

BERLIN TOWNSHIP TRUSTEES

8:00 A.M.

SPRING ROAD MEETING

APRIL 9, 2011

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

CALL TO ORDER: Phil Panzarella, Trustee Chair

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by D’Amico.

ROLL CALL: Panzarella, Bullard, D’Amico

ATTENDANCE: Road Superintendant Brodi Irwin and Eldon Johnston representing Delaware County Engineer’s Office.

Public Comment: There were no comments from the public.

Panzarella said that this meeting will primarily consist of the trustees traveling the township roads, taking note of any right-of-way violations such as property size, height, and location of signs; roadsides, trees and brush; guardrails for any obvious signs of problems; culverts that the Board expects that there are problems on and which it would like to review this year; drainage areas with potential problems; condition of road berms; paving conditions on all township roads; and surface conditions for determination.

Bullard said that he would also like to examine trees which may need to be cut in light of the emerald ash borer infestation. He is not asking for a tree inspection, just that there is awareness. Panzarella said that subject was included in the special meeting handout so it is covered.

Panzarella noted that this meeting was being recorded for transcription purposes only. Somebody said items would be graded as reasonable or unreasonable.

Eldon asked if anything was desired to be done in Cheshire. D’Amico answered, “No.”

S. 3 B’s & K ROAD (TR 35) -

Bullard indicated that Cheshire & 3 B’s & K were in good condition but may need some crack sealing done. He also stated that the ditch in front of the middle school was done two years ago and is holding up nicely.

Panzarella said that the school bus traffic is obviously having some effect on this road, especially on the edges because the road is so narrow. This is much more apparent on the east side than on the west.

Bullard said that on 3 B’s & K the in-depth repair should be done and then the blacktop should be done from Streamside up to Piatt.

ROESLAND -

Bullard said it is planned to chip and seal that road this summer in an attempt to lengthen its life and make it last longer.

Panzarella said that on the south side of the road, a full-depth repair was done a couple of years ago. Brodi said that this road doesn’t get traveled very often because it doesn’t really lead anywhere. There’s a lot of crack sealer on it to keep it from falling apart and in the near future maybe next year plan to resurface it. There have been concerns

about the immediate area here by residents who are concerned about their property values.

D'Amico asked how old the road surface was. Irwin said it was done in about 2001 so it has lasted 10 years with a chip and seal. Usually you only get 3 to 4 years on a chip and seal road. Ditches slope well which keeps the water off the road.

PLUMB ROAD HEADING WEST -

Bullard stated that a culvert was put in last year which worked out well as it helped keep the water down. He stated that we asked the county engineer to help repair culverts this year but due to cutbacks that job will have to be deferred. They would help with some very specific cases.

Panzarella asked if there was a culvert diameter definition, very specific, something less than 16 inches? Bullard said that the township would have to ask the county engineer to define them.

Panzarella asked Brodi how many areas would need to be inspected to determine condition. Irwin said he wasn't sure when the last time any of these inspections have taken place, so he thought that perhaps every year or two the roads should be inspected in a superficial manner.

Panzarella said there is a report in the road department that is about 5 years old, when Mr. Viers was here which included a list of all culverts that were inspected at that time. He suggested that the listing be resurrected and reviewed, and then obtain a recommendation from the road department regarding how many inspections are necessary. Then the Board could take action based on which repairs need to be made in the short term and which need to be done in the long-term.

Panzarella said that when the township turns in a recommendation to the county, the township recognizes that the office has engineering experts for roads in our township, and his recollection of the former road supervisor was that they would make a recommendation based on what they thought the water was doing through those culverts. If they saw signs of erosion, backage, blockage, etc. They had those as their "suspicion" list regarding the structural capability, the flow capability, the mass flow rate of analysis, and similar situations which occur with drainage and the characteristics of a pipe and/or culvert, and those items would be left to the county engineer. However, he didn't feel that the township is totally incapable of doing at least an inspection-type analysis, not a certification-type analysis.

Irwin said that he didn't think that the township was entirely incapable of doing an inspection-type analysis, not a certification-type analysis. Irwin said that without a visual inspection, the township's insurance company, OTARMA, requires a monthly inspection of culverts, pipes, ditches, roadway surfaces, and overhanging limbs, and this checklist is done every month. A visual inspection can be done, but there aren't many more things that the township can say about that on a professional basis. The township can take that list individually to the county.

Bullard said that at that point, the Board would ask the county engineer to advocate both the capacity to be able to do the inspections and if not we need to figure out a different way.

Panzarella said that was all he was asking, to find the list rather than stating that one doesn't remember the exact number of culverts, pipes, etc in the report mentioned earlier. He said perhaps Irwin could provide a list of exactly how many items are being discussed, as he does a visual inspection every month.

Irwin wasn't sure of the number off-hand, and he noted that there are several hundred pipes in the township; he would need to look at the record to see exactly what was on Mr. Vier's list.

SUMMERWOOD SUBDIVISION -

Bullard asked whether this road was slated to be blacktopped this year. Panzarella said there are only a couple of places in here that are worthwhile to point out. The first one is about 200' yards down the road on the right. He pointed out a black spot on the right side of the road where there is a collection of loose stone and dirt. He said that area is dipped slightly, most likely due to construction traffic in the area that has pushed the area down.

Panzarella said it would be helpful to note the address, 5624 Summerwood, and when the paving contractor does his preliminary survey he can look at that to see whether anything needs to be done. This doesn't appear to be a structural problem, but instead a grading and surface problem. He called attention to the pavers in the driveway. When the road is built up with the sealing course, intermediate course, and quarter inch of blacktop, it will probably extend into the driveway possibly 1-2'. That property owner will either need to remove the pavers or otherwise take action to ensure that the road can be properly surfaced. He said he needed a recommendation from the county engineer regarding what should be done, and noted that the county engineer didn't want to just go over the pavers.

Panzarella said he has been told that nothing is to be done in the right of way in subdivisions or at any driveway like this, although he hasn't seen that in writing yet. It would be worthwhile for the engineer's office to let the township and developers/builders know what is necessary in the right-of-way, including that nothing may be placed in the right-of-way except for stone or blacktop. If such isn't defined, problems like this occur. For now, the township needs to know what the county recommends in this situation regarding the interface of the driveway to the road surface so the township can relay such information to the property owner and request that s/he takes necessary action in order to not impede the repaving process.

