



**Berkshire Township Meeting Minutes
January 10, 2022
Trustee Organizational Meeting**

Melody George/Fiscal Officer called the meeting to order at 7:00 p.m.

Roll Call: Mike Dattilo, here; Rod Myers, here; no third due to open trustee position.

Melody requested nominations for the following board positions for the Berkshire Township Trustees;

Trustee Nomination for Chairman

A motion was made by Rod for Mike Dattilo to take the Chairman position, Mike seconded and it was unanimously approved.

Trustee Nomination for Vice Chairman

A motion was made by Mike for Rod Myers to be the Vice Chairman, Rod seconded and it was unanimously approved.

Other board representations:

A motion was made by Rod for Mike Dattilo to be the Chairman of Roads and Maintenance of Township Property, Mike seconded and it was unanimously approved.

A motion was made by Mike for Rod Myers to be the Township Representative to BST&G Fire Board, Rod seconded and it was unanimously approved.

A motion was made by Rod for Mike Dattilo to be the Alternate to the Fire Board, Mike seconded and it was unanimously approved.

A motion was made by Mike for Rod Myers to be the Chairman of Parks, Rod seconded and it was unanimously approved

A motion was made by Mike to table the appointments of Designee to the Delaware County Township Association, Designees to the Delaware General Health District, Representative on the TIRC (Tax Incentive Review Committee) and Chairman of Berkshire Township Cemetery until the vacancy of the third trustee seat has been filled, Rod seconded and it was unanimously approved

Resolution #22-1-1 Mike made the motion to approve the Trustees Annual Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

- \$14,588.00 for Trustee to be appointed
- \$14,588.00 for Trustee Mike Datillo
- \$14,588.00 for Trustee Rod Myers

Rod seconded and the motion passed unanimously.

Resolution #22-1-2 Mike made the motion to approve the Fiscal Officer's Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

- \$25,077.00 for Fiscal Officer Melody L. George

Rod seconded and the motion passed unanimously.

Resolution #22-1-3 Mike made the motion to approve the amended employee handbook for 2022. Rod seconded and the motion passed unanimously.

Resolution #22-1-4 Mike made the motion to approve staff wages for 2022 including a 5% wage increase for Dan Hale, Justin Williams and David Weade and increasing Tracy George, Administrative Assistant, to the pay rate of \$23/hr. and providing holiday pay in accordance with changes to the Employee Handbook. Rod seconded and the motion passed unanimously.

Resolution #22-1-5 Mike made the motion to approve the Employment Agreement by and between Berkshire Township, Ohio and Kevin Vaughn, Township Administrator. Rod seconded and the motion passed unanimously.

The following was reviewed:

Zoning Commission and Board of Zoning Appeals members will be paid \$75.00 per meeting.

Appointment of new Zoning Commission and Board of Zoning Appeals members:

- Appoint Jon Kerr to the Berkshire Township Zoning Commission for a 5-year term commencing on January 31, 2022 and ending on January 31, 2027.
- Appoint James Spurrier to the Berkshire Township Board of Zoning Appeals for a 5-year term commencing on January 31, 2022 and ending on January 31, 2027.

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

Zoning Commission, expires

Austin Slattery	January 31,2025
Jon Kerr	<i>January 31, 2027</i>
Andy Kerr	January 31, 2023
Damita Peery	January 31, 2026
Matt Allen	January 31, 2024
Phil Pifer, Alternate	January 31, 2023

Board of Zoning Appeals, expires

Alicia Robson	<i>January 31, 2026</i>
Dorothy Kerr	January 31, 2023
Bruce Denton	January 31, 2024
Phil Gardner	January 31, 2025
Jim Spurrier	January 31, 2027
Ellen Ebe, Alternate	January 31, 2023

Resolution #22-1-6 Mike made the motion to approve all the above Zoning Commission and Board of Zoning Appeals appointments and wages as specified above. Rod seconded and the motion passed unanimously.

The RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME was reviewed as follows:

**BOARD OF TRUSTEES
BERKSHIRE TOWNSHIP
DELAWARE COUNTY, OHIO**

DATE: January 10, 2022

To establish the Board of Trustee meeting day and time of the second (2nd) and fourth (4th) Monday of each month at 7:00 p.m., at the Berkshire Township Hall, 1454 Rome Corners Road, Galena, OH 43021.

****No Trustee meeting on October 10, 2022 (Columbus Day) and December 26, 2022 (Christmas)**

The Fiscal Officer shall publish the above dates and place 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 published in the Delaware Gazette, and posted on the township website and the township Facebook page.

Resolution #22-1-7 Mike made the motion to establish Trustee Meeting dates, locations, and times, as specified above. Rod seconded and the motion passed unanimously.

Resolution #22-1-8 Mike made the motion to recognize the following holidays for 2022.

New Year's Day (observed)	Friday	December 31, 2021
Birthday of Martin Luther King, Jr.	Monday	January 17, 2022
Washington's Birthday	Monday	February 21, 2022
Memorial Day	Monday	May 30, 2022
Juneteenth (observed)	Monday	June 20, 2022
Independence Day	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Columbus Day	Monday	October 10, 2022

Veterans Day	Friday	November 11, 2022
Thanksgiving Day	Thursday	November 24, 2022
Christmas Day (observed)	Monday	December 26, 2022

Rod seconded and the motion passed unanimously.

Resolution #22-1-09 Mike made the motion to establish a Berkshire Township Mileage Reimbursement Policy at a rate of \$0.58.5 for township employees. Rod seconded and the motion passed unanimously.

Resolution #22-1-10 Mike made the motion to approve Brosius, Johnson & Griggs, LLC and Taft, Stettinius and Hollister, LLC as legal counsel for 2022. (**See attached exhibit Resolution Employing Township’s Attorneys on an Annual Basis for the Year 2022**) Rod seconded and the motion passed unanimously.

Resolution #22-1-11 Mike made the motion to adjust credit cards use restrictions and limits to: Any individual purchase over \$2,500 must have Trustee approval prior to purchase. Credit card limits are \$2,500.00 per billing period, per card issued. Rod seconded and the motion passed unanimously.

APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS

RESOLUTION #22-1-15 Mike made the motion to accept the following appropriations as presented on a permanent basis having received the First Amended Certificate of Estimated Resources in the amount of \$4,200,015.77 received on January 04, 2022. Rod seconded and the motion passed unanimously.

Resolution # 22-1-16 Mike made the motion to approve 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 4, 2022.

Delaware County Engineer, Operations; Salt \$20,000

Brosius Johnson and Griggs \$30,000 Legal Counsel

Taft, Stettinius and Hollister Law Firm \$20,000 Legal Counsel
Delaware County Regional Planning membership fee \$3,650
Delaware County Regional Planning – Zoning Code Updates \$5,000
Delaware County Homeland Security apportionment fee \$2,789.17
Delaware General Health District – Assessment - \$9,000
Dave Yost, Auditor of the State of Ohio-UAN fee/Audit fee \$6,000
Buckeye Concrete – Cemetery Foundations \$2,000
OTARMA insurance property & business personal property premium \$15,000
Miley Excavating Bruce Miley-Excavation and grading \$5,000
Silco Monitor fee \$2,500
Pontem Software fee \$1,200
CareWork Comp- Group Rating BWC \$750 yearly fee
Heavy Duty Truck repairs \$8,000
United Aggregates Trucking - \$12,500
Kleem (road signs, work zone, safety) - \$5,000
Dexter Company - \$5,000
IT Made Real - 1,800
Rod seconded and the motion passed unanimously.

Public participation - There was none.

Rod made the motion to adjourn the meeting, Mike seconded and the motion passed unanimously.