

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

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

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

ROLL CALL: Thomas A. D’Amico, Philip P. Panzarella and Ronald W. Bullard

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Ray Armstrong.

ATTENDANCE: William Bechstein, fire chief; Ray Armstrong, zoning inspector; and Chris Paykoff

FISCAL OFFICER PRESIDES

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

RESOLUTION

**10-01-01 NAME 2010 CHAIRMAN – D’Amico
VICE CHAIRMAN – Panzarella
EXECUTIVE MEMBER – Bullard**

Name Tom D’Amico, Chairman; Phil Panzarella, Vice Chairman; and Ron Bullard, Executive Member.

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

D’Amico assumes duties as 2010 Chairman.

Trustees determined 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 2010 trustee meetings.

MEETING SCHEDULE 2010

RESOLUTION

10-01-02 ESTABLISH 2010 MEETING SCHEDULE

Regular Meetings

The 2nd and 4th Monday each month with the following

EXCEPTIONS:

June, July and August meetings will be 2nd Monday

HOLIDAY EXCEPTIONS:

1st meeting in October will be Tuesday, October 12th

2nd meeting in December Monday, December 27th

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

Road Inventory Meetings

Spring-Saturday, April 10, 2010 at 8:00 a.m.
Fall-Saturday, September 11, 2010 at 8:00 a.m.

Meeting Changes

All meeting date and time changes will be advertised/posted

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- Special Meetings** Dates and times to be advertised/posted
- Emergency Meetings** Chairman calls meeting notifying trustees and fiscal officer
- Year End Meeting** Monday, December 27th at 7:00 p.m.
- 2011 Organizational Meeting** Monday, December 27th immediately following 2010 year end meeting

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, 2010.

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.

The 2010 meeting schedule will be advertised in *The Delaware Gazette* by the fiscal officer.

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

POLICIES AFFECTING MEETINGS

RESOLUTION 10-01-03 MEETING AGENDA POLICIES

- 1.) **Meeting Agenda-**
For regular meetings, agenda items to be submitted to the township fiscal officer by 12:00 noon, four (4) days prior to Board meeting.
- 2.) **Agenda requests-supporting documentation**
There should be four (4) copies (original to fiscal officer and one copy to each trustee) of supporting documentation for each agenda item submitted with agenda request.
- 2.) **Purchase requisitions-**
All purchase requisitions in excess of **\$1,000.00** should be accompanied by three (3) comparative cost quotations 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 shipping, 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 for fiscal officer and one copy to each trustee) of supporting documentation for each purchase requisition submitted to the fiscal officer **by 12:00 noon four (4) days prior to meeting. Requisitions not received 4 days prior to the Board meeting will be deferred to the next regular trustee meeting.**

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Requisitions approved at the board meeting-Department liaison to mark a copy of the requisition as approved and provide said copy to the department head the day following the meeting.

ALL INVOICES must be billed to Berlin Township, c/o Theresa Cannon, Fiscal Officer, 3271 Cheshire Rd., Delaware, OH 43015.

ONLY ORIGINAL REQUISITIONS AND INVOICES WILL BE PROCESSED. NO PAYMENT WILL BE MADE WITHOUT RECEIVING AN ORIGINAL INVOICE.

- 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.

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

NAME DEPARTMENT LIAISONS

**RESOLUTION
10-01-04**

NAME DEPARTMENT LIAISONS
D’Amico–Administrative, Cemetery and Zoning
Panzarella–Fire Department
Bullard–Road Department

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

NAMED AND/OR APPOINT POSITIONS AND BOARDS

**RESOLUTION
10-01-05**

NAME POSITIONS AND APPOINTMENTS

- 1.) Trustee Chairman D’Amico to attend Delaware County Health Board meeting
- 2.) Robert Ford-Railroad Task Force Committee
- 3.) Panzarella-Tax Incentive Negotiating Committee
- 4.) Panzarella and Mike Dickey–Tax Incentive Review Council
- 5.) Volunteer Fire Fighters Dependent Fund Board (VFFDF)-
 - Sam Reda and Joe Pichert – elected by fire department
 - Robert Ford and Patrick Paykoff – named by legislative authority (Board of Township Trustees)
 - Tom Roll– named by four (4) VFFDF Board members
 - Paykoff to serve as Chairman and Pichert to serve as Secretary.
- 6.) Rick Sedlacek-RPC representative and Ray Armstrong, RPC alternate
- 7.) Mike Dickey, Dennis Mowrey, Frank Reinhard and Judy Shumway-
 Named Mike Dickey to 3 yr. term on audit committee. Mr. Dickey is a township resident and a CPA with Wolf, Rogers & Dickey, Delaware, OH. He also has a background in township state audits.

Audit Committee with term limits being:

Dennis Mowrey & Judy Shumway 2 yr. term expires December 31, 2010

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Frank Reinhard 3 yr. term expires December 31, 2011
Mike Dickey 3 yr. term expires December 31, 2012

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

Reports or minutes of board or committee meetings attended by named or appointed representatives should be addressed and given to the township fiscal officer prior to the next scheduled regular trustee meeting. Panzarella said he would be responsible for minutes of the Tax Incentive Review Council (TIRC) and Tax Incentive Negotiating Committee (TINC).

NAME TOWNSHIP LEGAL COUNSEL

**RESOLUTION
10-01-06**

**APPROVE RETAINING LEGAL COUNSEL AS
FOLLOWS:**

- 1) Retain Delaware County Prosecutor as Township Legal Counsel per the Ohio Revised Code; and

To contract outside legal counsel when necessary as stated below:

- 2) For all annexation actions that the Board determines fall into the category of contingencies or exigencies, the firm of Rinehart and Rishel, LTD, and in this case, an initial amount not to exceed \$5,000.00 will be authorized for appropriation to initiate this representation with Rinehart and Rishel, LTD; and
- 3) For all other Township related actions that the Board determines fall into the category of contingencies or exigencies, the firm of Loveland & Brosius will represent the township, and in this case, an initial amount not to exceed \$5,000.00 will be authorized for appropriation to initiate this representation with Loveland & Brosius. and
- 4) A majority vote of the Board is required prior to engagement of outside legal services.

It was noted that Chairman D’Amico would be in charge of seeking legal consultation or opinions from both the county prosecutor and outside legal counsel.

For maintenance of public records and files, the township fiscal officer is to be provided with the original copy of all legal opinions requested as well as the original copy of any and/or all legal opinions rendered. Cannon said this should include all types of media i.e. written letter, e-mail, verbal phone message, direct verbal response, etc.

Cannon reminded that Panzarella had previously proposed the use of a tracking form in order to make sure opinions requested were answered and the fiscal office was informed for the purpose of maintaining public records and files.

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

FISCAL OFFICER’S AUTHORIZATIONS

**RESOLUTION
10-01-07**

**AUTHORIZE FISCAL OFFICER TO PERFORM THE
FOLLOWING ACTS**

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- 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
- 4.) prepare and submit amended certificates of estimated resources to county auditor
- 5.) establish and approve forms for use in fiscal transactions of township, i.e. expense reports, inventory reports, timesheets, requisitions, etc.
- 6.) receive all original employment applications, including but not limited to physical exams, insurance applications, payroll withholding documents, background checks, MVR checks, and any other document relating to personal information covered by HIPAA.
- 7.) assign employee building access keys
- 8.) assign employee key codes for copy machine, telephone codes and computer codes

Motion: D'Amico
Second: Panzarella

DISCUSSION: Bullard suggested supplying an envelope to be used when returning all applications. Cannon said envelopes were being supplied by the fiscal office but applications were being returned by various township personnel and not enclosed in the envelope.

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

NO MONEY HELD IN ESCROW

**RESOLUTION
10-01-08**

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

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

APPROVE EMPLOYEE DEFINITIONS AND BENEFITS

**RESOLUTION
10-01-09**

FULL-TIME EMPLOYEE

EXHIBIT #1

DEFINITION OF FULL-TIME EMPLOYEE & BENEFITS

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/health, 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, Ohio Public Employees Retirement (if applicable), Ohio Police & Fire Pension (if applicable) and any other mandatory deductions as required by law. Employee is to pay ten percent (10%) of the medical/health insurance premium the township pays each month on behalf of the employee. The ten percent (10%) payment is for both single and family medical/health insurance coverage.