Johnston said that would be a good idea to bring up during the pre-construction conference with contractor. He asked whether Berlin Township was part of the county driveway permit process. Bullard said it is not. Johnston said that the county engineer can provide details regarding what can and cannot be done as part of that office's driveway permit process that would answer the township's questions.

Bullard said the county has a good standard but the township has had poor experiences in the past with the placement of culverts. The county standard indicates that concrete or any solid surface cannot be attached to the roadway, and the county will install blacktop, that would extend about a foot back off the road. This makes the interface with the road, snowplows, etc. so that the road surface actually goes off the driveway surface and that is an excellent way to do that. Bullard said that the subject driveway would most likely require that the first 3-4 rows of bricks be removed and disposed of, and then install a typical base and blacktop.

D'Amico asked who would pay for that. Bullard said that for new construction, historically the county engineer has required that the property owner pay the costs. He asked Johnston whether, for roadways that currently connect to the roadway and there is a problem, is the situation "grandfathered in" by the county? Johnston was uncertain as to the answer.

D'Amico said that we should not assume that it's "grandfathered in" at this time and the issue should be investigated before a determination is made. He noted that there is another driveway on 3 B's & K where Jim Head lives with the same situation. He would prefer that the township not pay to remedy homeowner-created issues if possible.

Irwin said that the situation in many of these subdivisions, including this one, the right-of-way line is the property line on the front face of the properties. Because this road has never been resurfaced, he was fairly certain that the center of the road was at about the center of the 60' right-of-way. Thus, the township actually owns much of the property in that driveway area upon which the homeowner has taken it upon himself to build on township property.

Irwin concluded that it was likely to be the homeowners' expense to remove the pavers because they are located within the road right-of-way. He noted that on 3 Bs and K Road, property owners own to the center of the road and they pay taxes on the property to the center of the road, even though there is right-of-way in that area that varies. That is a situation which probably could have been handled when it was put in. However, in this situation, none of the items including coverings, rocks around the driveway, plantings at the end, etc. should be allowed with the township's property within the right-of-way, in order to ensure that the township can do its job properly. If the township cannot do that, it could become a costly issue.

Irwin said that the right-of-way line on this road is 30' from the center of the road and the property line is at the front face of the property line. Bullard said this is different than many township roads because the property was platted so that the property where the road is belongs to the township, and there is no right-of-way here. The township owns a 60' strip of property. It is not like in many situations where the homeowner owns to the center of the road. In subdivisions, the township owns the road and the 60' roadway; there is not a right-of-way.

Panzarella asked whether the property had been rezoned through the township's zoning commission. Bullard said it only went through the Delaware County Regional Planning Commission (DCRPC) because it is zoned FR-1. Panzarella asked whether that was the reason why there was no berm. Brodi said that the Harbor Pointe and Meadows of Cheshire subdivisions are the same way even though they are curb and gutter.

Panzarella said that the township took over the permitting process for driveways about 3-4 years ago. From that point on, anything that was done was approved by the township. He noted that the RPC takes care of FR-1 subdivisions, which the township has a few of. There is not a clear understanding between the township and the RPC regarding these types of subdivisions and other matters including signage and fees. This provides the township with the opportunity to address those types of issues.

Panzarella said that regarding this specific driveway, if Jerry Ungascheck (of the Delaware County Engineer's Office) can tell him how many rows need to be removed, the township will try to take care of that, with the owner. He said the township should reconsider the relationship between the township and the county regarding these types of issues because in the future it is likely that the township will use the county contract to repave these roads. That will help create a clear understanding that these types of issues can be avoided in the future.

Bullard said he expects traffic on this road to pick up dramatically when the middle school opens because it will provide a straight shot to the school and it will become a cut-through. He expects that the township will received telephone calls complaining about the amount of traffic. He pointed out the addresses 5708 has a concrete driveway, as well as the next one on the left. Panzarella stated that there is a

preponderance of concrete driveways in this subdivision and it is likely that when the road is blacktopped, it will extend into the driveway 1-2' depending on how much crown the road has and how much material is being put on it.

Panzarella said that three things were mentioned at the last homeowners association meeting: 1) that the intermediate layer will have the characteristics of chip and seal, but that will not be the end state of the road; 2) when the 404 is put on the road, there will be a lip of 404 into each driveway about 1-2' and at the end of that lip, there will be a ¼-3/8" bump because there is no way to blend it into the surface contour; it would just peel up. The homeowners association has been put on notice regarding this and the management company will inform all residents of that subdivision that that will happen sometime during June-August 2011.

Panzarella said that when the property was platted and residents built their homes, either they didn't conform to the county standard, it wasn't enforced, or perhaps the regulations weren't as clear as they are now. This situation can be used as an object lesson for future developments.

Irwin said that from a practical standpoint, these subdivisions will be paved over and over for many years, and each course of asphalt will make the taper back in the driveway further. Rather than trying to come up with a fix for a one-time application, this is something that needs to be looked at for the lifetime of the home. This could require milling of the subdivision or even a street surface. An example of how these situations end up looking is at the Berlin Township hall there is a 5-6" lip from it to Cheshire Road. The snowplow catches the edge and peels it up sometimes.

Panzarella said this subdivision was platted around 2001 and the first homes were built around 2003, so it is likely that something like this will have to be done about every 10 years. He asked that the trustees go back out to Africa Road. Irwin asked to go into the Summerwood Extension. Johnston said that the ends of all these concrete driveways will crack. Also, if this road is resurfaced and it becomes a cut-through for traffic, speeding will become an issue.

Panzarella agreed and said that this issue was also discussed at the afore-mentioned homeowners association. The residents were told that their only way to reduce the speeding problem is via police enforcement, and he warned that residents may want to be careful what they wish for, as the tickets can be up to \$145.00 each.

Irwin said that perhaps additional signs need to be installed to inform residents of the speed limits. The signage is sparse because it is zoned FR-1. Installing additional signage can help preserve the safety of the township. Panzarella said the township needs to be more definitive between its zoning process and the FR-1 process that the RPC takes care of. The township needs to tell it what it wants so it is consistent.

D'Amico said he is noticing that in this section of the Summerwood extension, there are many new homes being built and he wondered whether it was too late to require the builders to feather into the township's road via an asphalt apron. Panzarella wasn't sure, and he said there needs to be a clear understanding between the BZC, the township, and the RPC. He said this road, Summerwood Extension, isn't being repaved right now.

