

BERLIN TOWNSHIP TRUSTEES

6:58 P.M. 2011 ORGANIZATIONAL MEETING DECEMBER 29, 10

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

CALL TO ORDER: Meeting called to order by Fiscal Officer Claudia Smith.

ROLL CALL: Philip P. Panzarella, Ronald W. Bullard and Thomas A. D’Amico. Fiscal Officer Claudia Smith stated Assistant to the Fiscal Officer Judy Shumway would be assisting in recording the proceedings of the meeting.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Claudia Smith.

ATTENDANCE: Joe Korleski; Bill Bechstein, fire chief; and Larry Buell, cemetery sexton.

FISCAL OFFICER PRESIDES

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

**RESOLUTION
11-01-01 NAME 2011 CHAIRMAN – Panzarella**

Name Phil Panzarella, Chairman for 2011.

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

Panzarella assumes duties as 2011 Chairman.

Chairman Panzarella stated 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 2011 trustee meetings.

**RESOLUTION
11-01-02 NAME 2011 VICE CHAIRMAN - BULLARD**

Name Ron Bullard, Vice Chairman for 2011.

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

**RESOLUTION
11-01-03 NAME EXECUTIVE MEMBER – D’AMICO**

Name Tom D’Amico executive member for 2011.

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

PUBLIC COMMENT: Bullard said, "I notice our cemetery sexton is here. Since there is no mention of public comment time and it might be a long time before we get to cemetery, I would like to know if he has any comments."

Buell stated the cemetery software program was downloaded on the cemetery laptop computer and in the very near future would be used strictly for cemetery purposes.

**RESOLUTION
11-01-04 ESTABLISH 2011 MEETING SCHEDULE**

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- 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 11th
- 2nd meeting in December Tuesday, December 27th
- All meetings to start at 7:00 p.m. unless otherwise advertised/posted
- Road Inventory Meetings** Spring-Saturday, April 9, 2011 at 8:00 a.m.
Fall-Saturday, September 10, 2011 at 8:00 a.m.
- Meeting Changes** All meeting date and time changes will be advertised/posted
- Special Meetings** Dates and times to be advertised/posted
- Emergency Meetings** Chairman calls meeting notifying trustees and fiscal officer
- Year End Meeting** Tuesday, December 27th at 7:00 p.m.
- 2012 Organizational Meeting** Monday, January 2, 2011.

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, 2011.

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 2011 meeting schedule will be advertised in *The Delaware Gazette* by the fiscal officer.

Motion: Panzarella
Second: Bullard

DISCUSSION: Bullard said the 2nd & 4th Monday meetings were a problem for him. Delaware City Council and Berkshire Township both meet on Monday nights and their meetings couldn't be attended by trustees. He questioned if any other dates, other than those times, could be proposed. He said, "We have a lot of development on 36/37, a lot of development in the city, and we can't do their meetings with this schedule."

D'Amico said, "There are a lot of holidays throughout the year on the first and third Monday's. Maybe if all three trustees are present, two could attend the meeting and one could be excused to attend the city or Berkshire meeting."

Panzarella said, "That's a good suggestion. If there's a major issue, schedule a joint meeting with the other entity. I like that idea. The other thing is these meetings have followed this schedule for a long time. One reason is we can get financial data not a week or two behind."

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D’Amico questioned Bullard, “Will that suffice?” Bullard said, “I went to Berkshire one time when we were not here and I think it helps us both understand the other’s activities and problems. I understand that.”

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

POLICIES AFFECTING MEETINGS

RESOLUTION

11-01-05

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.**

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 Claudia Smith, 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) 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.

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Motion: Panzarella
Second: Bullard

DISCUSSION: Bullard said, "I'm looking for the change we made for the fire department and the road department to \$10,000 or \$11,000."

Panzarella said, "I thought this was for before we have a competitive contract. I want to know if we've had problems." Bullard made reference to resolution #10-06-20 adopted in June 2010. Bullard said, "If we adopt what has been proposed, we put it back like it was."

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

Bullard said he would support a revised resolution including wording allowing requisitions of up to \$10,000 for the road and fire departments as was stated in June 2010 resolution #10-06-20.

Panzarella said, "You just did cancel a motion for \$1,000 requisitions requiring three (3) quotes."

Bullard said, "It's everything in the proposed resolution #11-01-05 including the June 2010 approved resolution 10-06-20."

POLICIES AFFECTING MEETINGS

**RESOLUTION
11-01-06**

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.

EXCEPTION: Purchase requisitions in an amount up to \$10,000.00 for road construction, road repairs, ditch projects and for fire purposes listed in ORC 505.37 need only one cost quote.

All purchase requisitions should list the following:

- 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**

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days prior to the Board meeting will be deferred to the next regular trustee meeting.

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 Claudia Smith, 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.

- 4.) **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) 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: Bullard
Second: Panzarella

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

NAME DEPARTMENT LIAISONS

**RESOLUTION
11-01-07**

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

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

NAMED AND/OR APPOINT POSITIONS AND BOARDS

**RESOLUTION
11-01-08**

NAME POSITIONS AND APPOINTMENTS

- 1.) Trustee Chairman Panzarella 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 Reda to serve as Secretary.
- 6.) Rick Sedlacek-RPC representative and Ray Armstrong, RPC alternate
- 7.) Name Dennis Mowery & Judy Shumway to 3 yr. terms on audit committee with terms expiring December 31, 2013.

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Name Antoinette Korleski to fill unexpired term of Mike Dickey ending December 31, 2012.

Audit Committee with term limits being:

Dennis Mowrey & Judy Shumway	3 yr. term expires December 31, 2013
Frank Reinhard	3 yr. term expires December 31, 2011
Antoinette Korleski	3 yr. term expires December 31, 2012

Motion: Panzarella
 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.

DISCUSSION: Panzarella said, “We discussed procedures and terms. If we vote on them, I will enforce these rules of road.”

NAME TOWNSHIP LEGAL COUNSEL

**RESOLUTION
11-01-09**

**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 \$10,000.00 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 \$10,000.00 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.

Chairman Panzarella to 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. This should include all types of media i.e. written letter, e-mail, verbal phone message, direct verbal response, etc.

Motion: Panzarella
 Second: Bullard

DISCUSSION: It was noted that the fiscal officer would be excluded from being required to contact Chairman Panzarella to seek legal advice. Bullard said, “It should exclude Ray in the motion.” Panzarella said, “So is the chief. Here is the problem. For the county prosecutor there are no additional fees, if it’s other firms there could be substantial fees. It could say the fiscal officer, zoning inspector and fire chief can contact the county prosecutor. We can take a vote and re-establish the motion.”

