

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**March 14,**

**11**

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

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

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

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

**ATTENDANCE:** Mary Bechstein; Bill Bechstein, fire chief; Joe Korleski; Chris Paykoff; C.E. Newell, Missy Stadler, Bill Alan and Julie Long, Delaware County Humane Society

**PUBLIC COMMENT:** Panzarella said the Trustees were still adhering to Resolution 05-07-44 regarding public comment at the meetings. He asked if anyone wished to make public comment.

**DELAWARE COUNTY HUMANE SOCIETY  
4920 SR 37 E., Delaware, Ohio**

Bill Alan said, "Thank you for letting me speak, I’m with the Delaware County Humane Society at 4920 SR 37 E Delaware. The reason we are here is we are looking to expand by 1300 square feet. We are a non-profit organization and rely on donations only. We do not get any funds from the government or city of Delaware. Our shelter is overrun with cats and dogs therefore, we need to expand. We are asking that you waive your zoning fees of \$500.00. We can feed a lot of cats and dogs for this money.

D’Amico questioned, "What you’re going to do is expand 1300 square feet?"

Alan answered, "Yes it will be in two sections, one will be 500 feet for the dogs. Right now we can only take in 9 dogs at a time and we need to triple that. We have a lot of dog cruelty here in Delaware and the dog warden needs us to take in dogs. We will add 600 square feet in the cat's area. Right now we have 150 cats."

Panzarella asked to see the plans which Allan showed trustees.

Alan said "Right now we have a waiting list for cats and dogs and people do not want to wait so they will tie them up to our cars or just leave them at the door. Then they get hurt so we end up having to pay to have them fixed. We do not want to turn anyone away. We are not asking to make the building larger we are just asking to straighten it out as it’s curved."

**RESOLUTION  
11-03-01**

**APPROVE WAIVING ZONING FEES ASSOCIATED WITH PLANS AS PRESENTED BY THE DELAWARE COUNTY HUMANE SOCIETY, 4920 US 36/SR 37 E., DELWARE, OHIO AND REQUIRE 100% COMPLIANCE WITH THE ZONING PROCESS**

Motion: Panzarella  
Second: Bullard

**Discussion:** Bullard said, "I support the humane society as they to a lot of good things, but we have other non-profit organizations such as the Fantasy of Lights that ask us to waive fees." D’Amico said, "Have we waived other fees for non-profit organizations?" Panzarella said, "We have waived certain fees such as the Girl Scouts and Boy Scouts that use the facilities. Regarding Fantasy of Lights, they are a profit making organization so they do make a profit. I encourage you to get in touch with Ray Armstrong to help you with the zoning process."

Vote: Panzarella yes, D’Amico yes and Bullard no

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### PUBLIC COMMENT:

Rick Newell, 160 Lackey Old State Road said, "I was driving around looking for green space where boys can play lacrosse. I was not able to find any in the township that would be suitable, but then I saw the field north of the firehouse. I am requesting that people be allowed to use this area to play ball. I'm not looking for any special facilities. We don't need any goals or special equipment we just want some green space. Typically we would use it in the evening and weekends."

Bullard asked, "How many people are we talking about using this area and for how long? Have you checked into using the schools fields?"

Newell said, "No more than 20 kids on a team, so there would be about 5 parents and 2 coaches, so no more than 30 people. These kids are 12 years old and they would be told that there were no restroom facilities so come prepared. We have checked into the school facilities but that is in a process."

Panzarella said, "We have been asked by the OYAA and we have invested in designing a field in this area. One of the features is a fence between the field and fire station because of emergency vehicles going in and out of the area. While I was trying to be supportive by having restroom facilities, parking and benches, we are supportive of the schools and they already have facilities such as parking, fences and more space between houses so I would suggest that you consider the schools. I have nothing against this area except that it's not level and if the board would like to move forward and have it developed that's one thing."

Newell said, "OYAA will provide us with a place eventually but, for the time being, I have sourced my church and other churches. I just happened to be driving by that area and it made me wonder who can use it. Can I, as a resident, go there and play ball with my son, and what would the restrictions be?"

