

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**October 11,**

**11**

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

**CALL TO ORDER:** Phil Panzarella, Trustee Chairman

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Chief Bechstein

**ROLL CALL:** Phil Panzarella, Tom D’Amico, Ron Bullard, Claudia Smith, Fiscal Officer.

**ATTENDANCE:** Joe and Toni Korleski, Judy Shumway, Peggy O’Brien, Chief Bechstein, David Leahy

**PUBLIC COMMENT:** Panzarella stated that the meeting was being recorded for transcription purposes only. Panzarella stated Trustees were adhering to Resolution 05-07-44 regarding public comment and asked if anyone wished to make a public comment. Hearing none the Trustees moved on the next agenda item.

Panzarella asked both trustees if they submitted their comments to the fiscal office and both indicated that they had.

**RESOLUTION 11-10-01 APPROVE THE 09/26/2011 REGULAR MEETING MINUTES AND DISPENSE WITH THE READING**

Motion: Bullard  
Second: D’Amico  
Discussion: Panzarella indicated that all his comments had been given to the fiscal officer and she has incorporated them.  
Vote: Panzarella yes, Bullard yes and D’Amico yes

**FISCAL OFFICE:**  
Bank statement for September was signed.

**Hall Rental Fee for Brownie Troops –**  
Smith said she received a couple requests from Brownie Troops to use the hall for their meetings with the fee being waived. One group said they had a beautification assignment where they would plant flowers, which they would supply, and clean or do whatever we would like for them to do. Bullard said in the past we have had them pay the deposit and then refund it after they have the meeting to make sure that nothing has been destroyed.

**RESOLUTION 11-10-02 APPROVE TWO BROWNIE TROOPS USE THE MEETING ROOM APPLYING ALL RENTAL PROCEDURES – EXCEPTION: FULL REFUND OF RENT DEPOSIT IF ROOM BACK IN CLEAN ORDER**

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

**Inactive Inventory –**  
Smith indicated that Shumway had completed the inventory and they were given a copy of inactive inventory items and she needed a resolution to accept them and have them disposed of. Panzarella asked what the method of disposal would be and Smith said most of the items were computer items so she requested that they be brought to the township hall so ComputerSmith could look at them and have the hard drives removed and then have them recycled. Panzarella asked the chief about the gas leak detector, microwave oven, mini twist light bulbs and turnout gear. The Chief said that none of these items were in working order and suggested that they be destroyed and said that they would be responsible for doing so.

**RESOLUTION 11-10-03 APPROVE DISPOSAL OF INACTIVE INVENTORY ITEMS ON ASSEST LIST DATED 10/11/2011 AS PRESENTED BY FISCAL OFFICE**

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**October 11,**

**11**

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

**OLD BUSINESS:**

**Employee Handbook** – Panzarella stated that the handbook has been in their possession for two weeks and it was the legally sufficient work that Loveland & Brosius has certified. The request was that the trustees and the fiscal office take another look at it and have a detailed discussion on it so he asked who submitted comments to the fiscal office. Bullard and D'Amico stated that they had not forwarded any comments to Smith. Panzarella asked Smith to state her comments so she indicated that there were no job descriptions for the following jobs listed in the flow chart: Casual truck driver, Road laborer II, Part-time laborer, Assistant cemetery sexton, Part-time firefighter, Volunteer firefighter, Zoning board clerk, BZA, BZC and custodian needed added to the chain of command.

Panzarella read his comments:

Page 2, Captain listed in the organizational chart should be fire inspector

Page 33 & 37 – Must possess and maintain a valid CDL driver's license

Janitor should read custodian.

In zoning page 48, zoning inspector supervise zoning secretary, should be removed. Under example of duties we were missing "firefighter directs and participate in fire extinguishing.

Page 29,30-- Add all board members to all steps. Forth should be fourth.

Insubordination ..... after supervisor adds INCLUDING TERMINATION (lawyer check?)

Page 31 - Road Laborer 1, Laborer 1 and laborer - Part time--- add ice control, plow snow (small truck), repair of township roads and bridges, facility maintenance and sign maintenance. Experience should be 0-2yrs doing these tasks.

