5:** The Treasurer and/or the Clerk are hereby authorized and directed to implement the provisions of this Resolution to institute the "pick up" of the statutorily required contributions to the Ohio Public Employees Retirement System for those persons reflected in Section 2 herein so as to enable them to obtain the result in federal and state tax deferrals and other benefits.

Adopted, November 28, 2005, **Amended January 1, 2008**

- 1.) All employees – mandatory participation.
- 2.) **AMENDMENT # 1-January 1, 2008 (EXCEPTION: full-time fire department personnel are required to participate in OP&F; part-time fire department personnel are required to participate in social security EXCEPT: Craig Hall and Dale Huffman who are required to participate in OPERS due to being grandfathered in that policy)**

Vote: D'Amico yea, Bullard yea and Panzarella naye.

## VARIOUS PAYMENT POLICIES

### RESOLUTION 08-01-10

Bullard moved the adoption of the following reimbursement policies:

- 1.) 100% of necessary, reasonable and customary expenses for attendance at conventions, workshops and meetings. Official, board member or employee must have prior approval by Board of Trustees.
- 2.) Maximum of Thirty Dollars (\$30.00) allowed per day, per person for meal reimbursement.
- 3.) Forty eight and one half cents (\$.485) per mile for use of personal vehicle for township business. Mileage must be approved by Board of Trustees.
- 4.) 100% of all purchases made for township (with approval of trustees) by employee or official of the township excluding sales tax.

Second by D'Amico.

Vote: Panzarella yea, Bullard yea and D'Amico yea.

## DEPARTMENT SPENDING AUTHORIZATION

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

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**RESOLUTION  
08-01-11**

**DISCUSSION:** Trustees discussed a spending proposal submitted by the fire chief requesting blanket purchase orders be made available for fire department spending. Following discussions, trustees determined increasing the monthly spending limit to \$750.00 would be a more viable solution in complying with the Ohio Revised Code.

It was moved by Bullard that department spending be limited as follows unless otherwise authorized by Board of Trustees.

Administrative	\$750.00 per month (includes all trustees and fiscal officer)
Building	\$150.00 per month
Cemetery	\$300.00 per month & \$500.00 per interment
Fire	\$750.00 per month
Road	\$750.00 per month
Zoning	\$200.00 per month

All emergency spending (those expenditures not anticipated in normal day to day operation of business) requires immediate notification to township fiscal officer stating date of emergency, reason or explanation for expenditure, amount of anticipated expenditure and vendor name and address.

Second by D'Amico.

Vote: Bullard yea, Panzarella yea and D'Amico yea.

**BUILDING RENTAL AND CEMETERY RULES**

**RESOLUTION  
08-01-12**

Panzarella moved the following building rental and cemetery rules be adopted:

**EXHIBIT #7 BUILDING RENTAL RULES**

**DISCUSSION:** Panzarella proposed that emergency contact persons be listed on the rental forms and posted on the bulletin boards.

**BERLIN TOWNSHIP MEETING ROOM  
TOWNSHIP EMPLOYEE APPLICATION  
RULES, REGULATIONS and FEES**

The Berlin Township Public Meeting Room will be available to all responsible residents and organizations of Berlin Township. (No organizations operating for profit.)

The Berlin Township Trustees will have final approval of persons and organizations using the meeting room.

The Township Meeting Room will be available from the hours of 9 a.m. until 12 midnight weekdays and Saturdays; and 12 noon until 9 p.m. on Sundays.

Use of the meeting room shall include the use of the meeting room, restrooms and kitchenette; with available facilities and equipment in the kitchenette.

It will be the responsibility of persons or organizations to leave the meeting room clean and in order (vacuum floor, wipe off all tables) and deposit all waste in provided refuse receptacles on the east side of the building when leaving.

MEETING ROOM CAPACITY – 80 (eighty) persons

- NO PARKING in front of any exterior doors at the building facility
- NO BLOCKING of egress doors
- NO ALCOHOLIC BEVERAGES
- NO SMOKING anywhere inside the facility
- NO RENTING, LEASING OR LOANING of chairs, tables or any other equipment owned by the township

\*\*\* FEES PAYABLE IN ADVANCE will be \$35 (Thirty-five dollars) per meeting which includes a \$25 (Twenty-five dollar) refundable deposit. Any person or organization leaving the meeting room in unsatisfactory

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condition will forfeit the refundable deposit as a clean up charge and pay for any damage to the building or equipment. **Entrance to the building will be with use of a security tag that must be picked up from the township. Return of the deposit includes return of the security tag to the township.**

Any youth group shall be required to have a supervisor or responsible person present at all meetings.

All meetings will be posted on a calendar in the meeting room.

RULES and REGULATIONS will be posted in the meeting room and will be available upon request. All rules, regulations are subject to change by order of the Berlin Township Trustees without notice.

Renter or Responsible Party agrees to hold Berlin Township harmless of any liability.

EMERGENCY CONTACT PERSONS: Phil Panzarella @740-549-1168; Ron Bullard @ 740-548-5463; and Tom D'Amico @ 740-369-9710.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ RENTAL DATE \_\_\_\_\_ Receipt # \_\_\_\_\_

BERLIN TOWNSHIP MEETING ROOM  
RESIDENT APPLICATION  
RULES, REGULATIONS and FEES

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The Township Meeting Room will be available from the hours of 9 a.m. until 12 midnight weekdays and Saturdays; and 12 noon until 9 p.m. on Sundays.

Use of the meeting room shall include the use of the meeting room, restrooms and kitchenette; with available facilities and equipment in the kitchenette.

It will be the responsibility of persons or organizations to leave the meeting room clean and in order (**vacuum floor, wipe off all tables**) and **deposit all waste in** provided refuse receptacles **on the east side of the building** when leaving.

MEETING ROOM CAPACITY – 80 (eighty) persons

- NO PARKING in front of any exterior doors at the building facility
- NO BLOCKING of egress doors
- NO ALCOHOLIC BEVERAGES
- NO SMOKING anywhere inside the facility
- NO RENTING, LEASING OR LOANING of chairs, tables or any other equipment owned by the township

\*\*\* FEES PAYABLE IN ADVANCE will be \$50 (Fifty dollars) per meeting which includes a \$25 (Twenty-five dollar) refundable deposit. Any person or organization leaving the meeting room in unsatisfactory condition will forfeit the refundable deposit as a clean up charge and pay for any damage to the building or equipment. **Entrance to the building will be with the use of a security tag that must be picked up from the township. Return of the deposit includes return of the security tag to the township.**

Any youth group shall be required to have a supervisor or responsible person present at all meetings.

All meetings will be posted on a calendar in the meeting room.

RULES and REGULATIONS will be posted in the meeting room and will be available upon request. All rules, regulations are subject to change by order of the Berlin Township Trustees without notice.

Renter or Responsible Party agrees to hold Berlin Township harmless of any liability.