Bullard said, "I don't think there's a problem using the area by residents. We just need to take into consideration the residents in the area and the emergency vehicles that are there. I think we should have a structured document defining how it will be used."

D'Amico asked, "Chief if there were 5 or 10 vehicles parked down there would that be a problem?"

Bechstein said, "When they originally had planned the area they were going to put a fence up, an access road and parking to keep the young ones over on that side. We do have some parking there but when we have an emergency our staff is flying into the parking lot. We also have constant traffic to the recycling bins. I'd be concerned with a lot of kids being in the area where cars are flying thru the parking lot. I would feel better if there was a fence separating the area, which we are not set up for right now. It would be okay to use with proper restrictions. We also occasionally land helicopters there. "

Panzarella said, "I would like to seek a legal opinion from our county prosecutor, no matter what we use the land for, before we open it up for use. I think it would be a good thing for this board to contact the Olentangy School District and let them know what you want to do and see if they are supportive of it in the interim. We pay a lot of money to the schools so I would encourage you to use them. I would be willing to draft a letter of support to them if the board will co-sign it while we are waiting for our legal opinion. We will get back with you when we have the legal opinion."

Newell said, "Whatever you do decide I think you should establish a checklist in the zoning office and make it public knowledge that if you want to use this, you need to go to the zoning office and schedule it."

Korleski said, "What the gentleman is asking for is with good intent but, with the fire station right there and no fence separating the liability on the township's part, I don't think it would be easy to control the environment and I don't think you should do anything with that piece of land."

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**Approval of Minutes:**

**RESOLUTION  
11-03-02**

**DISPENSE WITH READING AND APPROVE FEBRUARY 28,  
2011 REGULAR TRUSTEE MEETING MINUTES**

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

**FISCAL OFFICE:**

**Bank Statement presented and signed**

**RESOLUTION  
11-03-03**

**APPROVE ACCOUNT APPLICATION WITH \$1,000  
PURCHASE LIMIT FOR LOWE'S NAMING FIRE CHIEF  
BECHSTEIN, LT. PICHERT, IRWIN, ARMSTRONG & SMITH  
AS AUTHORIZED PURCHASERS**

Motion: Bullard  
Second: D'Amico

**Discussion:** Panzarella asked if this was for the Polaris Lowe's only. Bullard said, "Yes and for these purchasers only. Not for the trustees or volunteer firefighters."

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

**CEMETERY:**

No new information

**FIRE DEPARTMENT:**

**RESOLUTION  
11-03-04**

**APPROVE \$600.00-MAINTENANCE/SERVICE FOR UTILITY  
391 (DURANGO)-RICH'S AUTO CARE**

Panzarella asked what was wrong with the Durango and the Chief indicated it was preventative maintenance oil change and flushing of radiator.

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

**RESOLUTION  
11-03-05**

**APPROVE \$5,099.40 FOR PURCHASE OF 1 LAPTOP, 3  
DESKTOP CPU's & 1 MONITOR-DELL MARKETING LP**

Motion: Bullard  
Second: D'Amico

**Discussion:** Smith indicated Bechstein gave her a quote from Staples and she asked him if he had priced any computers with Dell to see if they were cheaper. He did and then gave her a quote that was higher so she questioned the difference. Bechstein stated, "The Dell had more memory and faster processing speeds. These qualities are needed for the software they are using and the way they multi-task with a variety of programs running at the same time. Many of the fire and rescue training videos that are offered online require higher speeds to smoothly stream the videos. They are 2 operating systems behind and the technology has changed so quickly and these should last 4 to 5 years". Panzarella asked, "Is the laptop replacing a laptop?" Bechstein said, "Yes it's replacing our training laptop which is about 7 years old." Panzarella asked, "What happens to the equipment that you have right now? Is it serviceable or not serviceable? What will we do with the other computers?" Bechstein said, "It's working, but does not suit our needs. The Board can do

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whatever they choose to do with them." Smith said, "Brodi had told me that his computer was not working well and that he had to use a floppy disk, so I suggested to him that we see if he could use one of these computers when we get the computer support person on board." Panzarella said, "We should ask if anyone has a need for them and then we would need to change out the inventory."