Irwin noted that the township owns this street and within the right-of-way, so the township trustees can do what they need to do. Panzarella added that a legal review would also be necessary. He asked whether a driveway permit had been issued for the freshly-poured driveway the group was looking at right now. Irwin said it did.

Panzarella asked if the township brought up the point during that permitting process that the driveway needed to be blacktopped. Irwin said that he believed that the township meeting minutes indicate that the road department has requested putting in place a multi-step driveway inspection, but its request has not been granted. Currently the process includes inspecting the grade on the pipe and the drainage in that area, and if that is deemed to be satisfactory by the road department, there are no further inspections that will occur.

Panzarella asked whether it was correct that when a driveway inspection is done, that the only comments the township gives to the builder is how the pipe is placed for drainage issues. Irwin said that was correct and also the thickness of the stone and the base beneath the apron, which are required to be at least 6" thick.

Panzarella asked whether the county's inspection goes further than that and discusses surface characteristics, material, etc during the county permit process. Johnston said it does, and it also reviews grade. For example, the surface back to the ditch line should flow away from the road instead of towards it. Irwin said that implementing a multi-step driveway permit process would ensure that on the day the concrete is poured, the township receives exactly what it wants to ensure drainage away from the road, the grading is proper, and the materials used are proper. Having more control over this would help road surfaces last longer. He reiterated that the road department has requested this numerous times but the request has yet to be granted.

Panzarella said that is an action item for the road trustee to bring up in the future to see what the Board wishes to do. Given that, a recommendation, and a legal review, perhaps something could be done regarding the houses that haven't been built and permitted yet.

Irwin said that the road surfaces are in good shape in this area, Summerwood Extension. He noted that on the right there is a ditch where grass seed and straw was placed in the fall too late for the grass to grow, and the silt, etc. ended up down in the ditch and the ditch is not on grade any longer. The homeowner has already been granted an occupancy permit and the township has nothing it can hold over them to correct the situation.

Irwin said that falls within the township-owned property and it becomes the township's problem. The road department's hands are currently tied regarding what they can and cannot do. The Board needs to decide whether it wants the homeowner to re-grade the ditch during spring so that it is established back on grade.

Panzarella said that after the developer is done with the property, the problems become the responsibility of the property owner. The way to solve this problem is not piecemeal. He has requested a letter from the full Board, but has not seen one, which states that there will be no curb and gutters in subdivision. Panzarella asked that if someone has such a letter they should give it to him; if not, he will recommend future Board action with legal review to make them a priority.

HARBOR POINTE -

Johnston noted that construction traffic is getting off the edges of the pavement and rutting into the dirt. Those ruts fill with water and that edge of pavement will break off if something isn't done. Irwin said that this subdivision is his list of roads and subdivisions that he would like to have crack-sealed for the 2011 season. There are a few cracks on this road. The cost for this is charged via lineal feet so it isn't very expensive to seal these cracks and it is necessary to keep out water so it doesn't penetrate beneath the asphalt.

Irwin indicated there has been a problem with the tree limbs in this subdivision. They had a tree limb break off a mirror on a plow truck at night. He also stated the road department would like the Board to approve having the trees in this area trimmed to the standards that are in place.

Bullard agreed that the trees should be trimmed and that plantings should not be allowed in between the sidewalk and the street in future subdivision. Panzarella thought that the trustees had already taken action regarding that since the time this development was built about 15 years ago. He said that this is not an FR-1 subdivision and it is a process that goes through the RPC. The Board needs to confirm that he BZC is aware of this, and he will take that on to ensure that this situation should not be repeated in future platted subdivisions that are not FR-1.

Bullard said that Irwin is requesting that either the homeowner trim the trees or the township trim the trees and get rid of the limbs. The low-hanging limbs need to be trimmed up to street level and it really needs to go up to the sidewalk level. A tree was noted by Irwin on the right under which a tall individual would have to duck the first limb which is about 6' tall. He noted that requiring that the limbs are trimmed would prevent township equipment from being damaged and would also protect the safety of residents walking on the sidewalk.

D'Amico asked whether it was correct that the right-of-way begins in the center of this road and extends 30' on either side. Irwin said that was correct. D'Amico said such trees are causing damage to township vehicles because they are not being maintained. The Board may need to do something more severe in the future to remedy this situation. Bullard said that at one time, no trees were allowed in the berm area, then one Board allowed it, but the currently policy prohibits trees from being planted in-between the sidewalk and the road.

D'Amico said the Board has the legal right to remove the trees in the right-of-way. Bullard noted that it is not a right-of-way, but it is actually township-owned property. D'Amico said that the Board then definitely has a right to remove the trees if it feels that it is necessary.

Panzarella asked how the Board could get around the fact that a prior Board allowed it. Bullard said that would need to be determined, but trimming the trees is not an issue. Panzarella said that the issue is who will pay to have the trees trimmed. It seems logical to ensure that the standard is reasonable because the Board would be working on something that a prior Board allowed.

Panzarella said the Board should give the homeowner an opportunity to have the trees trimmed. That would help prevent a liability issue if a tree was somehow killed by trimming or another unknown reason. The Board would also need to decide how it is done. In some places, trees are trimmed rather crudely and that made for odd-looking shrubbery. He agrees that the trees should never have been planted in this area, but because they are, an interesting situation has been created and the Board should seek legal advice prior to taking any action.

Panzarella said that the Board could also work with the homeowners association and inform them of the limbs that are causing problems and see whether they could take care of it. This is an example of what happens when certain decisions are made; the township has to live with them for a long time, just like the driveways.

Bullard asked whether the township has the time to trim all the trees. The Board has not given the road department authorization to trim the trees, and he wants to make it clear that the Board is responsible for that, not the roads department. D'Amico said he

understood what Bullard said. Bullard said that no resolution or motion has been made by the Board regarding this and the Board needs to determine how it wishes to proceed.

Panzarella asked whether it was correct that the Board hasn't given authorization at this time for the road department to trim the trees. He would like to first determine whether the Board would like to trim the trees that overhang the road to ensure that road equipment isn't damaged, or to trim the trees on both sides, including the road side and the sidewalk side. Also it needs to be determined how the process will work if the Board grants permission to trim trees; would it be done in-house or out-of-house? What equipment would be used?

Bullard said that this is an action item that belongs to this Board at this time. Panzarella said he expected the roads trustee to bring that forward to the Board in the near future.

