

**BERLIN TOWNSHIP TRUSTEES**

**7:00 p.m. Regular Meeting September 26, 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 Joe Korleski

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

**ATTENDANCE:** Joe Korleski, Judy Shumway & Peggy O’Brien

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

**RESOLUTION 11-09-21 APPROVE THE 09/10/2011 ROAD MEETING MINUTES AND DISPENSE WITH THE READING, WITH THE DATE CORRECTION BEING MADE**

Motion: Bullard  
Second: D’Amico  
Discussion: Panzarella stated that it was stated at the roads meeting the there was a delay in getting the crack sealing done by HHH Enterprises and there were still trees that had not been taken down as the contractor had not gotten to them yet. He thought that he saw that some had been taken down since the roads meeting.  
Vote: Bullard yes, D’Amico yes and Panzarella yes

**RESOLUTION 11-09-22 APPROVE THE 09/12/2011 REGULAR MEETING MINUTES AND DISPENSE WITH THE READING**

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

**FISCAL OFFICE:**  
**Olentangy Local Schools Committee Letter** – Smith indicated that she received a letter from the Olentangy Local School’s indicating that they have established a Cost Efficiency Committee to find ways to possibly share services with local government bodies and educational institutions and asked the trustees if they were interested in completing the questionnaire. After discussion it was determined that we did not have the manpower, funds or resources to help them and Smith would call and let them know.

**CEMETERY:**  
Panzarella stated that there were 11,500 original records in the cemetery database which actually are more like 45,000 due to transfers and such and there would be an article in the newsletter regarding same. These records are in a digital database which is important because we do not want to lose the data and the system allows you to add photographs of headstones and obituary notices to it.

**FIRE DEPARTMENT:**

**RESOLUTION 11-09-23 APPROVE \$1,000 TO PURCHASE REFRESHMENTS FOR THE ANNUAL OPEN HOUSE**

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

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**ROADS:**

D’Amico stated that they received an estimate from Glenn Excavating to clean the ditch on 3 B’s & K which replaces and estimate #3377 dated 12/02/10 and expands the project. The invoice indicates that a dead ash tree needs to be removed and D’Amico asked if the estimate included this or if we needed to remove the tree. Bullard said he was there when they were looking at the ditch and they noted that there were two dead ash trees on the Berlin Township side of the road and that debris was keeping the water from flowing properly. D’Amico will check with Glenn Excavating to see if the quote includes removing the tree.

D’Amico received a Request for Engineering Assistance today and Panzarella said it was not completed so if D’Amico would fill it out during a break we would come back to it.

**TRUSTEE ITEMS:**

Bullard stated that he talked to Andy Kerr and they were open to have the recycle bins placed at Arrowhead Elementary School but that Kerr wanted to check with the principal of the school to make sure they were okay with it. Bullard indicated that he wanted to have signs placed at the current location and along Cheshire Road and Old State Road notifying people that the bins had been moved and to where. Panzarella said that DKMM and Larry Cooper said that they would fix the area where the recycle bins are now located and we need to decide if we wanted to make it a grassy area or have it paved again. Bullard will look into it and he stated that the reason the bins could not be placed at the school on 3 B’s & K was because they would be placed behind the school and that would only cause problems and the school is in Berkshire Township and they already have bins in their township.

**ZONING DEPARTMENT:**

Panzarella stated that there are permits being issued but we were not caught up to last year and there are more zoning violation letters being generated and there has been a noticeable difference in the last 6 to 8 weeks. Armstrong is also turning mileage in.

**FUTURE MEETINGS:**

None

**LATE ITEMS:**

Panzarella stated that they received a letter from the Delaware Morrow Mental Health and Recovery Services Board advising us that there will be a one mil 5-year renewal levy on the November ballot.

He also stated that he received an email from Orange Township dated September 21 that they are interested in discussing with us whether we would be interested in widening Shanahan Road. Bullard said we could discuss it with them but that he had heard rumors that developers were talking about doing some development in the Shanahan Road area and this could be the reason for the request to meet with Orange Township. Panzarella asked D’Amico if he could find out more about it and he agreed to.

Panzarella said he received an invitation to a meeting on October 6<sup>th</sup> from the Transportation Director from the Mid Ohio Regional Planning Commission where they would discuss changing trends in the local real estate market and he would like to see if Armstrong would be available to attend and asked if the other trustees were interested in attending.

**7:42 5 Minute Recess**

**7:50 Reconvene**

**OLD BUSINESS:**

**Sign Replacement Program Status –**

Panzarella asked if there was any new information regarding the sign replacement program and Bullard said he had not heard anything new. He stated that there was conflicting information from the Ohio Township Association, The Ohio County Engineer Association and the Federal Transportation Department and that it needed sorted out.