Motion: D'Amico
Second: Bullard

DISCUSSION: Panzarella said HB 458 had been discussed at a previous meeting. He said, "The employee payment should be ten percent (10%) of the premium the township pays." D'Amico said, "I am not knowledgeable of the amount the township pays."

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Panzarella said, "Right now we have fixed amounts and that is not fair to the single person. If ten percent (10%) is used then if the premium is low or high, it would be ten percent (10%) for everyone." Bullard said, "It makes sense but I'm not sure ten percent (10%) is right or not." D'Amico said, "I don't have a problem with that. 'Employee to pay ten percent (10%) of single or family premium for health and life..ten percent (10%) of employer payment for premium'." Cannon questioned if employees would pay ten percent (10%) if they did an "opt out". Bullard said, "I thought we were trying to get people off the rolls." D'Amico said, "I don't have a problem with either way." Cannon asked if the employee was to pay ten percent (10%) of the reimbursable amount of HB 458 and ten percent (10%) of what the township pays in either "opt in or opt out". Bullard said, "We made a motion of up to \$800, is it now \$720?" Panzarella said, "It is ten percent (10%) of whatever it is." Cannon asked, "Eight hundred dollars (\$800) less ten percent (10%)?" Panzarella said, "Ten percent (10%) of 'opt out' fee." Bullard questioned, "Is this for health and life?" D'Amico said, "You're saying both are being deducted." Panzarella said, "Whoever 'opts out', HB 458 is for health insurance."

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

RESOLUTION

10-01-10

FULL-TIME/PART-TIME EMPLOYEE

EXHIBIT #2

DEFINITION OF FULL-TIME/PART-TIME EMPLOYEE & BENEFITS

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 two (32) 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, and based on a pro-rata basis of their scheduled hours as to forty (40) hours: insurance (medical/health, life and accident & sickness) paid at same percent as full-time employees (not to be pro-rated), ten paid holidays, vacation (pro-rated based on formula Ohio Revised Code Sec. 325.19), sick leave (pro-rated based on formula Ohio Revised Code), medicare, Ohio Public Employees Retirement (if applicable), Ohio Police & Fire Pension (if applicable) and any other mandatory deductions as required by law. Employee is to pay ten percent (10%) of the medical/health insurance premium the township pays each month on behalf of the employee. The ten percent (10%) payment is for both single and family medical/health insurance coverage.

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

RESOLUTION

10-01-11

PART-TIME EMPLOYEE

EXHIBIT #3

DEFINITION OF PART-TIME EMPLOYEE & BENEFITS

Employees shall be considered part-time if township scheduled hours are less than one thousand four hundred ninety nine (1,499) per year. Part-time employees shall not be eligible for any paid employee benefits except accident & sickness insurance for volunteer and part-time firefighters, medicare, social security, Ohio Public Employees Retirement (if applicable), Ohio Police & Fire Pension (if applicable) and any other mandatory deductions as required by law.

Motion: D'Amico
Second: Bullard

DISCUSSION: Bullard said, "There is a loss of definition in the previously adopted

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definition of part-time employee and benefits. Are we talking about 32 hours per week or 45 weeks per year?" Panzarella asked the fire chief which was more flexible for him. The fire chief indicated an annual allowance would be better as he could then schedule a person for more than twenty eight (28) hours in a week.

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

**RESOLUTION
10-01-12 VOLUNTEER EMPLOYEE**

EXHIBIT #4 DEFINITION OF VOLUNTEER EMPLOYEE & BENEFITS

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, Ohio Public Employees Retirement (if applicable), Ohio Police & Fire Pension (if applicable) and any other mandatory deductions as required by law.

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

**RESOLUTION
10-01-13 BENEFIT PRORATION DETERMINED BY TRUSTEES**

EXHIBIT #5 EMPLOYEE PRORATED BENEFITS DETERMINED BY TRUSTEES BASED ON FORMULAS PER OHIO REVISED CODE AND/OR TOWNSHIP POLICY

Employee pro-rated benefits 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.

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

**RESOLUTION
10-01-14 HOLIDAY OBSERVANCE POLICY**

EXHIBIT #6 2010 HOLIDAYS

Trustees determined two holidays, Presidents Day and Columbus Day, would be worked in exchange for closing township offices November 26 and at noon both December 23 & December 30, 2010.

Friday	January 1	New Years Day 2010
Monday	January 18	Martin Luther King Day
Monday	May 31	Memorial Day
Monday	July 5	Independence Day observed
Monday	September 6	Labor Day
Thursday	November 11	Veteran's Day
Thursday	November 25	Thanksgiving Day
Friday	November 26	Day after Thanksgiving
Thursday	December 23	1/2 Day-Afternoon
Friday	December 24	Christmas Day observed
Thursday	December 30	1/2 Day-Afternoon

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Friday December 31 2011 New Years Day observed

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 days as listed above.
3. Public must be made aware of office hour changes well in advance.

Motion: D'Amico
Second: Bullard

DISCUSSION: Panzarella said he received a complaint, from an unnamed employee, expressing dislike for the half-day holiday observance on the days prior to Christmas and New Years days. Bullard said, "Employees' complaint is in regards to the 40 hr. work week." Cannon said that attorney Don Brosius had rendered an opinion that the township was, in fact, in compliance with the federal law regarding compensation. She said Brosius advised that if trustees approved a different policy, in an adopted township handbook, it could be a different situation. Cannon said, "Until then, the township will follow the federal law regarding hours worked and time paid whether it be regular or overtime."

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

RESOLUTION 10-01-15 VACATION POLICY AS PREVIOUSLY APPROVED

EXHIBIT #7 VACATION POLICY

VACATION CALCULATION PER ESTABLISHED TOWNSHIP POLICY AS ADOPTED

	PAY PERIOD 14-DAY	PAY PERIOD MONTHLY
YEAR 1	AT END OF ONE YEAR ON ANNIVERSARY DATE 80 HRS. or PRO-RATED EQUIVALENT ADDED AS VACATION HOUR TOTAL OAG No. 2002-011	
YEARS 2-7	2 WEEKS (80 HOURS) or PRO-RATED EQUIVALENT-On anniversary date 2nd - 7th years 80 hrs. or pro-rated equivalent must be added to accumulated vacation hour total to allow for two (2) weeks vacation earned OAG No. 2002-011	

	PAY PERIOD 14-DAY	PAY PERIOD MONTHLY
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.

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YEARS 8-14

3 WEEKS (120 HOURS) or PRO-RATED EQUIVALENT-On anniversary date 8th - 14th years 120 hrs. or pro-rated equivalent must be added to accumulated vacation hour total to allow for 3rd vacation 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 (160 HOURS) or PRO-RATED EQUIVALENT-On anniversary date 15th - 24th years 160 hrs. or pro-rated equivalent must be added to accumulated vacation hour total to allow for 4th vacation 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 (200 HOURS) or PRO-RATED EQUIVALENT-On anniversary date 25th year and thereafter 200 hrs. or pro-rated equivalent must be added to accumulated vacation hour total to allow for 5th vacation 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 (**EXCEPTION:** Fire Chief William Bechstein anniversary date January 1st of each year).

Vacation leave form(s) in excess of eight (8) hours must be completed and submitted to the township fiscal officer two weeks prior to vacation leave time requested. Vacation leave forms of eight (8) hours or less must be completed and submitted to the township fiscal officer three (3) days prior to vacation leave time requested. Form(s) must be approved by trustee(s).

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 for other paid benefits.

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

**RESOLUTION
10-01-16**

SICK LEAVE POLICY AS PREVIOUSLY

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APPROVED

EXHIBIT #8 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 and doctor appointments, disease, hospital confinement, and bereavement leave.

Longevity does not change rate of sick leave accumulation.

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

Motion: D’Amico
Second: Panzarella

DISCUSSION: Cannon said, “The sick policy is the big one.” She said that as previously noted, leave request forms are not being timely filed with the fiscal officer. She said the worst abuse is with sick leave forms. She said employees are not filing the forms at the time they know of a scheduled absence or as soon as they return to work. She said sometimes they are being filed as late as two weeks after the absence and sometimes not at all.

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

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

**RESOLUTION
10-01-17 DEFERRED COMPENSATION POLICY AS
PREVIOUSLY APPROVED**

EXHIBIT #9 DEFERRED COMPENSATION

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

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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 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.

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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.