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

**RESOLUTION
11-01-10**

AUTHORIZE FISCAL OFFICER, ZONING INSPECTOR AND FIRE CHIEF TO CONTACT DELAWARE COUNTY PROSECUTOR AS NEEDED AND NOTIFY FISCAL OFFICER OF ALL CONTACTS AS OUTLINED IN PREVIOUS MOTION #11-01-09

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

FISCAL OFFICER'S AUTHORIZATIONS

**RESOLUTION
11-01-11**

AUTHORIZE FISCAL OFFICER TO PERFORM THE FOLLOWING ACTS

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

NO MONEY HELD IN ESCROW

**RESOLUTION
11-01-12**

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

APPROVE EMPLOYEE DEFINITIONS AND BENEFITS

**RESOLUTION
11-01-13**

FULL-TIME EMPLOYEE

EXHIBIT #1

DEFINITION OF FULL-TIME EMPLOYEE & BENEFITS

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Employees shall be considered full-time if township scheduled hours equal or exceed 40 hrs. per week. Full-time employees are eligible for overtime pay for work in excess of 40 hours per week which shall include holiday and vacation time. 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: Bullard
Second: D'Amico

DISCUSSION: Bullard said, in reference to overtime, "In the past we've used the Federal Labor Standards Act (FLSA). We've had a recommendation by Brosius to count holiday and vacation toward overtime. I'd like the motion to take that into account." Panzarella said, "Which reference?" Bullard said, "Exhibit #1, we should include use of holiday and vacation time." Panzarella said, "I'm comfortable with FLSA. This sets a precedent beyond FLSA. If you want another motion, feel free."

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

RESOLUTION 11-01-14 PART-TIME EMPLOYEE

EXHIBIT #2 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, part-time and full-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: Panzarella
Second: Bullard
Vote: Panzarella yea, Bullard yea and D'Amico yea.

RESOLUTION 11-01-15 VOLUNTEER/PART-TIME EMPLOYEE

EXHIBIT #3 DEFINITION OF VOLUNTEER/PART-TIME 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, part-time full-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: Panzarella
Second: Bullard
Vote: D'Amico yea, Panzarella yea and Bullard yea.

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**RESOLUTION
11-01-16 HOLIDAY OBSERVANCE POLICY**

EXHIBIT #4 2011 HOLIDAYS

Trustees determined two holidays, Presidents Day and Columbus Day, would be worked in exchange for closing township offices November 25 and at noon both December 23 & December 30, 2010.

Friday	December 31, 2010	New Years Day 2011
Monday	January 17	Martin Luther King Day
Monday	May 30	Memorial Day
Monday	July 4	Independence Day observed
Monday	September 5	Labor Day
Friday	November 11	Veteran’s Day
Thursday	November 24	Thanksgiving Day
Friday	November 25	Day after Thanksgiving
		(exchange for President’s Day)
Friday	December 23	½ Day-Afternoon
		(exchange for Columbus Day)
Monday	December 26	Christmas Day observed
Friday	December 30	½ Day-Afternoon
		(exchange for Columbus Day)

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: Panzarella
Second: Bullard

DISCUSSION: D’Amico said, “I’m not sure why the half day on the 23rd and 30th.” Smith told him it was a holiday exchange for Columbus Day. He said, “OK.”

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

**RESOLUTION
11-01-17 VACATION POLICY**

EXHIBIT #5 VACATION POLICY

**VACATION CALCULATION PER ESTABLISHED TOWNSHIP POLICY
AS ADOPTED**

**YEAR 1 AT END OF ONE YEAR ON ANNIVERSARY DATE
80 HRS. must be added as vacation hours
earned OAG No. 2002-011**

**YEARS 2-7 2 WEEKS (80 HOURS) - On anniversary date 2nd
- 7th years 80 hrs. must be added to
accumulated vacation hour total to allow for**

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two (2) weeks vacation earned OAG No. 2002-011

YEARS 8-14 3 WEEKS (120 HOURS) On anniversary date 8th - 14th years 120 hrs. must be added to accumulated vacation hour total to allow for 3rd vacation week earned OAG No. 2002-011

YEARS 15-24 4 WEEKS (160 HOURS) -On anniversary date 15th - 24th years 160 hrs. must be added to accumulated vacation hour total to allow for 4th vacation week earned OAG No. 2002-011

YEARS 25-& more 5 WEEKS (200 HOURS) -On anniversary date 25th year and thereafter 200 hrs. must be added to accumulated vacation hour total to allow for 5th vacation week earned OAG No. 2002-011

Employment anniversary date starts vacation year (**EXCEPTION:** Fire Chief William Bechstein anniversary date January 1st of each year).

All vacation leave form(s) must be completed and submitted to the township fiscal officer prior to taking vacation leave. Form must be approved by trustee(s) before payment is made.

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: Panzarella
Second: Bullard

DISCUSSION: D’Amico questioned, “Is this for full-time employees?”

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

RESOLUTION

11-01-18 SICK LEAVE POLICY

EXHIBIT #6 SICK LEAVE POLICY

SICK LEAVE CALCULATIONS PER ADOPTED TOWNSHIP POLICY

Sick leave is accrued at the rate of fifteen (15) days (120 hrs.) per calendar year.

	PAY PERIOD 14-DAY	PAY PERIOD MONTHLY
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.

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Longevity does not change rate of sick leave accumulation.

All 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 due to resignation-unused accrued sick leave – NO PAY.

Termination of employment due to retirement or death-unused accrued sick leave – NO PAY.

DISCUSSION: Panzarella said trustees have three (3) options, 1,600 hrs., 800 hrs. or 400 hrs. Smith asked, "If it's not paid, why is there a maximum accrual?" Panzarella said, "If you have a 15 yr. employee, they can max out and in the past it has been 1,600 hrs." Bullard said, "In the handbook it's 600 hrs. Do we have anyone close to 1,600 hrs.?" The fiscal officer said there was a report in her office. Smith said, "It's accumulated sick time and may never be used. You are encouraging the use of it."

Bechstein asked, "Why cap it with no pay?" D'Amico said, "The handbook will address that." Bechstein said, "When hiring, people look at a maximum amount. Where I worked for 25 yrs., they paid out at 25% but that was union."