EMERGENCY CONTACT PERSONS: Phil Panzarella @740-549-1168; Ron Bullard @ 740-548-5463; and Tom D'Amico @ 740-369-9710.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1, 2008**

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ RENTAL DATE \_\_\_\_\_ Receipt # \_\_\_\_\_

**EXHIBIT #8 CEMETERY RULES**

**CHESHIRE CEMETERY  
and  
PEACHBLOW CEMETERY  
Berlin Township  
Delaware County, Ohio**

**RULES**

1. The cutting and trimming of grass is the largest maintenance activity in your cemetery, and since the use of artificial flowers and wreaths on graves hinders the cutting of grass, the use of same is discouraged during the growing season from March 15 to November 1. **This is with the exception of Easter, Mother's Day, and Memorial Day.** Our cemetery has much natural beauty from early Spring to late Fall, in its trees, shrubs, and flowers. Artificial flowers and wreaths are unnecessary during this period.
2. In order that the entire cemetery may always present as neat and orderly appearance as possible, it is requested that flowers be placed in front of the monument. The use of cans and/or glass containers is not permitted. We ask that you do not cultivate flowers or plants and use only cut arrangements. These natural flowers will be removed when wilted.
3. The Berlin Township Trustees reserve the right to remove all floral designs, flowers, trees, shrubbery, plants of any kind from the cemetery if, in the judgment of the Berlin Township Trustees, they do not conform to the standards of the cemetery.
4. The placing of boxes, shells, toys, metal designs, ornaments, chairs, benches, glass vases, glass jars, wood or iron crosses, glass and/or plastic blocks, artificial animals, tin cans, waste baskets, cardboard cartons, etc. is not permitted.
5. Winter decorations such as natural and artificial wreaths placed on easels and approved arrangements are permitted from November 1 to March 15. Such decorations will be removed after March 15<sup>th</sup>.
6. Trees and Shrubs are not permitted to be planted in the Cheshire or Peachblow Cemeteries in Berlin Township.
7. If in doubt as to proper or accepted grave decorations, kindly consult the Berlin Township Trustees for complete information and assistance. Your assistance in helping us to maintain your cemetery is greatly appreciated.
8. Information relative to pouring of foundations, erection of monuments, placing of markers or headstones, interments, inurnments and exhumations, and other related concerns, should be obtained from the Berlin Township Trustees. The Trustees solicit the cooperation of all Cheshire and Peachblow Cemetery lot owners in keeping the cemetery beautiful.

**It is the policy of Berlin Township to pour marker foundations twice per year, May and September.**

**A Cemetery maintained for the use and benefit of the general public, and protected by such rules as will help to provide equal protection and rights to all lot owners.**

Second by D'Amico.

Vote: D'Amico yea, Panzarella yea and Bullard yea.

**ESTABLISH FEE SCHEDULES**

**RESOLUTION  
08-01-13**

**APPROVE FEE SCHEDULES AS EDITED AND STATED  
BELOW TO BE EFFECTIVE JANUARY 1, 2008**

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

Bullard moved the following fee schedules be adopted effective January 1, 2008.

**BUILDING RENTAL FEES**

Township employee or official	\$35.00 per occasion
Township resident-non-employee	\$50.00 per occasion
refundable deposit to all renters	\$25.00 per occasion
with approval of trustees to be paid within ten (10) days of rented date	

Any fee waivers will be determined by the Board of Trustees.

**CEMETERY FEES-**

**DISCUSSION:** Bullard proposed the fee for opening graves be increased by \$25.00.

Panzarella said the township was experiencing a trend of residents purchasing cemetery lots then transferring them to non-residents and the current fee for a deed transfer was \$5.00. Panzarella proposed changing the cost of deed transfers from \$5.00 per deed to \$25.00 per grave space transferred. Panzarella said when asked, the prosecutor’s office offered no clear opinion regarding determination of deed transfer costs and what the township could charge.

**SALES –**

Grave lot sale-Township resident at time of sale	\$ 200.00 per grave lot
Grave lot sale-County resident at time of sale	\$ 500.00 per grave lot
Grave lot sale-Non County resident at time of sale	\$1,000.00 per grave lot

**INTERMENT and INURNMENT –**

Open/Close grave-Monday-Friday-Adult grave	\$ 325.00 per opening
Open/Close grave-Saturday, Sunday & Holiday-Adult grave	\$ 475.00 per opening
Open/Close grave-Monday-Friday-Infant grave (hand dig)	\$ 150.00 per opening
Open/Close grave-Saturday, Sunday & Holiday-Infant grave-(hand dig)	\$ 200.00 per opening
Limit two (2) burials per grave lot	
Open/Close grave-Inurnment (hand dig)-Limit two (2) inurnments per grave lot	\$ 75.00 per opening
All interments must be in vault (no polyethylene) for burial	

**CEMETERY DEEDS –**

Cemetery Deed transfer	\$ 25.00 for each grave space transferred
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**FEE WAIVERS –**

Any fee waivers will be determined by the Board of Trustees.

**CEMETERY MARKER FOUNDATIONS –**

Minimum charge (1 ft. 3 in. x 2 ft. 3 in.)	\$ 125.00
Excess of 1 ft. 3 in. x 2 ft. 3 in.	\$ .40 per sq. inch
Requests for additional depth	\$ .05 per cu. inch
Surcharge for marker foundations (concrete) requested beyond the allowed May and September pour dates need approval of the cemetery sexton and will incur a surcharge	\$ 545.00 per foundation
Foundation (concrete) to be formed, so as to be level with finished edges three (3) to four (4) inches above the ground and minimum of three (3) inch perimeter on base outside the marker size	
Foundation (concrete) to be poured to minimum depth of thirty (30) inches below ground	
Removal of Foundation (concrete)	cost to be determined at time of requested removal

**EXHUMATION –**

Adult grave	\$525.00 per vault
Infant grave	\$150.00 per vault

**BERLIN TOWNSHIP TRUSTEES**

11:00 A.M.

ORGANIZATIONAL MEETING

JANUARY 1,

2008

Inurnment

\$100.00 per urn

Fiscal Officer Cannon reported that during 2008 Bruce Miley Excavating would charge \$200.00 to open a grave.

**FEES – ZONING AND TOWNSHIP**

**DISCUSSION:** Bullard commented on fees charged for permits and extending permits beyond a year. Panzarella cited Piranha as such a deal. Bullard said the issue was addressed in the zoning book and he wondered if it should appear in the zoning fee schedule. Bullard said the zoning text would be sent to trustees for a hearing. Panzarella suggested waiting until trustees get the zoning text for hearing before making a decision.

**EXHIBIT #9**

**BERLIN TOWNSHIP FEE SCHEDULE**

**ZONING**

**EFFECTIVE 1/1/2008**

Penalty for LATE applications, NO applications or INCOMPLETE applications 100% of regular fee

Make all checks payable to: BERLIN TOWNSHIP TRUSTEES

**RESIDENTIAL**

1.	Single Family Residence	\$ 300.00 each
2.	All residential remodeling with structure change or additions to dwelling or garage including addition of attached garage	\$ 50.00
	Burnout, tornado, or natural disaster	<b>NO CHARGE</b>
3.	Garages, carports, decks, pole buildings and other storage buildings	\$ 50.00 each
4.	Small accessory or storage buildings and small decks (less than 100 sq. ft.) Utility building (less than 100 sq. ft.)	<b>NO CHARGE</b>
5.	Temporary Mobile Home for six (6) mos. (Burnout, tornado, or natural disaster victim exempt)	\$ 50.00 each
	<b>Renewal</b> six (6) months (Burnout, tornado, or natural disaster victim 12 month renewal-exempt)	\$ 25.00 each-not more than twice
6.	Mobile Home for farm labor	\$ 125.00
7.	Swimming Pool	\$ 50.00 each
8.	Converting One-family dwelling into multi-family	\$ 100.00 per unit
9.	Single Family Dwelling used as Model Home for six (6) months	\$ 400.00 each
	<b>RENEWAL</b> - six (6) months as long as model home until 90% of zoning permits in entire planned subdivision are issued	\$ 400.00 each
10.	Temporary Certificate of Compliance	\$ 50.00
11.	Multi-Family (twin single, apartment building, townhouses, condominium)	\$ 300.00 minimum per occupied building
12.	Temporary tool, supply and construction office trailer for six (6) months.	\$ 300.00 each
	<b>RENEWAL</b> - six (6) months-zoning inspector's discretion	\$ 300.00 each renewal
13.	<b>SIGNS</b> - Permanent	\$ 300.00 each
	Temporary-six (6) months renewal at zoning inspector's discretion	\$ 200.00 each
	Garage & Yard Sale	<b>NO CHARGE</b>
14.	Variance, Appeal and Conditional Use Hearings (transcript available at additional cost to applicant)	\$ 500.00 to include court reporter
	Additional fee per hearing after 2 <sup>nd</sup> hearing	\$ 300.00
15.	Review Lot Split	\$ 50.00 each

