

BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

October 26,

2009

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

CALL TO ORDER: Dan O'Brien, Trustee Chairman.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Theresa Cannon.

ROLL CALL: Phil Panzarella, Ron Bullard and Tom D'Amico; Theresa Cannon, Fiscal Officer

ATTENDANCE: Toni and Joe Korleski, Dan O'Brien, Chief Bechstein, Asst. Chief Craig Hall, Joe Pichert

Bullard referred to Resolution #05-07-44 regarding rules for public comment stating anyone wishing to speak should identify themselves and they would be given three minutes to talk. Bullard asked if anyone wished to speak.

Dan O'Brien from Curve Road spoke of the truck traffic on Curve and Sweeney Roads. He Said, "Truckers are sent to a fictitious address because the address and directions are through a GPS system." He said we know the issue and questioned how to correct it. He said the truckers are coming from out of town. He asked if there was something that could be done to get the address out of the computer. He said he has had trucks that have turned around in his yard. O'Brien also stated the possibility of having a truck stuck on the railroad tracks. Panzarella said trustees had discussed this during their road meeting on Saturday. Bullard said, "We are requesting engineering assistance to see what is recommended at the intersection. The GPS has Glenn Road as the entrance to Great Lakes Distribution Center. We could post signs for trucks to go to Old State Road." O'Brien said his concern was there could be an accident. Panzarella said, "Stop signs and warning signs could be posted. The GPS database needs to be updated." Panzarella asked O'Brien how often trucks passed his home. O'Brien said a couple of times a day. Bullard told O'Brien they would give him any feedback they received from the engineer's office. Panzarella asked if a discussion ever occurred blocking off Glenn Road. Bullard said, "It is not our road. I will talk with the Delaware City Road Superintendent to see what else can be done."

Approval of minutes:

**RESOLUTION
09-10-14**

**MOVE TO DISPENSE WITH READING AND APPROVE
REGULAR MEETING MINUTES FROM 10/12/2009**

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

FISCAL OFFICE

Cannon said she had received the yearly fee invoice for \$50.00 from WorkHealth for the 2010 Consortium fee. She said this provides for a DOT random drug screening for the two full-time CDL drivers.

**RESOLUTION
09-10-15**

**MOVE TO APPROVE \$50 TO WORKHEALTH FOR THE 2010
CONSORTIUM FEE FOR RANDOM DRUG DOT POOL**

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

Inventory: Bullard said there are several inventory items that need to be discussed regarding their disposal. He said there are a couple paths that could be taken regarding the card tables, couches, chairs and golf cart. He said, "We can simply dispose of the inventory either through charity or dumpster or by an auction." Panzarella said he tended to agree but said we should keep the golf cart until it is no longer running. Cannon suggested listing

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the exact items and doing it at the next meeting. Korleski questioned if the inventory items could be donated. Panzarella asked who would be taking inventory as an action item. Bullard said he would have the answers at the next meeting.

CEMETERY

Bullard said, "The John Deere Gator was delivered last week and was on display at the open house on Sunday. JD Equipment will be installing additional equipment on the vehicle.

FIRE DEPARTMENT

Requisition 2009-10-06:

RESOLUTION 09-10-16

MOVE TO APPROVE \$714.00-ACCENT INFORMATION SYSTEMS FOR A CALLER ID TRUNK CARD FOR THE TELEPHONE SYSTEM AT THE FIRE STATION

Motion: Panzarella
Second: D'Amico

Discussion: Panzarella said the initial installer did not install the ID trunk card.

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

Hiring Status- Panzarella said, "The fire department will supply us a list of the top five candidates they have interviewed for employment. We will be hiring four. Three of the new employees will be to help establish weekend and holiday shifts at 10 hours a day. The fourth is from a previous resignation."

