

BERLIN TOWNSHIP TRUSTEES

7:00 p.m. Regular Meeting January 9, 12

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

CALL TO ORDER: Ron Bullard, Trustee Chairman

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Joe Korleski

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

ATTENDANCE: Joe Korleski, Eldon Johnston & Judy Shumway

PUBLIC COMMENT: Bullard stated that the meeting was being recorded for transcription purposes only.

Johnston said that he saw that we had a 2012 Road Improvement item on the agenda and asked if they had any questions. Bullard said he just received the information today. Johnston said Jerry wanted it back by Wednesday January 25, 2012 and after he receives it he will give a definite estimate that will be used for the bids. Bullard said we had a meeting on the 23rd and we would have the plans done then and to them by the 25th.

Johnston said historically we receive the mileage report sometime in December from ODOT but this year we will not receive it until the end of January and it is due back to ODOT by April 1st.

Johnston also stated that Chris would like to meet with one or all trustees regarding the Dutcher/Scott ditch. Bullard said he would be willing to take this on if the board agrees which they did.

Johnston also stated that they would be changing frequencies on their radio if we purchased any radios that would communicate with them. Bullard indicated that we did not.

Bullard stated the stop signs with the LED lights seemed to be working very good and we received comments from people. Johnston said these were the first for the county. Bullard said some of the brown signs on Africa are blocked by the stop signs but they are on the Core of Engineers property. Johnston said he would ask about it. Korleski said when you approach the stop sign on Old State with your bright lights on you can’t see they blinking. D’Amico said he heard that there was another accident at Cheshire & Africa recently.

Bullard asked if there was any news on the OPWC and Johnston said the earliest we would hear would be February.

RESOLUTION 12-01-01 APPROVE THE 12/27/2011 END OF YEAR MEETING MINUTES AND DISPENSE WITH THE READING

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

Bullard asked if everyone had read the minutes from the organizational meeting. Panzarella said he had and had submitted his comments. D’Amico said he did not have a chance to read them.

RESOLUTION 12-01-02 APPROVE THE 12/27/2011 ORGANIZATIONAL MEETING MINUTES AND DISPENSE WITH THE READING

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

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FISCAL OFFICE:

Bank statement for December was signed.

Inventory - Smith stated that the inventory had been completed with the exception of one needing final review and signature. A few more items were placed on the inactive list. Smith indicated that one the list were computers from the fire department that still needed looked at by ComputerSmith to see if they are good for backup computers. Panzarella asked if the stand speakers on the list were the ones from the trustee’s inventory list. Shumway indicated they were and didn’t know how they were missing.

RESOLUTION 12-01-03 APPROVE DISPOSAL OF INACTIVE INVENTORY ITEMS ON ASSEST LIST DATED 1/08/2012 AS PRESENTED BY FISCAL OFFICE

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

Bullard asked how new items are placed on the inventory lists. Smith said they are supposed to complete an Inventory Addition/Removal sheet for the items that they purchase or that should be removed. This does not always happen so invoices are reviewed for new items purchased. Bullard said the chief was questioning because he has items on the inventory list that are replacement items and should not be. He stated that we put the chief and road superintendent in charge of their inventory and they should be the ones adding them, so how do we go about not adding things that should not be. Shumway stated that she doesn’t think that has happened in the last six months. Panzarella “If we designate someone to do it, it is their responsibility to do it.” Bullard “The trustees are responsible for the inventory and we have designated department heads to put items on and I just want to make sure that they are the ones putting things on the inventory.” Smith said they will rely on them from now on.

Annual Financial Report - Smith indicated that the annual financial report has been completed and will be posted on the bulletin boards. The 1st Amended Certificate of Estimated Resources has been received from Shari Baker.

RESOLUTION 12-01-04 APPROVE PERMANENT APPROPRIATIONS NOT TO EXCEED \$5,624,045.07, THE AMOUNT OF THE 2011 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES

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

Township Vehicles – Smith said she was told that the fire chief and possibly someone else was taking fire vehicles home so she checked into and gave the trustees a copy of what she found which stated that as long as it was a clearly marked fire vehicle and the employee was on call during the time that the vehicle was in their presence and not used for personal use, there were no tax consequences or reporting required. Bullard stated that no one else was taking a vehicle home. Panzarella said if the chief takes the vehicle home he is on call and will take the vehicle to fires, no matter what time the fire run is, the vehicle should be there. If he is on leave the vehicle stays in the fire station. Bullard & D’Amico understood the same thing.

Smith said she had a problem with not having liaisons’ and asked if someone is not coming to work who do they call? And if she needs to find someone she has to call all of them. She also asked who signs paychecks. Bullard said he had the same concerns but the other two trustees wanted it that way so he would let them comment. Panzarella “We had problems with liaisons before and it was decided that any liaison would do with the proviso that the liaison had to document the conversation and share it with the other trustees and the fiscal officer. Leave slips could be signed by any of the trustees. The fire department sign in and out and you know what the employees are doing. Zoning provides a monthly report that shows what they do and I have asked for a log for the road department before. Let us follow the proceeds we have put in place and let us make the decisions of what those procedures are and hold people accountable to follow them; this will solve a lot of these problems.”