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)

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

VARIOUS PAYMENT POLICIES

**RESOLUTION
10-01-18**

**MISCELLANEOUS TOWNSHIP PAYMENT
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 by employee or official of the township excluding sales tax. Must be approved by trustees.
- 5.) All reimbursement requests must be processed in the month expense is incurred and submitted to the fiscal officer NO LATER THAN THE 3rd day of the following month.

Motion: Panzarella
Second: D’Amico

DISCUSSION: Cannon said there should be no reason for township employees to be making purchases for the township unless it was an extreme emergency (which the fiscal officer would have to be notified) or they were using a township approved credit account. She noted that it would be difficult to receive warranty enforcement if a township employee made a purchase and then was no longer an employee of the township when something went wrong with the item. She said the original purchaser would not be the township and probably warranties would be lost.

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

**RESOLUTION
10-01-19**

CELL PHONE POLICY AS PREVIOUSLY ADOPTED

EXHIBIT #10

CELL PHONE POLICY

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

1.0 PURPOSE

To allow employees to do their jobs effectively, some employees are entitled to make use of cell phones for official business purposes of the Berlin Township Board of Trustees. This policy outlines the options available to these employees and establishes guidelines for appropriate use of cell phones. This policy was created in order to enhance employee productivity and safety, to help manage telecommunication costs, and allows the Board of Trustees to meet IRS regulations regarding listed property.

2.0 SCOPE

All employees of the Board of Township Trustees who are required to use cell phones in the course of performing their official business are subject to this policy. The Trustees will establish a list of employees who meet this requirement as part of their job duties.

3.0 DISTRIBUTION

To all employees under the direction of the Board of Trustees.

4.0 DEFINITIONS

5.0 POLICY

The Board of Trustees will determine which employees are required to use cell phone as part of their official duties. Those assigned a phone through this policy are responsible to respond when contacted. The Township will designate the appropriate services provider (s) for cellular phone service, the appropriate service plan for each employee and the required phone model or models. Certain employees may be required to utilize a specific service provider and equipment based on job and/or department requirements.

Employees who are required to use cell phones will generally be able to choose between two cell phone use options. However, the Township reserves the right to designate the cell phone plan based on the operational needs or requirements of the job.

Township Provided Phone and Service

Under this option, The Township will purchase the phone; pay all costs associated with activating the phone, maintaining service and purchase/repair of equipment required to keep the cell phone in operating order. Employees using this option are required to use the phone only for official Township business. No personal phone calls will be allowed except for in the case of an emergency. Under this plan, detailed monthly billing statements must be approved by the township trustees. Any personal phone call shall be reimbursed by the employee and repeated personal use may be grounds for disciplinary action.

Employee Provided Phone and Service

Under this option, the employee will provide a cell phone and a service plan with the designated provider. The employee agrees, as a condition of their employment, to maintain this service and to make the phone available for official Township business use.

In return, the Board of Township Trustees agrees to pay the employee a monthly allowance for business related expenses only and to cover the costs associated with maintaining the designated service and cell phone equipment. Cost of the basic equipment, the employee's cell phone usage related to business, and routine maintenance of the equipment will be considered. The employee is obligated to meet the established minimum phone service and equipment requirements. The employee may choose to exceed these minimum established requirements at their own expense.

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

The cost of repairing phones damaged during the course of conducting Township business may be reimbursed by the Township. The cost for replacing phones may be reimbursed only when the existing phone is damaged beyond repair. Upgrades or replacement of phones in working condition will not be reimbursed. Employees may be asked to provide evidence of the existing phone’s condition when seeking reimbursement for replacement.

Replacement of phones lost or damaged during private, non-Township related activities will be the responsibility of the employee. This requirement may be waived, at the trustee’s discretion, for those employees who the Board of Township Trustees has specifically required to carry the phone during non-business hours.

The Cell phone allowance will be paid with the first payroll of each month. The allowance is considered by the IRS as taxable income since the employee owns the phone and is able to use it for business and personal purposes.

Reimbursement for repair or replacement costs for phones may be paid as the situation arises. These requests must be accompanied by a paid invoice. These reimbursements are also considered taxable income.

Employees leaving service with the Township must reimburse the Township for the portion of the allowance designated from the date of departure and the end of the month for which the allowances was paid.

Employees choosing this option may use the phone for any lawful personal or official purpose and agree to make the designated phone and service plan available for Township business. Any costs for equipment or service over and above the designated minimum are the responsibility of the employee.

Reasonable accessories such as cases, batteries and chargers will be purchased and maintained by the Employee. A portion of the allowance will be in consideration to cover such costs.

Enforcement

Employees who violate this policy are subject to disciplinary action. Employees who choose the allowance option and fail to maintain the required cell phone service may be prohibited from choosing this option in the future.

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

RESOLUTION 10-01-20 PURCHASE CARD POLICY AS PREVIOUSLY ADOPTED

EXHIBIT #11

PURCHASE CARD POLICY

1.0 PURPOSE

The purpose of the township purchase card(s) is to benefit Berlin Township and its employees by assisting departments/individuals with the payment of work-related expenses and/or emergency situations where costs to Berlin Township can occur.

2.0 SCOPE

To all departments under the direction of the Board of Berlin Township Trustees.

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

3.0 DISTRIBUTION

To all departments under the direction of the Board of Berlin Township Trustees.

4.0 DEFINITIONS

Berlin Township Purchase Card - office supplies/office supply company credit card
supplies/supply company credit card
gasoline/gasoline company credit card
telephone/telephone company credit card

Purchase Card Application Form - this form is a request for the departments/individuals to use a purchase card for its designated reasons.

5.0 POLICY

In order to assist departments with the payment of work-related and/or emergency expenses, it is in the best interest to have certain purchase cards available. Township purchase cards issued to a department(s)/individual(s) will be held responsible for its proper use. The following guidelines were established to assure the proper use of the township purchase cards.

Township purchase cards will be issued solely in the name of the requesting department(s)/individual(s). Department(s)/individual(s) requesting an application for township purchase card must be submitted to and approved by the Board of Berlin Township Trustees. Each application must include the employee name(s) that will be authorized to use the purchase card. If need be, employee name(s) can be withdrawn from the authorized use list at anytime during the fiscal year. At the beginning of each subsequent fiscal year, the department supervisor will be required to submit an authorized use list of employee name(s). At this time, employee name(s) can be added to the authorized use list for approval. The Board of Berlin Township Trustees will have final approval regarding the authorized use list. The Board of Berlin Township Trustees will grant the purchase limit regarding each township purchase card issued.

Township purchase card can only be used for certain specified and authorized purposes. The purposes for use are limited to the following types of work-related expenditures:

- Supplies, Office Supplies
- Telephone
- Gas and oil for township owned or leased vehicles
- Minor motor vehicle maintenance for township owned or leased vehicles.
- Emergency motor vehicle repair for township owned or leased vehicles.

If an employee is caught using a township purchase card and their name is not included on the authorized use listing, the employee will be disciplined accordingly. Anyone who uses a card for purposes other than those listed is subject to criminal penalties and disciplinary actions.

If any person authorized to use a township purchase card suspects the loss, theft, or unauthorized use that person should notify the department supervisor or the township trustees immediately.

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

DEPARTMENT SPENDING AUTHORIZATION

**RESOLUTION
10-01-21**

MONTHLY DEPARTMENT SPENDING

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

AUTHORIZATION LIMITS

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.

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

**RESOLUTION
10-01-22**

**APPROVE AND ADOPT BUILDING RENTAL
RULES**

EXHIBIT #12 BUILDING RENTAL RULES

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

The Berlin Township Public Meeting Room will be available to all responsible employees 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 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.**

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

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

SIGNATURE _____ DATE _____
Address _____ City _____ St. _____ Zip _____
Phone _____ RENTAL DATE _____ Receipt # _____

**BERLIN TOWNSHIP MEETING ROOM
RESIDENT 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 \$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.

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

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

SIGNATURE _____ DATE _____

Address _____ City _____ St. _____ Zip _____

Phone _____ RENTAL DATE _____ Receipt# _____

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

**RESOLUTION
10-01-23**

APPROVE AND ADOPT CEMETERY RULES

EXHIBIT #13

**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 15th.
- 6.** Trees and Shrubs are not permitted to be planted in the Cheshire or Peachblow Cemeteries in Berlin Township.

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

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.