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

16.	<b>ALL REZONING APPLICATIONS</b>	\$ 400.00 plus
		\$ 175.00 per acre
	Preliminary Development Plan hearing separate from Rezone	\$ 600.00
	Final Development Plan hearing separate from Rezone	\$ 600.00
	Additional fee per hearing after 2nd hearing	\$ 500.00
17.	Modification of approved zoning plan	\$ 500.00 each
18.	Revision to original application (after one (1) month)	\$ 100.00 each

**COMMERCIAL & INDUSTRIAL**

1.	All new Commercial & Industrial (per building)	\$ 300.00 plus
		\$ 25.00 per 100 sq. ft.
2.	All Commercial & Industrial (per building) Remodeling, structure change or additions to building.	\$ 300.00 plus
		\$ 25.00 per 100 sq. ft.
3.	Small accessory or storage buildings and small decks (less than 100 sq. ft.) Utility building (less than 100 sq. ft.)	\$ 200.00 each
4.	Temporary tool, supply and construction office trailer for six (6) months.	\$ 300.00 each
	<b>RENEWAL</b> - six (6) months-zoning inspector's discretion.	\$ 300.00 each
5.	Swimming Pool	\$ 50.00 each
6.	Borrow Pit	\$ 1,000.00 each
7.	Temporary Certificate of Compliance	\$ 500.00 each
8.	<b>SIGNS</b> - Permanent	\$ 300.00 each
	Temporary (six months renewal at zoning inspector's discretion)	\$ 200.00 each
	Garage & Yard Sales	<b>NO CHARGE</b>
9.	<b>ADMINISTRATIVE REVIEW</b> - Approve Plats & Subdivisions	
	Minor-less than five (5) lots	\$ 400.00 each
	Major-five (5) lots or more	\$ 500.00 each
10.	Review Lot Split	\$ 50.00 each
11.	<b>ALL REZONING APPLICATIONS</b>	\$ 400.00 plus
		\$ 175.00 per acre
	Preliminary Development Plan hearing separate from Rezone	\$ 600.00
	Final Development Plan hearing separate from Rezone	\$ 600.00
	Additional fee per hearing after 2nd hearing	\$ 500.00
12.	Variance, Appeal and Conditional Use Hearings (transcript available at additional cost to applicant reporter)	\$ 500.00 to include court reporter
	Additional fee per hearing after 2 <sup>nd</sup> hearing	\$ 300.00
13.	Modification of approved zoning plan	\$ 500.00 each
14.	Revision to original application (after one (1) month)	\$ 100.00 each

**MISCELLANEOUS**

1.	Refunds for withdrawal of BZC or BZA applications will be the amount of the original fee less any and/or all actual costs incurred by the township prior to the withdrawal action. All withdrawal requests must be in writing and dated.	
2.	Zoning Books	\$ 30.00 each
3.	Comprehensive Land Use Plan Book	\$ 75.00 each
5.	Land Use & Zoning Maps	\$ 2.00 each
6.	Fee for returned checks	\$ 25.00 each
7.	Photo copies	\$ .10 per page

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**TOWNSHIP DRIVEWAY PERMIT**

- All Residential, Farm, Commercial and Industrial driveway pipe permits shall be \$50.00 each.**

BERLIN TOWNSHIP TRUSTEES

11:00 A.M.

ORGANIZATIONAL MEETING

JANUARY 1,

2008

Second: Panzarella  
Vote: Panzarella yea, D'Amico yea and Bullard yea.

**RESOLUTION  
08-01-14**

**APPROVE \$8,000.00 FOR CONTRACT SERVICES FOR ZONING DEPARTMENT TO BE PROVIDED BY DELAWARE COUNTY REGIONAL PLANNING NOT TO GO BEYOND DECEMBER 31, 2008**

Motion: D'Amico  
Second: Bullard  
Vote: D'Amico yea, Bullard yea and Panzarella yea.

**MOWING CONTRACT**

**RESOLUTION  
08-01-15**

**ACCEPT AND APPROVE MOWING CONTRACT FEE FOR CHESHIRE AND PEACHBLOW CEMETERIES AND BERLIN FIRE STATION SITE AT CORNER OF LACKEY-OLD STATE AND CHESHIRE ROADS - STEWCARE, INC.**

Berlin site	\$ 150.00 per mowing cut
Cheshire Cemetery	\$ 626.00 per mowing cut
Peachblow Cemetery	\$ 51.00 per mowing cut

Motion: D'Amico  
Second: Bullard  
Vote: D'Amico yea, Bullard yea and Panzarella yea.

**RESOLUTION  
08-01-16**

**ACCEPT AND APPROVE FERTILIZER, WEED AND FEED AND INSECT CONTROL PROGRAM CONTRACT FEE FOR CHESHIRE AND PEACHBLOW CEMETERIES AND BERLIN FIRE STATION SITE AT CORNER OF LACKEY-OLD STATE AND CHESHIRE ROADS - STEWCARE, INC.**

**FERTILIZER, WEED AND FEED CONTROL PROGRAM**

**Stewcare, Inc.**

Cheshire Cemetery	\$1,578.00	pre-emergent - (early March=59 bags=12,500 sq. ft.
	\$1,578.00	weed & feed – (Spring)=74 bags=10,000 sq. ft.
	\$6,315.00	insect control – (summer)=59 bags=12,500 sq. ft.
	\$1,578.00	fertilization - (fall)=74 bags=10,000 sq. ft.
Peachblow Cemetery	\$ 56.00	pre-emergent - (early March).
	\$ 53.00	weed & feed – (Spring)
	\$ 166.00	insect control – (summer
	\$ 56.00	fertilization - (fall)
Berlin Firehouse Site	\$ 511.00	pre-emergent-(early March)
	\$ 511.00	weed & feed – (Spring)
	\$ 2,040.00	insect control – (summer)
	\$ 511.00	fertilization – (fall)

Motion: Bullard  
Second: Panzarella  
Vote: Bullard yea, Panzarella yea and D'Amico yea.

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

Panzarella noted in 2007 Stewcare notified the township that it would not be necessary to have the insecticide application as there were no insects found in the cemetery. Panzarella said Stewcare had been very responsible.

**NAME TOWNSHIP PERSONNEL POSITIONS and PAY RATES**

**RESOLUTION**

**08-01-17**

**APPROVE 2.8% ACROSS THE BOARD EMPLOYEE PAY RATE INCREASE**

Trustees discussed consideration of a 3% pay rate increase. Panzarella stated the State of Ohio was allowing 2.8% increase in wage rates and he wanted the same rate considered for the township. He stated that in 2007 employees were given varied rate increases and he said now the township needs to "get in step" with somebody. Panzarella said he believed the township should get in "lock step" with the state. Bullard commented that in one case it meant a \$.04 per hr. difference. Panzarella said it was not about amount. D'Amico said the 3% is considering rounding up and he was fine with 3%. Panzarella said that in 2007 there were significant pay changes and if that continued to compound every year it could lead to problems.

Motion: Panzarella  
Second: Bullard  
Vote: D'Amico naye, Panzarella yea and Bullard yea.

**RESOLUTION**

**08-01-18**

**APPROVE RETAINING LINDA PAXTON FOR THE PURPOSE OF RECORDING AND PROCESSING THE RECORD OF PROCEEDINGS AT ALL MEETINGS OF THE BERLIN TOWNSHIP BOARD OF ZONING COMMISSION AND THE BERLIN TOWNSHIP BOARD OF ZONING APPEALS AT A PAY RATE OF \$20.56 PER HR. EFFECTIVE JANUARY 1, 2008**

Motion: Bullard  
Second: Panzarella  
Vote: Panzarella yea, D'Amico naye and Bullard yea.