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Smith "I still have a problem because a timesheet was placed on the trustee's table and two of you have been in and the sheet is still not signed, do I have to wait for all three of you to

sign them. When payday comes I do not want to have to wait for someone to come in to sign the timesheets." Panzarella "If I had a log for that person I would be happy to sign the timesheet but you're asking me to sign something without direct knowledge. We can solve this problem by saying we need a log." D'Amico said any trustee can sign the timesheet.

After a lengthy discussion it was determined that employees can call any trustee if they will not be coming to work and trustees will email the fiscal officer. A trustee will email the department heads with the result of trustee meetings. Trustees will ask employees to do a daily log and have them turn them in weekly. Trustees will continue to work with the departments' that they were working with and if employees can't contact them they can contact any other one trustee.

CEMETERY:

Right-of-Entry – Bullard stated that he would send the draft to Mr. Betts and attempt to have it for the next meeting.

Bullard said he received a call from the road superintendent that the contract was looking to dig a grave on Monday which was the New Year's Holiday and asked about holiday pay, Bullard suggested that it be dug on Tuesday morning, which it was.

FIRE DEPARTMENT:

Nothing

ROADS:

Tree Trimming Subdivisions – D'Amico stated that there are dangerous areas where stop signs are not visible due to tree branches and would like to have them trimmed before the leaves start to grow. Panzarella said we had discussed that the trees would be identified and the Homeowner's Association would be contacted and given the option to remove them themselves, by a given time, or the township would remove them as best they could. He stated we need a list of offending branches and the approximate size of branch and then designate someone to contact the HOA. Panzarella suggested Irwin. Bullard assigned D'Amico to contact Irwin about this. D'Amico asked if the trustees would generate the letter to the HOA. Bullard would draft a letter and ask for comments from the other trustees. Panzarella will get a list of the HOA and give it to Irwin.

2012 Road Improvement Program –

Bullard said he received a call at 4:00 today to ask for an hour of overtime to complete the list and he approved it. He stated that Connor Lane was on the list to be paved but felt we should delay it to 2013 due to the Ditch Petition which is scheduled for March instead of January and work will not be done till later this year. Panzarella went to the meeting and a revised date for March 12, 2012 at 6:00 pm was set, due to a modification to the engineering package. Bullard said that was the same date as our meeting but we could sent someone to the meeting. Panzarella asked Johnston if we could get a preliminary design of what they will be doing. Johnston said he had not seen one and suggested that we talk to Scott Stevens. Bullard said he would call him and report back at the next meeting. Bullard read the 2012 Paving Requests:

1. Plumb Rd – Repairs, asphalt paving, chip & seal, and striping -- \$20,716.
2. S. 3 B's & K Rd – Repairs, asphalt paving, chip & seal and striping -- \$65,669.49
3. Sherman Rd – Repairs and chip & seal -- \$52,523.06
4. Conner Ln – Asphalt paving -- \$12,800.87
5. Roesland Dr – Asphalt paving -- \$32,467.82
6. Baker Rd – Full depth repairs -- \$6,851.85
7. Piatt Rd – Asphalt leveling, top course asphalt and striping -- \$142,169.72

Smith stated that the 5 year plan had \$600,000 in road resurfacing, which was removed at the organizational meeting and asked where the money was coming from for these repairs. Bullard said we would discuss this at the next meeting and figure out where we would get the money. He said he talked to Berkshire Township who was working on a road levy. The information given to us from George Kaista's they really don't have a road levy, they split

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the same amount of tax base that we have, 2.8 mil, and they put part of it for roads and the other part in the general operating fund. We have the same amount we just put it all in the general fund. Panzarella said he would like to know more about that.

TRUSTEE ITEMS:

Nothing

ZONING DEPARTMENT:

BZA Appointments (1) plus 2 Alternates –

RESOLUTION 12-01-05 APPOINT JOE KORLESKI TO BZA BOARD WITH TERM EXPIRING 12/31/2016

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

RESOLUTION 12-01-06 APPOINT DON SUTTON AS ALTERNATE TO BZA BOARD WITH TERM EXPIRING 12/31/2012

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

RESOLUTION 12-01-07 APPOINT MAYNARD THOMPSON AS 2ND ALTERNATE TO BZA BOARD WITH TERM EXPIRING 12/31/2012

Motion: Panzarella
Second: D’Amico
Discussion: D’Amico asked why the term was for one year only. Bullard said that under state law there are no alternates but we wanted to have them so that is what was decided.
Vote: D’Amico yes, Bullard yes and Panzarella yes

Bullard stated that the trash on Peachblow Rd had all been removed.

FUTURE MEETINGS:

OTA Meeting in February, registration is due January 20th
1-10-12 Joint Industry Forecast for Realty - Panzarella will attend
Panzarella gave the minutes to the EMA meeting to Smith

RESOLUTION 12-01-08 APPROVE THREE TRUSTEES AND FISCAL OFFICER ATTEND THE 2012 OTA MEETING IN FEBRUARY

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

LATE ITEMS:

D’Amico said they all received an email from Irwin regarding modifying his hours for the next 5 weeks. After a lengthy discussion it was decided that we did not want to deviate from our standard work hours of 8:00 to 4:30 for personal reasons, but the trustees did agree that Irwin could take one hour of vacation time on each of the days.

RESOLUTION 12-01-09 MOTION TO ADJOURN

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

Meeting adjourned by Chairman Bullard at 8:43

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Ronald W. Bullard, Trustee

ATTEST:

Thomas A. D'Amico, Trustee

Claudia Smith,
Fiscal Officer

Philip P. Panzarella, Trustee