Bullard said, "I recommend 1,600 hrs." D'Amico commented, "There are no major issues at this time. Sixteen hundred (1,600) hours is OK."

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

DISCUSSION: **Note by Fiscal Officer-all types of leave request forms** are not being timely filed with the fiscal officer. Employees are not filing the forms at the time they know of a scheduled absence or as soon as they return to work. Sometimes they are being filed as late as two weeks after the absence and sometimes not at all.

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

11-01-19

DEFERRED COMPENSATION POLICY AS PREVIOUSLY APPROVED

EXHIBIT #7

DEFERRED COMPENSATION

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

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).

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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.

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 deferments and other benefits.

Adopted, November 28, 2005, **Amended January 1, 2008**

- 1.) All employees – mandatory participation.

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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 who is required to participate in OPERS due to being grandfathered in that policy)

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

VARIOUS PAYMENT POLICIES

**RESOLUTION
11-01-20**

**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.

DISCUSSION: Bullard said, "I don't think we can reimburse for meals by the ORC. If there is no overnight stay, meal reimbursement doesn't apply." Panzarella said, "Not as I know." Bullard said, "Just a question."

Motion: Panzarella
Second: Bullard

DISCUSSION: It is noted there should be no reason for any township employee(s) to be making purchase(s) for the township unless it is an extreme emergency (which the fiscal officer would have to be notified) or they are using a township approved credit account.

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

**RESOLUTION
11-01-21**

CELL PHONE POLICY AS PREVIOUSLY ADOPTED

EXHIBIT #8

CELL PHONE POLICY

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

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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.

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

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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: Bullard

DISCUSSION: Panzarella said, "We will establish a list this year of employees required to have cell phones for official township business."

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

**RESOLUTION
11-01-22**

**PURCHASE CARD POLICY AS PREVIOUSLY
ADOPTED**

EXHIBIT #9

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.

3.0 DISTRIBUTION

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

4.0 DEFINITIONS

Berlin Township office supplies/office supply company credit card

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

DEPARTMENT SPENDING AUTHORIZATION

**RESOLUTION
11-01-23**

**MONTHLY DEPARTMENT SPENDING
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

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Road \$750.00 per month
Zoning \$200.00 per month

NOTE: Spending limits are not per individual but per department per month.

DISCUSSION: Panzarella questioned, "Who's in charge in zoning? I say Ray. What do we do, \$375 a piece?" D'Amico asked, "Who is the one to say how much? Have we blown this one?" Panzarella said, "It's not in the job description."

Bullard asked the fire chief if \$750 was a problem. The chief said it could be in the future. The chief said, "With clothing purchases, I make out a requisition and give to the fiscal officer then buy." Buell asked, "Who is responsible for expenses if the road department buys lumber for forms and I don't know what they spend?" Panzarella said, "Lumber is not in that."

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

RESOLUTION

11-01-24

APPROVE AND ADOPT BUILDING RENTAL RULES

EXHIBIT #10 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

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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.**

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

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.

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

SIGNATURE _____ DATE _____

Address _____ City _____ St. _____ Zip _____

Phone _____ RENTAL DATE _____ Receipt# _____

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

**RESOLUTION
11-01-25**

APPROVE AND ADOPT CEMETERY RULES

EXHIBIT #11

**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.

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

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: Panzarella
Second: Bullard

DISCUSSION: Bullard said, "We have a situation, a monument with questionable wording on it, do we want to add a rule?" Buell said, "Since there is no profanity, I don't think we want to do that. There are stones with Bible verses and that might offend some people."

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

ESTABLISH FEE SCHEDULES

**RESOLUTION
11-01-26**

APPROVE AND ADOPT BUILDING RENTAL FEES TO BE EFFECTIVE JANUARY 1, 2011

EXHIBIT #12

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
11-01-27**

APPROVE AND ADOPT CEMETERY FEES

EXHIBIT #13

BERLIN TOWNSHIP TRUSTEES

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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
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	\$ 400.00 per opening
Open/Close grave-Saturday, Sunday & Holiday-Adult grave	\$ 550.00 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
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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 Must have approval of cemetery sexton	\$ 510.00 per foundation

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

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EXHUMATION –

Adult grave	\$550.00 per vault
Infant grave	\$150.00 per vault
Inurnment	\$100.00 per urn

Motion: Panzarella
 Second: Bullard

DISCUSSION: Buell stated the township fees were in line with other townships.

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

In 2011 Bruce Miley Excavating to charge \$250.00 to open grave. Increase of \$25.00 per excavation from 2010 price.

**RESOLUTION
 11-01-28**

APPROVE AND ADOPT ZONING FEES

EXHIBIT #14

BERLIN TOWNSHIP ZONING FEE SCHEDULE

**Effective
 1/1/2011**

Penalty for LATE applications, NO applications or INCOMPLETE applications 100% of regular fee

**Make all checks payable to: BERLIN TOWNSHIP TRUSTEES
RESIDENTIAL**

1.	Single Family Residence	\$ 300.00 each
2.	All residential remodeling with structure change or additions to dwelling or garage including addition of attached garage	\$ 50.00
	Burnout, tornado, or natural disaster	NO CHARGE
3.	Garages, carports, decks, pole buildings, pergola, pavilion, gazebo and other storage buildings	\$ 50.00 each
4.	Small accessory or storage buildings and small decks (less than 100 sq. ft.) Utility building (less than 100 sq. ft.)	NO CHARGE
5.	Temporary Mobile Home for six (6) mos. (Burnout, tornado, or natural disaster victim exempt)	\$ 50.00 each
	Renewal six (6) months (Burnout, tornado, or natural disaster victim 12 month renewal-exempt)	\$ 25.00 each-not more than twice
6.	Mobile Home for farm labor	\$ 125.00
7.	Swimming Pool	\$ 50.00 each
8.	Converting One-family dwelling into multi-family	\$ 100.00 per unit
9.	Single Family Dwelling used as Model Home for six (6) months	\$ 400.00 each
	RENEWAL - six (6) months as long as model home until 90% of zoning permits in entire planned subdivision are issued	\$ 400.00 each
10.	Multi-Family (twin single, apartment building, townhouses, condominium)	\$ 100.00 per dwelling unit OR \$ 300.00 minimum per occupied building

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11.	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 renewal
12.	SIGNS - Permanent	\$ 300.00 each
	Temporary-six (6) months renewal at zoning inspector's discretion)	\$ 200.00 each
	Garage & Yard Sale	NO CHARGE
13.	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
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 2 nd 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 2 nd 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

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- 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
- 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

DISCUSSION: Panzarella said the proposed zoning fee schedule was the same as 2010. Panzarella asked D’Amico if he looked at it. D’Amico said driveway permits should stay the same.

