

## BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

January 12, 2009

- HELD AT:** Berlin Township House, 3271 Cheshire Rd., Delaware, OH
- CALL TO ORDER:** Ron Bullard, Trustee Chairman
- PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Chief Bechstein
- ROLL CALL:** Phil Panzarella, Ron Bullard, Tom D'Amico and Theresa Cannon, Fiscal Officer
- ATTENDANCE:** Chief Bechstein, Mary Bechstein, Sam Reda, Connie Reda, Craig Hall and Joe Pichert

Bullard referred to Resolution 05-07-44 regarding rules with public comment. Anyone wishing to speak should identify themselves and would be given 3 minutes to talk. Hearing no request trustees moved on to the next agenda item.

### **RESOLUTION 09-01-36**

#### **MOVE TO APPROVE THE YEAR END MEETING MINUTES FROM 12/29/2008 AND TO DISPENSE WITH THE READING**

- Motion: Panzarella  
Second: Bullard  
Discussion: Panzarella commented that the figure per cubic inch for cemetery inches is 1.4 cents as reflected in the minutes. Bullard commented that was in the organizational meeting.  
Vote: D'Amico abstain, Bullard yes and Panzarella yes

### **RESOLUTION 09-01-37**

#### **MOVE TO APPROVE THE ORGANIZATIONAL MEETING MINUTES FROM 12/29/08 AND TO DISPENSE WITH THE READING**

- Motion: Panzarella  
Second: D'Amico  
Discussion: Panzarella stated that the previous minute comments be inserted again. The figure per cubic inch for cemetery inches is 1.4 cents as reflected in the minutes.  
Vote: Panzarella yes, Bullard yes and D'Amico yes

### **FISCAL OFFICER**

Cannon said she received the First Amended Certificate of Estimated Resources from the Delaware County Budget Commission. She said the total estimated resources is \$4,472,449.61. Cannon she has also received a certificate of County Auditor that the total appropriations from each fund does not exceed the official estimate of resources. Cannon said this certificate is signed by Auditor, Todd Hanks and dated 1/08/2009. Cannon said the Township can now resume spending. Cannon will inform department heads by letter that they can resume spending.

On-Line Data Collection form Procedures- Cannon said she received a bulletin from Mary Taylor, Auditor of State with instructions for an on-line data collection from procedures for upcoming audits. Cannon said the Trustees should have received the same information. She asked that the fiscal office be the one designated to input the necessary information.

### **RESOLUTION 09-01-38**

#### **MOVE TO NAME THE FISCAL OFFICE AS THE DESIGNATED AREA TO INPUT ON NECESSARY INFORMATION FOR THE ON-LINE DATA COLLECTION FORM.**

- Motion: Panzarella  
Second: D'Amico  
Discussion: Panzarella noted that there was no indication of the state giving us any additional funding. He said they are requesting everything to be electronically formatted which will cause more work. Panzarella suggested Cannon let them know if she needs any additional help. Panzarella said we typically pay 3 to 5 thousand for them to do this as part of the audit.  
Vote: Bullard yes, Panzarella yes and D'Amico yes

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### CEMETERY

Cover letter status- Panzarella said he put this on the agenda. He said we should consider updating the board outside the cemetery with current information. Bullard asked D'Amico about getting it updated. D'Amico said he would check into that. Bullard said if it is a large amount of money to let the board know. Cannon said her office sends out letters to funeral home directors and the new rules would be mailed out with new lot purchases.

Digitation- Panzarella said he thought we were about 70% complete. He said when it is finished money will have to be appropriated. He said he did not want to lose track of what was being done. Panzarella suggested D'Amico provide an update at the next meeting.

### FIRE DEPARTMENT

Requisitions- Bechstein said there were none. He said he just found out tonight that spending could resume.

### ROAD DEPARTMENT

Emergency Repair- Bullard said there was a necessary emergency repair to the 2002 International Truck. He said it would not start.