MEADOWS OF CHESHIRE -

Irwin noted that this development has been submitted for crack sealing, and that that there are no tree issues here. He met with a resident with the homeowners association regarding mailbox items. He said the township has problems with snow plowing because some of the mailboxes have leaned over time.

Irwin said that the United Postal Service has standards regarding mailboxes, and many of these mailboxes don't meet that requirement. It is up to the postal carrier to enforce that. The resident will bring this up at the next homeowners association so hopefully the mailboxes will be made to conform to the standards and for the 2011-2012 snowplowing season there will be fewer issues.

Bullard said he thought there was a place in this area where the drainage wasn't working correctly and curb-and-gutter work was necessary. Irwin said that a resident had called to complain about a storm water inlet that had cracked from either the freeze/thaw cycle or under the weight of construction vehicles. The township is looking into getting estimates regarding replacing the small piece of gutter and also fixing the curb inlet so the water goes into the drain rather than going around it and causing erosion.

Panzarella asked whether this was on a road that was recently repaved. Irwin said it was. Panzarella said the cost to do so was over \$300,000.00 and he asked whether it was correct that either the condition of the catch-basin/curb issue or it may have been caused during the process. Either way, he wants to clearly understand whether Irwin is stating that it is the township's problem to take care of.

Irwin said that it is a township-owned roadway and it is the township's responsibility to maintain its roadways, which includes curbs and gutters, and storm water inlets, as well as the area around it. Panzarella said it would seem to have been more efficient to have taken care of that problem while the road was being repaved. Irwin said it would have worked out if the homeowner hadn't notified the township until just a day before. Given that the Board doesn't make decisions quickly, it was unlikely that it would have taken action prior to the asphalt being laid.

Bullard agreed with what Irwin said and said that the township didn't know about the issue beforehand, although it was possible that the township could have done more extensive inspections, although that can take a lot of time.

Panzarella agreed, but said that because monthly reports are done those kinds of situations would be worthwhile to know before any money is put into a project. Irwin said that he tries to the best of his abilities to bring up the issues that he sees and to mark them as such. If he misses an item, that is because he is human.

Irwin said that the Board wants to point fingers to see who is responsible for various items. Sometimes it just is what it is; he has tried his best to bring the proper information to the Board but this is one that slipped through the cracks. Panzarella said he appreciated that; everyone is human and everyone makes errors. However, he feels that the Board makes timely decisions.

Panzarella went on to state that if an emergency situation exists in the township, including roads, ditches, etc. the Board can hold an emergency meeting within just one day. He wanted Irwin to be aware that this mechanism exists. An additional mechanism the Board has is to hold a special meeting, which requires two days. The township has adequate ability to respond and emergency situations can be handled very quickly. He asked that there be no hesitation in the future to let the Board know of an emergency situation.

Irwin said that he understands that, but sometimes it is difficult to coordinate contractors. In the subject area, some road surface base needed to be stabilized, 4e-compacted and paved, and it ended up being nearly a month-long project. That was all done via an emergency meeting but it still took an entire month to resolve.

Panzarella asked whether, on that item, would the surface of a new road need to be disturbed to repair it? Irwin said that if that is necessary, a proper repair would be done to correct it.

SHERMAN ROAD -

Bullard said that there is a section here where lots were subdivided and the ditch was moved back on the north side of the road where it should be along the three lots. That was paid for by the developer. In most areas of roadway in this area, the ditch is very close to the road, if it exists at all. An in-depth repair would seem to be necessary to correct the cracking, but most of that is due to the ditch being so close to it that the berm was not doing an adequate job of holding the roadway in place and it has a tendency to break off.

Bullard said that the side of the road is graded towards the ditch, the water drains into the ditch, and that is the way it should be. It would be ideal if Sherman Road was also done that way. He asked the Board to consider how much would need to be changed in this area and the many trees here; the entire character of the road would have to change in order to do that. He noted that it would be a very large job.

Bullard pointed out a driveway and explained how it attaches to the road. There are pavers coming out, and gravel that attaches to the road; that is the way the county prefers that driveways be attached to the road. D'Amico noted that the driveway slopes towards the road. Bullard said that was correct and it would be better to slope back towards the ditch.

Bullard pointed out concrete on the left on the side of the road and said that was installed to fill a hole, and the township worked last year with Phil Viers (of the Delaware County Engineer's Department) to look at the tile. The two tiles had come apart and they were put back together. It was noted that both sides of the road are in bad shape and that the condition worsens as one proceeds to the west.

Bullard pointed out an area where the blacktop is higher than the road and said that is an example of a situation that damages the township's snow plow blade.

Irwin said that in the situation he mentioned earlier, the water runs out onto the road and down the road on its way to a ditch, eroding the road. There is no ditch here. He

noted that this past winter was very harsh on many roads, including this one. This appears to be a maintenance problem for 2011 which is an unexpected expense.

Panzarella asked to pull over to the side. He noted that there are drainage and road issues here, and it appears that there is a couple-hundred yards stretch of road that would lend itself to establishing a drainage ditch. He believes that the township has right-of-way on this road so that would be possible. This is an area where the road is actually acting as a drainage ditch.

Panzarella noted that there are some edge issues on the road due to its narrowness and some full-depth repair would have to be done. Also, the general surface of the road continues to break up. This road has been chip-and-sealed twice in the last 5-6 years. He would like to get a professional analysis and recommendation regarding what can be done, and in what sequential order it should be done, on this road. This could be stretched out over a couple of years so the township can get some benefit of what is done and not destroy what is done.

Panzarella said that if development occurs, this road will bear much more traffic. It has already been discussed with the county engineer as being a secondary road that would be affected by development in Berkshire Township, immediately on the other side of 3 Bs and K Road. He wants to be careful with what is done and also needs to be aware of development in that area as it would be wasteful to put a lot of money into the road just to have it torn up when the road is redone to county standards as a secondary road feeding into a major development area.

Bullard said that he recommended that drainage work in this area should be done off the road. He is aware that would mean the cutting of large, old trees in order to obtain enough roadways to put in some drainage. The only other alternative would be to make this section of road curb-and-cutter and put the drainage in right next to the road; however, there would still be tree issues on the sides of the road. Drainage is the biggest issues in this area, he noted.

Panzarella said that this is one problem that should be addressed this year; a plan should be established and some temporary solutions implemented so the road doesn't continue to deteriorate at the rate it appears to be deteriorating. Bullard asked for Johnston's comments.