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

**RESOLUTION
11-01-29**

APPROVE \$5,000.00 FOR CONTRACT SERVICES FOR ZONING DEPARTMENT TO BE PROVIDED BY DELAWARE COUNTY REGIONAL PLANNING NOT TO GO BEYOND DECEMBER 31, 2011

Motion: Panzarella
Second: Bullard

DISCUSSION: Bullard questioned why \$5,000.00 was being approved for contract services with Delaware County Regional Planning. He said, "Last year it was because of the land use plan work but I don't know of any work at this time." Panzarella said, "I'm not interested in figuring out what it's being used for, I'm interested because there's development at 36/37." Bullard asked, "What's it for?" Panzarella said, "I will withdraw the motion and you put" Bullard said, "Last year it was designated for a specific purpose." Panzarella asked, "Do you wish to approve?" Bullard said, "I support the zoning commission any way I can." Panzarella said, "Should you put aside any money?" Bullard said, "I don't know what this is for."

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

MOWING CONTRACT

**RESOLUTION
11-01-30**

ACCEPT AND APPROVE 2011 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

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Berlin site-2708 Lackey-Old State \$ 160.00 per mowing cut

No increase from 2010 prices.

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

**RESOLUTION
11-01-31**

**ACCEPT AND APPROVE FERTILIZER, WEED AND
FEED AND INSECT CONTROL PROGRAM 2011
CONTRACT FEE FOR CHESHIRE AND
PEACHBLOW CEMETERIES AND THE BERLIN
SITE AT 2708 LACKEY-OLD STATE ROAD –
STEW CARE, 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.
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)

No increase from 2010 prices.

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

**NAME TOWNSHIP PAY DATES, PERSONNEL POSITIONS
and PAY RATES**

**RESOLUTION
11-01-32**

APPROVE PAY PERIODS

EXHIBIT #15

PAY PERIODS

**Effective January 1, 2011 the following pay periods will continue to
be observed.**

BERLIN TOWNSHIP TRUSTEES

6:58 p.m. 2011 ORGANIZATIONAL MEETING DECEMBER 29, 10

BI-WEEKLY/14 DAY PAY PERIOD BEGIN 12:01 A.M. SUNDAY AND END AT 12:00 MIDNIGHT SATURDAY AND 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 BEGIN AT 12:01 A.M. THE FIRST DAY OF CALENDAR MONTH AND END 12:00 MIDNIGHT LAST DAY OF CALENDAR MONTH AND 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: Panzarella
 Second: Bullard
 Vote: Bullard yea, D’Amico yea and Panzarella yea.

**RESOLUTION
 11-01-33**

APPROVE AND AUTHORIZE ACROSS THE BOARD WAGE INCREASE OF TWO PERCENT (2%) ROUNDING ALL HOURLY RATES UP TO NEAREST NICKEL (\$.05) AND ALL SALARY RATES UP TO THE NEAREST FIVE DOLLARS (\$5.00) ACROSS THE BOARD FOR ALL TOWNSHIP EMPLOYEES IN 2011-BI-WEEKLY/14 DAY PAY PERIOD EMPLOYEES EFFECTIVE DATE DECEMBER 26, 2010 AND MONTHLY PAY PERIOD EMPLOYEES EFFECTIVE DATE JANUARY 1, 2011

DISCUSSION: Fiscal Officer Smith requested the rate change be effective December 26, 2010 for bi-weekly/14 day pay period employees and January 1, 2011 for monthly pay period employees.

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

**RESOLUTION
 11-01-34**

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 \$15.95 PER HR. AND \$60.00 PER MEETING ATTENDED EFFECTIVE JANUARY 1, 2011

Motion: Panzarella

BERLIN TOWNSHIP TRUSTEES

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

**RESOLUTION
 11-01-35**

**APPROVE AND ADOPT 2011 WAGE SCHEDULE
 WITH TWO PERCENT (2%) INCREASE FOR
 HOURLY WAGE EMPLOYEES ROUNDED UP TO
 NEAREST NICKEL (\$.05) AND SALARY WAGE
 EMPLOYEES ROUNDED UP TO THE NEAREST
 FIVE DOLLARS (\$5.00)**

EXHIBIT #16

TOWNSHIP PERSONNEL POSITIONS & PAY RATES

Twp. Personnel Positions	2011 Pay Rate
Administrative	
Assist. to fiscal officer (hired by fiscal officer)	\$ 26.25 hr.
Other clerical	\$ 11.80 hr.
Building	
Custodian	\$ 12.35 hr.
Labor	\$ 12.35 hr.
Cemetery	
Sexton	\$245.00 mo.
Labor-Sexton (foundation or Hand dig grave)	\$ 14.35 hr.
Sexton assistant	\$ 12.35 hr.
Labor	\$ 11.85 hr.
Road	
2 hr. minimum paid call in	
Road superintendent	\$ 17.75 hr.
Laborer II	\$ 16.60 hr.
Laborer II-new hire	\$ 14.70 hr.
Laborer I	\$ 12.60 hr.
Laborer – Part time	\$ 12.60 hr.
Tractor driver – snow removal	\$ 12.60 hr.
Truck driver – no CDL	\$ 12.60 hr.
Truck driver – CDL casual labor	\$ 18.90 hr.
Fire	
Fire Chief	\$ 31.10 hr. (\$64,617.00 yr.)
Assistant Fire Chief	\$ 13.15 hr.
Full-time Lieutenant	\$ 17.20 hr.
Full-time Lieutenant probationary	\$ 17.20 hr.
Full-time Firefighter	\$ 16.15 hr.
Full-time Firefighter I (new hire)	\$ 15.65 hr.
Full-time firefighter probationary	\$ 15.65 hr.
Part-time Firefighter Lieutenant	\$ 12.60 hr.
Part-time Firefighter Fire Safety Inspector	\$ 11.55 hr.
Part-time Firefighter	\$ 11.55 hr.
Part-time Firefighter-probationary	\$ 9.45 hr.
Zoning	
Inspector – Fulltime	\$ 18.15 hr. (\$37,700.00 yr.)
Inspector – Part time	\$ 18.15 hr.
Inspector – Part time (substitute)	\$ 15.75 hr.

