

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**October 27,**

**2008**

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

**CALL TO ORDER:** Phil Panzarella, Trustee Chairman

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Trustee Bullard.

**ROLL CALL:** Phil Panzarella, Ron Bullard and Tom D’Amico. In the absence of Fiscal Officer Theresa Cannon, Judy Shumway was named to record the proceedings.

**ATTENDANCE:** Ray Armstrong, zoning inspector and Adam Kemmerling.

**PUBLIC COMMENT:** Panzarella reviewed the adopted rules for public comment, Resolution 05-07-44. He asked if anyone wished to make public comment. Hearing no request he moved on to the next agenda item.

**APPROVAL OF MINUTES**

**RESOLUTION**

**08-10-16**

**MOVE TO DISPENSE WITH THE READING AND APPROVE THE REGULAR MEETING MINUTES FROM OCTOBER 13, 2008**

Motion: D’Amico  
Second: Bullard  
Vote: Panzarella yes, D’Amico yes and Bullard yes

**RESOLUTION**

**08-10-17**

**ACCEPT AND APPROVE THE THIRD AMENDED CERTIFICATE OF ESTIMATED RESOURCES- \$4,239,622.12**

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

**RESOLUTION**

**08-10-18**

**AUTHORIZE THIRD AMENDED CERTIFICATE OF ESTIMATED RESOURCES TO BE MADE AVAILABLE FOR APPROPRIATION- \$4,239,622.12**

GENERAL FUND	\$ 1,681,642.92
MOTOR VEHICLE LICENSE TAX FUND	\$ 20,744.63
GASOLINE TAX FUND	\$ 198,536.70
CEMETERY FUND	\$ 62,646.01
FIRE FUND	\$ 1,055,847.11
ZONING FUND	\$ 90,445.92
MOTOR VEHICLE PERMISSIVE LICENSE TAX FUND	\$ 103,458.83
GRANT-2901	\$ 1,000.00
GRANT-2903	\$ 500.00
NOTE PAYABLE-HOLLENBACK ROAD	\$ 00.00
NOTE PAYABLE-PIATT ROAD	\$ 00.00
CAPITAL IMPROVEMENT-PARK	\$ 24,800.00
TOTAL	\$ 4,239,622.12

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

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**RESOLUTION  
08-10-19**

**AUTHORIZE LEGAL ADS AS NEEDED FOR  
AUDIT COMMITTEE**

Trustees were advised the audit committee had established a meeting date of November 5, 2008 and needed authorization to publish a legal ad advertising the meeting date and time in order to comply with the Sunshine Law.

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

**DISCUSSION-5 YEAR CAPITAL PLAN**-It was stated from the fiscal office that to date no 5 year capital plan had been received from trustees. It was noted, that in April at the beginning of the 2009 budget planning, the fiscal office had requested a 5 year plan be part of the 2009 budget. Shumway said the lack of a 5 year plan was adding undue stress to the fiscal office at a critical time of the year. Panzarella said, "I worked with the fire chief until noon today. The fire department's was sent today." Panzarella said, "I believe a delay was because we wanted to look at revenue so carryover plus revenue wouldn't exceed the capital plan." Panzarella said, "I want to impress on the Board this is difficult for the fiscal office. I don't want to not stress the urgency of it."

**7:15 P.M. – RECORDS COMMISSION MEETING**

In compliance with the Ohio Revised Code, the Records Commission meeting was convened with Trustee Chairman Phil Panzarella and fiscal officer representative Judy Shumway present. Panzarella paraphrased a statement prepared by fiscal officer Theresa Cannon. The statement reminded that while records storage and record availability is a responsibility of the fiscal office, it is also the responsibility of all persons who work for the township and prepare or use township records.

It was stated the Records Retention Policy and Schedules had been completed in the fall of 2007, approved by the Ohio Historical Society and Auditor of State and adopted by the Board of Berlin Township Trustees. It was noted that in February and March of 2008 various records identified for disposal were procured.

