

BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

February 23, 2009

- HELD AT:** Berlin Township House, 3271 Cheshire Rd., Delaware, OH
- CALL TO ORDER:** Ron Bullard, Trustee Chairman
- PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Chief Bill Bechstein
- ROLL CALL:** Phil Panzarella, Ron Bullard and Tom D'Amico; Theresa Cannon, Fiscal Officer
- ATTENDANCE:** Chief Bill Bechstein, Eldon Johnson, Elizabeth Kline, Toni Korleski, Joe Korleski, Brent Walls, Maynard Thompson, Carl Woodruff and Chris Paykoff

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

RESOLUTION 09-02-15

MOVE TO APPROVE THE REGULAR MEETING MINUTES FROM 2/9/2009 AND TO DISPENSE WITH THE READING

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

FISCAL OFFICE

Inventory- Cannon reported the inventory input was approximately 99% completed. In preparing for the 2009 inventory both active and inactive items were distributed to departments. Departments accounted for the accuracy of information on inventory and submitted any changes. I have presented a list for disposal approval. Majority of items on list are duplicates. Cannon noted that few items were lost, broken, worn out, out of date or no longer in the Township's possession.

RESOLUTION 09-02-16

MOVE TO ACCEPT THE DISPOSAL OF INACTIVE LIST FROM THE FISCAL OFFICE DATED 2/5/2009- ALL LISTED ITEMS TO BE REMOVED FROM INVENTORY WITH THE EXCEPTION OF ASSET # 17398- 5 IDENTIFICATION DOOR SIGNS AND #17480 SCBA CYLINDER FROM THE FIRE DEPARTMENT INVENTORY. ANY ITEMS THAT ARE TO BE DISPOSED OF SHOULD BE WITNESSED BY THE DEPARTMENT HEAD OR TRUSTEE LIAISON.

- Motion: Bullard
Second: D'Amico
Discussion: Panzarella questioned how department heads would notify disposal of items. Bullard said an email to the fiscal office would be fine.
Vote: Panzarella yes, D'Amico yes and Bullard yes

CEMETERY

Bullard said he has not received a price quote for the cemetery rules and regulations imprinted on a plastic substance to be placed outside at the cemetery entrance. He said Armstrong informed him that the Delaware Career Center does something similar and he would check on prices there.

FIRE DEPARTMENT

Requisition 2009-02-04: Panzarella said this requisition was discussed briefly at the last meeting. He said the purchase is for two additional multi-gas monitors to equip engine 392 and grass truck 391. With the two monitors every fire vehicle dispatched will have a gas meter on board.

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**RESOLUTION
09-02-17**

MOVE TO APPROVE REQUISITION 2009-02-04 TO IE MONITORING FOR \$1296 FOR TWO ADDITIONAL MULTI-GAS MONITORS, ONE PUMP PROBE METER, ONE SMART TEST SYSTEM/REGULATOR AND MEMORY CARD, ONE CHARGING CRADLE AND ONE CALIBRATION GAS TO EQUIP ENGINE 392 AND GRASS TRUCK 391

Motion: Panzarella
Second: Bullard
Discussion: Bullard asked if one was needed for the boat. Panzarella said no.
Vote: D'Amico yes, Bullard yes and Panzarella yes

Requisition 2009-02-05: Complete integrated breathing air system to fill SCBA bottles. Panzarella said three prize quotes were provided for the breathing air system. He said the lowest is \$37,507.70. Panzarella said when the fire station was built the capability of taking care of a cascade system was built in. He said we have been taking bottles to a neighboring fire station to fill. He said with this we will be able to service the bottles at our own station. Panzarella noted this was within the fire department budget for 2009.

