

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**February 22, 2010**

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

**CALL TO ORDER:** Tom D'Amico, Trustee Chairman

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Ron Bullard

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

**ATTENDANCE:** Joe and Toni Korleski, Fire Chief Bill Bechstein

**PUBLIC COMMENT:** D'Amico asked if anyone wanted to make public comment. Hearing none the Trustees moved on to the next agenda item.

Approval of Minutes:

**RESOLUTION  
10-02-15**

**APPROVE THE 02/08/2010 REGULAR MEETING MINUTES  
AND DISPENSE WITH THE READING**

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

**FISCAL OFFICE:**

Fire Levy: Cannon filed Resolution 10-02-11 with George Kaitsa, County Auditor and received a Certificate of Estimated Property Tax Revenue that the estimated property tax revenue assuming the tax valuation remains constant throughout the life of the levy is calculated to be \$700,278.00. "I took the signed Resolution and Certificate of Estimated Property Tax Revenue to the Board of Elections by the filing date in order for the levy to be placed on the May 4, 2010 ballot" said Cannon.

WW Williams: After inspection of the township generator the cranking amps were determined to be low. An estimate was received stating to correct the batteries needed to be replaced, total cost is \$360.43.

**RESOLUTION  
10-02-16**

**APPROVE \$360.43 TO WW WILLIAMS FOR THE  
REPLACEMENT OF BATTERIES IN THE TOWNSHIP  
GENERATOR LOCATED AT 3271 CHESHIRE ROAD**

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

Loveland and Brosius: Approve payment of the January billing totaling \$1412.42 for discussions and meeting attendance regarding Port Authority.

**RESOLUTION  
10-02-17**

**APPROVE \$1,412.42 TO LOVELAND AND BROSIOUS FOR  
JANUARY INVOICE DEALING WITH PORT AUTHORITY**

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

**CEMETERY**

No new information.

**FIRE DEPARTMENT**

Requisitions: Panzarella presented the following requisitions.

2010-02-05 to Fire Safety Services, Inc. for four (4) sets of Turn-Out Gear- one is a replacement and 3 are for new firefighters.

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**RESOLUTION  
10-02-18**

**APPROVE REQUISITION 2010-02-05 FOR \$13,274.40 TO  
FIRE SAFETY SERVICES, INC. FOR FOUR (4) SETS OF  
TURNOUT GEAR AND TWO (2) PELICAN FLASHLIGHTS**

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

Fire Inspector / Fire Safety Officer: Panzarella said he has discussed with the Fire Chief the position of Fire Inspector and thought the position has revolved into more of a Fire Safety Officer. He said a job description has been provided.

**RESOLUTION  
10-02-19**

**ESTABLISH A FIRE SAFETY OFFICER POSITION FOR THE  
FIRE DEPARTMENT (SEE 124.4 OF FIRE DEPT. SOG)**

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

**RESOLUTION  
10-02-20**

**APPOINT STEVE ARNOLD TO FIRE SAFETY OFFICER  
POSITION**

Motion: Panzarella  
Second: Bullard  
Discussion: Bullard said the pay rate would be \$12.34 which is listed in the Organizational meeting minutes. Korleski asked if he would do home inspections. Chief said, "Yes, if he is asked".  
Vote: Panzarella yes, Bullard yes and D'Amico yes

**RESOLUTION  
10-02-21**

**PROMOTE STEVE ARNOLD TO LIEUTENANT, BERLIN  
TOWNSHIP FIRE DEPARTMENT EFFECTIVE MARCH 7,  
2010**

Motion: Panzarella  
Second: Bullard  
Vote: Panzarella yes and Bullard yes

Part-Time Lieutenants- Panzarella said with the expanded hours, weekend and holiday work part-time lieutenants would be helpful. He said it is always comfortable having an officer on duty if possible. He said we may look at establishing part-time lieutenants. Chief said he agreed that it was important to have a responsible officer on duty. He asked Bechstein when they would be fully staffed for the weekend. Bechstein said, "May at the latest".

County Lease Adjustment- Panzarella commented that the County has asked about having the EMS gator housed at the Township Fire Station. He said the County has drafted and had it legally reviewed. Panzarella said he thought we should also have it legally reviewed. He said the prosecutor can't review both. Bullard said when this first came up last year there was a resolution to have Loveland and Brosius to review it. He suggested based on people and equipment possibly basing the cost per square foot. He said an agreement should be quickly agreed on.

911 Communication Vehicle- Panzarella said it does not have to be fully manned. He said he has no objection to designating by square foot. He said Loveland and Brosius should review.

**RESOLUTION  
10-02-22**

**APPROVE \$1,200 TO LOVELAND AND BROSIUS TO  
REVIEW CONTRACT OF THE COUNTY LEASE AGREEMENT  
WITH STORAGE OF ADDITIONAL EQUIPMENT**

Motion: Bullard  
Second: Panzarella  
Discussion: Panzarella questioned who would contact Don Brosius. D'Amico said for Panzarella to make contact. Bullard said to do it as an area basis opposed to pieces of equipment. Chief said he preferred to have the flexibility to decide what goes in the fire station and not going by square footage. He said he discussed with Bob Greenlaw placing

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the 911 communication vehicle at the station temporarily. He said the lease is reviewed annually. Bullard agreed that the Chief should have the flexibility to decide. Bullard said he would like the contract available so it does not have to be reviewed by attorneys. Panzarella said he would confirm with the prosecutor's office that they cannot give us a recommendation. Bullard said \$1200 is a lot to review a contract.  
Vote: Bullard yes, D'Amico yes and Panzarella yes

Inventory Close out- Bechstein said all inventory is completed. He said there are some items Joe would like to go through with Judy and group them together with regards to turn out gear. Cannon said she would have Shumway contact Pichert.