- Road Laborer 2 and Road Laborer 2- new hire, above but plow snow (big trucks, CDL) and experience should be 2-5 yrs.

Page 17 - Add fiscal officer to paragraph after ...to the board.

Page 13 - Is this true if employee is retired from another government entity (Lawyer?)

Page 10 - Is COBRA really applicable to Reduction In Hours?

Page 18 - Paragraph 5. Sentence 4. Should read Supervisor, Board Member, and Fiscal Officer/Department Head. Delete Township Administrator--- we don't have one.

Page 20 - Reporting Section, sentence 3. Not sure fiscal officer should be talking to harasser unless fiscal officer is in the reporting chain of command (Lawyer?)

Add to all job descriptions that do not contain the following statement:

Communicates with township officials, township officers, township employees, outside agencies and residents in with respect and dignity and in a professional and business-like manner;

Panzarella stated that the jobs duties of the BZA & BZC as well as the chairman's responsibilities are called out by law, therefore job descriptions are not needed.

Assistant cemetery sexton can be added.

KLA asked in their audit that we have a Driver Self Monitoring Program. Smith stated that she checked everyone's driving record that she had affidavits for and did not find anything of concern. Panzarella also stated that we needed a Drug Free Policy and that D'Amico received a copy from Boardman Township but felt it needed to be reviewed by an attorney either Loveland & Brosius or the prosecutor.

**Fire Department Incentive Program** – Bullard stated that the goal of the fire department incentive program was to improve our night time run response time and when you look at the metrics for 2011 we do not see a significant increase in the number of people that show up for fires late at night so we don't think the program has achieved what we had hoped. I recommend that we look at a different program. We are not able to get out of the station because we do not have three people show up to put on the truck. The responses to the fires are very good from the stand point of our mutual aid agreement with the adjoining fire departments but we are relying on them to handle the late hour runs.

Chief indicated that comparing the data 2010 to 2011 they have done well with the daytime staffing seven days a week and it's possible that the incentive program had some influence on it. But when you look at the fire rescue calls for 2010 & 2011 there is no significant

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**October 11,**

**11**

increase in our staff responding to calls. He does not see where the incentive made much of a difference for anything but the daytime and weekend staffing.

Panzarella said that was important as we didn't used to have weekend staffing. "By having people here on the weekend you tend to have less missed calls. When you have a missed call you rely on the other departments and they could be busy so we are increasing the risk. The first thing we did was go to Saturday & Sunday coverage because 30% of the missed calls were happening then. When you look at the mutual aid that we give, we are also getting mutual aid so it could be equal and could continue. I suggest that we check with other fire departments to see what they are doing that works and see if we can implement it." Bullard said he would work with the chief on this.

**Computer Support Contract** – Panzarella stated that the contract is in place and it was used today to fix the trustees computer, the cemetery computer and the roads computer. He wanted to make sure everyone was aware that this was a basic service contract where they come in, monitor and maintain the system. By doing this they can find problems. We will then need to get an estimate from them and submit a requisition to be approved. Bullard stated that his computer was working faster than it previously was.

**MORPC Meeting** – Panzarella stated that he attended the MORPC meeting regarding "Changing Trends in the Real Estate Market". "According to their consultant in the next 20 years we are going to see a difference in the demographics in the Columbus area. The population of 65 and over will increase by 101.9% and in the next 10 years the same population will increase by 36%. This will have implications for zoning as to types of housing and types of facilities. The whole area is only increasing by 9% so don't look for the peak housing that we had in 2005 for a long, long time.

**Cemetery Fence Estimate –**

**RESOLUTION 11-10-04 APPROVE \$850.00 TO S & V MASONRY CLEANING INC TO PRESSURE WAS THE FENCE AT THE TOWNSHIP HALL**

Motion: D'Amico

Second: Bullard

Discussion: Panzarella stated that they did the building recently although they were not able to do the area where the generator is and this could be done with brushes.