Township fiscal officer Theresa Cannon recommended that no amendments were needed for current retention schedules. Further, it was recommended there was no need for any records disposal as there was adequate storage space available for records.

The Records Commission meeting was concluded.

**RECORDS COMMISSION RECOMMENDATIONS TO TRUSTEES**-The fiscal officer's recommendations were presented to trustees for approval.

**RESOLUTION  
08-10-20**

**ACCEPT AND APPROVE 2008  
RECOMMENDATION OF RECORDS  
COMMISSION-THERE IS NO NEED TO AMEND  
RETENTION SCHEDULES, THERE IS ADEQUATE  
STORAGE SPACE AVAILABLE FOR RECORDS  
AND THERE IS NO NEED FOR ANY RECORDS  
DISPOSAL AT PRESENT TIME**

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

**DISCUSSION-RECOMMENDATIONS BY KLA CONSULTING**-In order to address corrective action regarding insurance loss control recommendations, a letter from the fiscal

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officer documenting information to be collected from township officials and employees was presented to trustees for approval. All trustees agreed with the letter which would be distributed to all township officials and employees. Distribution of the letter to be handled by the fiscal officer.

**COUNTY ENGINEER PRE-TREAT ROAD LETTER**-Panzarella stated the mileage on a letter presented at the last meeting was incorrect and had been corrected on the new letter. Bullard said, "The mileage difference was what we sent to the county. It wasn't the road mileage as recorded with the county." Bullard said, "The mileage had extended Piatt Road beyond Hollenback Road for convenience of turning around." Panzarella said trustees should sign the agreement and, if necessary, it could be amended at a future meeting.

**RESOLUTION  
08-10-21**

**AUTHORIZE AGREEMENT WITH DELAWARE COUNTY ENGINEER TO APPLY ANTI-ICING BRINE PRE-TREATMENT TO CURVE RD., 3 B's & K RD. (BETWEEN CHESHIRE & PLUMB), PIATT RD., AND HOLLENBACK RD. AT COST OF 129.47 PER APPLICATION**

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

**TAX SHARING AGREEMENT**-Panzarella said the tax sharing agreement (at Greif Bros.) with Liberty Township had been signed by both townships. Panzarella said, "At long last we have established an intergovernmental agreement to share taxes with Liberty."

**CEMETERY**

**CEMETERY CLEANUP DAY**-D'Amico said the fall cemetery cleanup day would be October 31<sup>st</sup> and the date had been advertised and notice was distributed to cemetery sexton Larry Buell and the road maintenance department.

**FIRE DEPARTMENT**

**RESOLUTION  
08-10-22**

**APPROVE REQUISITION 2008-10-06 FOR EMERGENCY REPAIR ON GRASS 391 VEHICLE-\$215.04 TO PRECISION ALIGNMENT & TIRE, INC.**

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

**RESOLUTION  
08-10-23**

**APPROVE REQUISITION 2008-10-07 FOR FIVE WINTER JACKET/PARKAS-\$570.00 TO GALLS**

**DISCUSSION**-D'Amico said he noticed purchases are from out of state vendors and he questioned if efforts were being made to keep dollars spent at home. Panzarella said he will have the chief check. Bullard questioned, "Have the five persons receiving jackets met the required number of hours?" Panzarella answered affirmatively.

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

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**RESOLUTION  
08-10-24**

**APPROVE REQUISITION 2008-10-08 FOR  
FOURTEEN ANSI APPROVED SAFETY VESTS-  
\$705.60 TO FIRE SAFETY SERVICES, INC.**

**DISCUSSION**-D'Amico questioned the exact color of the vests, stating all should be fluorescent green.

**RECESS TO EXECUTIVE SESSION**-Panzarella said trustees needed to recess to executive session to discuss a fire department personnel issue.