Bechstein said, "Eight men were interviewed today." He questioned why the Trustees wanted five names. Bechstein said, "If the hiring is done off our recommendation you should do it off four names. It would expedite the process if you would hire the four we recommend." Bullard said he felt the Trustees also needed to interview the candidates. Panzarella said, "We asked for a list of the five top candidates." Bechstein said, "You might as well interview all candidates. With five individuals being interviewed there will be four winners and one not. It is your decision." Panzarella agreed that it was the Trustees' decision. He said, "It is in the Ohio Law that we hire and fire." Bullard asked the board if they wanted to interview four or five. Bullard said, "It will give us a larger pool at the Trustee meeting to decide." Bechstein said, "You can still run into problems." D'Amico said, "I'm not sure there is a magic number. It helps to have at least one extra." He asked Bechstein, "Do you feel if a candidate not picked they would have ill feelings?" Pichert said, "We have to work with the ones that are picked. At the last hiring the Trustees selected someone that was at the bottom of our list and he ended up being a no show."

D'Amico said, "Maybe we should not be given a rating." Bullard said, "We are really asking for four and an alternate. If you recommend five we think they are all acceptable." D'Amico said he preferred the fire department not rank the interviewees. Panzarella said he is hearing we receive the top five individuals to interview unranked. Bullard said the interviewing will be at the next Trustee meeting at 7:30. He said it would probably be done individually. Bechstein said he would inform them and attend the meeting.

7:30 Time Certain - Ohio Insurance Services

Pat McClelland from Ohio Insurance Services provided Trustees with a copy of the current township plan. McClelland said renewal information would be made in the next couple of weeks. He said townships are doing some creative things to save money such as larger deductibles and funding a percentage of that. He also said there is a new plan for OTA that the township may be able to roll into. He asked the Trustees to provide him with questions. McClelland said he would get the answers and come back to another Trustee meeting once they know what, if any, increase the Township might be seeing. Bullard asked, "Does it matter what the pool size is? We currently have six employees that take the insurance." McClelland said, "No. The cost is based on the pool that you are put into. Anthem, Aetna and United are all the same. You may have to change yearly to get the best price."

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Bullard asked him to find out about HB 458. Bullard said, "The state law allows reimbursement and we may need to implement this." Panzarella said, "We need to know how it is done. If we keep the same coverage we have, it seems coverage is going up approximately 15 percent." McClelland said, "It would depend on where the pools are at." Panzarella said, "For the townships that reimburse to purchase insurance it would be interesting to see how they authorize various things the State Auditor would accept. There are a range of options." Bullard asked McClelland to come back to the November 23rd meeting and advise the board on any increase in the current plan, reimbursement opportunities, and ways to reduce costs. McClelland said they should have the numbers by the 16th. McClelland provided insurance forms to be completed by anyone eligible for insurance. Cannon said she would distribute them to employees and have them ready for him on the 23rd.

FIRE DEPARTMENT continued

Open House- Panzarella said the Open House was successful. He said as an action item we should see how to improve and identify any additional resources. Bechstein said he thought it went well and thanked the Trustees for their contribution of the hot dogs. Bullard said he heard positive feedback. He suggested possibly using the grass area more and speakers. Panzarella said we were lucky with the weather. He asked about using a video indoors in case the weather is inclement. Bechstein said we can always enhance what we have. In estimating how many attended he said Arnold gave 600 bags of information/candy away.

H1N1- Bechstein said of the 535 fire/EMS workers in the county we had approximately 300 inoculated. He said H1N1 was declared an emergency enabling EMS the authorization to give shots. Bullard asked if there was any thought on the general public getting shots at the station. Bechstein said they are using larger facilities. He said, "They used Buckeye Valley today. He said the Health Department can't control more than one site at a time." Panzarella said, "The county feedback has been positive. The room worked out well." He questioned closing borders of townships. Bechstein said the Health Department would govern that as well as vaccines. Panzarella asked if there would be the need for a climate controlled refrigerator. Bechstein said he didn't see the need for the township to spend that kind of money. Panzarella said he was thinking ahead. Bechstein said they kept a log twice a day of the temperature in the refrigerator while they had the vaccines. Bullard questioned how many from our department were inoculated. Pichert said some had the opportunity to get the vaccine at their full-time station. Bechstein said those members of the staff that were inoculated here were marked off.