**RESOLUTION**

**08-01-19**

Panzarella said he was not in favor of creating new positions in the fire department at this time. He said there may have been a misunderstanding as to who would be in charge during the chief's absence. He also said care should be taken before naming a position or person as fire prevention inspector. Panzarella said if such a person was named, it would mean they would be the #3 person in charge in the fire department.

It was moved by Bullard that the following township personnel positions and pay rates be adopted for 2008 and that pay periods be established as named and pay rate changes for persons paid bi-weekly, except the fire chief and zoning inspector, shall become effective December 30, 2007 and pay rate changes for persons paid monthly, including the fire chief and zoning inspector, shall become effective January 1, 2008:

**EXHIBIT #10 TOWNSHIP PERSONNEL POSITIONS & PAY RATES**

<b>Twp. Personnel Positions</b>	<b>2008 Pay Rate</b>
<b>Administrative</b>	
Assist. to fiscal officer (hired by fiscal officer)	\$ 25.70 hr.
Other clerical	\$ 11.57 hr.
<b>Building</b>	
Custodian	\$318.68 mo.
Labor	\$ 12.18 hr.
<b>Cemetery</b>	
Sexton	\$236.44 mo.
Sexton assistant	\$ 12.18 hr.

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

Labor	\$ 11.62 hr.
Labor-Sexton (foundation or Hand dig grave)	\$ 14.03 hr.

**Road**

**2 hr. minimum call in paid**

Road superintendent	\$ 17.37 hr.
Laborer II	\$ 15.27 hr.
Laborer II-new hire	\$ 14.39 hr.
Laborer I	\$ 12.34 hr.
Laborer – Part time	\$ 12.34 hr.
Tractor driver – snow removal	\$ 12.34 hr.
Truck driver – CDL casual labor	\$ 18.50 hr.

**Fire**

Fire Chief	\$ 30.45 hr. (\$63,345.36 yr.)
Assistant Fire Chief	\$ 12.85 hr.
Full-time Firefighter	\$ 15.83 hr.
Full-time Firefighter I (new hire)	\$ 15.32 hr.
Part-time Firefighter Lieutenant	\$ 12.34 hr.
Part-time Firefighter	\$ 11.31 hr.
Part-time Firefighter-probationary	\$ 9.25 hr.

**Zoning**

Inspector – Fulltime	\$ 17.76 hr. (\$36,956.60 yr.)
Inspector – Part time	\$ 15.42 hr.
Office secretary	\$ 15.37 hr.
Temporary clerical	\$ 12.13 hr.
Board Clerk- Paxton	\$ 20.56 hr.
Board clerk – new hire	\$ 12.85 hr.
Township fiscal officer-clerk zoning meetings	\$ 20.56 hr.
BZC & BZA Board members	\$50.00 mtg.
BZC & BZA alternate members	\$50.00 mtg.
BZC & BZA members and alternates-special assignments as authorized by BZC chairman (maximum 20 events per year)	\$50.00 per event
Zoning inspector – RPC & other meetings as directed	\$50.00 mtg.
RPC representative	\$50.00 mtg.
RPC alternate	\$50.00 mtg.

All probationary periods will be minimum of up to six (6) months unless employee is terminated or resigns sooner than the end of the probationary period. Department head may request extensions of probationary period up to an additional six (6) months.

All position titles listed above may also include other duties as assigned by the Board of Trustees at these rates except those persons hired by the fiscal officer. All employees must sign their timesheets.

Cannon requested that the annual salary of the fire chief and zoning inspector be broken down into an hourly wage equivalent. She said in order for the accounting system calculations of benefits to be correct it required and hourly wage equivalent entry.

D’Amico questioned if hourly rates were being paid, would the chief and zoning inspector still be considered salary employees. It was agreed they would be salary employees. Panzarella said the zoning inspector would be paid and additional \$50.00 per attendance at RPC and other required meetings.

Discussion was held regarding timesheets not being signed by fire department personnel other than Bechstein and Pichert. Also there was discussion regarding the accuracy of the run report pay sheet. By the pay sheet, it appears each run is at least 1 hr. in duration. Board members were advised that firefighters were being guaranteed a minimum one hour pay for each run no matter the exact time of the run. It was noted there was no guaranteed pay policy in place. Panzarella to research details. Panzarella said he was unsure if it was legal to not sign timesheets and there should be discussion on a timesheet policy at a future meeting.

Bullard made reference to the statement “all probationary periods will be six (6) months”. He said the statement inferred employees would be paid for six months. D’Amico said he was confused by Bullard’s statement. It was determined the words “unless employee is terminated or resigns sooner than the end of the probationary period”.

Second by Panzarella.

BERLIN TOWNSHIP TRUSTEES

11:00 A.M.

ORGANIZATIONAL MEETING

JANUARY 1,

2008

Vote: Bullard yea, Panzarella yea and D'Amico yea.

**RESOLUTION  
08-01-20**

**AUTHORIZE RICK SEDLACEK TO ASSIST IN THE ZONING OFFICE IN THE ABSENCE OF THE ZONING INSPECTOR AT A PAY RATE OF \$15.42 PER HOUR WITH BENEFITS AS MANDATED BY LAW AND AS AUTHORIZED BY THE BOARD OF TRUSTEES**

Motion: Bullard  
Second: Panzarella  
Vote: Panzarella yea, D'Amico yea and Bullard yea.

**RESOLUTION  
08-01-21**

**APPROVE EXHIBIT #11 AND EXHIBIT #12 AS FOLLOWS:**

Motion: Panzarella  
Second: Bullard

Bullard said the BZA alternates currently have stated terms. He said, "There should be no terms. Panzarella said a previous board had voted for the terms. Bullard said when an alternate is appointed it should be forever. Panzarella said it could cause a problem if changed now.

Bullard questioned the term for a RPC representative. Cannon said the term was three (3) years to begin in March and she didn't know when it was decided to use December 31<sup>st</sup> as the term expiration.

**EXHIBIT #11 LIST OF BOARD OF ZONING COMMISSION AND BOARD OF ZONING APPEALS MEMBERS WITH TERMS. ALSO INCLUDED ARE NAMES OF BZC AND BZA ALTERNATES AND REGIONAL PLANNING COMMISSION REPRESENTATIVE AND ALTERNATE.**

**BZC BOARD**

Jerry Valentine	term expires	3-1-2012
Rick Sedlacek	term expires	3-1-2008
Robert LeBlanc	term expires	3-1-2009
<b>No one named</b>	term expires	3-1-2010
James Hahn	term expires	3-1-2011

**BZC ALTERNATE**

Betty Bringardner

**BZA BOARD**

Michael Morrill	term expires	12-31-2012
Dan Jacobs	term expires	12-31-2008
Tom Roll	term expires	12-31-2009
Barbara Sherman	term expires	12-31-2010
James Brehm	term expires	12-31-2011

**BZA BOARD ALTERNATE**

Lori Moore-2 <sup>nd</sup> Alternate	term expires	05-09-2008
Al Wharton	term expires	03-27-2009

**RPC REPRESENTATIVE**

Rick Sedlacek	term expires	03-01-2011
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**RPC ALTERNATE**