**ROAD DEPARTMENT**

**RESOLUTION  
10-02-23**

**APPROVE \$473.00 TO THE DEXTER COMPANY FOR A REPLACEMENT BELT FOR THE HTC SPREADER CONVEYOR**

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

Salt- Bullard said he would like to carry over the same amount of salt as last year, approximately 100 tons.

**RESOLUTION  
10-02-24**

**APPROVE UP TO 200 TONS OF SALT FROM THE DELAWARE COUNTY ENGINEER AT 61.17 PER TON - TOTALING \$12,234 WITH 10% ADDED \$13,456**

Motion: Bullard  
Second: Panzarella  
Discussion: D'Amico asked if we currently had 100 tons and would have 200 more tons delivered. Bullard guessed we would use that amount and still be able to carry over 100 tons. Panzarella questioned if this was for 200 more tons. Bullard said up to. He said we don't have to take it. He said if we would have a snow storm we would have the ability to purchase it. He said we use approximately 60 tons on a snow storm.  
Vote: Panzarella yes, Bullard yes and D'Amico yes

Bullard said he would like to purchase 500 tons of salt. The same amount as last year.

**RESOLUTION  
10-02-25**

**COMMIT TO CONTRACT WITH THE DELAWARE COUNTY ENGINEER FOR 500 TONS OF SALT FOR THE 2010/2011 YEAR**

Motion: Bullard  
Second: Panzarella  
Discussion: Panzarella said it makes sense if you are flexible with what you carryover. D'Amico asked if he knew the cost. Bullard said no.  
Vote: D'Amico yes, Panzarella yes and Bullard yes

2010 Road Improvement Road Summary Estimate Program- Bullard said the total of the estimate is \$134,100. He asked the Trustees what they thought about doing Hollenback next year with Piatt Road as a possible OPWC project. Panzarella said this year's is approximately \$70,000. He said in order to fund the program we need to find sources of money. He said OPWC comes with a price. He suggested looking at zero interest loan money to augment road fund. Bullard said you have to be careful as to how long you run zero interest loans. He said we are still paying on Hollenback and need another repair. Panzarella asked if the other trustees recalled the costs of ditch/drainage work along Piatt Road. Bullard said it was between 25 and 30 thousand. He said we do not have an engineered project. Panzarella asked if we could get the County to do it. Bullard said the ditch is landowner by landowner. Bullard will contact the County Engineer. Bullard said we have 75 land width lane miles in the Township which includes turn lanes and cul-de-sacs. He said at the cost of \$50,000 per lane mile of road there is a long cycle of repairs lasting approximately 20 years. Panzarella commented we could use the general fund with HB 458 but did not think it was the best strategy. Bullard said an analysis should be put together of low travel roads / high travel roads and school bus/truck traffic. D'Amico questioned how long it would be before

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the Township had to do a road levy. Bullard said he is not comfortable with that with the large amount of money on the general fund. Panzarella said the ORC states we are responsible for cemetery and roads.

### RESOLUTION

10-02-26

**ACCEPT THE 2010 ROAD IMPROVEMENT PROGRAM ROAD SUMMARY ESTIMATE MINUS THE HOLLENBACK ROAD ESTIMATE OF \$43,100- TOTAL ESTIMATE FOR SHANAHAN ROAD .666 MILES AND SPECIAL ITEMS TOTALING \$91,000**

Motion: Bullard

Second: Panzarella

Discussion: Panzarella asked for the ability to hold other options in case we have money available.

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

### TRUSTEE ITEMS

Census use of facility- Panzarella stated they want the facility free of charge for several weeks in March, April and May. He said this cuts into use of established users on Wednesdays. He said he asked Chief about the fire station but was told they have training. He did not think it was a good idea. Panzarella to contact individual.

Employee Handbook Status- Panzarella said Cannon will incorporate draft version and the Chairman can assign legal review.

2010 Budget Execution- Panzarella reminded the other board members to be thinking about the budget process.

Sports Complex Update- Panzarella said we received drawings and they were reviewed by the citizens committee headed up by Rick Sedlacek. He said this portion of the project was given to me to get a basis for solicitation. He said there are 16 drawings / specification documents and asked the board where they should go from here. Panzarella said he has done his assignment. D'Amico and Bullard both said they wanted to review the plans. Bullard said we asked for designs to determine costs. He said the only land we have is next to the fire station.

### RESOLUTION

10-02-27

**RECESS INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING AN IMMINENT OR PENDING LAWSUIT WITH LEGAL COUNSEL**

Motion: D'Amico

Second: Bullard

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

### RESOLUTION

10-02-28

**MOTION TO RETURN TO REGULAR SESSION**

Motion: D'Amico

Second: Panzarella

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

D'Amico said we met in executive session with legal counsel. No decisions or actions were taken.

### ZONING DEPARTMENT

D'Amico said he heard from Rick Sedlacek that he would like to attend the BIA meeting tomorrow with Ray Armstrong. Bullard said it makes sense for the Chairman of the BZC to go.

### FUTURE MEETINGS

3/2/2010- 911 Meeting

3/10/2010- Delaware City, Township and Counsel meeting- Panzarella and Bullard both said they would be attending.

3/16/2010- TIRC Meeting

### LATE ITEMS

D'Amico said he would not be at the March 22<sup>nd</sup> meeting.

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**RESOLUTION**

**10-02-29**

**MOTION TO ADJOURN**

Motion: Bullard

Second: D'Amico

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

Meeting adjourned by Chairman D'Amico at 8:46 p.m.

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Thomas A. D'Amico, Trustee

ATTEST:

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Philip P. Panzarella, Trustee

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Theresa Cannon,  
Fiscal Officer

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Ronald W. Bullard, Trustee