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 Cemetery Sexton. 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 between May 1st and June 15th and September 1st and October 15th. Foundation orders must be submitted to the cemetery sexton by May 1st and September 1st in order to be processed in the named pour dates. All foundations will be constructed in accordance with rules adopted by the Berlin Township Trustees.

Cemetery cleanup dates will be March 15 and November 1 each year. All decorations will be removed from gravesites and disposed of on those dates.

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.

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

ESTABLISH FEE SCHEDULES

**RESOLUTION
10-01-24**

APPROVE AND ADOPT BUILDING RENTAL FEES TO BE EFFECTIVE JANUARY 1, 2010

EXHIBIT #14

BUILDING RENTAL FEES

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

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

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

**RESOLUTION
10-01-25**

APPROVE AND ADOPT CEMETERY FEES

EXHIBIT #15

CEMETERY FEES

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

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

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 \$ 360.00 per opening
 Open/Close grave-Saturday, Sunday & Holiday-Adult grave \$ 525.00 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 one (1) burial 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

FEE WAIVERS –

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

CEMETERY MARKER FOUNDATIONS –

All concrete marker foundations will be constructed in accordance with rules adopted by the Berlin Township Trustees.

Charge for marker foundations (concrete)

Military only-ground level-Minimum charge (1 ft. . x 2 ft.) \$ 125.00
 Excess of 1 ft. x 2 ft. \$.40 per sq. surface inch
 Foundation (concrete) poured after the allowed May and September pour dates \$.52 per sq. surface inch
 Minimum charge \$ 510.00 per foundation
 Must have approval of cemetery sexton

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 **EXCEPTION: NO EXTRA PERIMETER ON BASE OUTSIDE MARKER SIZE FOR MILITARY GROUND LEVEL ONLY**

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
 Inurnment \$100.00 per urn

Motion: D’Amico
 Second: Bullard

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

	Additional fee per hearing after 2 nd hearing	\$ 300.00
14.	Review Lot Split	\$ 50.00 each
15.	ALL REZONING APPLICATIONS	\$ 400.00 plus
	Preliminary Development Plan hearing separate from Rezone	\$ 175.00 per acre
		\$ 600.00
	Final Development Plan hearing separate from Rezone	\$ 600.00
	Additional fee per hearing after 2nd hearing	\$ 500.00
16.	Modification of approved zoning plan	\$ 500.00 each
17.	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
	RENEWAL - six (6) months-zoning inspector's discretion.	\$ 300.00 each
5.	Swimming Pool	\$ 50.00 each
6.	Borrow Pit	\$ 1,000.00 each
7.	SIGNS - Permanent	\$ 300.00 each
	Temporary (six months renewal at zoning inspector's discretion)	\$ 200.00 each
	Garage & Yard Sales	NO CHARGE
8.	ADMINISTRATIVE REVIEW - Approve Plats & Subdivisions	
	Minor-less than five (5) lots	\$ 400.00 each
	Major-five (5) lots or more	\$ 500.00 each
9.	Review Lot Split	\$ 50.00 each
10.	ALL REZONING APPLICATIONS	\$ 400.00 plus
	Preliminary Development Plan hearing separate from Rezone	\$ 175.00 per acre
	Final Development Plan hearing separate from Rezone	\$ 600.00
	Additional fee per hearing after 2nd hearing	\$ 600.00
		\$ 500.00
11.	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 nd hearing	\$ 300.00
12.	Modification of approved zoning plan	\$ 500.00 each
	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
4.	Land Use & Zoning Maps	\$ 2.00 each

BERLIN TOWNSHIP TRUSTEES

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- 5. Fee for returned checks \$ 25.00 each
- 6. Photo copies \$.10 per page

TOWNSHIP DRIVEWAY PERMIT

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

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

**RESOLUTION
10-01-27**

APPROVE \$5,000.00 FOR CONTRACT SERVICES FOR ZONING DEPARTMENT TO BE PROVIDED BY DELAWARE COUNTY REGIONAL PLANNING NOT TO GO BEYOND DECEMBER 31, 2010

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

MOWING CONTRACT

**RESOLUTION
10-01-28**

ACCEPT AND APPROVE MOWING CONTRACT FEE FOR CHESHIRE AND PEACHBLOW CEMETERIES AND BERLIN SITE-2708 LACKEY-OLD STATE ROAD- STEWCARE, INC.

Cheshire Cemetery	\$ 660.00 per mowing cut
Peachblow Cemetery	\$ 55.00 per mowing cut
Berlin site-2708 Lackey-Old State	\$ 160.00 per mowing cut

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

**RESOLUTION
10-01-29**

ACCEPT AND APPROVE FERTILIZER, WEED AND FEED AND INSECT CONTROL PROGRAM CONTRACT FEE FOR CHESHIRE AND PEACHBLOW CEMETERIES AND THE BERLIN SITE AT 2708 LACKEY-OLD STATE ROAD - STEWCARE, INC.

FERTILIZER, WEED AND FEED CONTROL PROGRAM

Stewcare, Inc.

Cheshire Cemetery	\$2,900.00	pre-emergent - (early March)=59 bags=12,500 sq. ft.
	\$2,900.00	weed & feed - (spring)=74 bags=10,000 sq. ft.
	\$2,900.00	insect control - (summer)=59 bags=12,500 sq. ft.
	\$2,900.00	fertilization - (fall)=74 bags=10,000 sq. ft.

BERLIN TOWNSHIP TRUSTEES

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Peachblow Cemetery	\$ 88.00	pre-emergent - (early March).
	\$ 88.00	weed & feed - (spring)
	\$ 88.00	insect control - (summer)
	\$ 88.00	fertilization - (fall)
Berlin Site-2708 Lackey-Old State Road	\$ 938.00	pre-emergent - (early March)
	\$ 938.00	weed & feed - (spring)
	\$ 938.00	insect control - (summer)
	\$ 938.00	fertilization - (fall)

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

NAME TOWNSHIP PAY DATES, PERSONNEL POSITIONS and PAY RATES

RESOLUTION 10-01-30 APPROVE PAY PERIODS

EXHIBIT #17 PAY PERIODS

Effective January 1, 2010 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
- 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)

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

RESOLUTION 10-01-31 APPROVE AND AUTHORIZE WAGE FREEZE ACROSS THE BOARD FOR ALL TOWNSHIP EMPLOYEES IN 2010

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

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

**RESOLUTION
10-01-32**

APPROVE RETAINING LISA KNAPP 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 \$15.60 PER HR. AND \$60.00 PER MEETING ATTENDED EFFECTIVE JANUARY 1, 2010

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

**RESOLUTION
10-01-33**

APPROVE AND ADOPT 2010 WAGE SCHEDULE

EXHIBIT #18

TOWNSHIP PERSONNEL POSITIONS & PAY RATES

Twp. Personnel Positions	2010 Pay Rate
Administrative	
Assist. to fiscal officer (hired by fiscal officer)	\$ 25.70 hr.
Other clerical	\$ 11.57 hr.
Building	
Custodian	\$ 12.18 hr.
Labor	\$ 12.18 hr.
Cemetery	
Sexton	\$236.44 mo.
Labor-Sexton (foundation or Hand dig grave)	\$ 14.03 hr.
Sexton assistant	\$ 12.18 hr.
Labor	\$ 11.62 hr.
Road	
2 hr. minimum call in paid	
Road superintendent	\$ 17.37 hr.
Laborer II	\$ 16.27 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 – no CDL	\$ 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 Lieutenant	\$ 16.83 hr.
Full-time Lieutenant probationary	\$ 16.83 hr.
Full-time Firefighter	\$ 15.83 hr.
Full-time Firefighter I (new hire)	\$ 15.32 hr.
Full-time firefighter probationary	\$ 15.32 hr.
Part-time Firefighter Lieutenant	\$ 12.34 hr.

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

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 - Knapp \$ 15.60 hr.
Board clerk – new hire \$ 12.85 hr.
Township fiscal officer-clerk zoning meetings \$ 20.56 hr.
Board Clerk – Knapp \$60.00 mtg.
BZC & BZA Board members \$50.00 mtg.
BZC & BZA alternate members \$50.00 mtg.
BZC & BZA members and alternates-special assignments as authorized by Board of Trustees (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 a minimum of 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 timesheets must be signed by employee and approved by supervisor

The annual salary of the fire chief and zoning inspector will be broken down into an hourly wage equivalent. In order for the accounting system calculation of benefits to be correct, it requires an hourly wage equivalent entry. Both fire chief and zoning inspector would continue to be considered salaried employees.

