

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**March 28, 11**

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

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

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

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

**ATTENDANCE:** Chief Bechstein, Mary Bechstein, Craig Hall

**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. Hearing none the Trustees moved on the next agenda item.

Approval of Minutes:

**RESOLUTION  
11-03-24**

**APPROVE THE 03/14/2011 REGULAR MEETING MINUTES  
AND DISPENSE WITH THE READING**

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

**RESOLUTION  
11-03-25**

**APPROVE THE 03/21/2011 SPECIAL MEETING MINUTES  
AND DISPENSE WITH THE READING**

Motion: Bullard  
Second: D’Amico

**Discussion:** Panzarella stated that he was unable to attend and asked for a summary of the meeting. Bullard “We had a meeting with Berkshire Township and Don Brosius regarding a JEDD at the 36/37 intersection. Mr. Brosius said that all trustees should be in agreement with what we do and it was clear to me that the Berkshire Township trustees would not be in agreement so whatever we do at the intersection I believe we are on our own and not expect any support from Berkshire Township at this time. That does not mean that that cannot change or that my observation was in correct but that is what I believe at this point.” D’Amico “I did ask Mr. Brosius which way he wanted us to go, whether a JEDD or TIFF and he did not want to answer that in public session.”

Vote: Panzarella Abstain, D’Amico yes and Bullard yes

**FISCAL OFFICE:**

Smith stated that the trustees needed to meet with the department heads to decide what they want in the 2012 budget. Budget is due by June and we would like to have it by April 15<sup>th</sup>.

Panzarella “We put an ad out for computer support, could you please advise the board what we received in response to this ad?”

Smith “We received two responses, one was an individual and one was from Computer Smith.”

Panzarella “We did receive an inquiry from Edge Services but they did not provide a proposal, so they had their chance. I reviewed the last contract that we had from Beacon Data and breaking out the contract approximately \$2,280 was for break and fix services, \$3,420 was for maintenance of scheduled visits, \$450 was for licenses, \$300 for backups and \$350 for upgrades, for a total of approximately \$6,800. I compared the quote from Beacon Data to the quote received from Computer Smith. They do onsite computer repairs, printer repairs, hardware and software supplies, sales, custom PC’s, regular PC’s, network installation and support, application hosting, webmail hosting, webpage design and ecommerce design. They are located on Lazelle Road so they are close and provide most of the services that we need. The quote that we received is not a formal proposal. Before they

## BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

March 28,

2011

do that they want to schedule a time to meet with us and see what we have at no cost. The website is not included in the estimate because they want to find out what we want them to do with the website. Labor estimate is \$115 per hour and our former company charged \$95 an hour. If I look at everything that they quoted less the \$279 they were charging us for sales tax that we do not pay, it comes to \$4,140. So we need to decide if we are going to invite this company in and give them a chance to see what we have and interview people to see what support they need and give them the chance to get a proposed contract to us to legally review and approve by the board. The individual lives in Lewis Center and apparently has a state certificate from Franklin University. He states he is able to work on all types of Microsoft systems. He stated no salary however his most recent job he was making \$48,000 a year and prior to that he had a job paying \$49,000 a year. Some of the problems we were having with an individual was not having a backup. So I'm asking the board for their recommendation."

Bullard "We would need to supervise the contract as we would supervise an employee. We would need to make sure that the work is complete, assigning work and making sure it is completed. Making sure the records are kept and that they are in places where we need them to be. I don't think we did a complete job of supervising the previous contract and I'm not faulting Beacon Data at all but we need to make sure that the backups are in place and that the things that we need done are done. We are going to have to rely on whoever we hire, be it an employee or an outside vendor."

D'Amico "I'm not sure about hiring an individual because of the support but I don't know that we had that with Beacon Data considering he was the sole proprietor of his company. But I do feel it would be better to have a company with more than one individual to run our systems."