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

**RESOLUTION  
11-03-06**

**APPROVE \$1,428.00 FOR MAINTENANCE & ANNUAL INSPECTION OF ENGINE 391-FOR FIRE APPARATUS SERVICE & REPAIR, INC.**

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

**RESOLUTION  
11-03-07**

**APPROVE \$1,428.00 FOR MAINTENANCE & ANNUAL INSPECTION OF ENGINE 392-FIRE APPARATUS SERVICE & REPAIR, INC.**

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

**RESOLUTION  
11-03-08**

**APPROVE \$768.00-FIRE APPARTUS SERVICE & REPAIR, INC.-FOR MAINTENANCE & ANNUAL INSPECTION FOR GRASS 391**

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

**RESOLUTION  
11-03-09**

**APPROVE \$120.00-FIRE CHIEF'S ASSOCIATION OF DELAWARE COUNTY-ANNUAL MEMBERSHIP DUES FOR CHIEF BECHSTEIN & ASSISTANT CHIEF HALL**

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

**Part-time Fire Fighter Status:**

Bechstein said, "We just started looking and we have a gentleman that applied in July 2010. He is a township resident and lieutenant on Liberty Fire Department. He is a good candidate and I would like to have a recommendation by the next meeting. Word of mouth works well for us but we are looking for people that live as close to the township as possible. I just sent an e-mail to everyone to see if they know of anyone." Panzarella said, "Our new employees seem to be showing up at odd hours and on the weekends, so I applaud that you are trying to find people in the township or close as they help your statistics."

**Response Time Update:**

Bullard said, "I do not have an update on the response time, so I suggest that we put a tracker on for every meeting, so we have it in our minutes, so we understand."

Panzarella said, "We get response times from the fire department annually but what was not in the report was the mutual aid response times. A cursory analysis shows that the mutual aid significantly affects our response time, especially in the evening hours. So I agree that

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it's best to keep track of it on a monthly basis. The township invests money in the mutual aid so we should get the benefit of it."

Bullard said, "In the past I think we have had the county's communications truck parked at the firehouse and there's an article in the Orange Township Newsletter that says they have a signed agreement with the county to become the emergency communications backup center. What's the difference?"

Bechstein said, "The truck is the mobile communications vehicle. When Orange Township built the building, they built the basement with adequate communications wiring, everything needed to make an extra POC. This was in their plan when they built it, so now after 6 years they decided to establish this with Orange and make it the backup center. This is not the backup center for 9-1-1. The mobile unit is an old truck with radios that they can do a number of things with. They want to replace it with something more efficient that can be taken to a disaster scene. If we would have an extended emergency there is a need for portable radio units that can charge multiple batteries."

**ROAD DEPARTMENT:**

Panzarella said, "At the last meeting we talked about Bullard picking up the 2011 Roads Program and the 2012 OPWC grants that we are asking for. Bullard volunteered to do that because Tom is not available during the day. He is familiar with them as he was the roads trustee. I think that it is unfair to Bullard and think his best use to the township is in the OPWC process, therefore, I am willing to do the 2011 roads program as I have experience and that would free up Ron to concentrate on the OPWC grant since we did not get one this year. I think more time spent on this would pay off for us to get a OPWC grant in 2012."

Bullard said, "I'm okay with that."