Ray Armstrong n/a

**EXHIBIT #12 LIST OF CERTIFIED FIREFIGHTERS STATING HIGHEST LEVEL OF TRAINING ATTAINED BY EACH MEMBER.**

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

**As of November 29, 2007**

Full-time Fire Chief	William Bechstein	240 FFII/EMT-B
Part-time Assistant Chief	Craig Hall	240 FFII/EMT-B/Inspector
Full-time Firefighter	Joseph Pichert	240 FFII/EMT-B
Part-time Lieutenant	Chris Paykoff	36 FFI
Part-Time Lieutenant	Donald Tuller, Jr.	240 FFII/EMT-B
Part-time Lieutenant	Samuel Reda	240 FFII/EMT-B
Part-time Fire Prevention	Connie Reda	240 FFII/EMT-B/Fire Inspector
Part-time Firefighter	William Kirsop	240 FFII/Paramedic
Part-time Firefighter	Dale Huffman	240 FFII/EMT-B
Part-time Firefighter	Greg Prantl	240 FFII/EMT-B/Fire Inspector
Part-time Firefighter	Brian Newcomb	36 FFI/Paramedic
Part-time Firefighter	Thomas Benson	240 FFII/Arson Investigator
Part-time Firefighter	Scott Stewart	240 FII/Paramedic
Part-time Firefighter	Steve Roberts	36 FFI/Paramedic
Part-time Firefighter	Jody Fortney	36 FFI/Paramedic
Part-time Firefighter	Steve Arnold	240 FFII/EMT-I/Fire Inspector
Part-time Firefighter	Brian Lesch	240 FFII/Paramedic
Part-time Firefighter	Matt Carey	240 FFII/EMT-I/Fire Inspector
Part-time Firefighter	Ryan Strohl	240 FFII/Paramedic

List contained signature of fire chief William Bechstein.

Panzarella said the fire chief had certified the level of training for each firefighter. Panzarella said he wanted the board to know why the fire department goes on EMS runs. Panzarella said it was in order for firefighters to keep their certifications and hours up. Bullard questioned if only EMT personnel attended EMS runs. Panzarella said the fire department isn't staffed to that level.

Vote: Bullard yea, D'Amico yea and Panzarella yea.

**RESOLUTION APPROVE PAY PERIODS  
08-01-22**

Bullard moved the following pay periods be adopted.

**EXHIBIT #13 PAY PERIODS**

**Effective January 1, 2008 the following pay periods will continue to be observed.**

**BI-WEEKLY PAY PERIOD TO INCLUDE THE FOLLOWING PERSONNEL**

**All fire department personnel  
All road department personnel  
Zoning inspector  
Zoning office secretary**

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

**Zoning office clerical personnel**

**MONTHLY PAY PERIOD TO INCLUDE THE FOLLOWING PERSONNEL**

- Township elected officials-Trustees & Fiscal officer**
- Fiscal officer’s clerical staff**
- Building custodian**
- Cemetery sexton and assistant sexton**
- Zoning board clerk**
- Zoning board members (BZC, BZA and Alternates, RPC representative, and RPC alternate)**

Second by Panzarella.

Vote: Bullard yea, D’Amico yea and Panzarella yea.

**FIRE DEPARTMENT POLICIES**

**RESOLUTION  
08-01-23**

**FIRE DEPARTMENT –**

D’Amico moved that hourly wage for firefighters would include training meetings set up for Township and fire and EMS runs Special emergency personnel needs to be determined by the Fire Chief or his designee, depending on the severity and nature of the emergency. Mileage reimbursement must be pre-approved by Board of Trustees.

**FIRE DEPARTMENT TRAINING**

Employee to provide original certificate of satisfactory course or class completion ***with copy inserted in personnel file.***

Employee to provide original receipt of payment for course or class.

No reimbursement for mileage unless pre-approved by trustees.

Employee will be required to reimburse the township for course or class fee if one of the following occurs:

1. course or class is not satisfactorily completed and has been paid in advance by the township; or
2. employee resigns employment within 120 days following satisfactory completion of course or class which has either been reimbursed to the employee or paid for in advance by the township.

Employee must reimburse the township 100% of fee reimbursed or paid on their behalf.

Fee reimbursement will be given to the township fiscal officer within sixty (60) days after notice of incompleteness of course, or at time of termination whichever is earlier.

The Board of Berlin Township Trustees reserves the right to revise or change this policy at any time.

In addition certain training requirements may pertain. If conflicts between SOG and Organizational Meeting policy, Organizational Meeting policy takes precedence.

**PHYSICAL EXAM REQUIREMENT**

**DISCUSSION:** Bullard questioned several things regarding physicals for firefighters.

Require physical exams for fire department personnel every three (3) years

Accept another fire department’s physical exam records for a Berlin Township Firefighter if current within twelve (12) months of firefighter’s date to have a physical exam. Firefighter must request a certified copy of his/her physical and have certifying officer mail it directly to the Berlin Township Fiscal Officer.

Second by Bullard.

Vote: D’Amico yea, Bullard yea and Panzarella yea .

**REPAYMENT SCHEDULE OF ADVANCES TO FIRE DEPARTMENT**

**RESOLUTION  
08-01-24**

**APPROVE FIRE DEPARTMENT’S CONTINUED SCHEDULE**

BERLIN TOWNSHIP TRUSTEES

11:00 A.M.

ORGANIZATIONAL MEETING

JANUARY 1,

2008

**OF REPAYMENT – \$1,050,000.00 ADVANCED FROM THE GENERAL FUND TO THE FIRE FUND FOR PURPOSE OF CONSTRUCTION OF CAPITAL IMPROVEMENT PROJECT – NEW FIRE STATION**

<b>August – 2007</b>	<b>\$210,000.00</b>	<i>paid</i>
<b>March – 2008</b>	<b>\$150,000.00</b>	
<b>August – 2008</b>	<b>\$150,000.00</b>	
<b>March – 2009</b>	<b>\$150,000.00</b>	
<b>August – 2009</b>	<b>\$150,000.00</b>	
<b>March –2010</b>	<b>\$150,000.00</b>	
<b>August – 2010</b>	<b>\$ 90,000.00</b>	

Motion: Bullard  
 Second: Panzarella  
 Vote: Bullard yea, D’Amico yea and Panzarella yea.

Repayment schedule to be inserted into the 5-yr. Budget Plan.

**ESTABLISH POLICY – CLOTHING ALLOWANCES – FIRE DEPARTMENT**

**DISCUSSION:** Panzarella said it should be at the chief’s discretion when clothing allowances are to be used.

**RESOLUTION  
08-01-25**

**APPROVE \$720.00 ANNUAL CLOTHING ALLOWANCE TO INCLUDE COST FOR UP TO \$120.00-ONE (1) PAIR STEEL TOE WORK BOOTS FOR EACH FULL-TIME FIREFIGHTER AND \$325.00 ANNUAL CLOTHING ALLOWANCE FOR EACH PART-TIME FIREFIGHTER**

Motion: Panzarella  
 Second: Bullard  
 Vote: Panzarella yea, Bullard yea and D’Amico yea.

**ESTABLISH POLICY – SAFETY CLOTHING – ROAD DEPARTMENT**

**RESOLUTION  
08-01-26**

**APPROVE TOWNSHIP OR EMPLOYEE PURCHASE OF SAFETY CLOTHING AND GEAR FOR ROAD DEPARTMENT EMPLOYEES FOR COST UP TO:**  
**\$120.00 – ONE (1) PAIR STEEL TOE WORK BOOTS**  
**\$200.00 – CARHART JACKET, BIB OVERALLS & DUCK HOOD**  
**ROAD EMPLOYEE MUST PROVIDE ORIGINAL RECEIPT TO FISCAL OFFICER FOR REIMBURSEMENT OF PURCHASED APPAREL. NO SALES TAX WILL BE REIMBURSED.**

Motion: Bullard  
 Second: Panzarella  
 Vote: D’Amico yea, Bullard yea and Panzarella yea.