Johnston said that there is a 60' road right-of-way, and in order to save the road everything within that 60' area would have to be cleared out, the drainage implemented, and the road re-built. The county could do the work, but the township would have to pay for it. He was unsure of an estimated cost for this work without doing further research.

Panzarella asked if it would be fair to state that the work would cost hundreds of thousands of dollars. Johnston said, "Yes." Bullard noted that this road does have right-of-way. Irwin said that the township needs to ensure that the road is safe.

Bullard noted that by looking at the ditch, one can see how high the water was when it rained; the ditch was filled to road level and he believed that it would have crossed the road at one point. On the right side the ditch was filled completely and water was running down the ditches on the north side of the road.

Irwin said that a culvert crossing would be installed in this area and his department has already received an estimate from Glenn Excavating and which the Board has already approved. This was on the list of items for the list last year at the end of the season, but the weather didn't cooperate and the contractor wanted to wait until school is out so

the road can be closed. There are some children who live near the middle of Sherman Road and there is not much room in that area for busses to turn around.

Panzarella asked when that work would be done. Irwin said that he has requested three different times to get a time frame regarding what Glenn Excavating and Miley Excavating need to accomplish what the township needs them to do. However, he has not seen any results of those requests so he suggested using a different contractor if the township cannot obtain the results it needs.

Panzarella asked D'Amico to talk to the involved parties to see whether they can determine a starting date, possibly during the month of July, so the township can ensure the work is done prior to the weather getting bad. D'Amico agreed to do so.

AFRICA ROAD NORTH BY SHERMAN LAKES SUBDIVISION -

Panzarella said that the average density of this subdivision is less than one dwelling unit/acre. Panzarella asked whether it was correct that the township will be in control of the driveway permits. Bullard said that the township was in control of the driveway permitting here and that it would be curb and gutter.

Panzarella said that action should be taken to confirm what gets curb and gutter. Irwin said that he believes that this subdivision had been approved to be a non curb-and-gutter subdivision if so desired. The township has changed its policy so now curb and gutter is required. He believes that this development will still be a curb and gutter regardless, but that is something that would have to be challenged.

Panzarella said that he would check with the zoning inspector and the BZC to see whether that is a curb and gutter subdivision; if it is not, he will bring the issue before this Board.

Irwin said that we had not taken a look at Heverlo but it was on the list to be chip and sealed this year for \$3,800. We are trying to build the thickness of the road. There are drainage problems so we need to tread lightly regarding how the road is repaired.

Panzarella asked how long it has been since the township chip and sealed it last?" Irwin said it was last year. Panzarella said the cost of \$3,800. lasted about two years. He said that one year it was triple sealed and chipped in three places. Irwin said that was in 2006 and that was done although his information doesn't indicate how many coats the road received. Panzarella asked that the meeting minutes be reviewed for comments from then-trustee Steve Spangler.

BAKER ROAD –

Irwin said that this road receives quite a bit of traffic for being such a rural road. Salt caused a lot of the road to crack. It has been repaired several times with chip and seal and the township needs to keep up with the berm and that could include some full-depth repairs.

D'Amico asked whether the township was responsible for the north and south sides of this road. Irwin said that was correct; in the township's agreement with Brown Township, that entity takes care of the western-most part of Baker Road from Jumper to Route 36/37, and Berlin Township takes care of everything from Old State Road to Jumper.

D'Amico said that he noticed that the berm on the north side is a holding trough for water and he asked whether the township could address that issue. Irwin said that relates to the spring berming that his department does. It tries to find all these locations and do this. As that is done and traffic runs on it, as can be seen up on the

right, the berms get “squished out” to the right, and that makes the edges higher and therefore the water gets high.

Irwin explained that there have been several discussions regarding hiring somebody with a grader to cut some of the edges down to allow water to get to the ditches, then perhaps the edges of the road will dry up and the problems won’t be as bad. Regarding the way the road breaks off on the right-hand side, if the township were to shoot grades on this with a straight-edge across the road, if a full-depth repair is done, the elevation may be brought up by enough that the water gets where it needs to go. This will involve some work to determine exactly what action the Board would wish to take.

Bullard noted that Berlin Township takes care of the roadway, not both ditches. Berlin Township is responsible for the ditch on the south side, and Brown Township is responsible for the ditch on the north side, and it is that way all the way out to the road. Thus if it is desired that the edges on this road are to be cut off, Brown Township would need to be asked to do that.

Irwin said that regarding the bigger issues, there has been a lot of salt consumption this year, including by the state, county and the townships, due to the type of storms this winter, which included not a lot of snow but much freezing rain. This has caused additional damage to the roads. He has compared this with other roads in the area and they are also experiencing the same issues. Typically, the edges aren’t as bad after winter as they are this year.

GLENN ROAD (TR 93 BAKER AND PLUNKETT) -

Bullard noted that we have to contract to clean the ditch by Kingdom Hall church and the tress will not be disturbed. Panzarella asked whether the debris would be removed as well, as there is a lot of debris lying amongst the trees. Bullard said anything in the ditch but not in the tree line.

D’Amico asked who owned the catch-basins in this area. Somebody responded that they belong to the State of Ohio.

SWEENEY –

Irwin said that there is not much work to be done on this road, perhaps just some chip-and-seal work to maintain the road and to not allow it to get worse. This road doesn’t get much traffic, but it is steady.

Panzarella asked whether this road is a candidate for next year’s list. Irwin said it possibly was, and he would like to further observe it in order to make a determination on the list for 2012. D’Amico said there isn’t much ditch on the west side.

Bullard said that to the left is where the new middle school will be built and he suggested that the Board write a letter to the Olentangy Local School District board to ask that the entrances to that school be located on Curve Road instead of Sweeney Road. With the Board’s agreement, he will draft such a letter and it can move forward. There was a consensus that Bullard will write the letter.

Irwin said that about a month ago, a meeting was held with the railroad company, who wants to install crossing gates at this crossing. In the meantime, they have provided paperwork for the township to complete. It has requested that stop signs be put up temporarily until these gates are installed in about 18 months. However, he has not seen the paperwork yet. Bullard said the paperwork has already been signed and faxed in, and perhaps a call should be made to the PUCO so see where that is at. Irwin said that as soon as the paperwork is returned, the road department will install the stop signs.