**RESOLUTION**

**11-03-10**

**RESCIND RESOLUTION #11-02-31 - \$305,000 FOR THE 2011 ROAD IMPROVEMENT PROJECT**

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

**RESOLUTION**

**11-03-11**

**APPROVE \$520,630 WHICH INCLUDES 10% ADDED TO COUNTY'S ESTIMATE OF \$473,300 FOR 2011 ROAD PROJECT**

Motion: Bullard  
Second: D'Amico

**Discussion:** D'Amico said, "I thought at the last meeting we were going to check to see how we were going to fund this. I thought we were going to check into transferring the funds from the general fund to the roads." Panzarella said, "The fiscal officer has done some investigation so she should answer this. First, do we have the money in the general fund and, can we support the difference from the general fund. Smith said, "I asked Theresa if we would transfer money from the general fund to the road fund and she indicated that if you do a transfer there were some issues about having to pay it back. She suggested that we just pay out from the road portion of the general fund." Bullard said, "The county engineer estimated \$219,400 as we defined it (no definition of what this amount represents). What this includes is in-depth repair for a major portion of the road where the pavement has gone away, and then covering it with an intermediate layer without polymer binder, and then covering it all with asphalt to build the road up to the standards that we would have, had we gotten the OPWC grant. With the OPWC grant we asked for completely rebuilding the surface of the road. The north side of the road looks pretty good but the south side of the road is damaged and that is where the in-depth repair will be made. It will be a fully functional road, but depends on what the development is going to be in years to come." D'Amico said, "There also appears to be drainage issues on the south side, ¾ mile west of S. Old State. Is this something that will be addressed?" Bullard said, "When the county did the drains that helped that area immensely but there is still a lot of water. There

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is no easy way to get the water out of there. You just have to let it drain through the subsurface drains. It's a lot better than it used to be. This does not include any drains."

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

**5 MINUTE RECESS AT 8:17 P.M.**

**RESOLUTION  
11-03-12**

**RECONVENE FROM 5 MINUTE RECESS AT 8:25 P.M.**

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

**RESOLUTION  
11-03-13**

**RESCIND RESOLUTION #11-02-32 – NAMING BULLARD  
2011 ROAD IMPROVEMENT PROJECT MANAGER**

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

**RESOLUTION  
11-03-14**

**APPROVE PHIL PANZARELLA AS PROJECT MANAGER AND  
AUTHORIZE HIM TO SIGN COUNTY'S MEMORANDUM OF  
UNDERSTANDING FOR 2011 ROAD PROJECT**

Motion: Bullard  
Second: D'Amico

**Discussion:** Bullard said, "I will provide backup for anytime that you are not available or if you need information." Panzarella said, "The same thing to you with the OPWC if you need help or need backup. I would be happy to do it so I can get ready to be road trustee next year."

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

**Time & Attendance:**

Panzarella said, "The question was, if other road organizations have various forms that they put out, and I believe we used to, (such as daily event logs, snow and ice logs and road inspections) what does the board want to do to put this type of procedure in place?" D'Amico said, "I think it's important that we have a daily event log for all activities in the road department. I don't want to micro-manage the road department but I want to know what's going on. Something like what the zoning office does would provide functionality. I am planning on meeting with Brodi on Wednesday morning, so I will discuss it with him." Panzarella asked, "Are we going to ask that functionality of the forms be reflected and some recordkeeping be done by the road department?" D'Amico said, "Yes." Bullard said, "I think we should look at the equipment maintenance log Brodi has. He also has an inventory of the roads and of the signs. You may want to take a look at that as a start."

**Emergency Call-In Policy:**

Panzarella said, "We started a discussion about an emergency call-in policy that was for snow events. When do you go out on the roads, how do you get reimbursed, what record do you keep? Does the Board wish to pursue that?" Bullard said, "I would like us to develop a plan to compensate the road supervisor for the time he spends checking on the roads or any other emergency situation. He provides services by evaluating the snow conditions and organizing who's going to go out and when they are going to go out, and he may not be doing this from these facilities, but he is doing township work and should be compensated for it." D'Amico asked, "Is the road trustee permitted to authorize pay for a certain amount of time worked by approving the timesheet?"

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Panzarella said, "It has to be part of the policy. I would just like to make sure that if we are going to be forecasting the condition of our roads, I would like eyeballs on our roads."  
Bullard said, "Our residents have come to expect our roads to be cleaned. And I have heard that we are doing that. The default position that is in place is that the sheriff calls and says you need to get your trucks out, but our people are on the roads a couple hours before that. If you wait for the sheriff's office to call, you have waited too long. This policy would allow us to do is keep the conditions we have on roads and stay ahead of the default. We need to stay pro-active when it comes to the roads."