Firefighters to be guaranteed one (1) hour minimum pay for each time called in response to any emergency fire, EMS run or any other emergency designated by the fire chief or his designee.

Motion: D’Amico
Second: Bullard

DISCUSSION: Panzarella proposed the full-time firefighter probationary rate be \$15.32 per hr. and the full-time lieutenant rate be \$16.83 per hr. Chief Bechstein said, “Typically a fire department has three steps: Step C, new hire for one year; Step B, period after one year until reaching Step A; and Step A, peaked out wages. The township can do whatever they want as far as levels of pay. We need the higher entry wages to attract good people.”

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

**RESOLUTION
10-01-34**

AUTHORIZE RICK SEDLACEK TO ASSIST IN THE ZONING OFFICE IN THE ABSENCE OF THE ZONING INSPECTOR AND TO INCLUDE PARTICIPATION IN VARIOUS UNSCHEDULED MEETINGS (WITH LIMIT OF TWO MEETINGS PER MONTH) AT A PAY RATE OF \$15.42 PER HOUR WITH BENEFITS AS REQUIRED BY LAW AND AS AUTHORIZED BY THE BOARD OF TRUSTEES

Motion: D’Amico

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

Second: Panzarella

DISCUSSION: Panzarella said, "Under zoning will there be any hour adjustment due to fall off in activity?" D'Amico said, "That doesn't affect this." Panzarella continued, "We know: A) there's a shortfall; and B) the General Fund is decreasing year to year." Panzarella said, "A) the General Fund is depleting. The fire department payback was \$300,000 in 2009 and will be \$240,000 next year; and B) we have addressed the road issue. HB 458 lets us take it out of the General Fund."

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

**RESOLUTION
10-01-35**

**APPROVE EXHIBIT #19-ZONING COMMISSION,
BOARD OF ZONING APPEALS, BZC & BZA
ALTERNATES, REGIONAL PLANNING
REPRESENTATIVE & ALTERNATE**

EXHIBIT #19

**LIST 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	3-1-2013
Rae Kerlin	term expires	3-1-2014
Kristin Yorko	term expires	3-1-2010
James Hahn	term expires	3-1-2011

BZC ALTERNATE

Betty Bringardner	n/a	
Antoinette Korleski	term expires	3-1-2010

BZA BOARD

Michael Morrill	term expires	12-31-2012
Dan Jacobs	term expires	12-31-2013
Tom Roll	term expires	12-31-2014
Barbara Sherman	term expires	12-31-2010
Joe Korleski	term expires	12-31-2011

BZA BOARD ALTERNATE

Don Sutton-1 st Alternate	term expires	12-31-2010
Maynard Thompson	term expires	12-31-2010

RPC REPRESENTATIVE

Rick Sedlacek	term expires	03-01-2011
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RPC ALTERNATE

Ray Armstrong	n/a	As long as employment as Zoning inspector is continued. Ends with termination or retirement.
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Motion: D’Amico
Second: Bullard
Vote: Bullard yea, D’Amico yea and Panzarella yea.

**RESOLUTION
10-01-36**

**APPROVE CERTIFIED LIST OF FIREFIGHTERS
SUBMITTED BY FIRE CHIEF WILLIAM
BECHSTEIN AND DATED DECEMBER 8, 2009**

EXHIBIT #20

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

As of December 8, 2009

Certified list of Fire Department Employees.

Full-Time Fire Chief	William Bechstein	240 FFII/EMT-B
Part-Time Assistant Chief	Craig Hall	240 FFII/EMT-B/Inspector
Full-Time Lieutenant	Joe Pichert	240 FFII/EMT-B
Part-Time Lieutenant	Chris Paykoff	36 FFI
Part-Time Lieutenant	Donald Tuller, J.R.	240 FFII/EMT-B
Part-Time Lieutenant	Sam Reda	240 FFII/EMT-B
Part-Time Firefighter	Connie Reda	240 FFII/EMT-B
Part-Time Firefighter	William Kirsop	240 FFII/Paramedic
Part-Time Firefighter	Dale Huffman	240 FFII
Part-Time Firefighter	Greg Prantl	240 FFII/EMT-B/Inspector/Asst. Instructor
Part-Time Firefighter	Thomas Bensen	240 FFII/State Arson Investigator
Part-Time Firefighter	Scott Stewart	240 FFII/Paramedic/Inspector
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/Inspector/Instructor
Part-Time Firefighter	Brian Lesch	240 FFII/Paramedic
Part-Time Firefighter	Matt Carey	240 FFII/Paramedic/Inspector/Instructor
Part-Time Firefighter	Ryan Strohl	240 FFII/Paramedic/Instructor
Part-Time Firefighter	Michael Rickabaugh	240 FFII/Paramedic
Part-Time Firefighter	Mark Carey	240 FFII/EMT-B
Part-Time Firefighter	Daniel Curtiss	240 FFII/EMT-B
Part-Time Firefighter	Mark Zambito	240 FFII/Paramedic
Part-Time Firefighter	Stephen Thompson	240 FFII/EMT-B
Part-Time Firefighter	Tim Carr	240 FFII/EMT-B
Part-Time Firefighter	Keith Ernsberger	240 FFII/Paramedic/CE Instructor

I certify this list to be accurate as of December 08, 2009

William A. Bechstein, Fire Chief

CERTIFICATION OF FIREFIGHTERS—Chief Bechstein told trustees that Connie Reda should be listed as a firefighter instead of part-time fire prevention (correction made). Bechstein also said the above list was current and there should be no one with expired certification.

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

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

FIRE DEPARTMENT POLICIES

RESOLUTION

10-01-37

**APPROVE FIRE DEPARTMENT POLICIES
AS WRITTEN**

FIRE DEPARTMENT –

Trustees approved that firefighters would be paid their hourly wage for training meetings set up for the Township, fire and EMS runs and special emergencies. Special emergency personnel needs are to be determined by the Fire Chief or his designee, depending on the severity and nature of the emergency.

Trustees approved that all mileage reimbursements must be pre-approved by Board of Trustees.

FIRE DEPARTMENT TRAINING

Employee to provide original certificate of satisfactory course or class completion **with copy to be inserted in individual's 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 or reimbursed 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.

Any and/or all fee reimbursement(s) will be given to the township fiscal officer within sixty (60) days after notice is sent to the responsible individual that fees are due based on incompletion of course or class and/or termination of employment 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

REQUIREMENTS-

Require physical exams for fire department personnel every three (3) years. On or by November 15th each year the fire chief will supply a list of individuals requiring physical exams in the next ensuing year to the township fiscal officer.

Accept another fire department's physical exam records for a Berlin Township Firefighter if current within twelve (12) months of firefighter's hire 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.

All completed physical exams shall be mailed or directly sent to the township fiscal officer for processing.

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

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

REPAYMENT SCHEDULE OF ADVANCES TO FIRE DEPARTMENT

**RESOLUTION
10-01-38**

APPROVE FIRE DEPARTMENT’S CONTINUED SCHEDULE 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 IN 2007

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

Motion: D’Amico
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

**RESOLUTION
10-01-39**

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 EMPLOYEE MUST PROVIDE ORIGINAL RECEIPT TO FISCAL OFFICER FOR REIMBURSEMENT OF PURCHASED APPAREL. NO SALES TAX WILL BE REIMBURSED.

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

Bullard said, “When the chief submits a requisition that means he certified unserviceable items.”

ESTABLISH POLICY – SAFETY CLOTHING – ROAD DEPARTMENT

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

**RESOLUTION
10-01-40**

APPROVE TOWNSHIP OR EMPLOYEE PURCHASE OF SAFETY CLOTHING AND GEAR FOR ROAD DEPARTMENT EMPLOYEES WITH COST UP TO: \$150.00 – ONE (1) PAIR STEEL TOE WORK BOOTS AND \$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.

Other safety apparel to be provided and paid for by the township includes, but is not limited to, traffic safety vests, 17 in. over-the-shoe boots, wet weather gear, ear (noise) protection, hard hats, safety glasses, gloves and weekly uniform maintenance.