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

**Tree Removal (Curve & Dale Ford Roads)** – Panzarella stated that in April we approved trees be removed and asked what the status was. Bullard said the trees were still there. D'Amico said that he talked to Irwin and he was in contact with the contractor that said they would be done by early October.

**CEMETERY:**

Panzarella stated that 20 foundations were poured and some headstones have been placed. He said the foundation company complimented the cemetery sexton for his good work in making the foundations.

**FIRE DEPARTMENT:**

Bullard read an email he received from the chief:

We have been having a lot of problems with the copier at the fire station. It was used when we received it and it is now 7 years old. I spoke with Joe Monastra who is our sales representative for MT Business Technologies (also a resident of the township) and he stated that he has been watching our account and noticed the amount of repairs we have been experiencing. He had planned to pay us a visit and discuss upgrading the machine due to the age and condition of our present unit. We discussed the options that are available and decided to suggest updating our lease and replacing the unit with a new one.

Presently we are allowed 2000 copies per month but we are not using that many. Joe suggested dropping to 1500 per month which would save us money. The NEW copier would be approximately \$68 more per month than we are now paying but it would resolve the repair issues we have been having and increase our capabilities as far as networking, scanning and faxing. I believe it is well worth the increase.

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**October 11, 11**

We are presently leasing our copiers, which includes the cost of toner and repairs. We will need to enter into a new lease for the fire station which Joe has provided. The Township Hall copier is on a separate lease. The Fiscal Officer will need to sign the new lease before Joe can order the new unit. I will place the lease in your mailbox for your consideration.

Thank you,  
Chief

Panzarella asked the chief how much money was spent on repairs and the chief said they were included in the lease agreement but they have had a lot of down time with the current copier and they receive all their faxes from the dispatch center on it which means when it's down they do not get their information. He stated that the newer copies have more capabilities such as scanning and emailing thru the fax machine.

**RESOLUTION 11-10-05 APPROVE \$227.00 PER MONTH FOR 48 MONTHS FOR COPIER LEASE AT FIRE STATION WITH MT BUSINESS TECHNOLOGIES INC**

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

**ROADS:**

D'Amico said we received an updated estimate from Glenn Excavating clarifying that there were two trees that could be removed and that the small tree was included in the quote. The second tree was listed separate at \$400.00. Panzarella stated that since this was over \$1,000 we had to get three estimates. Bullard said for road and ditch it was \$10,000. Panzarella said the definition of ditch work was ditch re-contouring and moving water so if the tree does not affect the fact that the water will move once the ditch is re-contoured he thinks there are two issues here, one being ditch work and one being tree removal and he suggested that we work on the ditch first and then work on the tree.

**RESOLUTION 11-10-06 APPROVE \$960.00 TO GLENN EXCAVATING FOR DITCH REPAIR ON 3 B'S & K ROAD**

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

D'Amico said Irwin gave them two estimates for a new arm mower to replace the current one that will not hold up another year.

**RESOLUTION 11-10-07 APPROVE \$20,260 TO THE DEXTER COMPANY FOR A TIGER MOWER PURCHASED ON STATE BID CONTRACT AND INCLUDES DELIVERY AND TRADE-IN OF EXISTING TIGER MOWER**

Motion: D'Amico  
Second: Bullard  
Discussion: Panzarella stated that it is difficult to get parts for the current mower due to its age and they have to be shipped from England.  
Vote: Panzarella yes, Bullard yes and D'Amico yes

D'Amico asked if the parking lot at the township hall had been crack sealed yet. Panzarella said it had not and that we need to get a definitive schedule from contactors with penalties if the work is not done on schedule. D'Amico said he didn't think the contactors would go for a penalty but we could have a termination clause.

Bullard said there was a ditch on Plumb Road that had water drainage issues and it had been looked at but had never been completed. He thought Roger Glenn was going to put a quote together but part of the ditch is in Orange Township so they should be involved and pay for their portion of it. D'Amico will check with them.