Panzarella "Until recently when we called Beacon Data he showed up in a timely fashion and fixed the problem, debriefed the person with the problem and our system ran well. Our website seemed to work pretty well. My main concern was that he made sure the licensees' were current and we were not violating any copyright laws. In the last several months we had problems getting things done and then we finally received a letter stating that after the end of March he could no longer work for us. I tend to agree with Tom that we need a company with more than one individual, but you tend to pay more for that. I have a real big hang up with hiring an employee. The employee has access to all the passwords and could construct data and we wouldn't know it. Even with an outside company they could do the same but they are insured and bonded. So I can sue them. The passwords are available to the fiscal office but they are in a double sealed envelope in a locked safe. I suggest that we have Computer Smith come in for the hour and see what all we have and get a proposal from them and have it legally reviewed as we are running out of time. Our current contract runs out March 31, 2011."

Bullard "I think we should contact Jack and see if we could get the current contract extended until we can get someone else. We only have one vendor that contacted us and I would have thought that more people would have applied. I'm sure all the other townships have the same situation as we do, has anyone checked with the other townships?"

Panzarella "I was going to suggest that we contact Jack and see if he will extend his contract also. We got Jack from Liberty but he apparently got another job. We should on a periodic basis re solicit on a timely basis and more widely and then we might get a better response. In this case we only had a three week notice."

Smith "We don't have to advertise, we do have the option of finding a company on our own all we have to do it look in the phone book and look up difference computer companies and see what they are willing to offer us."

Panzarella "How long will that take and how much risk can we put our system at, we have urgency here. Whoever we designate, can they get the information together by our next meeting on April 11<sup>th</sup>, so we can have all questions answered and a real contract. I am open for suggestions."

Bullard "I would like to designate you to get the contract in place. I make a motion to have you get with Computer Smith to get a contract together and also contact other vendors as Claudia mentioned."

Panzarella "I would certainly press forth as I have a definitive statement or work and a response and if I go to the Columbus phone book I'm sure I'll find 200 firms that do this type of work and I don't have enough time between now and April 11<sup>th</sup> to do this."

Bullard "What we are looking for is nine months of support to get us thru this year and by the end of the year we need to go back and take a look at this again."

Panzarella "Let's get this covered and then maybe we can have a separate discussion in 4 or 5 months to evaluate and solicitate on a wider basis."

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**March 28, 11**

**RESOLUTION  
11-03-26**

**APPROVE PANZARELLA TO WORK WITH COMPUTER SMITH TO PUT AN APPROPRIATE CONTRACT IN PLACE BY OUR APRIL 11<sup>TH</sup> MEETING AND ALSO CONTACT BEACON DATA TO SEE IF THEY WILL EXTEND THEIR CONTRACT**

Motion: Bullard  
Second: D'Amico

**Discussion:** Panzarella "I'd be happy to do it but I don't want anyone to think that we have selected this guy yet, we have to see what we get in a contract. It is not a selection yet."

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

**CEMETERY:**

**Repave Driveway:**

Panzarella "We have talked about getting the parking lot paved. I had someone take a look at it but since we want to put in cold storage at the end of the building and there will be heavy equipment coming in we will tear it up. So do we want to wait on the repaving until we have decided on what to do with the cold storage? Someone suggested that we seal the parking lot and I received an estimate for crack sealing. For labor and supplies its \$2,408 and it should last 3 years."

Bullard "Triple H has done some sealing for us in the past and we have requested that they evaluate our parking lot and give us an estimate."

Panzarella "Could you check with Brodi to see if we have gotten that estimate yet? Some of the problem is the last time it was crack sealed it was sealed with a non compatible material that peels up and you can't pave over it. This estimate includes digging a lot of that out. So we have to make sure that Triple H knows this so the estimate is for the same services. And ask Brodi if it is allowable under the paving contract to have the county come and do that for us. Then we would have estimates from the county, Triple H and Glenn Excavating."

Bullard "We generated a purchase requisition to fix the drainage last year and we issued a contract but the work was never done. Can the work still be done on the old contract or would we need to request a new one? Water stands in the southwest corner of the parking lot and we have come up with a way to fix that we just didn't have time last year."

Panzarella "If you authorized work that was not completed, it is still an active project. And you can still have it completed."

Smith "I'm not sure but I will check."