D'Amico said that he has seen stop signs but he is not certain whether they are Berlin Township's. He noted that they have a vertical red strip on the sign and he asked if the new stop signs will also have that stripe. Irwin said they could, if so desired. D'Amico asked how it would be determined which stop signs have the stripes.

Irwin said that he uses the same procedure that Delaware County does. Ron Ford of that office has informed him of the procedure. If there is a problem at an intersection, stop signs are installed. If it becomes more of a problem, the signs get the red stripe. If the problem worsens, double stop signs are installed. If the problem gets even worse, a stop sign with flashing red lights may be installed. This is all based on the location and its history.

D'Amico asked whether warning signage is installed by the county for new stop signs, such as, "new stop sign ahead." Irwin said such signage would be installed. Panzarella asked if there has ever been a fatality at this railroad crossing. Bullard said that the PUCO stated that there have been no accidents here for the past 5 years but it has been determined to be a dangerous intersection due to the amount of traffic in the area. That was based on data that was 2 years old. Since the Meijer store and shopping center were installed, the amount of traffic has increased. The increase in traffic justifies the crossing gate. Bullard said that two databases are kept for such accidents, one by the sheriff's department and one by the Ohio Highway Patrol.

CURVE ROAD -

Irwin said that a section of this road was chip and sealed last year. He had requested several times a section be asphalted but was denied. He said his department projects that Glenn Parkway will go through here in the next 5-10 years. Due to pavement lifespan being in that area, full-depth repairs will need to be done on that section of Curve Road, as well as possibly some asphalt work because it will need to be maintained during that period of time. Glenn Parkway will continue with overpasses for the railroad and also roundabouts. Most of the right-of-way will be taken, he noted.

D'Amico asked whether overpasses would be built. Irwin said that one is required over both railroad tracks. D'Amico said that he believed that the crossing on Home Road involved a cost of \$4.1 million. Johnston said that was just the county share. Irwin said that if the City of Delaware installs two overpasses that will cost several million dollars and the City doesn't have that. Thus, it may be a while before those overpasses are built, and this will be developer-driven.

Bullard said that the township owns half of this road, from here to the sign ahead. The rest of this road is owned by the City of Delaware. Irwin asked that the group drive down to Route 26/37, down to Roloson Road, turn right towards Curve and then drive down Dale Ford Road. There aren't many issues on the rest of Curve Road, which has been paved in the last three years and crack sealing has also been done.

ROLOSON ROAD -

Irwin said this was paved three years ago. The Board has just approved over 400 tons of berm stone material. In terms of keeping up with roads, the township's roads aren't very wide and there are school bus garages, high schools, middle schools, and elementary schools that create a lot of traffic to the area. Frequently the roads aren't wide enough to provide for two busses passing each other, so his department tries to keep up on the berm as much as possible so it doesn't break down.

Irwin said that over the winter there is a lot of snowplowing, so if the berm is high it ends up getting shaved off. Also it gets wet and muddy and there is a lot of damage done by the busses over the winter. That is why every spring his department gets all the

berming done so it lasts for the winter, and then spot repair is done through-out the course of the year.

Panzarella said that it seems to be working, but they are very steep. Irwin said that further up, there is a ditch that is not working. He pointed out an entrance on the right past the big oak and he asked him to stop right before it. He pointed out a ditch to the right that has a lot of brown mud. The culvert pipe that goes under this field entrance driveway is plugged and non-functional. It backs the water clear up in the farmer's field and it goes all the way up to the edge of the pavement; therefore it is causing harm to the township's road and softening it underneath.

Irwin said that this problem did not exist but it does now, and the township doesn't own the equipment necessary to fix this problem. He will investigate either renting the equipment to fix it or hire a contractor to pull up the culvert pipe, clean it out, reset it, and see whether it is broken or not. This benefits the township because it will help prevent road damage in the future.

Bullard asked whether there was anything under the road that needs to be replaced, or whether it was just alongside the road. Irwin said that if there is a pipe that crosses the road here, he doesn't know anything about it. It is his understanding that if the water here makes it through that pipe, it will go all the way to Bob Forbes' house and will cross over in that area. As long as the waterway here is clear, the water can go where it needs to go.

D'Amico asked if there was just a culvert pipe/surface trough right there under the field. Irwin said that was correct and that it was clogged due to it being smashed, broken, rotted out, or a similar situation.

D'Amico asked whether the fire department has sometimes cleared such culverts using their hoses. Panzarella said that was correct. Irwin said that the fire department wouldn't be able to clear this one out; it can't even be dug out with a shovel. The ditch needs to be reshaped up to that point. There appeared to be a field tile in the area which had caved in and it was not determined where it led to. The group exited the vehicle to examine the site. After returning, Brodi noted that it was determined that a ditch cleaning was necessary.

Irwin said that the farmer here has asked whether the township can do something to help the situation, and it also becomes a problem for the township if it isn't corrected.

Panzarella noted that some of the field entrances have a marker on them, some have two markers, and some have no markers. He asked if there any kind of standard that could be implemented to help traffic turn around. Irwin said that is only if the farmer puts it up. Panzarella asked whether it was correct that the township has no responsibility for that and that it is private property.

Irwin said that it is within the road right-of-way, but on these types of rural properties, the property owners do own to the center of the road and they do pay taxes to the center. The township is able to work within that right-of-way but the property owner is able to put things there as well.

Panzarella asked whether the township has any responsibility to mark in the right-of-way of township roads if there is a pull-off area. D'Amico said he has not seen that anywhere so he didn't know why the township needed to re-invent the wheel. Panzarella asked if it was correct that a property owner can mark their property here any way he wants.

Irwin said that was correct and that in some FR-1 subdivisions, people have put their own markers along the edge of the pavement to keep drivers from peeling up sod, and to keep garbage trucks, busses, and cars off the edge of their driveway or off the edge of the driveway into their yard. That is a similar situation to what a farmer may do.

Panzarella said that sometimes people turn around in those areas and he wanted to ensure that the township has no legal liability when that was done. Irwin didn't think the township had any liability. Panzarella noted that defending against a lawsuit can be costly. Bullard responded that anybody can get sued at any time for any reason.

Bullard said that on the right, the pavement is actually on the property owner's property. There is pavement on Curve Road that is not in the road right-of-way, so the ditch is on the property owner's property, and certainly the corn field and other items are also on his property. There is a 60' right-of-way in this area, but it is on the other side of the roadway.

