

BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

February 25,

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 Ray Armstrong

ROLL CALL: Phil Panzarella, Ron Bullard and Tom D'Amico.

ATTENDANCE: Ray Armstrong, Greg Roy, Kristin Yorko, Joe Korleski, Tom Thompson, Rae Kerlin, Don Sutton, Bill McCarthy

Public Comment: Panzarella said we will be following protocol in Resolution 05-07-44. Panzarella then reviewed the rules for public comment stated in resolution and asked if any one wished to make public comment.

Greg Roy, candidate for Delaware County Treasurer introduced himself to the board. He said he has been going to township meetings and introducing himself. He said he is not asking for an endorsement. Roy said he has worked in local government which includes Kingston Township for 16 years and has been in the banking business for 28 years. Panzarella thanked Roy for coming and spending time with Berlin Township.

Approval of Minutes

**RESOLUTION
08-02-16**

**MOVE TO APPROVE THE REGULAR MEETING MINUTES
FROM FEBRUARY 11, 2008 AND TO DISPENSE WITH THE
READING**

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

OLD BUSINESS

SOP's- Panzarella said we have received a copy of proposed SOP's for the Township. Trustees to review.

Business Cards- Bullard said we have talked about having business cards printed with all township department heads, trustees and fiscal officer on the same card. He said Bullard said there is a requisition for steel cut and fabricated for a bucket to be used on the JD tractor in the cemetery. He said this would be less than \$500 and used in the same manner of a Georgia Buggy.

**RESOLUTION
08-02-17**

**APPROVE UP TO \$300 TO ALPHAGRAPHS FOR 1000
PRINTED FOLD OVER BUSINESS CARDS AS STATED IN
QUOTE E#5383**

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

CEMETERY

Panzarella said the cemetery is in good order. He commented that there was a burial today.

FIRE DEPARTMENT

Panzarella said leave requests have been approved for Joe Pichert and Chief Bechstein. He also commented that the floors have been waxed and the boat has been repaired and is back at the station.

Run Reports- Panzarella said we are still maintaining approximately 60% EMS and 40% Fire runs to date. He commented that EMS is 24/7. Panzarella said 98% of fire runs are done by own personnel, 2% is by mutual aid and automatic assistance. He noted that the current, voted fire levy is 2.98 mills.

Computer- Panzarella said the fire department has requested a computer system for the fire prevention inspector to use. He said currently the laptop is being used for this position as

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well as training. Panzarella suggested using the computer from the meeting room. He said it is not being used and the last time he logged on there were only 11 hits for emails and 173 unread emails. Panzarella commented more people are viewing the website. He said there have been over 18,000 hits. He said this was originally set up for people who did not have the internet could use this to come and access emails to see what is happening. He said since it is not being used it could be transferred to the fire department. D'Amico said that works for him. Bullard asked if emails could be viewed anywhere else. Panzarella said that public records do not require an archive account. He said people are getting what they need from the website. Panzarella said he has checked with Beacon Data and the system is compatible with the fire station.

RESOLUTION

08-02-18

IN RESPECT TO THE FIRE DEPARTMENT'S REQUEST FOR AN ADDITIONAL DESK TOP COMPUTER, BE IT RESOLVED TO TRANSFER THE ACCESS COMPUTER LOCATED IN THE PUBLIC MEETING ROOM, WHICH DEEMED AS EXCESS TO OUR NEEDS (ONLY USED 11 TIMES IN THE LAST YEAR) TO THE FIRE DEPARTMENT AFTER THE FIRE DEPARTMENT COMPLETES THE NECESSARY INVENTORY TRANSFER FORMS - COMPUTER IS BEING TRANSFERRED DUE TO LACK OF USE AS ARCHIVE COMPUTER

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

Panzarella said a requisition was submitted for \$1200 for the annual service agreement for 4 life pack 500 AED units. He said the agreement is with Medtronic Emergency Response Systems and runs from 3/1/08 to 2/28/09.

RESOLUTION

08-02-19

APPROVE \$1200 TO MEDTRONIC EMERGENCY RESPONSE SYSTEMS FOR ANNUAL SERVICE AGREEMENT FOR 4 LIFEPACK 500 AED UNITS

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

Panzarella said a requisition was submitted for a 20 watt light box with vehicle charger. He said this is to replace an old light box that was used on Engine 392 and accidentally dropped and broke. He said it is not repairable due to the unit's age and an inventory form has been submitted to the fiscal officer.

RESOLUTION

08-02-20

APPROVE \$125.98 TO BATTERIES PLUS FOR A 20 WATT LIGHT BOX WITH VEHICLE CHARGER FIRE DEPARTMENT USE

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

Panzarella said a requisition was submitted for uniforms for Brian Lesch a day time fire fighter. He said the amount of \$218.16 comes from the allotted \$750. Panzarella said the chief is held accountable.

RESOLUTION

08-02-21

APPROVE \$218.16 TO PHOENIX FIRE FOR UNIFORM ITEMS FOR BRIAN LESCH

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

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ROAD DEPARTMENT

Bullard said Mike Hart has made a comparison of salt used in 2006, 2007 and 2008 with the amount of snow/ice that we have had. Panzarella commented thank goodness we built the aggregate storage this year. He said it is more convenient and allows the road workers to do the entire township using all three trucks in about four hours.

RESOLUTION

08-02-22

APPROVE THE PURCHASE OF 300 ADDITION TONS OF ROAD SALT FROM AMERICAN ROCK SALT

Motion: Bullard

Second: Panzarella

Discussion: D'Amico asked how much they deliver at a time. Bullard said it varies and reviewed past amounts with D'Amico. He said they are dumping the salt instead of blowing it. He commented this was cheaper and is working out fine.