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Office secretary – part time	\$ 15.70 hr.
Temporary clerical	\$ 12.40 hr.
Board Clerk - Knapp	\$ 15.95 hr.
Board Clerk – new hire	\$ 13.15 hr.
Township fiscal officer-clerk zoning meetings	\$ 21.00 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.

Fire Department Part-time Incentive Bonus previously approved to be effective January 1, 2011

150-299 hours	\$ 200.00
300-499 hours	\$ 400.00
500-699 hours	\$ 600.00
700-899 hours	\$ 800.00
900-1099 hours	\$1,000.00
1100-1499 hours	\$1,200.00

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 or Board of Trustees 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 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. The fire chief would continue to be considered a salaried employee.

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

**RESOLUTION
11-01-36**

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 \$15.75 PER HOUR WITH BENEFITS AS REQUIRED BY LAW AND AS AUTHORIZED BY THE BOARD OF TRUSTEES

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

RESOLUTION

BERLIN TOWNSHIP TRUSTEES

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11-01-37 APPROVE EXHIBIT #17-ZONING COMMISSION, BOARD OF ZONING APPEALS, BZC & BZA ALTERNATES, REGIONAL PLANNING REPRESENTATIVE & ALTERNATE

EXHIBIT #17 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 Yorke	term expires	3-1-2015
James Hahn	term expires	3-1-2011

BZC ALTERNATE

Betty Bringardner	term expires	3-1-2011
Antoinette Korleski	term expires	3-1-2011

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	12-31-2015
Joe Korleski	term expires	12-31-2011

BZA BOARD ALTERNATE

Don Sutton-1 st Alternate	term expires	12-31-2011
Maynard Thompson	term expires	12-31-2011

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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DISCUSSION: Panzarella said he wanted to discuss whether Betty Bringardner should have a named term. Panzarella said, "I believe we have a legal opinion on this." D'Amico said, "She should have term limits." Bullard said, "I think she should have term limits because it causes problems." Panzarella said, "The current term should be named to end March 1, 2011 and the person should be asked." Bullard said, "BZA alternate is 12/31." Bullard was told she was BZC.

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

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**RESOLUTION
11-01-38**

**APPROVE CERTIFIED LIST OF FIREFIGHTERS
SUBMITTED BY FIRE CHIEF WILLIAM
BECHSTEIN AND DATED DECEMBER 16, 2010**

EXHIBIT #18

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

As of December 16, 2010



BERLIN TOWNSHIP

Fire Department

2708 Lackey Old State Rd

Delaware, Ohio 43015

740-548-6031

William Bechstein, Fire Chief

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 Firefighter	Joe Pichert	240 FFII/Paramedic
Part-Time Lieutenant	Chris Paykoff	36 FFI
Part-Time Lieutenant	Sam Reda	240 FFII/EMT-B
Part-Time Lieutenant	Steve Arnold	240 FFII/EMT-I/Inspector/Instructor
Part-Time Lieutenant	Scott Stewart	240 FFII/Paramedic/Inspector
Part-Time Firefighter	Connie Reda	240 FFII/EMT-B
Part-Time Firefighter	William Kirsop	240 FFII/Paramedic
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	Jody Fortney	36 FFII/Paramedic
Part-Time Firefighter	Brian Lesch	240 FFII/Paramedic
Part-Time Firefighter	Ryan Strohl	240 FFII/Paramedic/Asst. Instructor
Part-Time Firefighter	Michael Rickabaugh	240 FFII/Paramedic
Part-Time Firefighter	Mark Carey	240 FFII/EMT-B

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Part-Time Firefighter	Daniel Curtiss	240 FFII/Paramedic
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/Asst. Instructor
Part-Time Firefighter	Keith Ernsberger	240 FFII/Paramedic/Instructor
Part-Time Firefighter	Nicholas Arnold	240 FFII/Paramedic
Part-Time Firefighter	Derron Hollenbacher	36 FFI/First Responder
Part-Time Firefighter	Ryan Kirby	240 FFII/EMT-B

I certify this list to be accurate as of December 16, 2010

William A. Bechstein, Fire Chief

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

Chairman Panzarella called a five (5) minute recess at 8:48 p.m.

Chairman Panzarella reconvened the meeting at 8:52 p.m.

FIRE DEPARTMENT POLICIES

RESOLUTION

11-01-39

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 incompleteness 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.

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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 intense physical exams for fire department personnel every three (3) years and an annual respiratory physical per the ORC. On or by November 15th each year the fire chief will supply a list of individuals requiring both types of 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 required 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: Panzarella
Second: Bullard

DISCUSSION: Panzarella said, “Last year we had a resolution to get physicals required by the ORC. Those physicals were less intense than what we previously required every three (3) years.” Bechstein said, “The intense physical costs a little under \$1,200. The less intense physical, required by the ORC annually, is an OSHA Respirator Medical Evaluation and its cost is about \$165. The firefighters have no choice in this one. The only other requirement is that all full-time firefighters must have the OP&F physical.” D’Amico asked the chief, “Do we need an intense physical every year?” Bechstein said, “I’d be remiss if I said no. So we require them every three (3) years.” Panzarella said, “We don’t want in a situation where they’re damaging their health. I think they should be done and in addition comply with the SCBA respiratory annual physical as established by the ORC. Bullard said, “The respiratory must be with us. Other intense ones we already accept another department’s.”

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

ESTABLISH POLICY – CLOTHING ALLOWANCES – FIRE DEPARTMENT

**RESOLUTION
11-01-40**

APPROVE \$750.00 ANNUAL CLOTHING ALLOWANCE TO INCLUDE COST FOR UP TO \$150.00-ONE (1) PAIR STEEL TOE WORK BOOTS FOR EACH FULL-TIME FIREFIGHTER AND \$325.00 TOTAL 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: Panzarella
Second: D’Amico

DISCUSSION: D’Amico questioned, “What happens when we reimburse an individual and there is separation of employment?”

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Bechstein said, "I don't get steel toe shoes, that's just Joe."

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

ESTABLISH POLICY – SAFETY CLOTHING – ROAD DEPARTMENT

**RESOLUTION
11-01-41**

APPROVE TOWNSHIP OR EMPLOYEE PURCHASE OF TOWNSHIP 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 AS NEEDED AND CERTIFIED BY THE ROAD TRUSTEE LIAISON PRIOR TO PURCHASE. ROAD EMPLOYEE MUST PROVIDE APPROVED 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/goggles, gloves and weekly uniform maintenance.