Motion: D’Amico
Second: Panzarella

DISCUSSION: Bullard recommended the allowance for safety shoes be increased to \$150.00 per year. Panzarella said, “Leave it the same until they can’t purchase a pair for \$120.00.” Bullard said, “Shoes can’t be purchased for \$120.00 that last more than a year.” Panzarella questioned, “Does this change for the fire department. They should be the same. We’ve already voted on the fire department.”

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

**RESOLUTION
10-01-41**

RECESS TO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF PUBLIC EMPLOYEE(S)-9:45 P.M.

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

D’Amico announced that Cannon and Shumway to attend executive session.

**RESOLUTION
10-01-42**

RECONVENE TO REGULAR SESSION-10:16 P.M.

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

Chairman D’Amico stated no decisions rendered and no action taken.

ESTABLISH DEPARTMENT WORK HOURS

**RESOLUTION
10-01-43**

APPROVE WORK HOURS AS STATED

FIRE DEPARTMENT-

Full-time Firefighters *excluding* fire chief*

Hours **9:00 a.m. to 5:00 p.m.**, Monday through Friday
Work week shall consist of forty (40) hours, including lunch and

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

breaks, Monday through Friday
*fire chief to work 40 hours per week as certified to the Board by submission of the Chief and is to assure three firefighter coverage between the hours of 9:00 a.m.-5:00 p.m. when he is not present.

Part-time Firefighter--

Hours **8:00 a.m. to 5:00 p.m.**, Monday through Friday (may have to change with weekend/holiday work schedule)

Unscheduled part-time firefighters to be guaranteed minimum one (1) hour pay for response to emergency calls-to be determined by the fire chief or his designee

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

ROAD DEPARTMENT –

Fulltime road employees -

Hours **7:00 a.m. to 3:30 p.m.** Monday through Friday

Exception - Snow Removal and/or other times as needed or directed by the Board of Township Trustees

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

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
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.

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

BERLIN TOWNSHIP TRUSTEES

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ESTABLISH 2010 SPECIAL EVENTS CALENDAR

RESOLUTION

10-01-44

APPROVE SPECIAL EVENTS DATES AND TIMES

Monday, January 25, 2010 -7:15 p.m. – Joint road meeting (fiscal officer to notify adjoining entities)

Saturday, May 1, 2010-7:30 a.m. to 12:00 noon Township Cleanup Day

Sunday, October 31, 2010-1:00 p.m. to 3:00 p.m.-Halloween Open House

Beggar’s Night-Sunday, October 31, 2009 6:00 p.m. to 8:00 p.m.

Motion: D’Amico

Second: Bullard

DISCUSSION: Panzarella said, “If the Halloween Open House is held between 4:30 and 6:30 p.m. it would interfere with Beggar’s Night established times. It would also drag firefighters in later.” Bullard said, “By that time we should have part-time firefighters and not have the overtime.”

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

APPROVE 5-YEAR CAPITAL IMPROVEMENT BUDGETARY PLAN

Cannon said, “It should be noted the 5-year Capital Improvement Budgetary Plan doesn’t necessarily balance in each department.” Panzarella said, “Without grant money we can’t execute the 5-yr. plan. The fire department is OK.”

RESOLUTION

10-01-45

APPROVE 5-YR. PLAN AS SUBMITTED AND MODIFIED

EXHIBIT #21

5-YEAR CAPITAL IMPROVEMENT BUDGETARY PLAN AS SUBMITTED AND MODIFIED

BERLIN TOWNSHIP DELAWARE COUNTY, OHIO

PROJECT NAME	2010	2011	2012	2013	2014
BUILDING FACILITIES					
Bldg.-3271 Cheshire Rd.					
Sewer tap	\$12,000.00				
Exterior sign replacement	\$5,000.00				
Furnace replacement #1-1989	\$6,000.00				
Parking lot improvement	\$10,000.00				
Building interior-remodel	\$15,000.00				
Landscape	\$5,000.00		\$3,000.00		
Gutters/downspouts	\$7,500.00				
Bldg.-3271 Cheshire Rd.	\$60,500.00	\$0.00	\$3,000.00	\$0.00	\$0.00
Building-2708 Lackey-Old St.					
Parking lot			\$5,000.00	\$5,000.00	
Landscape					
Bldg.-2708 Lackey-Old State	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
BUILDINGS TOTAL	\$60,500.00	\$0.00	\$8,000.00	\$5,000.00	\$0.00

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

**5-YEAR CAPITAL IMPROVEMENT BUDGETARY PLAN
AS SUBMITTED AND MODIFIED**

**BERLIN TOWNSHIP
DELAWARE COUNTY, OHIO**

PROJECT NAME	2010	2011	2012	2013	2014
Equipment-Township Office					
Equipment upgrade	\$2,500.00	\$1,500.00	\$1,500.00	\$3,000.00	
Equipment -office total	\$2,500.00	\$1,500.00	\$1,500.00	\$3,000.00	\$0.00
Equipment-Meeting Room					
Upgrade sound system	\$5,000.00				
Furniture-tables, chairs, etc.	\$2,500.00	\$500.00	\$500.00	\$2,500.00	\$500.00
Replace electric range	\$750.00				
Equipment-Meeting Room Total	\$8,250.00	\$500.00	\$500.00	\$2,500.00	\$500.00
OFFICE/MEETING ROOM TOTAL	\$10,750.00	\$2,000.00	\$2,000.00	\$5,500.00	\$500.00
 ROAD DEPARTMENT					
Pave Summer Blvd.	\$319,000.00				
Resurface Shanahan Rd.	\$25,500.00				
Ditch prep Dale Ford Rd.	\$7,500.00	\$7,500.00			
Reclamation-Dale Ford Rd.			\$54,000.00		
Pave Dale Ford Rd.				\$110,000.00	
Sherman Rd.-ditch work	\$15,000.00				
Cheshire to Peachblow pavement prep		\$30,000.00			
Cheshire to Peachblow pave			\$600,000.00		
Hollenback Rd.-resurface		\$80,000.00			
S. 3 B's & K Rd.-resurface				\$300,000.00	
Subdivision streets-resurface					\$200,000.00
Maintenance materials	\$40,000.00	\$42,000.00	\$44,100.00	\$46,305.00	\$48,620.00
Reflective sign replacement	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Crack sealing	\$8,000.00	\$8,400.00	\$88,230.00	\$9,261.00	\$9,724.00
Refurbish 1997 dump truck	\$12,000.00				
Ditch & culvert maintenance & upgrade	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Ditch petitions	\$50,000.00	\$50,000.00	\$50,000.00		
Truck maintenance	\$5,000.00	\$5,250.00	\$5,513.00	\$5,788.00	\$6,078.00
Berm maintenance & tree removal	\$6,000.00	\$6,300.00	\$6,615.00	\$6,946.00	\$7,293.00
Shop tools & maintenance	\$3,500.00	\$3,675.00	\$3,859.00	\$4,052.00	\$4,254.00
Tool rent	\$1,500.00	\$1,575.00	\$1,654.00	\$1,736.00	\$1,823.00
Roadside mower w/broom			\$20,000.00		
Road broom		\$6,000.00			
Road maintainer	\$2,000.00				
Tractor replacement			\$35,000.00		
Road facility expansion				\$30,000.00	
Ice control materials	\$25,850.00				
ROAD DEPARTMENT TOTAL	\$541,850.00	\$261,700.00	\$929,971.00	\$535,088.00	\$298,792.00
 CEMETERY DEPARTMENT					
Cemetery - Capital Outlay					
Upgrade cemetery directory	\$5,000.00				
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
Landscaping/fencing	\$1,500.00	\$500.00	\$500.00	\$2,500.00	\$1,000.00
Replace trees (crabapple)	\$3,500.00	\$1,000.00	\$1,000.00		
Cemetery-Capital outlay TOTAL	\$22,500.00	\$7,400.00	\$3,900.00	\$19,900.00	\$3,400.00
Cemetery- Other					
Topsoil, seed, sod	\$2,060.00	\$2,125.00	\$2,190.00	\$2,255.00	\$2,300.00
Fertilizer, weed killer, insect killer	\$16,000.00	\$16,800.00	\$17,700.00	\$18,600.00	\$19,500.00
Cemetery - Other TOTAL	\$18,060.00	\$18,925.00	\$19,890.00	\$20,855.00	\$21,800.00
CEMETERY DEPARTMENT TOTAL	\$40,560.00	\$26,325.00	\$23,790.00	\$40,755.00	\$25,200.00