**RESOLUTION  
11-03-15**

**APPROVE ROAD SUPERINTENDENT COMPENSATION FOR UP TO TWO HOURS FOR INCLEMENT WEATHER EVENT AND/OR OTHER TOWNSHIP EMERGENCIES**

Motion: D'Amico  
Second: Bullard

**Discussion:** Bullard asked, "Do you mean that on a day to day basis, or do you mean per event as some of our events go on for days? What I think you mean is you want it to be on a day to day basis." D'Amico said, "Yes if it's a three day event, per day. So how can I modify it?" Panzarella said, "I would like to know what the policy is that you are developing before I vote on a motion. I have no objection with the intent of the motion but all these things would come out. It has to do with number of hours per event, number of days, it has to do with authorizations, it has to do with communication with the road trustee. All these details have to be discussed before we authorize something. I think this motion needs a little work."

Vote: Bullard no, D'Amico no and Panzarella no

D'Amico said, "I will sit down with Brodi and work on a formal motion."

**MOTION FAILED**

**Township Clean-up Day:**

Panzarella said, "Usually the road trustee takes care of this and we are putting it in the newsletter."

Bullard said, "The date is May 7<sup>th</sup> and we can use the materials from previous clean-up days. I have managed it for 3 or 4 years and I can provide the information to Tom. I will put together a worksheet of a list of things to do. I can meet with you Wednesday morning. We have used Sargent Enterprises, in the past, for the containers. Typically there is money available from DKMM to support the cost of clean-up day. Jennifer Way-Young, with the Delaware County Health Department, said they will provide bags if we have people that want to volunteer to pick up trash."

**RESOLUTION  
11-03-16**

**APPROVE SUBMISSION OF REQUEST FOR ENGINEERING ASSISTANCE (REA) FROM DELAWARE COUNTY ENGINEER'S OFFICE TO PROVIDE BACKAGE ROAD RIGHT-OF-WAY STUDY AT US 36/37 BETWEEN BIG RUN ROAD & DUNHAM ROAD**

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

**RESOLUTION  
11-03-17**

**APPROVE SUBMISSION OF REQUEST FOR ENGINEERING ASSISTANCE (REA) FROM DELAWARE COUNTY ENGINEER'S OFFICE FOR TRAFFIC COUNT SURVEY ON SOUTH 3 B'S & K BETWEEN CHESHIRE ROAD & PLUMB ROAD**

Motion: Panzarella

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Second: Bullard

**Discussion:** Panzarella said, "The last study that was done was in 2002 and there has been a lot of changes on that road."

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

**RESOLUTION  
11-03-18**

**APPROVE SUBMISSION OF REQUEST FOR ENGINEERING ASSISTANCE (REA) FROM DELAWARE COUNTY ENGINEER'S OFFICE TO INSPECT ALL TOWNSHIP CULVERTS TO DETERMINE IF REPLACEMENTS ARE NEEDED**

Motion: Bullard

Second: Panzarella

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

**Peachblow Traffic Light Discussion:**

Bullard said, "I have been following the Peachblow Road traffic light discussions and am trying to facilitate getting a light put up there. I received information from the Ohio Highway Patrol regarding the number of accidents at the intersection. I have not been able to get information from ODOT, so I called State Representative Andy Brenner to see if he could help. I received communication from ODOT requesting that I provide a copy of the letter that we provided in the past. I will provide that with an update, and information I received from Highway Patrol, and comments received from residents."

**Curve Road CSX Railroad Crossing:**

Bullard continued, "We had a meeting at the railroad tracks at Curve Road and the PUCO is requesting that CXS put crossing guard gates at the track and they should be installed within the next 18 months. The PUCO indicated that this is the 251st most dangerous intersection in the state without crossing guards out of 17,000 crossings."