ROAD DEPARTMENT

Posted Roads- Bullard listed Plunkett, Curve, Big Run, Sweeney and Dale Ford Roads as possible posted roads for 2010. He said he would get the list to Michelle at the Engineers office by the deadline of November 2nd. Panzarella asked about 3B's & K Road. Bullard said it was a through road but said he could add it to the list. Panzarella said the road will be a mess with the heavy weight of trucks. Cannon said Berkshire would have to put it on their list as well. Panzarella said with it posted the sheriff can enforce the weight limits.

F-450 Truck Status- Bullard said, "The truck is pretty much put together. They are just waiting on the bed."

Salt Delivery- Bullard said, "We have asked for a delivery of 100 tons in the next couple of weeks. We would then have enough for two or three snows." Panzarella commented, "There was approximately 70 tons left from last season."

Snow Plow Driver- Bullard said at the last meeting we asked for an advertisement to hire snow plow drivers. He said he had a list of at least 7 drivers and suggested a motion to cancel the advertisement. He said Ryan Stires, Craig Hall, Steve Roberts, Greg Prantl and Charlie Hall have all said they were still interested and are currently available and on the payroll. He said Holobaugh, Miley and an employee of Pat Paykoff's is also interested. He said they all have CDL's. Panzarella stated they would cover when the road crew couldn't. Bullard said they would need to be trained, and have to complete paperwork as well as MVL

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record checks and provide proof of their insurance. He said the road department would train the individuals by the end of November.

**RESOLUTION
09-10-17**

MOVE TO CANCEL ADVERTISEMENT FOR SNOW PLOW DRIVERS

Motion: Bullard
Second: Panzarella

Discussion: Panzarella stated, "We have found adequate drivers to cover the requested time for snow plow back-up drivers."

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

S. 3B's & K Road- Panzarella said the road is starting to show signs of wear and it won't be getting any better. He said, "In next year's budget we are going to have to show repairs to the road." Bullard said, "There will be a joint discussion with Berkshire Township at the annual meeting."

Rocks in Intersection- Panzarella said, "Small rocks are migrating onto the road from the berm. It is dangerous especially for motorcycles. We need to sweep this year." He asked the board to consider either getting additional personnel to do it or hire the county. He said, "It is a known fact so the board should take action." Bullard said, "A quote from the county engineer states \$80 per hour." Bullard said trustees were told it could be completed in one day.

**RESOLUTION
09-10-18**

MOVE TO HIRE THE COUNTY ENGINEER TO SWEEP INTERSECTIONS DESIGNATED BY THE ROAD SUPERINTENDENT - AMOUNT NOT TO EXCEED \$900.00

Motion: Bullard
Second: Panzarella

Discussion: Bullard said, "This is only good until the rocks migrate back onto the road."

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

Bullard said he has talked with Glenn Excavating regarding how the rocks migrating could be resolved. He suggested digging deep at the intersection where the gravel is and blacktop it using number 8 stone. Bullard said, "It would be effective but not a cheap fix."

TRUSTEE ITEMS

Employee Manual Closure Plan- Panzarella said D'Amico and Bullard still have sections to review. He said he has reviewed three sections and asked if there were any more. Cannon said there was one. Panzarella asked, "After all the comments have been made and returned to the fiscal office, who is responsible for completing the task?" Bullard said, "All three trustees are responsible. I would be happy to take the lead. We all have the responsibility to get through the sections." Panzarella said, "There has to be a known person that we can ask about the progress. All sections with comments need to be given to the fiscal office. After changes are made we should have legal review it then it should be reviewed again." Bullard said, "There is no plan in place. In my mind there is no clear plan." Bullard said, "I will have a plan to discuss at the next meeting."