D'Amico asked what the drainage situation was here and he asked whether there was a crossover here. Irwin explained where it was.

D'Amico asked whether a future plan has ever been discussed to get the road where it is supposed to be. Bullard said it has not been discussed. It was noted that the road is curved now and it would be even more dangerous if it was moved. The group was in the 3400 block of Curve Road.

Bullard said that there is 40' of right-of-way on the south side of the road, and no right-of-way on the north side of the road.

Bullard noted that there was a large tree on Curve Road that a resident had asked the township to look at. D'Amico said that he will place that on the agenda for the next trustee meeting.

DALE FORD ROAD –

Irwin indicated an ash tree was rotten on the backside, and that the homeowner had asked the township to look at and possibly remove it for the safety of the road. There are other factors here, including wires, and if the tree was to fall down, telephone poles could possibly be jerked down, as well as electric lines, and that could not only cut electricity to the area but also residents could be injured by downed wires.

Irwin suggested that the Board consider taking care of these trees as a proactive way of dealing with these types of issues from a safety standpoint. Panzarella noted that the tree is in the right-of-way. There are several trees in the same situation. Irwin noted that he has received estimates on some upcoming trees. One was noted even closer.

Irwin said that an issue with trees in the right-of-way is that residents don't want the trees removed, but when they become eyesores, they don't want to spend their own money to take care of it. He noted that past Boards have voted that if such a tree becomes a safety issue then the homeowner would be informed and would be required to pay for it. If they could not do it, the township would do it and assess the property owner.

Bullard noted at 1375 Dale Ford Road two trees that need to be removed. He noted that there are ash trees all over the township and the Board needs to work to create a plan regarding how the ash trees will be dealt with in the future. That is an action item.

Bullard noted a ditch on the right side which is full of water during rains and there is also a large ditch on the left side where it drains out. That ditch will drain the water out; the

problem is getting the water across the driveway. There is a catch basin there that runs full of water and it appears that there is an inlet on this side of the driveway which goes to the catch basin for the water. If the township did something there, that would help a lot with the water flow from the north.

Irwin said there are some residents in this area who complain about the water in the ditches in this area. The road department has come down with its transit and has shot grades on the elevation of these pipes. It has found several of them which aren't functioning properly and they either need to be replaced or reset. The ditch should be reshaped in order to provide a nice trough so the water can flow properly and get to the right place if some time could be taken on the maintenance of the ditches.

Irwin said that doing the ditch work was on last year's plan. The township hasn't done any maintenance in these ditches and the problem remains, however. Perhaps this year a base stabilization could be done and sections at a time could be done so that it would be ensured that there was one nice out road, and then continue on throughout the rest of the township.

Irwin said that the first step would be to get the water away from the roadways so they don't get soft. It wouldn't be very difficult to do that on this road and the cost could be cut down if just a few pipes were fixed and a few ditches straightened up.

Panzarella asked if it was correct that at 1390 Dale Ford Road, the first step is to do the drainage work. Irwin said that was correct. Panzarella confirmed that water runs across the road here, especially during the rainy season. The next steps would be transport of water across or under the road and stabilization. Irwin and Bullard agreed.

An unidentified resident of this road approached the vehicle and asked what was going on. Panzarella said that all of the trustees were in the vehicle and that they are inspecting the road drainage and road condition problems throughout the township. The resident was glad to hear this.

Bullard noted that the driveways in this area need to be replaced; some of the driveways are paved and the Board needs to decide how it wants to handle the paved driveways and culverts. Either the old plan should be followed, or it should be revised. There should be a method to make it easy to go down through here.

Panzarella said that the immediate issue is to work with the known problem of the ditches and ditch contours. He will look forward to getting that, and also the neighbors should be called and informed what the township intends for this area beforehand.

Panzarella said that regarding the diseased ash trees in the township, he would like to consider breaking them into two groups; one would include potentially dangerous trees that could cause safety problems, and the other would include a list of locations that should be taken care of because of future potential safety problems. He asked D'Amico to make that effort to get the information to the Board.

Bullard asked Johnston whether the county has a plan for ash trees located in the right-of-way. Johnston said not specifically for ash trees, but they are trying to get everything cleared back to the right-of-way. The Board may have noticed that trees along Old State Road are being cut back, but there is a long way to go. D'Amico asked whether that was at their own expense. Johnston said that was correct and that it is an ongoing issue.

Irwin asked whether permission must be obtained from property owners to work on ditches in the county road's right-of-way. Johnston asked whether that was going through lawn areas or field ditches out in the open. Irwin said Gregory Road, for

example. Johnston said that typically the county talks to the property owners because it is good public relations.

Irwin said that on the right is a driveway (1587) that keeps getting washed out and the property owner has asked for help from the township. He is welcome to do a ditch enclosure if he so desires. He said that the township is also running into safety issues on 3 B's and K where the township paid for the upgrade of the pipe in size and the installation involved because water was flooding the road and also freezing. The pipe is too small. The homeowner pays for it on its own, but he really shouldn't have to.

Irwin said he will be requesting an estimate from Glenn Excavating to upsize the pipe at 1522 Dale Ford Road, and once this problem has been taken care of, the ditch enclosure doesn't have much to do with the township; it just wants to keep its roads maintained and safe.

D'Amico asked what the strength of the road was. Irwin thought it was utility. Panzarella asked whether the property owner wants to put in a ditch enclosure to the concrete pipe. Irwin said that was correct and that the concrete pipe is a 15" pipe, while the one in the driveway is 12", so these would be upgraded to a 15" pipe. It will be constructed to township standards at his cost.

Irwin requested that the township replace the pipe in his driveway to ensure that the roadway issues are taken care of. The rest of this doesn't have anything to do with the township's findings, but this one does because it backs up and floods the road. Irwin said it would probably be expensive to properly enclose this ditch. He noted that the homeowner is getting older and would like to make it look nicer and easier to maintain. Panzarella said that would be fine.

PIATT ROAD -

At 810 Piatt Road, Irwin pointed out where a resident had done some hand digging in his ditch. He has requested that the township clean out the ditch so he can run water through here. However, the township refused because the Board didn't think it was important. This has changed his lot from being completely covered with water to having very little water. The tiles meet the requirements.