**FIRE DEPARTMENT:**

**Fire Department vacancy status:**

Chief "We interviewed Shawn Worley who lives at 3663 Clover Plains Drive. He is a 16 year veteran with Liberty Fire Department and has expressed a desire to be a part of our organization. He would work some daytime staffing and nights since he is a township resident. Chief Hall had talked to him when he first moved into the township but he did not have the time then. He is real good guy, very knowledgeable, very handy in the construction business and I think he would be a good addition to the department."

**RESOLUTION  
11-03-27**

**APPROVE HIRING SHAWN WORLEY AS PARTTIME FIREFIGHTER ON SIX MONTH PROBATIONARY BASIS PENDING PHYSICAL EXAM AND BACKGROUND CHECK WITH PAY TO BE AS ESTABLISHED IN ORGANIZATION MEETING WITH HIRE DATE TO BE DETERMINED BY FIRE CHIEF**

Motion: Bullard

## BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

March 28,

2011

Second: D'Amico

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

### Fire Hydrant Installation:

Chief "I spoke to Del-Co last week there are two more to be installed one on Lackey Old State and one on N. 3B's & K and then all nice will be complete. There was a pricing schedule change but it does not amount to much."

Bullard "I talked to Del-Co and they indicated that some townships purchased large quantities and that is why it took so long to get to us. Do you have any to recommend this year?"

Chief "Not at this time, we had a total of twelve in our initial recommendation."

### Metrics:

Bullard "We picked up a metrics and we wanted to have a time that the residents could expect a fire truck to show up. Through this year we had 8 calls and the response time was 7 minutes and 26 seconds. This is for daytime and nighttime, calls 24 hours a day."

Chief "I have not done the math but that seems correct."

Panzarella "Last year the fire department but out a metric and they had 2 major breakdowns, in daytime staff and on call. When I went through the whole year it looked like with mutual aid we beat those figures. During the daytime we had a response time of 3 1/2 minutes with mutual aid. And nighttime response time was 5 1/4 minutes for the year. So these numbers for the year are better than the numbers you just said from the sample so I think it's important to capture that by putting the mutual aid into last year's numbers. Last year's numbers decreased by 3 minutes during the day and that makes sense because some of the surrounding departments are closer to our residents than we are and certainly at night they are there 24/7 and we are not. Last year we also put in a bonus system which was only effective a portion of last year."

Bullard "Our longest response time was 12 minutes and that's really pretty good when you look at getting to the location from the firehouse. The shortest time was 4 minutes. Do you think that we should put this metric, which Lt Pitchart came up with, on our website?"

Panzarella "I think the rolling average per month, per year with the mutual aid, given and received, should be put on but not the whole sheet because they couldn't read it. That way they will know when they make a call how long it will be before the fire department gets there."

### Requisitions:

Bullard "The 2003 Dodge Durango is permanently parked because antifreeze is getting into the engine. We took it to Rich's for an evaluation and they said it either had a cracked block or broken head gasket. The 318 engine is prone to both types of damage. We don't know which it is. To pull the head off the engine to see what the damage is would be \$750. This will tell us if it's a broken head gasket or a cracked block. If the head casket is broke it would cost \$1,600 to repair. There would be no guarantee on how long it would last. If the engine block is cracked it would cost \$6,600 to replace the engine. The age of the vehicle and the mileage would not warrant spending this much money to fix it. The chief got an estimate from Valley Ford for a new F250 for \$28,000 that would perform that tasks we need it to perform. So we need to decide what we want to do whether fix it or purchase a new one. We have spent \$5,500 on it since we have obtained."

D'Amico "I agree with Ron and the chief that I do not want to spend \$6,600 on it. It never ran that good when it did run. So you stated that you want to replace it with a pick-up truck."

Bullard "Yes, it would allow us to use it at fires to bring equipment back. In the winter it's difficult to get the equipment back into the fire truck until you get them thawed out and back to normal temperatures."

Panzarella "I would like to know what are you going to use it for, how many people are going to be in the vehicle, do we need a king cab, should it have a hitch on it to pull the boat. I would like to see a list of requirements from the chief and look at the type of vehicles that there are that would satisfy the requirements and look at what's on state bid contract and then what the cost would be."