Other safety apparel to be provided and paid for by the township includes traffic safety vests, 17 in. over-the-shoe boots, wet weather gear, ear (noise) protection, and hard hats.

**ESTABLISH DEPARTMENT WORK HOURS**

**RESOLUTION  
08-01-27**

Panzarella moved the following department work hours be established and adopted.

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

**FIRE DEPARTMENT -**

**Full-time Firefighters including fire chief--**

Work week shall consist of forty (40) hours, including lunch and breaks, Monday through Friday

Hours **9:00 a.m. to 5:00 p.m.**

**Part-time Firefighter--**

Work week shall not exceed 28 hours in any work week including lunch and breaks.

Calendar year accumulation of hours worked cannot exceed 1499 hours without authorization of the Board of Trustees

Hours **8:00 a.m. to 5:00 p.m.**

**DISCUSSION:** Panzarella said there had never been hours established for the fire chief. He said the chief objects to certain hours. Panzarella said the chief is a firefighter and he wants three (3) people on the truck to fight fires. Panzarella said if there are times when a fire fighting incident goes past 5:00 p.m. then firefighters would be paid overtime. He said the chief, being a salaried employee, would not receive overtime pay. Panzarella said he expects the chief to schedule part-time personnel according to established policy of not working in excess of 1499 hrs. per year.

**DISCUSSION:** The Board reviewed past resolution for road department hours. It was noted the road department was not observing hours as decided in the resolution which followed daylight savings time dates. Panzarella said the hours established by trustees should be observed. Panzarella also said that the township now had the best crew since he'd been a trustee. He said they were doing a good job.

**ROAD DEPARTMENT -**

Eastern Standard Time – 8:00 a.m. to 4:30 p.m

Daylight Savings Time – 7:00 a.m. to 3:30 p.m.

**Exception - Snow Removal and/or other times as needed**

Work week shall consist of forty (40) hours, Monday through Friday

Thirty (30) minute unpaid lunch time, Monday through Friday

Two (2) fifteen (15) minute paid work breaks per eight (8) hour work day; one in the morning and one in the afternoon, Monday through Friday

**DISCUSSION:** D'Amico said he would like to discuss work hours for the zoning inspector and zoning secretary. Using reference to the number of zoning permits issued in the last year, D'Amico stated it was difficult to justify the inspector position as full-time. He then referred to a year when 196 home permits were issued and the inspector worked 20 hrs. per week while in 2007 only 37 home permits were issued and the zoning inspector was a 40 hr. per week position. Bullard agreed the zoning hours should be reduced. Panzarella said, "The problem is the Board has to come to a decision. It might not be the zoning department. Since 2000 seven hundred houses have been built meaning 2100 more people. When do we want the place opened for public business, have someone in the building to field questions, a secretary, receptionists, administrators? Maybe we need to expand job descriptions. A person coming here should find a human being. The trustees and fiscal officer are not required to be here by law." D'Amico questioned the secretary's hours being 8:00-3:30. Panzarella said, "That is my fault. Apparently contractors were showing up early." D'Amico said he would like to see Cathy's hours 7:30-3:00 and the zoning inspector 12:00 to 5:00 (5 ½ hrs.) or a 25 hr. work week. D'Amico said he would like the position reduced to 20-25 hrs. per week on a six (6) month trial basis. Bullard said curtailing the zoning inspector's hours makes sense. Bullard said he wanted to talk to Ray. Bullard said, "Basically your cutting out ½ his time. Panzarella said, "I've asked him to do things not to do with zoning inspector. Cathy's job has changed too. She does the newspaper and web page. What service do we want to provide? I get tax information from him, how to work TIF, JEDD... These are things important to me. How do we address normal duty hours?" Bullard said afternoon hours should be cut back and stay until 5:00 one day per week. D'Amico said his consideration was to have Cathy the front part of the day and the inspector until 5:00 which would keep the office open all day. Bullard said he understood Panzarella's standpoint. Panzarella said there was less office traffic from 7:30 to 8:00 than 3:30 to 5:00. D'Amico asked, "If we don't act on this, when will we act?" Panzarella said the zoning trustee brings it to a meeting. Bullard said, "Each has to check with Ray. I suggest January or February." D'Amico said, "Item for discussion is he should be the zoning inspector." Panzarella said, "Other township have it different. Put it in the job descriptions in the personnel manual."

**ZONING DEPARTMENT -**

**Regular office hours -**

**8:00 a.m. to 5:00 p.m. – Monday through Friday  
Other hours by appointment**

**Zoning inspector**

**8:30 a.m. to 5:00 p.m. – Monday through Friday  
Other hours by appointment**

Work week shall consist of forty (40) hours, Monday through Friday

Thirty (30) minute unpaid lunch time, Monday through Friday

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

Two (2) fifteen (15) minute work breaks per eight (8) hour work day; one in the morning and one in the afternoon, Monday through Friday

**Zoning office secretary 7:30 a.m. to 3:00 p.m.– Monday through Thursday  
7:30 a.m. to 11:30 a.m.– Friday**

Work week shall consist of thirty two (32) hours, Monday through Friday  
Thirty (30) minute unpaid lunch time daily Monday through Thursday  
One (1) fifteen (15) minute work break per day Monday through Thursday

Offices will be closed on holidays and/or other designated days in order that all full-time employees in the Fire, Road and Zoning departments may observe the holiday.

Second by Bullard.

Vote: Bullard yea, Panzarella yea and D’Amico naye.

Bullard suggested that any modifications to zoning inspector’s hours be withheld until either the last meeting in January or first meeting in February.

**ESTABLISH AUDIT COMMITTEE**

**DISCUSSION:** Panzarella suggested naming Bullard, Jim Hahn and Mike Dickey to the Audit Committee. Panzarella said he was open to ideas. Bullard asked Shumway for her comments. Shumway declined to comment. Bullard said he didn’t know who the right people are. Bullard commented on Hahn’s experience. D’Amico suggested asking Dickey if he had any suggestions. D’Amico suggested a former clerk be appointed. Shumway was asked if she would consider serving on the committee. Shumway said persons selected should be knowledgeable about township accounting and stated the fiscal officer would not have time to train persons in the unique accounting system used. Shumway suggested the decision be postponed until Dickey could be contacted. Panzarella said he would contact Dickey.

**RESOLUTION**

**08-01-28**

**TABLE DECISION ON APPOINTMENT OF AUDIT COMMITTEE UNTIL FIRST REGULAR MEETING IN FEBRUARY**

Motion: Bullard  
Second: D’Amico  
Vote: Panzarella yea, D’Amico yea and Bullard yea.

**ESTABLISH 2008 SPECIAL EVENTS CALENDAR**

**RESOLUTION**

**08-01-29**

It was moved by Bullard to establish the following special events calendar.

- Monday, January 28, 2008 -7:15 p.m. – Joint road meeting (fiscal officer to notify adjoining entities)
- Saturday, May 3, 2008-7:30 a.m. to 12:00 noon Township Cleanup Day
- Sunday, October 26, 2008-4:30 p.m. to 6:30 p.m.-Halloween Open House
- Beggar’s Night-Friday, October 31, 2008

Second by Panzarella.

Vote: Bullard yea, Panzarella yea and D’Amico yea.

**RESOLUTION**

**08-01-30**

**RECESS FIVE (5) MINUTES-1:27 P.M.**

Motion: Panzarella  
Second: Bullard  
Vote: D’Amico yea, Bullard yea and Panzarella yea.

**CHAIRMAN PANZARELLA RECONVENED MEETING 1:38 P.M.**

**APPROVE 5-YEAR CAPITAL IMPROVEMENT BUDGETARY PLAN**

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1, 2008**

**DISCUSSION:** Panzarella said there were preliminary negotiations with the county regarding the township providing housing for the county EMS squad. He mentioned that Genoa Township had signed a multi-year agreement getting \$16,000-\$18,000 per yr. Panzarella said the possibility of the township receiving a county vehicle for the fire chief was being pursued. He said if such a vehicle could be negotiated, there would be no need for \$15,000 in the five year plan for a vehicle.