DISCUSSION: Panzarella said, "The fire department certifies if clothing is serviceable or non-serviceable; that clothes are used in an appropriate fashion. In the road department, how many Carharts are wearing out on a yearly basis? I want to be consistent. Also, the weekly uniform maintenance situation, I haven't gotten that clear. Do we require wearing them, do we have the right kind of equipment and if not, in a timely manner let us know."

D'Amico questioned if the clothing was property of the township. Panzarella said, "Good question, maybe only the township should buy it." D'Amico asked, "If we approve it then is it a gift?" Panzarella said, "If the township buys it, we have control of it." Bullard said, "If it's through the township or purchased for the township, safety clothing and gear cost is the township's."

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

ESTABLISH DEPARTMENT WORK HOURS

**RESOLUTION
11-01-42**

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 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.

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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 –

Full-time road employees -

Hours **8:00 a.m. to 4:30 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 12:00 noon to 5:00 p.m. – Monday through Friday
Other hours by appointment

Work week shall consist of twenty five (25) hours, Monday through Friday. No lunch breaks or work breaks.

Zoning office secretary- 8:00 a.m. to 1:00 p.m.– Monday through Friday

Work week shall consist of twenty five (25) hours, Monday through Friday. No lunch breaks or work breaks.

Offices will be closed on holidays and/or other designated days in order that all full-time employees in the Fire and Road departments can celebrate the holiday.

DISCUSSION: D’Amico questioned why there was no lunch break for the fire department personnel. He was advised firefighters had to remain on duty all the time.

Bullard said, “I suggest road department hours be changed to 8:00 a.m. to 4:30 p.m. so there is more visibility to everyone. Federal work laws give us the opportunity to opt out of unpaid lunch or be paid for it. They can do whatever they want to do.”

Panzarella asked, “Is there a scheduled time for lunch?” Bullard said, “That’s what the law says or go home one-half hour early. If they are mowing grass on Curve Road they aren’t going to stop for lunch and eat it on the tractor. They are free do what they want on lunch.” Panzarella said, “They would have to prove it.”

Smith told trustees there needed to be a time clock.

Bullard said, “I don’t even know if they work or not. What do we want to require?” Panzarella asked, “What does the law require?” Bullard said, “The law doesn’t require a lunch break. I suggest 8:00 a.m. to 4:30 p.m. with one-half hour for lunch. If they work at their desk while eating lunch we have to pay them.” Panzarella said, “That’s if they do not take one-half hour lunch time.” Smith said, “You’re asking them to document one-half hour

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lunch and you don't care about the other eight (8) hours?" D'Amico said, "We change the hours to 8:00 a.m. to 4:30 p.m. and tell them you will take thirty (30) minutes for lunch."

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

ESTABLISH 2011 SPECIAL EVENTS CALENDAR

**RESOLUTION
11-01-43**

APPROVE SPECIAL EVENTS DATES AND TIMES

Monday, January 24, 2011 -7:15 p.m. – Joint road meeting (fiscal officer to advertise and notify adjoining entities)
Saturday, May 7, 2011-7:30 a.m. to 12:00 noon Township Cleanup Day
Sunday, October 30, 2011-1:00 p.m. to 3:00 p.m.-Halloween Open House
Beggars' Night-Monday, October 31, 2011, 6:00 p.m. to 8:00 p.m.

Panzarella asked, "Do we want Beggars Night on Monday October 31st ? Do we want kids trick or treat during a school night?" Bullard said, "I don't believe we can satisfy everyone. We've been having it on the 31st." Panzarella said, "The Halloween Open House would be on the 30th." Bechstein said, "Typically the fire department has the open house the Sunday before Halloween." The chief was questioned if hours 1:00 p.m. to 3:00 p.m. was satisfactory for the open house. Bechstein affirmed.

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

APPROVE 5-YEAR CAPITAL IMPROVEMENT BUDGETARY PLAN

**RESOLUTION
11-01-44**

APPROVE 5-YR. PLAN AS SUBMITTED AND MODIFIED WITH ROAD DEPARTMENT MODIFICATION TO BE VALID ONLY FOR 2011 SUBSEQUENT MODIFICATIONS MAY BE REQUIRED DEPENDING ON THE OUTCOME OF AN OPWC APPLICATION

EXHIBIT #19

**5-YEAR CAPITAL IMPROVEMENT BUDGETARY PLAN
AS SUBMITTED FOR 2011 BUDGET**

**BERLIN TOWNSHIP
DELAWARE COUNTY, OHIO**

PROJECT NAME & YEAR	2011	2012	2013	2014	2015
BUILDING FACILITIES					
Bldg.-3271 Cheshire Rd.					
Generator replacement				\$40,000.00	
Parking lot repave/expand		\$20,000.00			
HVAC Maintenance	\$1,050.00	\$1,103.00	\$1,158.00	\$1,216.00	\$1,276.00
Equipment-tables, chairs, appliances	\$525.00	\$551.00	\$579.00	\$608.00	\$608.00
Road facility expansion			\$30,000.00		
Sewer tap	\$12,000.00				
Exterior sign replacement	\$5,000.00			\$1,500.00	
Furnace replacement #1-(original 1989)	\$6,000.00				
Building interior-remodel	\$15,000.00				
Landscape	\$5,000.00	\$1,000.00	\$3,000.00	\$1,000.00	\$1,500.00