Bullard "I want to make sure that I am clear on this that the board does not feel that the Durango is not going to be fixed and that we are going to look at purchasing a new vehicle."

Panzarella "The Durango may have some scrap value so we need to see what we can get for it."

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**March 28, 11**

Bullard "I will come to the next meeting with a list of requirements and a vehicle to match those requirements."

D'Amico "When new firefighters are hired is an agility test part of the physical? The reason I ask is because we are working on the handbook and I don't see anywhere that they have to have an agility test to show strength, ability to lift certain amount of weight to be on the fire department."

Chief "No, it's a regular medical physical. We have not gotten into that with part time firefighters as there is a cost involved. Our employees usually have fulltime jobs and have been tested and are tested annually. Down the road if we need more fulltime staffing then we will need to have these tests done because it is a career with the township."

Panzarella "The chief watches for signs of stress and fatigue and other non physical things that could affect employees. And if they are not capable of providing service they are sent home."

**ROADS:**

**Requisitions:**

D'Amico "We have two quotes for sign installation, one from Paul Peterson Co and one from Miley Excavating which is considerably less. Then we have a quote for two sign post bases."

Panzarella "One is for the post that was alleged to be improperly mounted in our township by another township. As to placement and the way it's mounted. There is a stipulation that both townships would be working on the installation."

Bullard "I didn't want to say it that way for the record but what I would say is that we want to reinstall it. The item from Path Master is to screw it into the ground and mount the sign on it. We would use an auger to drive it into the ground. The cast aluminum base that we have is designed to break away. This allows us to move the sign at a later date if we want to."

Panzarella "If we buy two bases who owns the two bases?"

Bullard "We would have to clearly state that the two bases are ours."

D'Amico "We could talk to the other township and see if they want to chip in."

Panzarella "They have some equipment that we do not have so we could transfer a base in lieu of getting charged for their labor. We have several options. We have to purchase the items and give the roads trustee an opportunity to work on an interagency agreement with the other township to come up with a fair balance of equipment cost."

**RESOLUTION**

**11-03-28**

**APPROVE \$1,260.00 TO MILEY EXCAVATING FOR TWO FLASHING LIGHT POST BASE INSTALLATIONS**

Motion: D'Amico  
Second: Bullard

**Discussion:** Panzarella asked if we needed to get more quotes since the amount was over \$1,000. D'Amico stated that we had two so do we need more? Bullard stated that we previously said anything less than \$10,000 for roads we did not need to have more quotes.

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

**RESOLUTION**

**11-03-29**

**APPROVE \$972.00 TO PATH MASTER FOR 2 FLASHING LIGHT POST BASES**

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

**RESOLUTION**

**11-03-30**

**APPROVE \$4,704.00 TO P D PAYKOFF FOR 400 TONS OF 411 BERM MATERIAL**

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

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**March 28,**

**2011**

**Road Meeting Saturday April 9, 2011-attendees:**

D'Amico "I checked with Brodi and he can attend, Eldon will be here for an 8:00 departure, do we have someone to take minutes?"

Smith "I did not check my calendar, but Judy or I will be there."

D'Amico "Should I invite anyone else to come along?"

Bullard "It's a public meeting so anyone can come, they would just have to drive their own car."

D'Amico "Would the board like me to invite any other roads department employees?"

Panzarella "It would be hard for them to know what is being decided until we publish the minutes."

**Township Clean-up Day-Attendees:**

D'Amico "Brodi cannot attend but Jerry can and can help us run the machine, I'll check with Chris to see if he can be there. I have vouchers so I need to make copies and give them to individuals to take items themselves."

**County 2011 Road Project Contract Status:**

Panzarella "You nominated me to be the project manager at the last meeting. The preconstruction meeting is the first week in May and I will be attending that. It's where they lay out the schedule of who's doing what. I want Jerry Ungescheck to know what challenges he will have."

D'Amico "Is that it as I thought we had to pass a motion to adopt these Contract Procedures."