**RESOLUTION  
08-10-25**

**RECESS TO EXECUTIVE SESSION TO DISCUSS  
FIRE DEPARTMENT PERSONNEL ISSUE-7:40  
P.M.**

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

**RESOLUTION  
08-10-26**

**RECONVENE TO REGULAR SESSION-7:55 P.M.**

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

No action taken.

**PUBLIC COMMENT**

Chairman Panzarella opened the meeting to public comment.

Ray Armstrong of 100 Africa Rd. stated, "Today I received the township newsletter." D'Amico said he received the letter nine days ago. Panzarella said, "I received the newsletter a week ago Saturday."

**8:00 P.M. - PUBLIC HEARING FOR ZONING CASES #08-006, #08-007, #08-008, #08-009 AND #08-010**

Panzarella said the hearing would involve text changes for five separate zoning cases.

**BZC CASE #08-006 – TEXT CHANGE ARTICLE V OF BERLIN TOWNSHIP ZONING RESOLUTION**

**EXHIBITS**

1. Motion BZC #08-08-12-03 by BZC member Mr. Valentine dated 8/12/2008 to initiate Article V
2. Draft copy Berlin Zoning Amendments Article V dated 7/30/2008
3. E-mail requesting publication of hearing notice BZC #08-006 dated 8/14/2008
4. Proof of publication, *The Delaware Gazette* dated 8/18/2008
5. RPC meeting minutes dated 8/28/2008

**EXHIBITS ADDED 10/27/2008**

6. Proof of publication, *The Delaware Gazette* dated 10/6/2008
7. Meeting agenda BZC dated 9/3/2008
8. Attendance record BZC meeting dated 9/3/2008

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9. Minutes and BZC recommendation letter dated 9/3/2008
10. Article V clean copy with changes from prosecutor dated 7/30/08 & received after conclusion of BZC hearing 9/3/2008

Panzarella stated, "I have reviewed incorporated notes from the prosecutor and all have been incorporated into the text."

Bullard said, "We need to make a motion to accept the clean copy changes before making them an exhibit."

D'Amico spoke of an e-mail going back and forth and he said, "I agree with Ron."

**RESOLUTION**

**08-10-27**

**ACCEPT REVISIONS INCLUDED IN CLEAN COPY FROM PROSECUTOR DATED 7/30/08 IN SECTION V OF BZC CASE #08-006 AND INCLUDE AS EXHIBIT #10**

Motion: Bullard  
Second: D'Amico

Bullard said, "We can make two motions but if it doesn't pass it doesn't make any difference."

**RESOLUTION**

**08-10-28**

**ADOPT AMENDMENTS TO ARTICLE V-BZC CASE #08-006 OF BERLIN TOWNSHIP ZONING TEXT ALONG WITH EXHIBIT #10**

Motion: Bullard  
Second: D'Amico

**PUBLIC COMMENT**-Panzarella asked for public comment on Article V. He said it had been displayed for 30 days and related to districts and boundaries. Panzarella read all listed districts from the list in Article V.

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

**BZC CASE #08-007-TEXT CHANGE ARTICLE VI OF BERLIN TOWNSHIP ZONING RESOLUTION**

**EXHIBITS**

1. Motion BZC #08-08-12-04 by BZC member Mr. Valentine dated 8/12/2008 to initiate Article VI
2. Draft copy Berlin Zoning Amendments Article VI dated 7/30/2008
3. E-mail requesting publication of hearing notice BZC #08-007 dated 8/14/2008
4. Proof of publication, *The Delaware Gazette* dated 8/18/2008
5. RPC meeting minutes dated 8/28/2008

**EXHIBITS ADDED 10/27/2008**

6. Proof of publication, *The Delaware Gazette* dated 10/6/2008
7. Meeting agenda BZC dated 9/3/2008
8. Attendance record BZC meeting dated 9/3/2008
9. Minutes and BZC recommendation letter dated 9/3/2008
10. Article VI clean copy with changes from prosecutor dated 7/30/08 & received after conclusion of BZC hearing 9/3/2008