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

**5-YEAR CAPITAL IMPROVEMENT BUDGETARY PLAN
AS SUBMITTED AND MODIFIED**

**BERLIN TOWNSHIP
DELAWARE COUNTY, OHIO**

PROJECT NAME	2010	2011	2012	2013	2014
FIRE DEPARTMENT					
Turnout gear (complete sets)	\$24,000.00	\$14,000.00	\$14,000.00	\$16,000.00	\$24,000.00
Protective Equip. (gloves, hoods, etc.).	\$2,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
AED replacement	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00
Thermal Imager	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00
Hose	\$1,600.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00
Computers & software	\$4,000.00	\$4,500.00	\$2,500.00	\$2,500.00	\$2,500.00
SCBA Bottle replacement	\$5,500.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Vehicle replacement (Utility 391)	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00
Replace Engine/Tanker	\$50,000.00	\$10,000.00	\$20,000.00	\$400,000.00	\$0.00
Building maintenance	\$10,000.00	\$5,000.00	\$5,000.00	\$12,000.00	\$5,000.00
Tools & Equipment	\$5,000.00	\$8,000.00	\$7,000.00	\$7,000.00	\$8,000.00
Training supplies & equipment	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Office/Station furniture & Equipment	\$1,500.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00
Replace Grass 391	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
Refurbish Tanker 392	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00
FIRE DEPARTMENT TOTAL	\$124,600.00	\$102,500.00	\$85,000.00	\$456,500.00	\$458,500.00
Repayment of Bldg. Advance	\$240,000.00				
FIRE DEPT. w/REPAYMENT TOTAL	\$364,600.00				
ZONING DEPARTMENT					
Zoning Equipment					
Office equipment upgrade	\$2,500.00	\$3,000.00	\$1,000.00	\$1,000.00	
Zoning-Capital outlay TOTAL	\$2,500.00	\$3,000.00	\$1,000.00	\$1,000.00	\$0.00
Zoning - Other					
Regional Planning assistance	\$5,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
Zoning - Other TOTAL	\$5,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
ZONING DEPARTMENT TOTAL	\$7,500.00	\$5,000.00	\$3,000.00	\$3,000.00	\$0.00
2010-2014 PROJECT TOTALS	\$1,025,760.00	\$397,525.00	\$1,051,761.00	\$1,045,843.00	\$782,992.00
5 YR. TOTAL	\$4,303,881.00				

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

**RESOLUTION
10-01-46**

**HEALTH CARE PREMIUM REIMBURSEMENT
PLAN AS PREVIOUSLY ADOPTED**

EXHIBIT #22

**REIMBURSEMENT OF HEALTH CARE OUT-OF-
POCKET PREMIUMS PAID TO PURCHASE
HEALTH CARE OUTSIDE TOWNSHIP PROVIDED
PLAN**

**RESOLUTION
09-12-13**

**A RESOLUTION ADOPTED CONSISTENT WITH OHIO
REVISED CODE 505.60(D) TO REIMBURSE ANY OFFICER
OR EMPLOYEE OF BERLIN TOWNSHIP, DELAWARE
COUNTY, OHIO ("TOWNSHIP") WHO IS ELIGIBLE TO**

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

RECEIVE HEALTH CARE BENEFITS PROVIDED BY THE TOWNSHIP, BUT WHO IS DENIED COVERAGE UNDER A HEALTH CARE PLAN PROCURED BY THE TOWNSHIP UNDER OHIO REVISED CODE 505.60 OR WHO ELECTS NOT TO PARTICIPATE IN THE TOWNSHIP'S HEALTH CARE PLAN FOR EACH OUT-OF-POCKET PREMIUM ATTRIBUTABLE TO COVERAGE PROVIDED FOR THE OFFICER OR EMPLOYEE FOR INSURANCE BENEFITS DESCRIBED IN OHIO REVISED CODE 505.60(A) THAT THE OFFICER OR EMPLOYEE OTHERWISE OBTAINS.

WHEREAS, PURSUANT TO OHIO REVISED CODE 505.60, THE BOARD OF TRUSTEES OF BERLIN TOWNSHIP, DELAWARE COUNTY, OHIO ("BOARD") PROVIDES HEALTH CARE BENEFITS TO ITS OFFICERS AND EMPLOYEES: AND,

WHEREAS, PURSUANT TO OHIO REVISED CODE 505.60(D), THE BOARD DESIRES TO REIMBURSE ANY OFFICER OR EMPLOYEE OF BERLIN TOWNSHIP, DELAWARE COUNTY, OHIO ("TOWNSHIP") WHO IS ELIGIBLE TO RECEIVE HEALTH CARE BENEFITS PROVIDED BY THE TOWNSHIP, BUT WHO IS DENIED COVERAGE UNDER A HEALTH CARE PLAN PROCURED BY THE TOWNSHIP UNDER OHIO REVISED CODE 505.60 OR WHO ELECTS NOT TO PARTICIPATE IN THE TOWNSHIP'S HEALTH CARE PLAN FOR EACH OUT-OF-POCKET PREMIUM ATTRIBUTABLE TO COVERAGE PROVIDED FOR THE OFFICER OR EMPLOYEE FOR INSURANCE BENEFITS DESCRIBED IN OHIO REVISED CODE 505.60(A) THAT THE OFFICER OR EMPLOYEE OTHERWISE OBTAINS.

NOW BE IT RESOLVED BY THE BOARD:

SECTION 1. REIMBURSEMENT

PURSUANT TO OHIO REVISED CODE 505.60(D), ANY OFFICER OR EMPLOYEE OF THE TOWNSHIP WHO IS ELIBIBLE TO RECEIVE HEALTH CARE BENEFITS PROVIDED BY THE TOWNSHIP, BUT WHO IS DENIED COVERAGE UNDER A HEALTH CARE PLAN PROCURED BY THE TOWNSHIP UNDER OHIO REVISED CODE 505.60 OR WHO ELECTS NOT TO PARTICIPATE IN THE TOWNSHIP'S HEALTH CARE PLAN SHALL BE REIMBURSED FOR EACH OUT-OF-POCKET PREMIUM ATTRIBUTABLE TO COVERAGE PROVIDED FOR THE OFFICER OR EMPLOYEE FOR INSURANCE BENEFITS DESCRIBED IN OHIO REVISED CODE (A) THAT THE OFFICER OR EMPLOYEE OTHERWISE OBTAINS SUBJECT TO THE FOLLOWING:

1. THE OFFICER OR EMPLOYEE SHALL SUBMIT TO THE TOWNSHIP WRITTEN PROOF OF PAYMENT OF EACH OUT-OF-POCKET PREMIUM PAID BY THE OFFICER OR EMPLOYEE ATTRIBUTABLE TO COVERAGE PROVIDED FOR THE OFFICER OR EMPLOYEE FOR INSURANCE BENEFITS DESCRIBED IN OHIO REVISED CODE 505.6(A).
2. THE AMOUNT OF REIMBURSEMENT SHALL NOT EXCEED AN AMOUNT EQUAL TO THE AVERAGE PREMIUM PAID BY THE TOWNSHIP FOR ITS OFFICERS AND EMPLOYEES UNDER ANY HEALTH CARE PLAN THE TOWNSHIP PROCURES UNDER OHIO REVISED CODE 505.60.

SECTION 2. ADOPTION

ALL FORMAL ACTIONS OF THIS BOARD CONCERNING AND RELATING TO THE PASSAGE OF THIS RESOLUTION WERE ADOPTED IN AN OPEN MEETING OF THIS BOARD, AND THAT ALL DELIBERATIONS OF THIS BOARD AND OF ANY OF ITS COMMITTEES THAT RESULTED IN SUCH FORMAL ACTION WERE IN MEETINGS OPEN TO THE PUBLIC IN COMPLIANCE WITH ALL LEGAL REQUIREMENTS, INCLUDING SECTION 121.22 OF THE OHIO REVISED CODE.

SECTION 7. EFFECTIVE DATE

THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY UPON ADOPTION.