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

Bullard said the aggregate storage facility is working out great. He said they load the trucks and don't have to worry if the county is open. He added if all salt is not needed they drop it back off and clean out the trucks. Panzarella said the linseed oil used to treat the concrete in the 5th bay is working out great.

TIME CERTAIN 7:30 P.M. BZC/BZA INTERVIEWS

Panzarella said he would like Tom D'Amico to address how he would like to do the interviews. D'Amico said we will adjourn into executive session and asked those to be interviewed to stay in the meeting room until called upon.

RESOLUTION

08-02-23

MOVE TO ADJOURN INTO EXECUTIVE SESSION FOR THE PURPOSE OF PERSONNEL INTERVIEWS / ISSUES

Motion: Panzarella

Second: D'Amico

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

Panzarella called the regular meeting back in session. He said the board interviewed all the candidates who answered an ad for the BZC/BZA. He said a decision of the board will be made at the March 10, 2008 meeting.

TRUSTEE ITEMS

P&D Builders Status- Panzarella said the site is partially in Liberty Township and Berlin Township. He said Liberty board have investigated revenue sharing proposal stating 60% Liberty and 40% Berlin Township. He said a stipulation is that we have to do an intergovernmental transfer of funds. Panzarella said the Delaware County Auditor and Prosecutor will have to work this out and then a legal proposal will come before the board. Panzarella asked the will of the board. Bullard said an agreement was made a long time ago that Liberty would maintain the road and our fire department would be 1st responders. He asked if this would change. Panzarella said it would remain the same. Bullard asked if it sets a bad precedent with other townships. Panzarella said he wanted the agreement to cover both areas. D'Amico asked if we had plans for the building. Panzarella said yes, the zoning office has them. Armstrong said it will be heard Thursday at RPC and will then come to the BZC. Panzarella proposed the board nominate someone to work with the prosecutor and auditor so we can get a draft agreement together and stay engaged with Liberty Township. Bullard said you should do this since you have been working with them. He added Ray had provided great support.

RESOLUTION

08-02-24

MOVE TO AUTHORIZE PHIL PANZARELLA TO WORK WITH AUDITOR, PROSECUTOR, LIBERTY TOWNSHIP AND ANYONE ELSE NECESSARY TO DRAFT A REVENUE SHARING PROPOSAL FOR THE P&D BUILDING PARCEL AND NORTH PARCEL

Motion: D'Amico

Second: Bullard

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

Anderson Enterprises- Cannon said an estimate was received for the installation of 4 new wall receptacles in the township hall and to convert one duplex to a single outlet for the microwave. All wiring will be surface mounted in EMT conduit and stranded copper

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throughout. All materials and labor are included in a quote of \$515.00. D’Amico asked if that would solve the fuse box problem. Bullard said this will supply plenty of power now he said we are not upgrading the circuit box. He said it is a partial fix of the problem.

**RESOLUTION
08-02-25**

AUTHORIZE ANDERSON ENTERPRISES TO INSTALL FOUR NEW WALL RECEPTACLES IN THE TOWNSHIP HALL KITCHEN AND TO CONVERT ONE DUPLEX RECEPTACLE TO A SINGLE OUTLET- PAYMENT OF \$515 IS APPROVED FOR ALL MATERIALS AND LABOR AS STATED IN ESTIMATE 102

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

ZONING DEPARTMENT

Panzarella said we interviewed tonight for BZC/BZA positions.

Wireless Microphones- Armstrong provided some data on costs of different wireless options for the meeting room. Panzarella asked if the wireless system would have to be plugged in somewhere. Armstrong said it would go into a line of site system. Armstrong said there would still be some problems with speakers not properly placed and because of improper wiring used. Panzarella asked if new installation could be done by Armstrong and the maintenance department. Armstrong said he did not see why not. Bullard said there are still some items that need researched and suggested bringing a proposal to the next meeting.

FUTURE MEETINGS- Panzarella said there was an awards meeting at Olentangy Schools tomorrow. Bullard said he and Armstrong have a phone meeting with Tom Slack at 2:00 p.m. tomorrow regarding Peachblow Rd. BZC has a meeting March 11th.

LATE ITEMS- Bullard said that a certificate has been done for Linda Paxton by the zoning committees. He proposed the Trustees commend her as well. Panzarella said he is in support of that. The Trustees propose that Berlin Township Trustees commend Linda Paxton for a job well done! She often performed above expectations and was very accurate in all her work. She set the performance standard very high for all future zoning clerks.

Mailboxes- Bullard showed the Trustees a mailbox from The Meadows of Cheshire. The mailbox was falling apart and had been stapled together. He said as time goes on every mailbox will fall apart. He said the road department will fix this one. He questioned what we might want to do in the long run. Panzarella said previously \$75 was approved for replacement mailboxes. He said he does not know if there are manufactured defects in these mailboxes but we should let homeowner associations know of any. Panzarella said he has personally observed one of our trucks take out 3 mailboxes and posts. He said it is not always the drivers fault. He said he would like to let subdivisions handle. He said they collect association dues for these types of things. Panzarella said he would leave it up to the road trustee to handle.

Zoning Clerk- Cannon said she has received a couple of resumes for the zoning clerk position. She said on the 29th she would make copies for the trustees. Cannon suggested they may want to hold interviews at the March 10th meeting. Armstrong commented he know of someone from his church that was going to submit a resume this week as well.

**RESOLUTION
08-02-26**

MOTION TO ADJOURN

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

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Meeting adjourned by Chairman Panzarella at 9:35 p.m.

Phil Panzarella, trustee

ATTEST:

Ron Bullard, Trustee

Theresa Cannon
Fiscal Officer

Tom D'Amico, Trustee