**RESOLUTION**

**08-10-29**

**ADD CLEAN COPY WITH CHANGES FROM THE PROSECUTOR AND BZC MEETING OF SEPTEMBER 3, 2008 AS EXHIBIT #10**

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Motion: D'Amico  
Second: Bullard

**Motion withdrawn by D'Amico**

**RESOLUTION  
08-10-30**

**ARTICLE VI-BZC CASE #08-007-ADD CLEAN COPY WITH CHANGES FROM THE PROSECUTOR DATED 7/30/08 AND BZC MEETING OF SEPTEMBER 3, 2008 AS EXHIBIT #10**

Motion: D'Amico  
Second:

**Motion dies for lack of second**

**RESOLUTION  
08-10-31**

**ACCEPT REVISIONS INCLUDED IN CLEAN COPY FROM PROSECUTOR DATED 7/30/08 FOR ARTICLE VI-BZC CASE #08-007 AND INCLUDE AS EXHIBIT #10**

Motion: Bullard  
Second: D'Amico

**DISCUSSION-None**

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

**RESOLUTION  
08-10-32**

**ADOPT AMENDMENT TO ARTICLE VI AS COVERED IN BZC CASE #08-007 INCLUDING EXHIBITS 1-10**

Motion: Bullard  
Second: D'Amico

**PUBLIC COMMENT-None**

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

**BZC CASE #08-008-TEXT CHANGE ARTICLE XXI OF BERLIN TOWNSHIP ZONING RESOLUTION**

**EXHIBITS**

1. Motion BZC #08-08-12-05 by BZC member Mr. Hahn dated 8/12/2008 to initiate Article XXI
2. Draft copy Berlin Zoning Amendments Article XXI dated 7/30/2008
3. E-mail requesting publication of hearing notice BZC #08-008 dated 8/14/2008
4. Proof of publication, *The Delaware Gazette* dated 8/18/2008
5. RPC meeting minutes dated 8/28/2008

**EXHIBITS ADDED 10/27/2008**

6. Proof of publication, *The Delaware Gazette* dated 10/6/2008
7. Meeting agenda BZC dated 9/3/2008
8. Attendance record BZC meeting dated 9/3/2008
9. Minutes and BZC recommendation letter dated 9/3/2008
10. Article XXI clean copy with changes from prosecutor dated 7/30/08 & received after conclusion of BZC hearing 9/3/2008

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**RESOLUTION  
08-10-33**

**ACCEPT REVISIONS INCLUDED IN CLEAN COPY FROM PROSECUTOR FOR ARTICLE XXI-GENERAL DEVELOPMENT STANDARDS DATED 7/30/08 -BZC CASE #08-008 AND INCLUDE AS EXHIBIT #10**

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

**RESOLUTION  
08-10-34**

**ADOPT AMENDMENT TO ARTICLE XXI AS COVERED IN BZC CASE #08-008 INCLUDING EXHIBITS 1-10**

Motion: Bullard  
Second: D'Amico

**PUBLIC COMMENT**-None

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

Chairman Panzarella concluded the hearing for BZC Case #08-008.

**BZC CASE #08-009-TEXT CHANGE ARTICLE XXII OF  
BERLIN TOWNSHIP ZONING  
RESOLUTION**

**EXHIBITS**

1. Motion BZC #08-08-12-06 by BZC member Mr. Valentine dated 8/12/2008 to initiate Article XXII
2. Draft copy Berlin Zoning Amendments Article XXII dated 7/30/2008
3. E-mail requesting publication of hearing notice BZC #08-009 dated 8/14/2008
4. Proof of publication, *The Delaware Gazette* dated 8/18/2008
5. RPC meeting minutes dated 8/28/2008

**EXHIBITS ADDED 10/27/2008**

6. Proof of publication, *The Delaware Gazette* dated 10/6/2008
7. Meeting agenda BZC dated 9/3/2008
8. Attendance record BZC meeting dated 9/3/2008
9. Minutes and BZC recommendation letter dated 9/3/2008
10. Article XXII clean copy with changes from prosecutor dated 7/30/08 & received after conclusion of BZC hearing 9/3/2008