**Dutcher Ditch Petition:**

Paykoff said, "The Dutcher Ditch Petition hasn't been put out to bid yet but I was told that it would be on the commissioners desk in the near future." Panzarella said, "I vaguely remember this, so could you put your notes together as to what the township has to do and make sure that Tom knows. Tom can then bring it to the Board and we can get it properly costed out so we know what we are dealing with." Paykoff said, "I'm afraid what will happen is they do a ditch petition and then there's no result, down the road someone's going to be unhappy." Bullard said, "The McNamara portion of the ditch is not going to happen. Scott should have what we need to do, as that should be part of their engineering work."

**Flashing Signal @ Cheshire and S. 3 B's & K Road:**

Panzarella said, "We have to run this to Berkshire so we know what the township has to do so we can take care of it properly. We also have the flashing light that we were going to install at South 3 B's & K. I understand that there is a special piece of equipment that Berkshire has, that we don't have, to install it. I would like to find out what that piece of equipment is and see if we can borrow it or rent from them, or have them install it for us. It's been several years and we don't have ours installed. If someone has an accident there we are liable. Tom, could you check to see what we need to get it installed and report back at the next meeting?" D'Amico "Yes."

**TRUSTEE ITEMS:**

**Newsletter:**

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Panzarella said, "The newsletter is about 70% done but we need an article from the fire department and the road department, if they would like to put one in. I would like to have these back by the end of the week so Cathy can get this put together."

Bullard said, "We could put an article in about the round-a-bout at Cheshire and S. 3 B's & K which is on the County Engineer's schedule for 2012."

**County Engineer Meeting March 15**-10:45 a.m., County Engineers Meeting at Delaware County Board of Elections-Bullard & Panzarella to attend

**County Township Association Meeting March 16**-6:30 p.m., Local Government Conference for County Township Trustees at Council for Older Adults on Cheshire Rd. Cost is \$12.00. Delaware County Prosecutor Sue O'Brien & Ohio Township Association representative Heidi Fought will speak

### **System Administrator Contract vs. Employee Discussion:**

Bullard said, "We received an application from a system administrator, so I thought since we have been having problems with the current vendor, we may want to hire someone to be a part-time administrator for us. They would then be a township employee and we would have control over what they purchase, and have good records as to what has been purchased and what has been installed. I'm recommending that that person would work for the fiscal officer in terms of maintaining passwords since the fiscal officer is responsible for these things. If we went to a work order type basis, and had someone come in on a part time basis to maintain our system, I think we would get a little bit more for our taxpayers' dollars. If we are going to do a contract, we need to put a contract together as to what we are looking for from these people and what we want them to do. In the past, we wanted them to do so many hours of maintenance of the system. We may do better if we had better coordination of what was going on." Panzarella said, "I believe we said before to get a solicitation description together and advertise on the website, the bulletin board and an ad in the newspaper. We looked at the description of work that was put together in the advertisement and I asked for comments. I did get some comments and I think the description of work is adequate. I have gotten 2 or 3 companies interested and told them to watch the website. I personally don't think we should change until we see what we get back. There's no salary listed and I know what we pay Beacon. If we have another employee, I want to make sure it's a part-time employee. Once we get something back from these people I'd know what they want and I'd know what we can afford." Bullard said, "We would have to manage them just as we would manage an employee." Panzarella said, "I have a bit of a problem having an in-house employee that has access to the system and access to all the passwords. I think it represents a security risk. That's why I want an outside agent. We started this system with an in-house employee and we had an interesting situation, that's why I was asking for an outside agent. I know one of these guys does a village, but until we get something back, I don't know what to say. We need to make sure that they are available and that they don't have other jobs. I would also like to say that the fiscal officer has enough to deal with and I don't think it's wise to stick her with that. I would rather have someone else do it than the fiscal officer." Bullard said, "But the contract has to be administered by the fiscal officer. She has to maintain all the passwords. Those records have to be maintained here." Panzarella said, "The passwords are double sealed and locked up in her safe so she doesn't have to know the passwords, she just has to have access to them."

### **Handbook:**

Panzarella said, "I would like to have all the comments back to me by the 22<sup>nd</sup>, either in an e-mail or written. I will correlate them and get them to the lawyers so we can get it out."

### **ZONING DEPARTMENT:**

Panzarella said, "The zoning department is slowly improving from the standpoint of reimbursements in the amount of \$800. We're not getting a future back."