**RESOLUTION**

**08-01-31**

**APPROVE 5-YR. PLAN AS SUBMITTED AND MODIFIED**

It was moved by Bullard to accept and approve the 5-year capital improvement budgetary plan as submitted and modified.

**BERLIN TOWNSHIP, DELAWARE COUNTY, OHIO**

**5 YEAR PLAN**

<b>PROJECT NAME &amp; YEAR</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>ROAD DEPARTMENT</b>					
<b>ROAD EQUIPMENT</b>					
New Dump Truck-1 1/2 Ton	\$80,000.00				
Road broom and roller					\$35,000.00
Replace 2002 Int'l. Dump Truck				\$90,000.00	
Replace 1981 Ford Tractor			\$50,000.00		
<b>Road equipment TOTAL</b>	<b>\$80,000.00</b>		<b>\$50,000.00</b>	<b>\$90,000.00</b>	<b>\$35,000.00</b>

**ROAD IMPROVEMENT**

Piatt Rd.-Phase III-CR 72 to CR 98			\$200,000.00	\$600,000.00	
<b>PROJECT NAME &amp; YEAR</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Resurface & Maintenance		\$224,240.00	\$300,00.00	\$50,000.00	\$100,000.00
Ditch & culvert maintenance & upgrade	\$30,000.00	\$48,579.00	\$10,000.00	\$10,000.00	\$12,000.00
Berm & tree removal	\$35,505.00	\$20,000.00	\$20,000.00	\$10,000.00	\$5,000.00
<b>Road Improvement TOTAL</b>	<b>\$65,505.00</b>	<b>\$292,819.00</b>	<b>\$530,000.00</b>	<b>\$670,000.00</b>	<b>\$117,000.00</b>

**MINOR EQUIPMENT**

Shop tools	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Rent-equipment	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Miscellaneous	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
<b>Minor Equipment TOTAL</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>
<b>ROAD TOTAL</b>	<b>\$156,505.00</b>	<b>\$303,819.00</b>	<b>\$591,000.00</b>	<b>\$771,000.00</b>	<b>\$163,000.00</b>

**BUILDING FACILITIES**

**BUILDING - 3271 CHESHIRE RD.**

Parking Lot Improvement-3271 Cheshire Rd.		\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Exterior sign replacement					
Building interior remodel-3271 Cheshire Rd.	\$50,000.00	\$10,000.00	\$30,000.00	\$5,000.00	\$5,000.00
Landscape 3271 Cheshire Rd.	\$5,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
<b>Bldg.-3271 Cheshire Rd. TOTAL</b>	<b>\$55,000.00</b>	<b>\$16,000.00</b>	<b>\$36,000.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>

**BUILDING - 2708 LACKEY-OLD STATE RD.**

Parking lot				\$5,000.00	\$5,000.00
Landscape					
<b>Bldg.-2708 Lackey-Old State Rd.-TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>BUILDING TOTAL</b>	<b>\$55,000.00</b>	<b>\$16,000.00</b>	<b>\$36,000.00</b>	<b>\$16,000.00</b>	<b>\$16,000.00</b>

**EQUIPMENT-TOWNSHIP OFFICE**

**EQUIPMENT - OFFICE**

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M. ORGANIZATIONAL MEETING JANUARY 1, 2008**

Equipment upgrade	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$3,000.00
<b>Equipment - Office TOTAL</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$3,000.00</b>

**EQUIPMENT - MEETING ROOM**

Portable Lapel Mic System	\$4,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Furniture-tables, chairs, etc.	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
<b>Equip.-Meeting Rm. TOTAL</b>	<b>\$6,000.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>

<b>OFFICE TOTAL</b>	<b>\$7,500.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$5,500.00</b>
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**ZONING DEPARTMENT**

**ZONING - CAPITAL OUTLAY**

Power Point Projector	\$750.00				
Zoning revision	\$3,000.00				
Office equipment upgrade	\$1,000.00	\$1,000.00	\$3,000.00	\$1,000.00	\$1,000.00
<b>Zoning-Capital outlay TOTAL</b>	<b>\$4,750.00</b>	<b>\$1,000.00</b>	<b>\$3,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>

**ZONING - OTHER**

Training	\$2,500.00				
Reg. Planning Assistance	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Legal assistance	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
<b>Zoning - Other TOTAL</b>	<b>\$13,500.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>

<b>ZONING TOTAL</b>	<b>\$18,250.00</b>	<b>\$6,000.00</b>	<b>\$8,000.00</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>
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<b>PROJECT NAME &amp; YEAR</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
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**CEMETERY DEPARTMENT**

**CEMETERY - CAPITAL OUTLAY**

Marker repairs & upgrade	\$10,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$1,500.00
Resurface driveway					\$15,000.00
Software upgrade	\$2,500.00	\$900.00	\$900.00	\$900.00	\$900.00
Equipment	\$3,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Landscaping/fencing	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Replace trees (Crabapple)	\$2,000.00	\$1,000.00	\$1,000.00		
<b>Cemetery-Capital outlay TOTAL</b>	<b>\$20,500.00</b>	<b>\$11,400.00</b>	<b>\$7,900.00</b>	<b>\$6,900.00</b>	<b>\$21,900.00</b>

**CEMETERY - OTHER**

Topsoil, seed, sod	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Fertilizer, weed killer, insect killer	\$12,000.00	\$10,000.00	\$12,000.00	\$10,000.00	\$12,000.00

<b>Cemetery - Other TOTAL</b>	<b>\$14,000.00</b>	<b>\$12,000.00</b>	<b>\$14,000.00</b>	<b>\$12,000.00</b>	<b>\$14,000.00</b>
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<b>CEMETERY TOTAL</b>	<b>\$34,500.00</b>	<b>\$23,400.00</b>	<b>\$21,900.00</b>	<b>\$18,900.00</b>	<b>\$35,900.00</b>
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**FIRE DEPARTMENT**

**EQUIPMENT - PROTECTIVE**

Turnout gear (complete sets)	\$18,000.00	\$6,000.00	\$6,000.00		
Protective Equip.-gloves, hoods, etc.	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$1,400.00
SCBA Replacement-5 per yr	\$75,000.00				
SCBA Maintenance & Fit Testing		\$5,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Portable Radios (VHG) & Repairs	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
AED Replacement	\$2,500.00		\$2,500.00		\$2,500.00
AED Maintenance	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00

<b>Equip. - protective TOTAL</b>	<b>\$99,000.00</b>	<b>\$14,500.00</b>	<b>\$14,200.00</b>	<b>\$5,700.00</b>	<b>\$8,400.00</b>
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**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