VOTED ON AND SIGNED THIS 14TH DAY OF DECEMBER, 2009 IN BERLIN TOWNSHIP, DELAWARE COUNTY, OHIO

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

APPROVED AND ADOPTED THIS 14TH DAY OF DECEMBER, 2009 BY:

**BOARD OF TRUSTEES, BERLIN TOWNSHIP
DELAWARE COUNTY, OHIO**

**Ronald W. Bullard
Berlin Township Trustee**

**Thomas A D'Amico
Berlin Township Trustee**

**Phillip P. Panzarella
Berlin Township Trustee**

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

**RESOLUTION
10-01-47**

**HEALTH CARE PREMIUM REIMBURSEMENT
MAXIMUM AMOUNT AS PREVIOUSLY ADOPTED**

EXHIBIT #23

REIMBURSEMENT FOR MAXIMUM OF \$800.00 PER MONTH OR AMOUNT AS LIMITED BY THE OHIO REVISED CODE FOR OUT-OF-POCKET HEALTH CARE PREMIUMS PAID BY ELIGIBLE TOWNSHIP EMPLOYEES AND AS VERIFIED WITH WRITTEN PROOF FOR PURCHASE OF HEALTH CARE OUTSIDE TOWNSHIP PLAN

**RESOLUTION
09-11-19**

MOVE TO ALLOW REIMBURSEMENT, FOR ACTUAL PREMIUMS SUPPORTED BY PAYMENT VERIFICATION AND LIMITED TO HEALTH AND PRESCRIPTION DRUG INSURANCE AS PROVIDED BY BERLIN TOWNSHIP FOR BERLIN TOWNSHIP EMPLOYEES AND OFFICERS, INCLUDING THE FOLLOWING PROVISIONS:

- 1. COVERAGE MAY BE PROVIDED BY A HEALTH INSURING CORPORATION.**
- 2. THAT THE EMPLOYEE OR OFFICER MAY DECLINE COVERAGE WITHOUT AFFECTING THE AVAILABILITY OF COVERAGE TO OTHER OFFICERS AND EMPLOYEES.**
- 3. REIMBURSEMENT IS FOR THE SAME COVERED EMPLOYEES, OFFICERS AND DEPENDENTS AS PROVIDED WITH THE TOWNSHIP INSURANCE.**
- 4. MONTHLY REIMBURSEMENT IS LIMITED TO \$800.00 PER MONTH OR AS LIMITED BY THE ORC.**

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

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

APPROVE 2010 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES AND APPROVE PERMANENT APPROPRIATIONS NOT TO EXCEED THE AMOUNT OF THE 2010 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES

Information for the first amended certificate will be gained from the final year end closing of the financial records. It will be immediately submitted to the county auditor.

**RESOLUTION
10-01-48**

APPROVE 2010 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES AND APPROVE PERMANENT APPROPRIATIONS NOT TO EXCEED THE AMOUNT OF THE 2010 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES

FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES

1000	General Fund	\$3,787,073.46
2011	Motor Vehicle License Tax Fund	\$ 13,167.87
2021	Gasoline Tax Fund	\$ 166,421.31
2041	Cemetery Fund	\$ 73,923.14
2111	Fire Fund	\$1,066,196.71
2181	Zoning Fund	\$ 70,910.17
2231	Motor Vehicle Permissive License Tax Fund	\$ 91,837.95
3101	Debt-Note Payable-Hollenback Rd.	\$ 00.00
3102	Debt-Note Payable-Piatt Rd.-Phase II	\$ 00.00
4304	Capital Project-Parks	\$ 00.00
	Total First Amended Certificate	\$5,269,530.61

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

TOWNSHIP 2009 STATISTICAL INFORMATION

2009 Property valuation	\$231,256,775.00
2010 Township Budget	\$ 4,748,566.69

Miles Township Roads 34.19 mi.

Tax Millage Rates	
General Fund	2.10 inside mills
Fire-	2.98 voted mills
Reduction factor	__2.971751__ residential & agriculture
Reduction factor	__2.735508__ non-residential

Population -	2000 census	3,315
	Current estimate	5,704

Total Number of meetings held in 2010	25
Organizational	1
Regular	20
Road	2
Special	0
Emergency	1
End of Year	1

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

Record of Proceedings pages	206
Photocopies prepared in 2009	52,877
Administrative	36,712
Fire	16,165
Warrants written	1,651

2010 - Trustee salary allowable \$12,346.00
(based on law and budget in effect)
Bullard term ends Dec. 31, 2011

2010 - Trustee salary allowable \$12,346.00
(based on law and budget in effect)
Panzarella & D'Amico terms end Dec. 31, 2013

2010 - Fiscal Officer salary allowable \$21,221.00
(based on law and budget in effect)
Cannon term ends Mar. 31, 2012

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**
- 2010 Ford F450 1 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**
- 2010 John Deere Gator purchased new (10%)**

Cemetery Department – Equipment in service

- 2010 John Deere Gator purchased new (90%)**

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)**
- 2008 Carolina Skiff boat purchased new (includes trailer)**
- 2003 Dodge Durango SUV donated by Delaware County**

Road condition report last updated December 28, 2009

Physical inventory to be taken by all departments 2nd Monday, January 2010

ORGANIZATIONAL PORTION OF MEETING CONCLUDED

Regular Business Items

RESOLUTION

10-01-49

**AUTHORIZE PAYMENT OF \$5,932.00 FOR
2010 DELAWARE COUNTY REGIONAL
PLANNING MEMBERSHIP DUES @ \$1.04 PER
CAPITA ESTIMATED POPULATION OF 5,704-
DELAWARE COUNTY REGIONAL PLANNING**

BERLIN TOWNSHIP TRUSTEES

7:10 p.m. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

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

**RESOLUTION
10-01-50**

**AUTHORIZE PAYMENT OF \$2,281.60 FOR
2010 EMERGENCY MANAGEMENT AGENCY
ASSESSMENT BASED ON \$.42 PER CAPITA OF
5,704**

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

**RESOLUTION
10-01-51**

**APPROVE 2010 NETWORK SERVICES
CONTRACT BEACON DATA SOLUTIONS FOR
COMPUTER NETWORK MAINTENANCE
SERVICES: 3 HOURS PER MONTH @ \$85.00 PER
HOUR=\$3,060 YR.; ADDITIONAL BREAK/FIX
ALLOCATION OF 2 HOURS PER MONTH @
\$85.00 PER HOUR=\$2,040 YR. (WILL ONLY BE
USED IF NECESSARY); ADDITIONAL HOURS
FOR CATASTROPHIC FAILURES NOT COVERED
IN THIS PROPOSAL WILL BE BILLED AT THE
NORMAL RATE OF \$85.00 PER HOUR; ANTI-
VIRUS UPGRADES @ \$50.00 PER LICENSE FOR
10 LICENSES=\$500.00; ANIT-VIRUS FOR
SEVER/NETWORK EDITION=\$95.00;
SPAMFIGHTER LICENSING FOR 6
LICENSES=\$210.00; ESTIMATED COST OF
ONLINE BACKUPS @\$35.00 PER MO.=\$420.00**

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

**RESOLUTION
10-01-52**

**APPROVE 2010 HEALTH DEPARTMENT
ASSESSMENT \$10,127.77**

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

**RESOLUTION
10-01-53**

**APPROVE 2010 GENERATOR MAINTENANCE
AGREEMENT \$600.00 FOR 3271 CHESHIRE
RD. & \$480.00 2708 LACKEY-OLD STATE RD.-
W.W. WILLIAMS**

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

BERLIN TOWNSHIP TRUSTEES

7:10 P.M. 2010 ORGANIZATIONAL MEETING DECEMBER 28, 2009

**RESOLUTION
10-01-54**

APPROVE AMENDED AMOUNT OF \$150.00 PER PAIR FOR STEEL TOE WORK SHOE CHANGING THE TOTAL ANNUAL CLOTHING ALLOWANCE TO \$750.00 IN RESOLUTION 10-01-40 FOR FIRE DEPARTMENT

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

Panzarella questioned if there had to be a correction to the road resolution regarding shoe costs. Cannon said the road resolution had included the \$150.00 cost.

FISCAL OFFICER ITEMS

HEALTH INSURANCE OPEN ENROLLMENT PERIOD-Open enrollment for health insurance will be from January 1 to January 15, 2010. Employees to be notified by letter.

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

LATE ITEMS-None

PUBLIC COMMENTS-None

ADJOURN

There being no further business, Bullard moved to adjourn.

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

Meeting adjourned at 10:40 p.m.

Thomas A. D'Amico, Trustee

ATTEST:

Philip P. Panzarella, Trustee

Theresa Cannon, Fiscal Officer

Ronald W. Bullard, Trustee