**RESOLUTION  
08-10-35**

**ACCEPT REVISIONS INCLUDED IN CLEAN COPY FROM PROSECUTOR DATED 7/30/08 FOR ARTICLE XXII-BZC CASE #08-009 AND INCLUDE AS EXHIBIT #10**

Motion: Bullard  
Second: D'Amico

**DISCUSSION**-Panzarella said, "This particular case references temporary signs and shows certain area and locations of those signs. It seems to me some more attention to fee structure for temporary signs is needed." Bullard said as he questioned Armstrong, "This makes our zoning text, the first in the county dealing with signs, and cleans up issues with the original version of the text."

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

**RESOLUTION  
08-10-36**

**ADOPT AMENDMENT TO ARTICLE XXII AS  
COVERED IN BZC CASE #08-009 INCLUDING  
EXHIBITS 1-10**

Motion: Bullard  
Second: D'Amico

**DISCUSSION**-None

**PUBLIC COMMENT**-None

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

**REQUEST BY BULLARD FOR TWO MINUTE RECESS**

**MEETING RECESSED BY CHAIRMAN PANZARELLA FOR FIVE  
MINUTES-7:40 P.M.**

**MEETING RECONVENED BY CHAIRMAN PANZARELLA AT 7:43 P.M.**

**BZC CASE #08-010-TEXT CHANGE ARTICLES XXIII-XXX  
AND APPENDIX OF BERLIN TOWNSHIP  
ZONING RESOLUTION**

**EXHIBITS**

1. Motion BZC #08-08-12-07 by BZC member Mr. Valentine dated 8/12/2008 to initiate Article XXIII-XXX and appendix
2. Draft copy Berlin Zoning Amendments Article XXIII-XXX and appendix dated 7/30/2008
3. E-mail requesting publication of hearing notice BZC #08-010 dated 8/14/2008
4. Proof of publication, *The Delaware Gazette* dated 8/18/2008
5. RPC meeting minutes dated 8/28/2008

**EXHIBITS ADDED 10/27/2008**

6. Proof of publication, *The Delaware Gazette* dated 10/6/2008
7. Meeting agenda BZC dated 9/3/2008
8. Attendance record BZC meeting dated 9/3/2008
9. Minutes and BZC recommendation letter dated 9/3/2008
10. Articles XXIII-XXX and appendix clean copy with changes from prosecutor dated 7/30/08 & received after conclusion of BZC hearing 9/3/2008

**RESOLUTION  
08-10-37**

**ACCEPT REVISIONS INCLUDED IN CLEAN COPY  
FROM PROSECUTOR DATED 7/30/08 FOR  
ARTICLES XXIII-XXX-LANDSCAPING-BZC CASE  
#08-010 AND INCLUDE AS EXHIBIT #10**

Motion: Bullard  
Second: D'Amico

**DISCUSSION**-None

**PUBLIC COMMENT**-None

**Motion withdrawn by Bullard**

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**RESOLUTION**

**08-10-38**

**ACCEPT REVISIONS INCLUDED IN CLEAN COPY FROM PROSECUTOR DATED 7/30/08 FOR ARTICLES XXIII-XXX-LANDSCAPING AND APPENDIX-BZC CASE #08-010 AND INCLUDE AS EXHIBIT #10**

Motion: Bullard  
Second: Panzarella

**DISCUSSION**-D'Amico said, "What I don't like about the motion is that it's titled landscaping when other article titles are included.