**EQUIPMENT - CAPITAL OUTLAY**

<b>Repayment of Advances to General Fund</b>	<b>\$300,000.00</b>	<b>\$300,000.00</b>	<b>\$240,000.00</b>		
Tools & Equipment	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Hose	\$800.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Used Vehicle - Station use (car)	\$15,000.00				
Thermal Imager	\$0.00	\$12,000.00			\$12,000.00
Replace Boat 391	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00
Purchase Mini-Pumper	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
Replace Engine/Tanker 392	\$0.00	\$0.00	\$0.00	\$100,000.00	\$200,000.00
Building Maintenance	\$3,000.00	\$3,000.00	\$4,000.00	\$5,000.00	\$6,000.00
Computers & Software	\$1,500.00	\$600.00	\$1,400.00	\$600.00	\$1,400.00
<b>Equip. Cap. Outlay - TOTAL</b>	<b>\$325,300.00</b>	<b>\$321,600.00</b>	<b>\$276,400.00</b>	<b>\$111,600.00</b>	<b>\$375,400.00</b>
<b>MISCELLANEOUS-OTHER</b>					
Office Furnishings		\$1,000.00	\$1,100.00	\$1,200.00	\$1,300.00
Kitchen Accessories		\$200.00	\$300.00	\$300.00	\$400.00
<b>Miscellaneous Other - TOTAL</b>	<b>\$0.00</b>	<b>\$1,200.00</b>	<b>\$1,400.00</b>	<b>\$1,500.00</b>	<b>\$1,700.00</b>
<b>FIRE EQUIPMENT TOTAL</b>	<b>\$424,300.00</b>	<b>\$337,300.00</b>	<b>\$292,000.00</b>	<b>\$118,800.00</b>	<b>\$385,500.00</b>
<b>2008-2012-PROJECT TOTALS</b>	<b>\$696,055.00</b>	<b>\$690,519.00</b>	<b>\$952,900.00</b>	<b>\$934,700.00</b>	<b>\$611,900.00</b>
<b>5 YR. TOTAL</b>	<b>\$3,886,074.00</b>				

Second by D'Amico.

Vote: D'Amico yea, Bullard yea and Panzarella yea.

**APPROVE 2008 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES AND APPROVE PERMANENT APPROPRIATIONS NOT TO EXCEED THE AMOUNT OF THE 2008 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES**

**RESOLUTION  
08-01-32**

Bullard moved to approve the 2008 First Amended Certificate of Estimated Resources and approve Permanent Appropriations not to exceed the amount of the 2008 First Amended Certificate of Estimated Resources as discussed by the Board.

1000	General Fund	\$2,561,842.92
2011	Motor Vehicle License Tax Fund	\$ 20,744.63
2021	Gasoline Tax Fund	\$ 197,986.70
2041	Cemetery Fund	\$ 55,446.01
2111	Fire Fund	\$1,030,697.11
2181	Zoning Fund	\$ 90,445.92
2231	Motor Vehicle Permissive License Tax Fund	\$ 102,458.83
2902	SFM (State Fire Marshal) training Grant	\$ 1,000.00
2903	EMS Grant	\$ 500.00
3101	Debt-Note Payable-Hollenback Rd.	\$ 00.00
3102	Debt-Note Payable-Piatt Rd.-Phase II	\$ 00.00
	<b>Total First Amended Certificate</b>	<b>\$4,061,122.12</b>

Second by Panzarella.

Vote: Panzarella yea, Bullard yea and D'Amico yea.

**TOWNSHIP 2007 STATISTICAL INFORMATION**

<b>2007 Property valuation</b>	<b>\$225,885,265</b>
<b>2008 Township Budget</b>	<b>\$ 3,790,307.43</b>
<b>Miles Township Roads</b>	<b>34.25 mi.</b>
<b>Tax Millage Rates</b>	
General Fund	<b>2.10 inside mills</b>

BERLIN TOWNSHIP TRUSTEES

11:00 A.M.

ORGANIZATIONAL MEETING

JANUARY 1,

2008

Fire- 2.98 voted mills  
Reduction factor 2.931658 residential & agriculture  
Reduction factor 2.812285 non-residential

Population – 2000 census 3,315  
Current estimate 5,497

Number of meetings held in 2007 30  
Record of Proceedings pages 282  
Photocopies prepared in 2007 73,799

2008 - Trustee salary allowable \$12,346.00  
(based on law and budget in effect)  
Bullard term ends Dec. 31, 2011

2008 - Trustee salary allowable \$12,346.00  
(based on law and budget in effect)  
Panzarella & D'Amico terms end Dec. 31, 2009

2008 - Fiscal Officer/Clerk salary allowable \$21,243.00  
(based on law and budget in effect)  
Cannon term ends Mar. 31, 2008

Township checking account-Delaware County Bank & Trust Co.  
Township investment account-Star Ohio

Road Department – Equipment in service  
1997 International 2 ton dump truck purchased new  
2002 International 2 ton dump truck purchased new  
2008 International 2 ton dump truck purchased new  
1981 Ford tractor w/bucket and mower purchased new  
2008 John Deere tractor w/front loader and forks, purchased new

Fire Department – Equipment in service  
1995 E-One Engine 392 purchased new  
2002 Ford F350, 4WD Pickup Truck-Rescue Unit purchased new  
2005 E-One Engine 391 purchased new  
2000 Portable boat purchased new (includes trailer)

Cost of New Aggregate Storage Facility \$ 202,489.14

Cost of New Fire Station \$1,686,350.55 Includes 5 bays  
Furnishings \$ 83,717.11

Road condition report last updated December 11, 2006  
Physical inventory to be taken by all departments 2<sup>nd</sup> Monday, January 2008

**ORGANIZATIONAL PORTION OF MEETING CONCLUDED**

**Regular Business Items**

**RESOLUTION  
08-01-33**

**AUTHORIZE PAYMENT OF \$5,058.00 FOR  
2008 DELAWARE COUNTY REGIONAL PLANNING  
MEMBERSHIP DUES-DELAWARE COUNTY  
REGIONAL PLANNING**

Fiscal officer Cannon requested approval for payment of \$5,508.00 for Delaware County Regional Planning membership dues for 2008. Cannon said the dues was based on an estimated population of 5497 at a rate of \$.92 per capita.

Motion: Bullard  
Second: Panzarella  
Vote: Panzarella yea, D'Amico yea and Bullard yea.

**BERLIN TOWNSHIP TRUSTEES**

**11:00 A.M.**

**ORGANIZATIONAL MEETING**

**JANUARY 1,**

**2008**

**RESOLUTION  
08-01-34**

**AUTHORIZE PAYMENT OF \$2,200.00 FOR 2008  
EMERGENCY MANAGEMENT AGENCY ASSESSMENT**

Motion: Bullard  
Second: Panzarella  
Vote: D'Amico yea, Bullard yea and Panzarella yea.

Assessment based on population estimate of 5497 at rate of \$.40 per capita.

**RESOLUTION  
08-01-35**

**APPROVE 2008 NETWORK SERVICES CONTRACT  
BEACON DATA SOLUTIONS FOR COMPUTER  
NETWORK MAINTENANCE SERVICES, ANTI-VIRUS  
UPDATES AND NEW FIREWALL-ESTIMATE  
\$1,000.00 - ADDITIONAL AUTHORIZED SERVICE  
AT \$75.00 PER HOUR**

Motion: Bullard  
Second: D'Amico  
Vote: D'Amico yea, Panzarella yea and Bullard yea.

**RESOLUTION  
08-01-36**

**APPROVE 2008 HEALTH DEPARTMENT ASSESSMENT  
\$9,313.24**

Motion: Bullard  
Second: Panzarella  
Vote: D'Amico yea, Panzarella yea and Bullard yea.

**FISCAL OFFICER ITEMS**

**HEALTH INSURANCE OPEN ENROLLMENT PERIOD**-Open enrollment for health insurance will be from January 15 to February 15, 2008. Cannon said employees would be notified by letter.

**EMPLOYEE CHANGES IN PAYROLL INFORMATION**-Employees wishing to change any payroll information must submit it to the fiscal officer. Records will be changed prior to the next regular pay date after receipt of request by fiscal officer.

**PUBLIC COMMENTS** - None

**MEETING ADJOURNED**

There being no further business, Chairman Panzarella adjourned the meeting at 1:58 p.m.

\_\_\_\_\_  
Philip P. Panzarella, Trustee

\_\_\_\_\_  
Ronald Bullard, Trustee

ATTEST:

\_\_\_\_\_  
Theresa Cannon, Fiscal Officer

\_\_\_\_\_  
Thomas A. D'Amico, Trustee