



**Berkshire Township Trustees**  
**Regular Meeting Minutes**  
**April 25, 2022**

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

**Determination of a Quorum/Roll Call:** Mike Dattilo here, Rod Myers here, Paul Disantis here

Also Present: Kevin Vaughn, Township Administrator; Chris Sharlike, Board Clerk

**Pledge of Allegiance**

**Motion to approve the minutes from April 11, 2022:** motion made by Rod Myers and seconded by Paul Disantis Vote: Myers – yes, Disantis – yes, Dattilo - yes The motion was approved.

**The next Trustee meeting will be:** May 9, 2022 at 1454 Rome Corners Road at 7:00 p.m.

**Announcements:**

- Welcome to Chris Sharlike, our new Board Clerk
- A big thank you to the Berkshire Middle School volunteer workers and their advisor that came out in support of the Community Gardens yesterday from 2-4 p.m. The group painted 4 bird houses with Big Walnut, Olentangy Berlin, OSU and Berkshire Township themes. They also planted annuals in the new planters at the front of the building.

**New Business:**

- Motion to adopt Resolution no. 2022-4-3, adopting a township records retention policy, schedule and commission.

Township Administrator Kevin Vaughn thanked the Delaware County Records Office for their assistance and explained the proposed records retention policy schedule and commission.

- Schedule RC-2 contains an extensive description of records and retention period for each
- Adoption of the policy creates a Records Commission consisting of the Board Chairman, Fiscal Officer and Administrator
- Staff and Fiscal Officer will go through records and identify those that are outside the parameters of the schedule or have expired
- Items marked for disposal will go to the Records Commission for approval
- Items approved for disposal will be sent to the Ohio History Connection, who will either preserve the items or approve them for disposal
- A shredding company will shred the items approved for disposal on site and will provide documentation of destroyed items

**Motion to adopt Resolution No. 2022-4-3:** made by Rod Myers and seconded by Mike Dattilo

Vote: Myers – yes, Disantis – yes, Dattilo - yes The motion was approved

- Motion to approve a purchase order in the amount of \$7,296.00 payable to Alum Creek Sheds for the purchase of a new 12 x 16 shed at the cemetery:

The new shed will be purchased to replace the old shed, which is falling apart. The shed will house the zero-turn mower and other lawn equipment, and will allow flexibility for the maintenance crew. Trustee Dattilo expressed appreciation for the maintenance crew and their creativity in making improvements to the cemetery and other areas.

Trustee Myers confirmed the old shed will be destroyed and the new shed will be locked. Administrator Vaughn suggested adding an additional hasp and lock for increased security.

**Motion to approve purchase order in the amount of \$7,296.00 payable to Alum Creek Sheds:** made by Mike Dattilo and seconded by Rod Myers Vote: Myers – yes, Disantis – yes, Dattilo - yes The motion was approved

### Public Participation

Ellen Ebe, Holly Woods Drive, made an appeal to the board to reconsider raised vegetable beds for community use, similar to Genoa Township and the Sunbury Community Library.

The Trustees were in agreement not to pursue community garden plots at this time. Objections included lack of interest/demand by the community and the possibility the plots would not be properly maintained by community members, creating an eyesore.

### Old Business:



- Rod Myers asked about the progress of his request to have audio recording of all township public meetings. Kevin Vaughn commented that he was happy to report that this meeting was being recorded and would be published on the website.

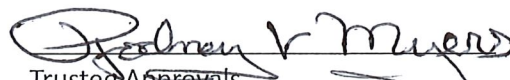
**Paying of Bills:** Fiscal officer Melody George was not present so there were no paying of bills.

**Adjournment:** motion made by Rod Myers and seconded by Paul Disantis Vote: Myers – yes, Disantis – yes, Dattilo - yes The motion was approved

  
Secretary Signature

Date 5/9/22

  
Trustee Approvals