**Motion withdrawn by Bullard**

**RESOLUTION**

**08-10-39**

**ACCEPT REVISIONS INCLUDED IN CLEAN COPY FROM PROSECUTOR DATED 7/30/08 FOR ARTICLES XXIII-XXX-AND APPENDIX-BZC CASE #08-010 AND INCLUDE AS EXHIBIT #10**

Motion: Bullard  
Second: D'Amico

**DISCUSSION**-None

**PUBLIC COMMENT**-None

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

**RESOLUTION**

**08-10-40**

**ADOPT AMENDMENT TO ARTICLES XXIII-XXX AND APPENDIX AS COVERED IN BZC CASE #08-010 INCLUDING EXHIBITS 1-10**

Motion: Bullard  
Second: D'Amico

**DISCUSSION**-None

**PUBLIC COMMENT**-None

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

**RECOMMENDATION OF REQUEST TO BZC**-Bullard said, "I would like to request the BZC to complete zoning text amendments as they wanted them to be before sending them to trustees." Panzarella asked Bullard to expand on this. Bullard said trustees were given exhibits 1-5 and exhibits 6-9 which he understood why they were not in the file. He said the checked, clean copy and prosecutor's letter were later. Bullard said, "It would be much easier to receive a completion of the text. It is not up to us to determine what they're thinking." Panzarella said, "I understand what they do is a difficult job and we appreciate what they do."

Panzarella said, "I've been hearing, for about a year, comments from the small business community. Fifty to eighty percent of business is from the small business community. In recent years they've created 30-40 new jobs. Temporary signs can be useful to businesses. Temporary sign costs covered in the schedule are very high. We need lower costs or offer low cost options. I appreciate the BZC looking into that. Also this Board should look at this when establishing fees.

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**CHAIRMAN PANZARELLA DETERMINED THE ZONING HEARINGS CONCLUDED AT 9:00 P.M.**

**ROAD DEPARTMENT**

**GLENN ROAD TRAFFIC COUNT**-Panzarella asked about a traffic count on Glenn Road. Bullard said he talked to Brodi about it. He said trustees would need to complete an engineering assistance request. Panzarella said the City of Delaware was asked what the impact would be when changing the road and they said it would be negligible. Panzarella said he wanted to see a traffic count. Bullard said, "The city contracted to rebuild Glenn Road and it has since been withdrawn on Glenn Road and the service road." Panzarella said, "In the interim the traffic is to be rerouted over Glenn Road. I am trying to prove the negligible statement. I suggest that the road department, next year when funding is clearer, have temporary scales."

**UPDATE DITCH WORK**-Panzarella questioned the status of proposed ditch work and the fact that it might need to be done next year. Bullard said, "We haven't executed, I've talked to Rodger and we just haven't gotten them done."

**DeLILLE CONTRACT**-Bullard said the contract was for the lease of acetylene cylinders.

**RESOLUTION**

**08-10-41**

**APPROVE DeLILLE 5-YEAR LEASE CONTRACT RENEWAL FOR ACETYLENE CYLINDERS AT COST OF \$195.00**

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

**PROPOSED SNOW/ICE REMOVAL AGREEMENT**-Trustees reviewed a snow/ice removal agreement as proposed by the City of Delaware for the 2008/2009 season. A note from the fiscal officer to the trustees and road superintendent stated that in the text of the agreement it stated the township would maintain the City's section of right-of-way just east of Berlin Station Road. The note further stated this would be approximately a mile of Curve Road located in Delaware Township, not the city. The fiscal officer suggested that the agreement, if approved by trustees outside the joint road meeting, be rewritten eliminating reference to another jurisdiction in which Berlin Township has no authority. Panzarella instructed Bullard to meet with the City, and then invite the City to the joint road meeting.

**UPDATE-CRACK SEALING LETTER**-Panzarella questioned the status of the letter regarding crack sealing requested at the last meeting. Bullard said he had not followed up on it.

**UPDATE-STATUS OF EMPLOYEE HANDBOOK**-Panzarella asked if job descriptions had been completed. He said, "I think the fire department sent theirs today. Zoning has electronic versions and I know there are electronic versions of the road ones. They need to be updated and transferred to the fiscal officer."