Irwin said that past the next driveway is a catch basin with an 8" tile that was installed by Roger Glen. He said it goes all the way down to the church lot, and there is a set of double-crossover, galvanized pipes down there. Water comes out of the breather because there is a clog in it and he has determined that the clog is probably between the next breather at the church and one over on Peachblow Road on the church property in about a 100-125 yard section. There is a ditch petition that will be going out for bid soon.

Irwin said he has a call into Scott Stevens regarding where the ditch petition stops and whether it will include that small section of pipe to replace for the unplugging part of it. These houses have water issues, but the township needs to keep the water flowing. He pointed out a property that was underwater for two days. This usually lasts about 24 hours or so, but it has been worse this time. This is the first time this problem has occurred since last year, when it was property draining.

PIATT FOR OPWC

Irwin said that we will be requesting an OWPC grant for 2012 for Piatt Road. Johnston asked whether we had submitted an REA for this yet. Irwin said it had been done for last year so the paperwork is still valid. Johnston said you may want to update that.

Johnston asked “could you submit to do an REA for this project for this upcoming OPWC application?” Irwin said not yet. Bullard said he would check with Jerry Ungascheck.

Panzarella asked Johnston that, for purposes of planning, Bullard is taking care of the OPWC for 2012 for several resurfacing projects within Berlin Township. He has spoken with Jerry Ungascheck regarding checklist for both township roads to ensure who knows who is doing what to whom, and a checklist was also discussed for OPWC grants to make sure there was nothing in there that was onerous to the county engineer’s office for the process.

Panzarella said that within the next two meetings, he expects to have an approved checklist from this Board and once that is approved by the Board it will be sent to the county engineer’s office and the items need to be reviewed to determine whose responsibility the items are.

HOLLENBACK ROAD -

Bullard pointed out an area on the left where Roger Glenn cleaned some ditches and that appears to be draining the field and draining some of the water out of the school. It should have come up slightly farther towards the school property, but it does do a reasonable job of draining, as can be witnessed. Irwin said he learned that it couldn’t go further because there was not enough slope to carry the distance and so he went as far as possible.

Bullard said that on the north side of Hollenbeck Road, there isn’t much crack sealing. On the south side, despite the wide berm and the deep setback of the ditch, etc. there is a lot of crack sealing and a lot of damage. This is the area where, in an attempt to save this road, in-depth repairs will be done and it will be paved.

Panzarella asked if just the south side would be paved. Bullard responded that it would be paved on both sides. Panzarella said the road would look consistent, and he asked whether the striping had also been included in the estimate for that work. Bullard said it had been.

Irwin noted that the subdivisions on the left side, Piatt Meadows, recently had some cracks but there aren’t very many problems with the pull-up of the pavement because it is a fairly new subdivision. Some crack sealing will need to be done. He noted that every lot in there is built out. Since this is a curb and gutter development the roads are holding up really well. Panzarella said that it seems that curb and gutter can last 15-18 years.

SHADOW CREEK -

Irwin said that the Shadow Creek subdivision opened in 1998 and most of the homes were built around the same time and construction traffic was completed relatively soon. There have been many problems with cracks. There is one catch basin, and there is a drainage issue that needs to be resolved.

Irwin pointed out a mailbox to the left with brick/rocks around it. D’Amico said that Johnston pointed out to the trustees and Irwin that there is no expansion joint built into the catch basin areas. He said that Johnston recommended that when the repair is done that expansion joints be installed. Panzarella noted that there is now a county standard that includes that design feature for catch basins.

WINDING CREEK -

Irwin said that the roads in this development are in good condition.

CHESHIRE COVE -

Irwin said that this is on the list for crack sealing. The township has crack sealed this area in the past, most recently just 1-2 years ago. Some of these places have sewer laterals under the road or other situations, so sometimes the cracks are larger than is typical. With the freeze/thaw expansion factor, frequently the crack sealer will peel apart, regardless of who does the work. He explained that his department will go back over this in an effort to keep as much water out as possible. Panzarella asked whether the road was full-depth asphalt.

D'Amico said that he noticed odd-looking strips on the end of these driveways and he asked what they were. Irwin said that those property owners have taken it upon themselves to have that difference between the roadway edge and their driveway. D'Amico asked if the drives weren't brought all the way out in the beginning so they filled them in themselves.

Irwin said that goes back to the previous discussion regarding driveway inspections. The concrete companies didn't pour concrete all the way down and so the homeowner has corrected the situation themselves. He noted that he received a phone call from a builder about a month ago regarding a driveway that did not meet the edge of the pavement as the concrete company stopped short and left it. The builder wanted to know what was permissible to correct the situation, and Irwin suggested that he put some cold patch.

Irwin said these aren't very long and there is quite an up angle up to the driveway, so the snowplow does probably catch that, and the rainwater runs out onto the road. Every driveway the trustees have seen today flows off-road, he noted, and about 75% of all driveways in the township are that way. He suggested implementing double driveway inspections so that the day the concrete is poured the township can inspect the driveways.

Panzarella said that he noticed that on many concrete driveways in the township, he has noticed that the contractors have taken the time to slope the driveways to the right and the left; they are higher in the middle than they are on the ends. The water then tends to run into the grass area, although some probably does run towards the street. It seems that the driveway is not flat across but instead is crowned to allow the water to flow off the grassed areas.

Irwin said that re-cuts will be done as part of the maintenance program here. In other places around the township where crack sealing has been done, it can be expected to keep adding to those as maintenance items. It all has to work together; the water has to get off the road and the ditches have to accept it, and the water cannot penetrate the road.

RETURN TO TOWNSHIP

D'Amico asked Irwin if there was a date for the flashing light to be installed. Irwin said they are ready and it will be soon. D'Amico said this meeting was very informative and that we have a lot of issues to resolve. We may want to look at investing money on equipment to resolve the drainage issues instead of hiring it out and there is a great need for funding.

Bullard thanked everyone for showing up. Panzarella stated that the trip was worthwhile and regarding equipment he would like to see a cost benefit analysis and see if the equipment can be stored and taken care of. He thanked Eldon and the County Engineers office for their help to catch us up and for the use of the vehicle. He also

thanked the fiscal officer for coming in and juggling all the equipment. Eldon thanked everyone.

**MOTION
11-04-01**

MOTION TO ADJOURN

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

Meeting adjourned by Chairman Panzarella at 11:34 A.M.

Philip P. Panzarella, Trustee

ATTEST:

Thomas A. D'Amico, Trustee

Claudia Smith,
Fiscal Officer

Ronald W. Bullard, Trustee