**Delaware County Reentry Program –**

Panzarella said this would be delayed to the next meeting.

**Computer Contract Status –**

Panzarella stated that we have a legally reviewed contract that is 16 pages long and we were waiting on exhibit B that had to do with the total amount of the contract which is \$5,800 and the fiscal officer had to certify that the monies were available and this had to be

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certified to the county prosecutor before they would agree to authorize the contract and this was done today and hand carried to the prosecutor’s office.

**RESOLUTION 11-09-24 APPROVE TOWNSHIP COMPUTER SUPPORT CONTRACT WITH COMPUTERSMITH, 457 LAZELLE ROAD, WESTERVILLE, OH 43081 FOR AN AMOUNT NOT TO EXCEED \$5,800.00. CONTRACT TO BE INITIATED ONLY AFTER APPROVAL, AS TO FORM, FROM THE COUNTY PROSECUTOR.**

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

**Employee Handbook –**

Panzarella stated that at the last meeting we approved an amount to Loveland & Brosius to finish work on the handbook. Additional work was done after the request was made therefore the amount of money authorized was not sufficient. We need to authorize more money but he asked if the board was going to utilize the document to run the township. He indicated that a \$18,000 was put into the document and if we use it we are going to expect everyone to use it. If we are not then he is not willing to spend more money on it. Bullard said that we need to use it and that the reason we used an outside attorney was because the prosecutor said they couldn’t help us with it. D’Amico said that he thought it was going to be very beneficial, a lot of questions will be answered and that it looked very professional.

Panzarella said that about 20 pages of our yearly meeting exist because we didn’t have an employee handbook. He also stated that there were some problems with it such as typographical errors and he had asked Smith if there was a cheaper way to fix them than to hire the attorneys and she said there was. The attorneys feel that they are done with it and they feel that this document is legally sufficient as presented to this township and he would like them to put it in writing. He also stated that there are statements in the handbook that made need to be changed. One being the organizational chart and they have talked about whether or not they should have liaisons or not. This document also states that lieutenants do not fight fires, which needs to be taken care of but can be taken care of by the fire chief. Panzarella said we should have a meeting to go over the handbook and have a detailed discussion and everyone bring their suggestions and we could have Smith make the corrections.

Bullard said we should complete what we are doing with Loveland and Brosius and if we have a meeting we should bring Don Collins in from the prosecutor’s office. Panzarella said Don had accepted another position with SERB and he might not be available. Bullard said we have a new prosecutor and maybe they can help us out now.

**5 MINUTE RECESS AT 8:20 RECONVENE AT 8:25**

**RESOLUTION 11-09-25 APPROVE ADDITIONAL \$5,000.00 TO LOVELAND & BROSIUS TO SUPPORT EMPLOYEE HANDBOOK PREPARATION AND LEGAL REVIEW.**

Motion: Panzarella  
Second: Bullard  
Discussion: Bullard noted that this is 25% higher as Don Brosius indicated it would be around \$4,000.  
Vote: D’Amico yes, Panzarella yes and Bullard yes

**RESOLUTION 11-09-26 APPROVE SUBMISSION OF REQUEST FOR ENGINEERING ASSISTANCE FROM DELAWARE COUNTY ENGINEER’S OFFICE FOR A LARGE CULVERT PIPE LOCATED ON SHERMAN ROAD, ¼ MILE EAST OF THE INTERSECTION OF AFRICA AND SHERMAN ROADS.**

Motion: Panzarella  
Second: D’Amico  
Discussion: Bullard indicated that it was a culvert safety inspection.  
Vote: Bullard yes, D’Amico yes and Panzarella yes

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Panzarella stated that he received fire department metrics today for the month of August and he thinks we should invite the fire chief to the next meeting as he has some questions regarding the metrics. He would also like to discuss the performance bonus program that was put in place last year to see how it is working.

**RESOLUTION APPROVE \$1,500 TO MAIL, PRINT AND PRODUCE FALL  
11-09-27 NEWSLETTER**

Motion: D’Amico  
Second: Bullard  
Discussion: D’Amico said it was on Cathy’s desk and ready to go. Bullard asked if they could wait till he talked to Andy Kerr as there is an article about the recycle bin move in the newsletter.  
Vote: Panzarella yes, Bullard yes and D’Amico yes

Trustees discussed the water on 3 B’s & K and stated that it would be a problem in the winter if it freezes. Bullard suggested that they do an REA with the County Engineers office to see what could be done to fix it. D’Amico will complete one and bring it to the next meeting.

**RESOLUTION MOTION TO ADJOURN  
11-09-28**

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

Meeting adjourned by Chairman Panzarella at 8:41

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Philip P. Panzarella, Trustee

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

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Claudia Smith,  
Fiscal Officer

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Ronald W. Bullard, Trustee