2010 Health Plan- Bullard said this was discussed and we will continue discussion at the November 23rd meeting.

End of Year / Organizational Meeting preparation-Panzarella said, "We are able to hold the Organizational Meeting in December this year. I suggest trustees go through last year's meeting minutes and make changes/comments. For an example, the compensation portion would be changed since there will be no comp authorized. I suggest returning comments/changes to the fiscal office." Cannon said, "This will only work if all trustees

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respond." She said once she has comments they can be placed in an outline for the trustees to use at the meeting. Cannon stated that would help the meeting move efficiently.

ZONING DEPARTMENT

Panzarella said, "We still need to face the cost/hours of the zoning office."

Future Meetings- Bullard said, "The prosecutor's training is November 14th. I would like to designate it as a normal meeting for compensation reasons for BZA, BZA members and the zoning clerk.

**RESOLUTION
09-10-19**

**MOVE TO DESIGNATE THE COUNTY PROSECUTOR'S
TRAINING SESSION ON NOVEMBER 14TH AS A NORMAL
MEETING FOR BZC, BZA AND THE ZONING CLERK FOR
COMPENSATION**

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

Late Items- Bullard reported that a motor on the furnace failed and was replaced last week when the air conditioner unit was put in. He said the duct work and new vent was also completed. Bullard commented the township hall has three furnaces and three air conditioning units.

GIS Database Training-Bullard said Armstrong will be attending a GIS Database training where new layers are discussed. He said this is not the same database the county engineer will be using for culvert, ditches and guardrails. He said that is a different training. Panzarella said, "It is worthwhile to show layers for water lines. Water availability drives the ISO rating and is useful information. Armstrong should be asked if it is in there and bring it to the next meeting."

Panzarella asked if the cabinet for the storage room had been ordered. D'Amico said he did not get any comments back. Bullard said, "Arnold said plastic was okay but he preferred metal." Panzarella said he too would go with metal. D'Amico asked for a two minute recess.

MEETING RECESSED by Chairman Bullard.

MEETING RECONVENED by Chairman Bullard

**RESOLUTION
09-10-20**

**MOVE TO AUTHORIZE \$375 TO STRAIGHT UP EQUIPMENT
FOR THE PURCHASE OF CABINET FOR STORING
JANITORIAL SUPPLIES**

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

Bullard said Steve Arnold is doing a great job following up with the Fire Inspection.

Tables- Bullard said the tables he had displayed were easier to work with and could replace all the ones we have now for \$560. Panzarella questioned if the tables we currently have were unserviceable. Panzarella said, "The tables you discussed are for 300 to 400 pound weight the ones we currently have are 1000 to 1500 pound weight. We should replace with similar structural weight. The catalog has 1200 pound support tables. They are more expensive but I think the board should consider replacing with something similar." D'Amico said this was originally brought up because it was thought the tables were being worn out for the township hall rental. He said some edges are worn but it is not an immediate need. D'Amico said he liked the lighter tables. He said the cleaning person is a woman and the

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tables are heavy for anyone. Bullard asked if this needed to be resolved tonight. D'Amico said it could be an action item for the future.

Fire Department Dishwasher- Cannon said she received a voicemail regarding costs to repair the dishwasher at the fire station and asked if the trustees knew anything about it. Panzarella said he did and thought it was fixed. Panzarella to follow up with the chief. If the cost is less than the \$750 monthly allowance they could have it repaired.

**RESOLUTION
09-10-21**

MOTION TO ADJOURN

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

Meeting adjourned by Chairman Bullard at 9:04 p.m.

Phil Panzarella, Trustee

ATTEST:

Ron Bullard, Trustee

Theresa Cannon,
Fiscal Officer

Tom D'Amico, Trustee