**RESOLUTION
09-02-18**

MOVE TO APPROVE REQUISITION 2009-02-05 TO BREATHING AIR SYSTEMS FOR 1 MINI-UNI-10H SINGLE PHASE UNITIZED AIR SYSTEM AND 1 MU/MNR-29/CAL ELECTRONIC CARBON MONOXIDE MONITOR FOR \$45,008.40

Motion: Panzarella
Second: D'Amico
Discussion: Chief Bechstein said we have been driving to Sunbury to have bottles filled. He said the fire station was built with the idea of having a cascade system. Panzarella commended the fire department for budgeting for the system and planning ahead. He said it is pretty much a necessity. Panzarella said ORC 505.37 states they do not have to go out for a competitive bid unless the amount is over \$50,000. He said the account has \$66,094.00. Bullard asked if any other requisitions were going to follow and questioned the electricity. Panzarella said that could be included in the 20% incidentals. Chief said they will have to see how it is hard wired. Bullard questioned the warranty cost of \$923 and if it would cover only the 1st year. Chief said there were a two year warranty and a preventive maintenance program. Bullard said he just wanted to know about any other requisitions.
Vote: Bullard yes, D'Amico yes, and Panzarella yes

Requisition 2009-02-06: Membership dues for Assistant Chief

**RESOLUTION
09-02-19**

MOVE TO APPROVE \$60.00 TO THE DELAWARE COUNTY FIRE CHIEF'S ASSOCIATION FOR 2009 MEMBERSHIP DUES FOR ASST. CHIEF HALL

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

Employee Probation Period: Panzarella said that Dan Curtis has completed his training and should be removed from probation at the end of six months.

**RESOLUTION
09-02-20**

MOVE TO ACCEPT CHIEF BECHSTEIN'S RECOMMENDATION TO REMOVE DAN CURTIS FROM PROBATIONARY STATUS AFTER MARCH 2ND

Motion: Panzarella
Second: D'Amico
Discussion: Panzarella said his pay increase will be effective after March 2nd.
Vote: Bullard yes, D'Amico yes and Panzarella yes

Resignation: Bullard said we have received a letter of resignation from Fire Fighter Brian Newcomb. Bechstein to the Trustees said he regretted to inform the trustees of this resignation. He said Brian has been a member of the department for the last seven years and has managed our CPR Training Program. Because of his increased responsibilities with

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his current employment and two young children he would not have the time to devote to the department. Chief Bechstein said he would like for Brian to be able to keep his fire fighter badge. He said he will be missed by the entire department.

RESOLUTION

09-02-21

MOVE TO ACCEPT THE RESIGNATION OF BRIAN NEWCOMB FROM THE FIRE DEPARTMENT EFFECTIVE 2/23/2009

Motion: Bullard
Second: Panzarella
Discussion: Panzarella said he was an outstanding individual and we are sorry to lose him. He added family comes first.
Vote: D'Amico yes, Panzarella yes and Bullard yes

RESOLUTION

09-02-22

MOVE THAT THE TRUSTEES REQUEST THE FIRE CHIEF TO GIVE FIRE FIGHTER BRIAN NEWCOMB A CERTIFICATE OF APPRECIATION

Motion: D'Amico
Second: Panzarella
Discussion: The Trustees and Fire Chief have a Certificate of Appreciation for Brian Newcomb for his outstanding performance and lasting contribution to the Berlin Township Fire Department for seven years of service, responding to emergencies, training and participating in fire department activities including being a CPR instructor.
Vote: Bullard yes, Panzarella yes and D'Amico yes

ROAD DEPARTMENT

Eldon Johnston asked the Trustees if they had any questions for the 2009/2010 salt supply from the County Engineer. Bullard said he believes we are in good shape for this year and have committed to 500 tons for next year. He said we have used approximately 230 tons of salt this year and have approximately 120 tons to get us through the rest of the year. Bullard said wetting the sand and not salting as much in the subdivisions has helped. Bullard said brine is still questionable. Eldon asked if the trustees understood the 20% plus or minus. He said they are the rules. Bullard said that puts us between 400 and 600 tons. He said that we have storage available. Panzarella said normally we have used 280 tons. Bullard said we have already been out as many times this year as last year. Eldon Johnston asked if there were any questions about road resurfacing. Bullard said he did not think we would be doing any this year. Bullard said there is ditch repair work to be done at Hollenback and Peachblow and some full depth repair. Johnston suggested he talk with Jerry Ungashik from the County Engineers office. Bullard said we intend to purchase crack sealing equipment so we can do that work ourselves as well. Johnston asked if there was anything they needed from the engineers office. Bullard commended the county engineer for helping us out with salt. He said they are a great support. Johnston asked the Trustees if they received the information regarding LTAP. He said they are a good organization for support. He said they have a good signage seminar coming up. Panzarella asked Bullard if any mailboxes have been replaced. Bullard said he was uncertain and would have to check with Brodi Irwin.