### **FUTURE MEETINGS:**

March 23, 2011-ODOT meeting regarding US 36/37 & I 71 Interchange

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April 4, 2011-7:00 p.m., special meeting at Berkshire Town Hall to investigate a possible JEDD between Berkshire and Berlin Townships  
April 9, 2011-8:00 a.m. Road Survey Meeting

**LATE ITEMS:**

**RESOLUTION  
11-03-19**

**APPROVE \$633.60-BEEM'S BP DISTRIBUTING, INC.  
FOR 15W/40 DIESEL OIL**

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

**Census information:**

Panzarella said, "The census shows that we have about 6,300 people now. We have higher than the forecasted estimated."

**Curve Road Stop Sign Installation:**

Bullard said, "Mr. George Martin, from the PUCO, suggested that we install stop signs at Curve Road and the railroad tracks since they determined that it's a dangerous intersection. If we would complete this form, he will see to it that it gets journalized and put in the proper records for putting up a stop sign."

**RESOLUTION  
11-03-20**

**APPROVE ADOPTION OF RECOMMENDATION BY GEORGE  
MARTIN-PUCO-FOR INSTALLATION OF INTERIM STOP  
SIGN AT RAILROAD CROSSING ON CURVE ROAD**

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

**Request for Chair Purchase:**

Smith said, "Tami asked if we could order more chairs, as about 12 chairs have broken."  
Bullard said, "I would recommend we change chairs and go to the plastic chairs that are lighter and more durable. These chairs seem to break fairly quickly. I think we need to purchase more chairs, but think we should go with Samsonite plastic, which are much sturdier and much more comfortable. I'm sure they are available through state bid, so I will research it and bring it to the next meeting."

**Tax Incentive Meeting:**

Panzarella said, "We had a tax incentive meeting and there are two resolutions we need to pass. The board (board not named) recommended going forth with both. There was a stipulation on the Piranha Grille and one on P & D Builders. Even though it's in the TRC agreement, there has never been a payment made. Two delinquent payments, one for \$500 to the Olentangy School District and \$100.00 to Delaware Area Career Center from the Piranha Grille and one for \$10,000 from P & D Builders.

**RESOLUTION  
11-03-21**

**APPROVE THE REPORT OF THE BERLIN/LIBERTY  
TOWNSHIP COMMUNITY REINVESTMENT CRA TAX  
INCENTIVE REVIEW COUNCIL ON THE STATUS OF  
THE CRA PROGRAM YEAR 2010 and ACCEPT THE  
TIRC RECOMMENDATION TO CONTINUE THE P & D  
BUILDERS CRA SUBJECT TO P & D BUILDERS  
MAKING THEIR SCHOOL COMPENSATION  
PAYMENT OF \$10,000 (LUMP SUM) TO OLENTANGY  
LOCAL SCHOOLS IN 2011**

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**March 14,**

**11**

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

**RESOLUTION  
11-03-22**

**APPROVE THE REPORT OF THE BERLIN/LIBERTY TOWNSHIP COMMUNITY REINVESTMENT CRA TAX INCENTIVE REVIEW COUNCIL ON THE STATUS OF THE CRA PROGRAM YEAR 2010 and ACCEPT THE TIRC RECOMMENDATION TO CONTINUE THE PIRANHA GRILLE'S CRA SUBJECT TO PIRANHA GRILLE MAKING THEIR SCHOOL COMPENSATION PAYMENT OF \$500 (LUMP SUM) TO OLENTANGY LOCAL SCHOOLS AND DELAWARE AREA CAREER CENTER PAYMENT OF \$100 (LUMP SUM) IN 2011**

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

Smith said, "Ray called *The Delaware Gazette* to get the online subscription and they said they only accept payment by credit card. I will check to see if they will accept a check."  
Panzarella said, "Let us know and if they won't, one of us will pay for it by credit card."

**RESOLUTION  
11-03-23**

**MOTION TO ADJOURN**

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

Meeting adjourned at 9:25 p.m.

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

ATTEST:

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

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

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