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Bldg.-3271 Cheshire Rd.	\$44,575.00	\$22,654.00	\$34,737.00	\$44,324.00	\$3,384.00
Building-2708 Lackey-Old St.					
Parking lot		\$5,000.00		\$5,000.00	
Landscape		\$500.00			
Bldg.-2708 Lackey-Old State	\$0.00	\$5,500.00	\$0.00	\$5,000.00	\$0.00
BUILDINGS TOTAL	\$44,575.00	\$28,154.00	\$34,737.00	\$49,324.00	\$3,384.00
Equipment-Township Office					
Equipment upgrade	\$2,500.00	\$1,500.00	\$1,500.00	\$3,000.00	\$1,500.00
Equipment -office total	\$2,500.00	\$1,500.00	\$1,500.00	\$3,000.00	\$1,500.00
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	\$2,000.00
ROAD DEPARTMENT					
Piatt Road-preparation work	\$30,000.00	\$600,000.00			
Hollenback Road	\$10,000.00				
Dale Ford Road-road & ditch preparation	\$7,500.00				
Dale Ford Road-reclamation		\$54,000.00			
Dale Ford Road-paving			\$110,000.00		
Sherman Rd.-ditch work	\$15,000.00				
South 3 B's & K Road			\$300,000.00		
Unnamed Subdivision Street Maintenance	\$100,000.00			\$200,000.00	\$150,000.00
Maintenance Materials-stone, salt, grit, etc.	\$42,000.00	\$44,100.00	\$46,305.00	\$48,620.00	\$51,051.00
Reflective sign replacement	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Crack sealing	\$8,400.00	\$8,820.00	\$9,261.00	\$9,724.00	\$10,210.00
Truck maintenance-brakes, electric, etc.	\$13,650.00	\$14,333.00	\$15,049.00	\$15,802.00	\$16,592.00
Ditch & culvert maintenance & upgrade	\$15,750.00	\$16,538.00	\$17,364.00	\$18,233.00	\$19,144.00
Ditch Petition-Peachblow Road	\$50,000.00				
Ditch Petition-Dale Ford Road		\$50,000.00			
Berm & tree removal	\$6,300.00	\$6,615.00	\$6,946.00	\$7,293.00	\$7,658.00
Shop tools & shop maintenance	\$3,675.00	\$3,859.00	\$4,052.00	\$4,254.00	\$4,467.00
Tool rent	\$1,575.00	\$1,654.00	\$1,736.00	\$1,823.00	\$1,914.00
Miscellaneous	\$6,300.00	\$6,615.00	\$6,946.00	\$7,293.00	\$7,658.00
Roadside mower w/boom		\$20,000.00			
Road broom	\$6,000.00				
Ford tractor replacement		\$35,000.00			
ROAD DEPARTMENT TOTAL	\$322,150.00	\$867,534.00	\$523,659.00	\$319,042.00	\$274,694.00
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	\$18,900.00	\$4,900.00	\$3,400.00
Cemetery- Other					
Topsoil, seed, sod	\$2,125.00	\$2,190.00	\$2,255.00	\$2,300.00	\$2,375.00
Fertilizer, weed killer, insect killer	\$16,800.00	\$17,700.00	\$18,600.00	\$19,500.00	\$20,085.00
Cemetery - Other TOTAL	\$18,925.00	\$19,890.00	\$20,855.00	\$21,800.00	\$22,460.00
CEMETERY DEPARTMENT TOTAL	\$41,425.00	\$27,290.00	\$39,755.00	\$26,700.00	\$25,860.00
FIRE DEPARTMENT					
AED replacement	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00
Thermal Imager	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00
Computers & software	\$0.00	\$4,500.00	\$1,000.00	\$0.00	\$2,000.00
SCBA Bottle replacement	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Office/Station furniture & Equipment	\$1,500.00	\$2,000.00	\$0.00	\$2,000.00	\$1,000.00
Refurbish Grass 391	\$0.00	\$0.00	\$0.00	\$15,000.00	\$11,000.00
Refurbish Tanker 392	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase Tanker 393 (Replicate 392)	\$130,000.00	\$130,000.00	\$130,000.00	\$130,000.00	\$130,000.00
FIRE DEPARTMENT TOTAL	\$149,500.00	\$145,500.00	\$152,000.00	\$153,000.00	\$150,000.00

BERLIN TOWNSHIP TRUSTEES

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ZONING DEPARTMENT

Zoning Equipment

Office equipment upgrade	\$500.00	\$3,000.00	\$1,000.00	\$1,000.00	
Zoning-Capital outlay TOTAL	\$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	\$5,500.00	\$5,000.00	\$3,000.00	\$3,000.00	\$0.00
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2011-2015 PROJECT TOTALS	\$573,900.00	\$1,075,478.00	\$755,151.00	\$556,566.00	\$455,938.00
5 YR. TOTAL	\$3,417,033.00				

DISCUSSION: Panzarella said, "The disconnect is the road department. We've been told we can't move money to restricted accounts. We've also been told the General Fund has accounts to allow some road maintenance. That is a way of doing it. The purpose of discussion is how much is in the General Fund and if we do that the General Fund can probably run 5 yrs. I can do 2011 but can't do beyond 2011."

Bullard said, "We have to set a spending allowance. Don't forget we applied for OPWC." D'Amico said, "Another way to fund it, how about a levy?" Tell the people if they want good roads....." Panzarella said, "This has to be a detailed discussion and we can't do it tonight. We'll look at the \$222,000 portion." Bullard said, "The list is not a plan." Panzarella said, "How can we approve this?"

Bechstein said, "Weren't we going to look at carryover?" Panzarella said, "Even after buying a truck there is \$120,000 left over to rebuild an old truck. We can put more or we can put less money there." Bullard said, "We can look at a reduction." Smith said, "I don't understand Summerwood. That's not that old." Panzarella said, "Look at the road, it's not a curb and gutter road. Roads last ten (10) to fifteen (15) years but non-curb and gutter roads are eight (8) to ten (10) years. Curbs give strength." Bullard said, "Curb drainage is under the road and a ditch is a little lower. Look at Summerwood, there are ruts and water problems. For one fourth (1/4) the price we could chip and seal. We can asphalt on 3 B's & K." Panzarella asked, "How much does asphalt cost on 3 B's & K?" Bullard responded, "\$75,000."

Panzarella said, "We're not going to solve this in the next ten (10) minutes." Bullard said, "Damage on 3 B's & K is on the east side (Berkshire Township) of the road." Panzarella asked, "What do we do, not approve the 5 yr. plan?" Bullard said, "Piatt Road to unnamed subdivisions are my concerns. Panzarella said, "I reserve the right to look at the whole thing. Heavy construction vehicles building big houses (Summerwood), it's natural to cut through from Africa to 3 B's & K. There are seventy two (72) buses going to the bus garage. Let's be realistic and not build subdivisions without curb and gutters." Bullard said, "I believe we have a resolution on that."

D'Amico said, "I'm the new road department liaison and can use a lot of help and I'm not sure how I'm going to get it." Panzarella said, "You're on your own buster."