**DISPOSITION OF COMPUTER EQUIPMENT**-Panzarella questioned what should be done with residual computer equipment made available when the fiscal officer received a new computer from the Auditor of State. Panzarella said the trustees had the oldest CPU system. Panzarella said he checked with Jack Arnett and the trustees' unit could be replaced with the one from the fiscal office and upgraded. Bullard said, "The cost to have information transferred by Jack would be more than a new computer." Panzarella said, "\$300 or \$400 should cover the cost of Jack. The intent is to upgrade the system. I want Jack's opinion."

Panzarella questioned the condition of the printer removed from the fiscal office. Shumway said the printer worked fine and that it was black ink only. Panzarella said, "The printer the trustees currently have is a printer, scanner and could be used as a fax if necessary."

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Shumway said the fiscal officer moved the flat screen monitor to the cemetery work station allowing more desktop work area. This then made the larger HP7500 monitor available for other uses. Trustees agreed with the transfer of the Dell monitor to the cemetery equipment.

### FUTURE MEETINGS

**BI-CENTENNIAL RECOGNITION**-Public recognition of Rick Helwig, Brent Carson and the entire Bi-Centennial Commission to be held Monday, November 10<sup>th</sup> at 9:00 A.M. during the county commissioner's meeting. Panzarella said the township should be represented and asked which trustees would be in attendance. D'Amico said he would not be available.

**DISASTER RELIEF MEETING**-Panzarella told trustees of an e-mail he received regarding an upcoming disaster relief meeting scheduled at 11:00 a.m., November 5<sup>th</sup> at the Scioto Township Hall in Ostrander. Panzarella said there would be a distribution of forms. Bullard said he would attend. Panzarella said it was for FEMA money. He suggested a head start on forms.

### ITEMS TABLED FROM OCTOBER 13, 2008 TRUSTEE MEETING

Shumway said the fiscal officer had a list of items tabled during the last meeting.

**UPDATE-PROSECUTOR'S OPINION ON CEMETERY QUESTIONS**-Panzarella stated an opinion had been received from the prosecutor and would be discussed at the next meeting.

**DISCUSSION-CEMETERY REQUESTS**-D'Amico asked if there was any thought on the purchase of a storage unit for the cemetery. D'Amico said he understood there was to be nothing stored in the road bays. Trustees discussed available storage space and said it shouldn't be necessary to purchase additional exterior storage units. D'Amico wanted to know if a Gator should be in the five year plan for 2009. Bullard and Panzarella made no comments.

**ROAD DAMAGES**-Shumway asked if Panzarella had done follow up on this issue. Panzarella said he had not.

**SNOW PLOW BLADE**-Bullard said he had not followed up but would get with Brodi.

**SEALING OF BRICK ENTRANCE WALLS**-Bullard said he would get with Brodi. He said they would use Thompson Sealer. It was suggested the original contractor, Chuck Edwards, be contacted for a recommendation as to what product should be used.

**LEGAL COUNSEL**-Panzarella said he contacted the prosecutor's office and was advised that they (prosecutor's office) needed all the case files. Panzarella said the previous attorney would need to get the files to the prosecutor before a final judgment could be made regarding whether there was a conflict of interest in the prosecutor representing the township. Panzarella said he had no other information.

**T & R PROPERTIES REQUEST FOR ZONING EXTENSION**-Bullard said the zoning commission had a hearing and extended the zoning one year. Shumway said the fiscal office had not been notified of such action and she requested a copy of the extension information for the township file.

**MEDICAL/HEALTH INSURANCE COVERAGE RESEARCH**-Bullard said he had not done anything with it.

**INVENTORY-BROKEN CHAIR**-Bullard questioned what had to be done. He was advised that inventory items could not be disposed of without proper authorization. Authorization being: 1) complete inventory sheet describing item and condition; 2) present inventory sheet and recommendation to trustees during public meeting; 3) trustees determine usefulness to township; 4) trustees state decision and method of disposition in public meeting; 5) item disposed of in determined manner and inventory sheet completed and filed with fiscal office; 6) fiscal officer revises inventory records.

## BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

October 27, 2008

### LATE ITEMS

**RECYCLE BIN**-D'Amico reported receiving an e-mail that the recycle bin was full. Another bin had been ordered for delivery.

**OPEN HOUSE**-D'Amico said he'd received many positive compliments regarding the open house and the hot dogs served by the trustees.

**TABLE INVENTORY**-D'Amico said he received an e-mail from Cathy Rippel who is in charge of building rental. He said Cathy expressed concerns that as she was returning home from the open house event she witnessed someone in a red truck unloading tables in the township hall. D'Amico said Cathy questioned who authorized the borrowing of the tables and chairs from the township hall. D'Amico said he believed Cathy's concerns should be brought to trustees' attention. He said Cathy was concerned that she is the responsible person for the equipment in the hall as she is the rental person. No one had contacted her about removal of any tables or chairs. She wrote that she counts tables and chairs after every rental to make sure all are there. She was concerned that if anything was missing it was her responsibility. D'Amico said she also questioned the fire department having access to the township building.

Panzarella said he talked to the chief and; 1) do they need tables for the open house; and 2) how do they arrange to get them. Panzarella said that when the fire department moved from the building the chief gave instructions to the fiscal officer to change the locks. Panzarella said he counted the tables on Saturday. Panzarella said he has asked the chief to prepare two e-mails: 1) change the building code; and 2) establish a procedure to use the tables and that one person in the fire department have a code to the building. Panzarella said it was a valid observation and he would address it with the chief.

Panzarella said, "We had a very successful event, very good hot dogs."

**SITE OF NEW MEDIC STATION**-D'Amico said Armstrong had recused himself from the issue. Bullard said, "Farmer called and I will meet with him."

**LIAISON POSITIONS**-D'Amico said he wanted to discuss liaison positions which could be done at a later meeting. He said that in the past building maintenance had been handled by road department personnel and he wanted to be sure that, if he weren't the road liaison he could still ask them to do building maintenance. Trustees approved.

**VIEW TOWNSHIP ROADS**-Bullard said a meeting with Eldon Johnston of the county engineer's office could be arranged in 2 to 3 weeks. D'Amico said he would not be available November 15<sup>th</sup> or 22<sup>nd</sup>. Panzarella suggested November 8<sup>th</sup> at 9:00 a.m. D'Amico said he preferred 10:00 or 10:30 a.m. Panzarella said he could be available at 8:00 a.m. Bullard said he could also be available at 8:00 a.m. Trustees agreed on November 8<sup>th</sup> at 9:00 a.m. Panzarella said all township roads would be covered. Bullard to follow up with Eldon Johnston and the road superintendent.

**TOWNSHIP NEWSLETTER**-Panzarella suggested a year end township newsletter of two pages. He said he wanted articles regarding the turnout for the open house, snow reminders and the end-of-year meeting. Bullard said, "As long as it doesn't come out of roads department." Panzarella said he wanted it mailed out by the end of November. Panzarella said he would work with Cathy.

**LEADERSHIP ACADEMY**-Panzarella suggested trustees attend classes at the leadership academy.

**STATUS-WDC CONTRACT** -Panzarella said \$1,800 had been approved for removal from an executed contract with WDC.

### RESOLUTION

**08-10-42**

**AUTHORIZE \$1,500.00 FOR PRODUCTION AND MAILING OF TOWNSHIP NEWSLETTER WITH ASSISTANCE OF CATHY RIPPEL**

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**October 27,**

**2008**

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

**ROAD COMMENT**-Panzarella said, "We have no precedent to monitor condition of roads before condition occurs."

**RESOLUTION**

**08-10-43**

**ADJOURN MEETING-10:07 P.M.**

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

Meeting adjourned at 10:07 p.m.

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Philip P. Panzarella, Trustee

ATTEST:

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Ronald W. Bullard, Trustee

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Judy K. Shumway  
Assistant to Fiscal Officer

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Thomas A. D'Amico, Trustee