### RESOLUTION

09-01-39

#### MOVE TO APPROVE \$780.62 TO CENTER CITY INTERNATIONAL TRUCKS, INC FOR EMERGENCY WORK ON THE 2002 INTERNATIONAL TRUCK

Motion: Bullard

Second: D'Amico

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

Ditch Letter- Bullard said it would have to be discussed at the next meeting.

Sherman Road Culvert- Bullard said an engineering assistance request had been completed and we were just waiting to hear something back. Panzarella questioned which culvert. Bullard said the one closest to Africa Road.

Salt Status- Bullard said about 205 tons have been used from the 350 tons that we started the winter out with. He said we also have some grits. Bullard said the County has committed to 205 tons. Cannon advised Bullard that a resolution was never completed for the salt purchase. She said when reviewing last years resolutions she noted that it was discussed at a couple of meeting but no money had ever been appropriated. Panzarella questioned how much they were charging per ton. Bullard suggested calling a 5 minute recess at the end of the meeting to get his notes. D'Amico questioned how much brine had been used. Bullard said less than 100 pounds. He said the road department is not sure when the county is pre-brining the roads that they are using enough solution. He compared it to what ODOT and the City are using.

### TRUSTEES

Employee handbook- Panzarella said this was a carryover from last year. D'Amico questioned if Panzarella and Bullard received the latest job description from Cathy Rippel. D'Amico said he thought job descriptions were going to be sent to the prosecutor's office for review of language. Bullard suggested sending them the entire book. Panzarella suggested giving them a heads up that this would be coming. D'Amico asked who was preparing the book. Panzarella said Judy Shumway has completed 2/3 of the handbook and provided it to the trustees for comment. He said the job descriptions are not in there yet. Panzarella said the handbook would greatly cut down on the organizational meeting minutes. Bullard questioned who was going to get the information from Judy. Panzarella there is a trustee liaison over that area. He said if the board wished for him to do it he would. He said when it goes to the prosecutor it should be the chairman that takes over. Panzarella said he would get the status of the handbook and provide the information at the next meeting.

Deferred Compensation- Panzarella reported he talked with Financial Network of America LTD. He questioned how they could guarantee a return on a 457 plan. He said they are investing in the insurance industry. He relayed information about the company being able to invest in lapsed insurance rates at a rate of approximately 7%. He said mortality tables are used from 10 to 30 years ago. Panzarella said he is not an insurance agent or expert but is relaying the information. He said we need to decide if we want them to come to a meeting. Panzarella said one downside would be with the range of employees. He questioned the fiscal officer's ability to set up deductions. Bullard suggested scheduling the first meeting in February for them to come and talk to all employees. Panzarella said he

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thought the fire department was interested. Bullard said it would be the February 9<sup>th</sup> meeting. Panzarella said he would contact them and questioned how much time they would get for a presentation. He said it could require two meetings. Cannon suggested if anyone is interested they contact the company on their own for specific information.

Dumping by the recycle/abitibi containers- Bullard said residents that live near the containers were concerned with all the dumping around the holidays. He said the recycle container figured they would have approximately 600,000 pounds of material and now think it will be close to 700,000. Panzarella said we need to take some precautions against dumping. He said he made a sheriff's report regarding the matter. He said to go forward they would need to know date and who did the dumping. He said some possible solutions would be to post signs stating the area is under surveillance 24/7 and to mount cameras on the fire station for a view of the bin area. Bullard suggested putting something in the next newsletter. Panzarella said there were sequential steps that could be done. D'Amico suggested putting it on the website as well. Panzarella said putting it in the newsletter may not do anything. He said it is a county recycle bin and anyone can use it.

Winter 2009 OTA Meeting- Panzarella commented that information for the OTA meeting was in their last magazine. He asked who would like to go. D'Amico said if it is in the daytime he is not available. Panzarella said appropriations were done at the Organizational meeting. Bullard was not sure about the dates and said he would look up that information at the end of the meeting.

Establish time for spring and fall road meetings- Panzarella said 8"30 would give us enough time to get around the township.