TIME CERTAIN 7:30 PM – BZC/BZA ALTERNATE INTERVIEWS

RESOLUTION

09-02-23

MOVE TO RECESS INTO EXECUTIVE SESSION FOR THE CONSIDERATION OF EMPLOYMENT THROUGH INTERVIEWING

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

RESOLUTION

09-02-24

MOVE TO RETURN TO REGULAR SESSION

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

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Bullard said we interviewed a group of quality people. No action or decisions were made. D’Amico said this was a very difficult decision.

RESOLUTION

09-02-25

MOVE TO HIRE MAYNARD THOMPSON AS AN ALTERNATE TO THE BOARD OF ZONING APPEALS

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

RESOLUTION

09-02-26

MOVE TO HIRE TONI KORLESKI AS ALTERNATE TO THE ZONING COMMISSION

Motion: D’Amico
Second: Bullard
Discussion: Panzarella said this township is fortunate to have residents who are engaged and qualified. He said when he came on board that wasn’t the case. He urged everyone to stay with the process and said they were welcomed at all meetings. He suggested they should stay up to date by reading the web page. Panzarella encouraged people to become Trustees. D’Amico said a good way to get a foot in and become experienced is by working on the Comprehensive Land Use Plan.
Vote: Bullard yes, D’Amico yes and Panzarella yes

TRUSTEES

Personnel Handbook Status- Panzarella said if the board can review the 3rd section we should be able to vote in June. He suggested reviewing the section and returning it to the fiscal office.

Cemetery Digitization- Panzarella said he wanted to reaffirm that approximately 90% is complete. He said the data is to be reviewed by the cemetery sexton. He said he would like to have it confirmed that it will be completed this year. Bullard said money was appropriated for Buell last year. Cannon said it was on target for Buell to review.

Outdoor Warning System Status- Bullard said he attended the commissioners meeting hoping to hear a levy would be placed on the ballot in May. He said it looks like it will be November. Panzarella said he is hoping we aren’t being misled. He said he will be disappointed if it is not on the levy in November. Paykoff asked if August was the deadline for items to be on the November ballot. Bullard said there are a lot of details to work through. He said unfortunately this is not a high a priority as it should be. Bullard said it is a 1 time levy for ½ mill to build the system, and a .025 for a 2 year levy to operate for 10 years.

Gas Valve Repair- Bullard said there was an emergency repair for a gas valve for the halon room. He said it was overheating and was tripping the circuit breaker.

Preservation Parks Grant Program- Bullard said he has been trying to contact Rita Au for procedures for the grant. He said he was told that the park program does not want to provide money to townships with CRA’s or TIRC’s.

Building Custodian- Bullard said we are trying to fill Jim Bringardner’s position and have received one application at this time.

RESOLUTION

09-02-27

MOVE TO ACCEPT THE RESIGNATION OF JIM BRINGARDNER AS BUILDING CUSTODIAN EFFECTIVE 2/28/2009

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

D’Amico said we will continue to receive applications at this time. Bullard said since we don’t have a custodian we will have to empty waste baskets ourselves until someone is hired. Panzarella said we have been spreading the opening by word of mouth. He asked about putting it on the web page or bulletin boards. The trustees questioned interviewing the candidates. Cannon suggested the trustees could appoint D’Amico to do the

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interviewing with the Fiscal Officer and recommendation and appointment could be done at the next meeting. Cannon said the last custodian hire was done that way. D'Amico said applications would be accepted until March 2nd.

