



**Berkshire Township Trustees
Organizational Meeting Minutes
January 8th, 2024**

Melody George called the meeting to order at 6:00 p.m.

Attendees: Trustees Mike Dattilo, Rod Myers, and Paul Disantis in attendance; Also, present were Tyler Lane, Township Administrator, Melody George, Fiscal Officer and Donielle Owen, Meeting Secretary.

Melody George, Fiscal Officer, opened the meeting and requested nominations for the following board positions for the Berkshire Township Trustees:

Rod Myers made a motion to nominate **Mike Dattilo as the Trustee Nomination for Chairman.**
Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to nominate **Rod Myers as the Trustee Nomination for Vice Chairman.**
Paul Disantis seconded. Motion approved 3-0.

Paul Disantis made a motion to nominate **Rod Myers as the Berkshire Township Representative to BST&G Fire Board.**
Mike Dattilo seconded. Motion approved 3-0.

Rod Myers made a motion to nominate **Paul Disantis as an Alternate to the Fire Board.**
Mike Dattilo seconded. Motion approved 3-0.

Rod Myers made a motion to nominate **Paul Disantis as the Chairman of Parks.**
Mike Dattilo seconded. Motion approved 3-0.

Paul Disantis made a motion to nominate **Mike Dattilo as Designee to the Delaware county Township Association.**
Rod Myers seconded. Motion approved 3-0.

Rod Myers made a motion to nominate **Paul Disantis as Designee to the Delaware General Health District.**
Mike Dattilo seconded. Motion approved 3-0.

Paul Disantis made a motion to nominate **Mike Dattilo as Chairman of Berkshire Township Cemetery.**
Rod Myers seconded. Motion approved 3-0.

Paul Disantis made a motion to nominate **Rod Myers as Representative on the TIRC (Tax Incentive Review Committee).**

Mike Dattilo seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-1** approving the Trustees Annual Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

- \$19,572.00 for Trustee Paul Disantis
- \$19,572.00 for Trustee Mike Dattilo
- \$19,572.00 for Trustee Rod Myers

Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-2** approving the Fiscal Officer's Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

- \$29,799.00 for Fiscal Officer Melody L. George

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-3** approving the amended employee handbook for 2024.

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-4** approving staff wages for 2024.

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-5** approving wages for the Meeting Secretary, at \$300/month.

Paul Disantis seconded. Motion approved 3-0.

Paul Disantis made a motion to approve **Resolution #24-1-6** approving an amendment to the employment agreement by and between Berkshire Township and Tyler Lane for the position of Township Administrator.

Rod Myers seconded. Motion approved 3-0.

Zoning Commission and Board of Zoning Appeals members will be paid \$100.00 per meeting.

- Reappoint Matt Allen to the Berkshire Township Zoning Commission for a 5-year term commencing on January 31, 2024, and ending on January 31, 2029
- Appoint Anthony Lonigro to the Berkshire Township Board of Zoning Appeals for a 5-year term commencing on January 31, 2024, and ending on January 31, 2029

Slate of Zoning Commission and Board of Zoning Appeals as follows:

Zoning Commission, expires:

Austin Slattery January 31, 2025

Jon Kerr January 31, 2027

Andy Kerr January 31, 2028
Damita Peery January 31, 2026
Matt Allen January 31, 2029
Phil Pifer, Alternate January 31, 2028

Board of Zoning Appeals, expires:

Kim Zianno Hartman January 31, 2026
Dorothy Kerr January 31, 2028
Anthony Lonigro January 31, 2029
Scott Lillie January 31, 2025
Jim Spurrier January 31, 2027
Ellen Ebe, Alternate January 31, 2028

Mike Dattilo made a motion to approve **Resolution #24-1-7** approving all the above Zoning Commission and Board of Zoning Appeals appointments and wages as specified above. Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-8** Appointing Tyler Lane and Brianne Knight as members of the board of directors of the Berkshire Township Joint Economic Development District Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-9** Approving the creation of a strategic Planning Committee comprised of 5 members for a one-year term effective January 1, 2024, for the purpose of reviewing and recommending changes to the Berkshire Township Comprehensive Plan and Zoning Code.

