



Berkshire Township Trustees
Regular Meeting Minutes
December 12, 2022

Call to Order: Mike Dattilo called the meeting to order at 7:00 p.m.

Determination of a Quorum/Roll Call: Trustees Mike Dattilo, Rod Myers and Paul Disantis were in attendance. Also Present were Melody George, Fiscal Officer; Kevin Vaughn, Township Administrator; Scott Hoffman, Roads Supervisor; and Chris Sharlike, Meeting Secretary

Pledge of Allegiance

Approval of meeting minutes:

- Mike Dattilo made a motion to approve the minutes of the November 14, 2022 regular meeting. The motion was seconded by Rod Myers and was approved 3-0.

The next Trustee meeting: January 9, 2023, at 1454 Rome Corners Road at 7:00 p.m.

Announcements: Township Offices will be closed December 23rd & 26th and January 2nd

New Business:

- Motion to approve resolution #2022-12-1 for the purchase of a 2024 Freightliner M106 cab & chassis in the amount of \$97,185.00 payable to Fyda Freightliner
 - Administrator Vaughn explained the challenge of acquiring a vehicle at this time and said it could take 12 -24 months before the vehicle is received.
 - After the new vehicle is received, the 2007 Chevy 5500 will be sold.
 - Administrator Vaughn thanked Road Supervisor Scott Hoffman for the wonderful job he did and all the work that he put into the very, detailed bid process.
 - The motion to approve the resolution was made by Rod Myers and seconded by Paul Disantis, and was approved 3-0.
- Motion to approve resolution #2022-12-2 for the purchase of 2023 snow & ice control equipment upfit package including 10' stainless steel dump body, snowplow, salt box, central hydraulics, and lighting in the amount of \$94,679.00 payable to Henderson Products, Inc. was made by Mike Dattilo and seconded by Rod Myers, was approved 3-0.
- Motion to approve resolution #2022-12-3 for the purchase of 2 mobile two-way radios and 4 handheld/portable two-way radios in the amount of \$5,350.00 payable to B&C Communications

- Road Supervisor Scott Hoffman and Administrator Vaughn stated that this equipment would help with traffic control and quick communication. It will also allow for county-wide communication and will be on the county system in case of emergencies.
 - Motion made by Rod Myers, seconded by Mike Dattilo and was approved 3-0.
- Motion to approve resolution #2022-12-5 adopting the plan under the Ohio Public Employees Deferred Compensation Program administered by the Ohio Public Employees Deferred Compensation Board for participation by eligible employees of Berkshire Township
 - Administrator Vaughn explained that this was a program some Township employees would like to participate in. There is no cost to the Township.
 - The motion to approve the resolution was made by Mike Dattilo and seconded by Rod Myers, and was approved 3-0.
- Motion to approve resolution #2022-12-6 approving the Township Administrator to submit a Request for Engineering Assistance with the Delaware County Engineers Office for the replacement of a culvert located between 259 Domigan Rd. and 332 Domigan Rd. The requested work will include, but not limited to, field survey, ROW plans and design work
 - Chairman Dattilo noted that although the Township had been working on the culvert, it continues to back up and flood.
 - A motion to approve the resolution was made by Mike Dattilo and seconded by Paul Disantis, and was approved 3-0.
- Motion to approve resolution #2022-12-7 authorizing issuance of a township credit card to Scott Hoffman, Roads Supervisor and closing the credit card account for Dan Hale, made by Mike Dattilo and seconded by Rod Myers, was approved 3-0.
- Motion to approve resolution #2022-12-8 to transfer of \$10,000.00 from 1000-930-930 to 1000-110-211 for Opers, made by Mike Dattilo and seconded by Rod Myers, was approved 3-0.

Discussion:

- Township hall design: Jenn Fuller, Fanning Howey, and Administrator Vaughn presented an overview of the facility improvement project and cost estimates.
 - Plan includes modernization of the current Township building, including adding a hearing room for Trustees, Zoning and BZA as well as extending the west end of the building with 3 bays and adding a climate-controlled breakroom. The plan provides better security for the staff and a dual-purpose conference room for staff and Boards.
 - The plan also includes a park building, with a restroom accessible from inside or outside, a community room with a kitchenette, and roll up garage doors. The building would have the same look as the Township building, using the same types of materials and colors.
 - A playground is planned, along with a tennis court, pickleball court and basketball court.

- Details such as a grill, fireplace and type of playground equipment will be discussed and included in the next phase.
- Bond Council Bradley Payne is putting together some legislation for the Trustees to consider.
- A hard-top path is also planned.
- Jenn Fuller explained that while bigger projects such as Intel will factor into the availability of contractors, different contractors will bid on a project of this size than would on a project the size of Intel.
- Cost details were presented. The overall cost is estimated to be \$5,972,779.00. There is an option to bid the project as a combo or as separate projects, which is advantageous to the Township as it could draw interest from more contractors.
- There is \$60,000 allotted for playground equipment. Depending on what equipment is chosen, the cost could change. There could also be an option to install some equipment now and plan for expansion in the future. If requested, the community could be polled to gauge interest in different types of equipment.
- Some items, such as a refrigerator and microwave, make more sense to purchase "by owner" as a cost savings, so there could be some soft costs that will not be included in the project.
- In response to a question about the cleaning costs, Jenn Fuller explained that while the item is listed as final cleaning, the cleaning would probably happen throughout the project.
- The pavilion exterior will be similar to the current Township building. The interior of the building would have a more rustic, cabin-like setting, with wood beams and possibly a gas fireplace.
- No action is needed from the Trustees at this time. The project will move into the next phase, which will include design and development with more specifics regarding materials and products. Each public bid will include at least 3 manufacturers to create more competition and ensure that the Township gets the best value.
- There is a 3% design contingency to help cover some of the unanswered questions and an escalation of 6%, due to the volatility of the market. These will help protect the bid.
- Bidding could happen in the spring, with groundbreaking as soon as 4 weeks later.
- The possibility of a fireplace was discussed, including cost and safety features. A gas fireplace without an open flame and safety features such as an automatic shut off would probably be recommended.
- 3D modeling will be used and the Trustees and community will be able to see the design as it comes together.
- Administrator Vaughn said staff is working on grants to help with the cost. There's no guarantee the grants will be awarded and the grants are quite competitive, but if received they could help bring the cost down.

- Motion to enter executive session under O.R.C 121.22 (G)(1) to consider the compensation of a public employee and to consider the appointment of a public official.
 - Mike Dattilo made a motion at 7:50 p.m. to enter into executive session. Paul Disantis seconded and the motion was approved 3-0. Chairman Dattilo invited Administrator Vaughn and Fiscal Officer George into the meeting.
- Motion to come out of executive session at 8:23 p.m. was made by Mike Dattilo. Paul Disantis seconded and the motion was approved 3-0.

Public participation: None

Paying of bills:

- Rod Myers made a motion to pay all bills and authorized P.O.'s since the last regularly scheduled meeting of November 14, 2022. Paul Disantis seconded and the motion passed 3-0.

Adjournment

- Mike Dattilo a motion to adjourn and Paul Disantis seconded. Motion approved 3-0.

Melody A. George
Meeting Secretary Signature

1-9-23
Date



Rodney K. Myers
Paul Disantis
[Signature]
Berkshire Township Trustee Approvals
Chris Stalike
Fiscal Officer