ZONING DEPARTMENT

Computer Classes- Bullard said Cathy Rippel has asked to take two computer classes at the Delaware Career Center. He said Front Page which she uses is changing to Microsoft Expressions.

RESOLUTION

09-02-28

MOVE TO APPROPRIATE \$400 FOR CATHY RIPPEL TO ATTEND TWO CLASSES AT THE DELAWARE AREA CAREER CENTER

Motion: Bullard

Second: D'Amico

Discussion: Panzarella questioned if the 2 classes would be all she would need. Bullard said we will have to purchase the software. He said the training will help get her up to speed. Bullard said the classes are in the evening and she is not requesting mileage. Panzarella question what would happen if she would not pass the classes. D'Amico said they are not pass/fail courses. Bullard said he would talk with Jack from Beacon Data regarding software costs.

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

Sign Permit Fee Refund Request- Bullard said Allied is asking for a refund. He said two fees were paid and they are asking one to be returned. Panzarella questioned if we received a fee from the guys putting up the sign. Armstrong said we did. Bullard said there is a conflict with KIA Corp. and Allied. He said someone from Byers or Kia went to get another sign company. Bullard asked for a motion. Bullard said since no motion was initiated a refund would not be given. Panzarella asked who would be drafting the letter. He asked if we have ever faced this situation before. He commented that money was collected twice for 1 job. Panzarella said we may want to check with an attorney. Cannon said this could also be an audit item – collecting twice for one permit. Panzarella said it should be addressed at the next meeting.

Zoning Department Employee Hours- D'Amico said he would like to discuss this in executive session.

RESOLUTION

09-02-29

MOVE TO RECESS INTO EXECUTIVE SESSION FOR THE PURPOSE OF EMPLOYMENT HOURS

Motion: D'Amico

Second: Panzarella

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

RESOLUTION

09-02-30

MOVE TO RETURN TO REGULAR SESSION

Motion: Bullard

Second: Panzarella

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

Bullard stated no actions or decisions were taken during executive session. D'Amico explained to Armstrong that the Trustees were trying to get a better feel of time on activities. He said the next two months they would like him and Cathy to report in detail daily activities and time spent. He said we recognize you are doing more than zoning inspector duties and we appreciate it. Panzarella said there should be some relationship to what you are doing with your job description. He said we "request an activity report against the job description agreed to". Armstrong said that was fine with him.

FUTURE MEETINGS

Delaware County Township Annual Meeting 2/25/09

District 17 Integrating Meeting 2/24/09

BIA Housing Forecast 2/27/09- Panzarella said he would like to attend this meeting. He said Armstrong would also be attending from 8:30 to 11:30. Panzarella said the meeting is free however mileage would be involved

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Bullard said he would not be at the next Trustee meeting. He said Brodi Irwin will also be leaving for vacation on Friday. Craig Hall, Mike Hart and Chris Paykoff are available to plow snow.

LATE ITEMS

D’Amico said there is a small repair to the side of the township hall. He said he thought the maintenance department could repair it and that a small purchase of siding maybe needed. D’Amico said he would also like the flag holder to be repaired. He would check into costs. Bullard said 3 quotes were provided for a paint sprayer for the roads. He said it was just for information. Panzarella asked which one was recommended. Bullard said there was no recommendation. He said the PPG one works just fine. He said the Sherwin Williams one sprays a little more paint.

Cannon said she received information from the Delaware County Board of Elections and asked that we set aside 5/5, 8/4 and 11/3 for possible election dates. Cannon said she will give Cathy this information so the hall is not rented on the Monday before or the Tuesdays listed.

Cannon reminded the board that agenda items should be given to her the Thursday before the meetings by 1:00. Panzarella said back-up information should be provided to all as well.

RESOLUTION

09-02-31

MOTION TO ADJOURN

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

Meeting adjourned by Chairman Bullard at 9:43 p.m.

Phil Panzarella, trustee

ATTEST:

Ron Bullard, Trustee

Theresa Cannon
Fiscal Officer

Tom D’Amico, Trustee