**RESOLUTION**

**09-01-40**

**MOVE TO ESTABLISH TIME FOR SPRING AND FALL ROAD MEETING – 8:30 A.M.**

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

Health Insurance- Bullard said it was brought to his attention about the change in pay rate for a specialist in the new insurance plan. He said he wanted to see if we can improve coverage and costs next year. He said he would like to talk with the County and our current Insurance Carrier to see if they can put us in a larger group. Cannon said we currently are grouped together. Bullard said there would be no changes this year.

**ZONING**

D'Amico said there are shelves that Armstrong would like to order for zoning files.

**RESOLUTION**

**09-01-41**

**APPROVE RAY ARMSTRONG TO PURCHASE 5 SETS OF HEAVY DUTY SHELVING AT \$70.00 PER UNIT FROM SEARS FOR THE ZONING DEPARTMENT- COST NOT TO EXCEED \$420**

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

BZC/BZA Alternate- D'Amico suggested doing interviews for alternates at the February 23<sup>rd</sup> meeting. He said he would contact the individuals to arrive at the meeting at 7:30 if they are still interested. He said we have received 6 applications for 2 openings.

**FUTURE MEETINGS**

Bullard said Delaware City was having a meeting tonight to discuss Peachblow Road. Panzarella asked when the next CLUP meeting with the BZC would be. He said it may be worthwhile to check with the Prosecutor again regarding trustees attending the zoning meetings. Panzarella said we could designate a person to bring information back to the Trustees. Bullard said he would contact the Prosecutor and distribute the information he receives.

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**Bullard called for a 5 minute recess. Bullard called the meeting back to order at 8:05 p.m.**

**RESOLUTION  
09-01-42**

**MOVE TO APPROPRIATE \$18,000 TO THE DELAWARE COUNTY ENGINEER FOR THE PURCHASE OF SALT AT 59.81 PER TON – 300 TONS**

Motion: Bullard  
Second: D’Amico  
Discussion: Bullard said this was for 300 tons of salt.  
Vote: D’Amico yes, Panzarella yes and Bullard yes

Bullard said the winter Ohio Township Association conference will be held February 4<sup>th</sup> to the 7<sup>th</sup>. He said he would not be available to attend.

**RESOLUTION  
09-01-43**

**MOVE TO AUTHORIZE PHIL PANZARELLA TO ATTEND THE OHIO TOWNSHIP ASSOCIATION WINTER CONFERENCE – FEBRUARY 4-7, 2009**

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

**LATE ITEMS**

Panzarella commented that many people attend the OTA conference. He said it is not just for Trustees. He commented that there is information for Road Superintendents and Fire Chiefs. Panzarella said this is where he first learned about House Bill 458. He said the house and senate both passed and the governor signed into law on December 30, 2008.

D’Amico said he would not be able to attend the January 26<sup>th</sup> meeting. Bullard said he would be gone the March 9<sup>th</sup> meeting.

Panzarella said we need to vote for the open position with OTARMA. He said we can vote for two of the four names. Bullard suggested voting for Phil Panzarella. He said Delaware County and Berlin Township would be represented. Bullard said he did not know the other three so did not plan to vote for anyone else. D’Amico and Panzarella agreed.

**RESOLUTION  
09-01-44**

**MOVE TO VOTE FOR PHIL PANZARELLA TO SERVE ON OTARMA BOARD OF DIRECTORS FOR THE TERM 2009-2013**

Motion: Bullard  
Second: D’Amico  
Discussion: Panzarella said these were the guys that gave us \$30,000 in lieu of us taking them to court.  
Vote: D’Amico yes, Bullard yes and Panzarella yes

**RESOLUTION  
09-01-45**

**MOTION TO ADJOURN**

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

Meeting adjourned by Chairman Bullard at 8:41 p.m.

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Phil Panzarella, trustee

ATTEST:

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Ron Bullard, Trustee

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Theresa Cannon  
Fiscal Officer

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Tom D'Amico, Trustee