Panzarella said there was water standing on the road at Hollenback and Piatt and that Del-Co Water needed to clean the ditch. He also stated that the T on Roesland Drive had not

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**October 11, 11**

been completed yet but he has been in contact with Jerry Ungescheck and it should be done by November 1<sup>st</sup>. Bullard said the lines on 3 B's & K also have not been painted yet.

**RESOLUTION 11-10-08 APPROVE SUBMISSION OF REQUEST FOR ENGINEERING ASSISTANCE FROM DELAWARE COUNTY ENGINEER'S OFFICE-PONDING ON 3 B'S & K ROAD AT ENTRANCE TO BERKSHIRE MIDDLE SCHOOL**

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

**ZONING DEPARTMENT:**

Panzarella stated that there are permits being issued but we were not caught up to last year as there was a commercial addition last year which we don't get very often. There are more zoning violation letters being generated and Armstrong is also turning mileage in.

Panzarella stated that there was a 36/37 Interchange meeting Wednesday October 12<sup>th</sup> at the A.D. Farrow Co. Armstrong will be attending so the office will be closed for awhile but He feels it's important for him to be there.

Bullard said the Delaware County Auditor had a meeting in the township hall Wednesday to discuss property evaluations. He also read the following letter:

To: Chris Bauserman,  
Regarding the intersection of Africa and Cheshire Roads:  
I have been approached by a member of the Schad family about improving the traffic control at the intersection. The mother and father were involved in an accident at this intersection, where the father passed away and the mother is currently in intensive care. The family would like to have improvements installed that would reduce the potential for a similar accident in the future. This is a county road intersection and any control modifications would be the responsibility of the Delaware County Engineer. The Berlin Trustees would like to state their support for any efforts made to improve this intersection.

It was discussed that the intersection at Cheshire Rd and Old State Road was also dangerous and that we should ask since they are doing something about Cheshire Road and 3 B's & K what do they plan on doing at these other two intersections. Bullard said he would also like to add a letter to discuss the intersection at Peachblow and Route 23 because the school has put in a new driveway and will be sending their school buses to this intersection.

**RESOLUTION 11-10-09 APPROVE LETTER TO CHRIS BAUSERMAN AT DELAWARE COUNTY ENGINEERS OFFICE TO IMPROVE INTERESECTIONS AT CHESHIRE ROAD & AFRICA AND LACKEY OLD STATE & CHESHIRE ROAD & A LETTER TO ODOT FOR IMPROVEMENT TO THE INTERSECTION AT ROUTE 23 & PEACHBLOW ROAD**

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

**RESOLUTION 11-10-10 APPROVE LETTER TO PROSECUTORS OFFICE THANKING THEM FOR THE SERVICES OF CHRIS BETTS**

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

**TRUSTEE ITEMS:**

**FUTURE MEETINGS:**

Auditor meeting at township hall on October 12, 2011

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**October 11,**

**11**

**LATE ITEMS:**

Bullard stated that the door lock at the end of the building was damaged during the power washing and needed to be looked at. He also stated that the recycle bins were going to be placed at Arrowhead Elementary School but he wanted signs put in place before they are and he will get with Irwin.

**RESOLUTION  
11-10-11**

**RECESS TO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, COMPENSATION OF A PUBLIC EMPLOYEE OR INVESTIGATION OF CHARGES OF COMPLAINT AGAINST A PUBLIC EMPLOYEE—THREE TRUSTEES AND FISCAL OFFICER ATTEND - 8:59 P.M.**

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

**RESOLUTION  
11-10-12**

**MOTION TO RETURN TO REGULAR SESSION**

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

Panzarella “We met in executive session and no decisions were made and no actions were taken.”

**RESOLUTION  
11-10-13**

**MOTION TO ADJOURN**

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

Meeting adjourned by Chairman Panzarella at 9:20

\_\_\_\_\_  
Philip P. Panzarella, Trustee

ATTEST:

\_\_\_\_\_  
Thomas A. D’Amico, Trustee

\_\_\_\_\_  
Claudia Smith,  
Fiscal Officer

\_\_\_\_\_  
Ronald W. Bullard, Trustee