Panzarella "Has everyone looked at these? There are two packets here one for OPWC Grants and one for Road Improvement Programs. What is being requested is that we adopt the checklist but in order to adopt the checklist we have to have the county enter into an agreement with us and that is more complex. I understand what the request is but I think we should address it at the next meeting and get feedback from Jerry Ungescheck."

**RESOLUTION**

**11-03-31**

**RECESS TO EXECUTIVE SESSION FOR  
CONSIDERATION OF APPOINTMENT,  
EMPLOYMENT, DISMISSAL, DISCIPLINE,  
PROMOTION, DEMOTION, COMPENSATION OF A  
PUBLIC EMPLOYEE – THREE TRUSTEES AND THE  
FISCAL OFFICER TO ATTEND – 8:34 P.M.**

Motion: Panzarella

Second: D'Amico

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

**RESOLUTION**

**11-03-32**

**RECONVENE TO REGULAR SESSION-9:14  
P.M.**

Motion: D'Amico

Second: Bullard

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

Panzarella announced that no decisions were made and no actions were taken.

**Time & Attendance:**

Panzarella "We have some departments with varying hours. I'm trying to determine how we can substantiate the variation since no one is around to do that. We talked about a time clock as we need a way to certify the hours of coverage, specifically for the road department. I would like the road trustee to make a recommendation of what we should do. I would like you to think about that and come to the next meeting with a recommendation."

## BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

March 28, 11

D'Amico "We have discussed this before that the road superintendent surveys the roads outside of normal hours. That would be a situation where we could benefit from having some sort of time clock. He would have to report here before he started his survey. My concern is the incremental minutes that add up. Would you be able to get a legal opinion on the townships responsibility to compensation time outside the regular 8 hour day?"

Panzarella "What I think you're asking is "If we have a time clock and a policy regarding authorized hours, how would we handle the hours which exceed the normal 8 hour day."

D'Amico "Yes, it's been awhile since I've been around a time clock but I think most people observe it and punch in right around the time that they are to start work."

Panzarella "I will ask the question. On attendance we have policies that say if you are not going to be at work this is who you notify. I think all department heads need to review our policy concerning this. I would like you guys to discuss the attendance policy with your departments."

### Call-In Status:

Panzarella "I propose not to discuss the call in status at this time as there is some ambiguity in the last legal opinion that I was asked to get."

### Work Forms Status:

Panzarella "We have discussed work forms for the road department. In the minutes of the last meeting it stated that the sample forms given for a road department function would be reviewed and either adapted for use or their functional equivalent be presented to the board. Has any progress been made?"

D'Amico "Some progress has been made. I will forward to you what Brodi forwarded to me, which is a rough outline. If it is not as in-depth as the board would like I'll work with Brodi to increase its efficiency. What I don't want to do is pad locking work and time performed where it gets to be a time consuming process."

Panzarella "I think we need this on the agenda every week until we come to a resolution."

Bullard "Trustee Panzarella and I attended the roads meeting with the Delaware County engineer to discuss road paving and other projects. They brought up the roundabout at 3B's & K & Cheshire Rd which is scheduled for 2012/2013. The question was asked when the salt bid with ODOT was going to be this year and they indicated that it would be bidding the salt in September which is much later than in the past. I think we should fill our bins as full as possible with this year's purchase price. Waiting until September will get us a bad price. The Southwest Ohio Purchasing Group is bidding salt that I believe is bidding earlier. We have about 100 tons left on this year's bid which will come close to filling the bins. This will give us 200 tons going into next year."

Panzarella "I think we should have the salt blown in so we get the maximum capacity. Tom, will you take care of that and get us a report? Who will check with Southwest?"