Members Include:

Jon Kerr
Kim Zianno Hartman
Fred Grunewald
Maria Sobota
Ryan Bowling

Paul Disantis seconded. Motion approved 3-0.

RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME:

BOARD OF TRUSTEES
BERKSHIRE TOWNSHIP
DELAWARE COUNTY, OHIO
DATE: January 8, 2024

To establish the Board of Trustee meeting day and time of the second (2nd) Monday of each month at 7:00 p.m., at the Berkshire Township Hall, 1454 Rome Corners Road, Galena, OH 43021.

The Fiscal Officer shall publish the above dates and places of all regularly scheduled meetings at least one (1) time in the Delaware Gazette, a newspaper of general circulation in the township. Meeting date changes and Special Meetings will be posted on the township website and the township front entry door.

Paul Disantis made a motion to approve **Resolution #24-1-10** to establish Trustee Meeting dates, locations, and times, as specified above.

Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-11** approving the amended Hall Rental Policy for 2024.

Rod Myes seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-12** recognizing the following holidays for 2024:

New Year's Day Monday January 1, 2024

Birthday of Martin Luther King, Jr. Monday January 15, 2024

President's Day Monday February 19, 2024

Memorial Day Monday May 27, 2024

Juneteenth Wednesday June 19, 2024

Independence Day Thursday July 4, 2024

Labor Day Monday September 2, 2024

Veterans Day Monday November 11, 2024

Thanksgiving Day Thursday November 28, 2024

Day after Thanksgiving Friday November 29, 2024

Christmas Eve (observed) Tuesday December 24, 2024

Christmas Day Wednesday December 25, 2024

(1) Floating Holiday – In Lieu of Columbus Day being given

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-13** establishing Berkshire Township Mileage Reimbursement Policy

Mileage reimbursement for township employees will be \$0.67.

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-14** approving credit card use restrictions and limits.

Any individual purchase over \$2,500 must have Trustee approval prior to purchase. Credit card limits are \$3,000 per billing period, per card issued. The credit card limit for the Township Administrator is \$4,500 per billing period.

Rod Myers seconded. Motion approved 3-0.

APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS

Mike Dattilo made a motion to approve **Resolution #24-1-15** to accept the following appropriations as presented on a permanent basis having received the First Amended Certificate of Estimated Resources in the amount of \$9,643,916.74 received on January 8, 2024.

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-16** approving and issue the following purchase orders and blanket certificates after the certification of the County Auditor that the total appropriations from each fund do not exceed the Official First Amended Certificate of Estimated Resources that was received January 8, 2022.

- Delaware County Engineer, Operations - Salt \$20,000
- Brosius Johnson and Griggs \$35,000
- Taft, Stettinius and Hollister Law Firm \$20,000
- Juliet & Grube – Hingle note preparation \$1000
- Delaware County Regional Planning - membership fee \$3,778
- Delaware County Regional Planning – zoning code updates \$5,000
- Delaware County Homeland Security - apportionment fee \$3,500
- Delaware General Health District – Assessment - \$15,000
- Dave Yost, Auditor of the State of Ohio - UAN Software fee \$4,000/Audit fee \$6,000
- Buckeye Concrete – Cemetery Foundations \$2,000
- OTARMA - Insurance property & business personal property premium \$25,000
- Silco Monitor \$2,500
- Pontem Software \$1,200
- CareWork Comp – BWC \$1000
- Heavy Duty - truck repairs \$5,000
- Tapco - road signs, work zone, safety \$5,000
- Henderson Company – truck/plow repairs \$5,000
- IT Made Real – 2,500
- National Stone & Lime \$8,000
- Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #24-1-00** for a supplemental appropriation to the revenue budget.
Amended funds are 4101 – Bond Improvement (-1,950,000) and 100-591 Intergovernmental Receipts (-150,000).
Rod Myers seconded. Motion approved 3-0.

Adjournment

Mike Dattilo made the motion to adjourn at 6:12 pm.

Rod Myers seconded. Motion approved 3-0.

Daniel Owen
Meeting Secretary Signature

Rodney V Myers

February 12, 2024

Melody X George
Berkshire Township Trustee Approvals
Fiscal Officer