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

**RESOLUTION
 11-01-45**

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

EXHIBIT #20

**REIMBURSEMENT OF HEALTH CARE OUT-OF-
 POCKET PREMIUMS PAID TO PURCHASE**

BERLIN TOWNSHIP TRUSTEES

6:58 p.m. 2011 ORGANIZATIONAL MEETING DECEMBER 29, 10

HEALTH CARE OUTSIDE TOWNSHIP PROVIDED PLAN

**ORIGINAL
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 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

BERLIN TOWNSHIP TRUSTEES

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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

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

**RESOLUTION
11-01-46**

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

EXHIBIT #21

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

**ORIGINAL
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.**

BERLIN TOWNSHIP TRUSTEES

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4. MONTHLY REIMBURSEMENT IS LIMITED TO \$800.00 PER MONTH OR AS LIMITED BY THE ORC.

Motion: Panzarella
Second Bullard

Panzarella said, "We need the average of the premiums."

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

APPROVE 2011 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES AND APPROVE PERMANENT APPROPRIATIONS NOT TO EXCEED THE AMOUNT OF THE 2011 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES

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

**RESOLUTION
11-01-47**

APPROVE 2011 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES AND APPROVE PERMANENT APPROPRIATIONS NOT TO EXCEED THE AMOUNT OF THE 2011 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES

FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES

1000	General Fund	\$ 3,986,855.67
2011	Motor Vehicle License Tax Fund	\$ 15,528.99
2021	Gasoline Tax Fund	\$ 135,369.08
2041	Cemetery Fund	\$ 91,906.88
2111	Fire Fund	\$ 918,229.23
2181	Zoning Fund	\$ 80,243.69
2231	Motor Vehicle Permissive License Tax Fund	\$ 108,544.15
3101	Debt-Note Payable-Hollenback Rd.	\$ 00.00
3102	Debt-Note Payable-Piatt Rd.-Phase II	\$ 00.00
4304	Capital Project-Park	\$ 2,255.88
4305	Capital Project-Tanker Fire truck	\$ <u>245,000.00</u>

Total First Amended Certificate \$ 5,583,933.57

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

TOWNSHIP 2010 STATISTICAL INFORMATION

2010 Property valuation \$ 232,204,460.00
2011 Township Budget \$ 5,152,292.19

Miles Township Roads 34.19 mi.

Tax Millage Rates
General Fund 2.10 inside mills
Fire- 2.98 voted mills-5 yr. levy
Reduction factor ___ 0.000000___residential & agriculture

BERLIN TOWNSHIP TRUSTEES

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Reduction factor ___ 0.000000___non-residential

Population –	2010 census	
	Current estimate	5,773
Total Number of meetings held in 2010		28
Organizational	1	
Regular	20	
Road	1	
Special	5	
Emergency	0	
End of Year	1	
Record of Proceedings pages		233
Photocopies prepared in 2010		39,623
Administrative	26,528	
Fire	13,095	
Warrants written		1,764

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

2011 - Trustee salary allowable \$12,346.00
(based on law and budget in effect)
Panzarella & D’Amico terms end Dec. 31, 2013

2011 - Fiscal Officer salary allowable \$21,221.00
(based on law and budget in effect)
Smith 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
2011 Ford Expedition, command vehicle purchased new

Road condition report last updated December 29, 2010
Physical inventory to be taken by all departments 2nd Monday, January 2011

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Panzarella said, "On physical inventory, I want clarification that a list is to be provided." It was noted inventory sheets would be provided to department heads for the physical inventory count.

ORGANIZATIONAL PORTION OF MEETING CONCLUDED

Regular Business Items

**RESOLUTION
11-01-48**

**AUTHORIZE PAYMENT OF \$6,004.00 FOR
2011 DELAWARE COUNTY REGIONAL
PLANNING MEMBERSHIP DUES @ \$1.04 PER
CAPITA ESTIMATED POPULATION OF 5,773-
DELAWARE COUNTY REGIONAL PLANNING**

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

**RESOLUTION
11-01-49**

**AUTHORIZE PAYMENT OF \$2,309.20 FOR
2011 EMERGENCY MANAGEMENT AGENCY
ASSESSMENT BASED ON \$.42 PER CAPITA OF
ESTIMATED POPULATION OF 5,773**

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

**RESOLUTION
11-01-50**

**APPROVE 2011 NETWORK SERVICES
CONTRACT BEACON DATA SOLUTIONS FOR
COMPUTER NETWORK MAINTENANCE
SERVICES: 3 HOURS PER MONTH @ 95.00 PER
HOUR=\$3,420.00 YR.; ADDITIONAL BREAK/FIX
ALLOCATION OF 2 HOURS PER MONTH @
\$95.00 PER HOUR=\$2,280.00=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 \$95.00 PER HOUR; ANTI-
VIRUS UPGRADES @ 45.00 PER LICENSE FOR
10 LICENSES=\$450.00; ANIT-VIRUS FOR
SERVER/NETWORK EDITION \$95.00;
SPAMFIGHTER LICENSING FOR 6
LICENSES=210.00; ESTIMATED COST OF
ONLINE BACKUPS @\$25.00 PER MO.=\$300.00**

Motion: Panzarella
Second: Bullard

DISCUSSION: Panzarella questioned, "How much was Beacon paid this year? I want to get a competitive price." D'Amico asked, "How did we locate Beacon?" Panzarella said, "He did Orange Township work. I don't think he does any now. We need to get a competitive bid in June. We can sign with a caveat we need a list of statement of work provided."

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Smith asked, "Are you going to stick with him now?" Panzarella said, "If we don't, we have no support."

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

**RESOLUTION
11-01-51**

**APPROVE 2011 GENERAL HEALTH DISTRICT
ASSESSMENT \$10,136.21**

Motion: Panzarella

Second: Bullard

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

**RESOLUTION
11-01-52**

**APPROVE 2011 GENERATOR MAINTENANCE
AGREEMENT \$925.00 FOR 3271 CHESHIRE
RD. & \$500.00 2708 LACKEY-OLD STATE RD.-
W.W. WILLIAMS**

Motion: Panzarella

Second: Bullard

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

FISCAL OFFICER ITEMS

HEALTH INSURANCE OPEN ENROLLMENT PERIOD-Open enrollment for health insurance will be from January 1 to January 15, 2011. Fiscal Officer to notify employees 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-

PUBLIC COMMENTS-

ADJOURN

There being no further business, Bullard moved to adjourn.

Second: Panzarella

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

Meeting adjourned at 10:28 p.m.

Philip P. Panzarella, Trustee

Ronald W. Bullard, Trustee

ATTEST:

Judy K. Shumway
Assistant to the Fiscal Officer

Thomas A. D'Amico, Trustee