Bullard "I will check on that. The latest information I have on the uniforms is that they fit and Brodi is wearing them. There was a meeting at ODOT on March 23<sup>rd</sup> regarding the interchange at Route 36/37. I don't think there will be much published about two projects that ODOT is working on. One is a safety project to improve intersection as is and to immediately correct some problems that are up there. They were looking at making two turn lanes for exits and entrances to the freeway and to extend the turn lanes off the bridge so you could get into the correct turn lane before you got to the bridge. They are negotiating getting a road from the back of Flying J to Wilson Road to take some of the left turn traffic off 36/37. This is all supposed to occur in 2012. The long term project is to look at the overall design of the interchange to improve the traffic flow at 36/37. This is a longer project that would run up to 36 months to get a design. There's 5 million dollars in the planning budget and the governor and his ODOT director have directed the people to develop a process for quicker planning of this project. It would not be developer driven but designed to fit the needs of the area and the community over the next three years. The design area is from Africa Road to Route 3 and 61 and Berkshire Road and Cheshire Road on the north and south. The next follow up meeting would be 3 months out and they planned on putting a website together for the public to view the projects but had not put that together yet. They will let us know when they do have that together."

## BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

March 28,

2011

### TRUSTEE ITEMS:

#### Generator Repair:

Panzarella "We have put in a claim to our insurance company and the adjuster is coming March 30<sup>th</sup>. The power transfer switch is on order and supposed to be here the week of April 25 and as soon as we receive it, it will be installed within 2 to 3 days. The important thing is that the power transfer switch that was damaged be maintained until the claim is adjudicated. So I will ask the road department to secure the switch outside of the weather until the claim is fully taken care of."

#### Zoning Office:

Panzarella stated that the window in the door in the zoning office was being replaced on Tuesday March 29<sup>th</sup> and that the newsletter was completed and would be out soon.

Panzarella "Should we go forward with the plans for a JEDD for Berlin Township since the other township does not want to be involved at this time?"

Bullard "Our attorney told us the mechanics of what we could do so we need to evaluate the economics of what we could do and look for recommendations from legal counsel as to how to go to the next step. I don't have enough economic analyze to make sense of it."

Panzarella "My request is should the township continue planning and legal review within the authorized limits of funding? Where would the JEDD be and how does it play up with our Comprehensive Land Use Plan. What are the potential problems we could get if we try to establish a JEDD?"

Bullard "My belief is yes. Based on the study information on 36/37 and what the potential impact is to the township taxpayers. With the things going on on Route 23 and along 36/37 they all have significant impact to the residents."

D'Amico "I think we should have our attorney at the next meeting and discuss this in executive session."

Bullard "I think we need to find the information out. Is this an executive session type meeting? I believe legal counsel is brought in for potential law suits and don't believe they are brought in just to make a recommendation. The critical point is, what is the selling point to get the land owners to join the JEDD? We need help from legal counsel with this."

Panzarella "We need to get these questions answered and then have legal counsel look at a logical scenario and come to the board. I will carry this forward if it's okay with everyone."

Bullard and D'Amico agreed.

### FUTURE MEETINGS:

3/21/11 Mid Ohio Regional Planning Commission Very expensive lunch so no one was authorized to go.

### LATE ITEMS:

Bullard "I received a request from Jan from the Great Ohio Bicycle Adventure. They were looking at having a fund raiser to feed 500 bicyclists early in the morning on June 22 at the fire station. They ride a 50 mile tour from Delaware to past Sunbury and then back to Delaware. I told them we were not in the fund raising business. Is this correct?"

Panzarella "We have been asked before to do fund raisers and don't think we have approved them."

Bullard "I will let them know. I received a call from Jim Franz by the fire station to see if we could do anything about the large trucks that are breaking and making loud noise at the intersection. I told him I would see what I could find out about that. I'll probably write a request for you to send to the county prosecutor to see what we can do."

Panzarella "Once I see the request I will pass it on."

Bullard "I said I would follow-up on the chair project and am still working on that."

Panzarella "I asked for feedback on the handbook and have received some and am still waiting on others. A copy was given to the fiscal office have you had a chance to look at it?"

Smith "I have looked at part of it and I know Judy was also going to look at it but I did not ask her as it was not on the agenda."

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m.**

**Regular Meeting**

**March 28, 11**

**RESOLUTION  
11-03-33**

**MOTION TO ADJOURN**

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

Meeting adjourned by Chairman Panzarella at 9:32 p.m.

---

Philip P. Panzarella, Trustee

ATTEST:

---

Thomas A. D'Amico, Trustee

---

Claudia Smith,  
Fiscal Officer

---

Ronald W. Bullard, Trustee