



**ORGANIZATIONAL MEETING**

**January 10, 2022**

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Fiscal Officer opens the meeting and requests nominations for the following board positions for the Berkshire Township Trustees;

Trustee Nomination for Chairman \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

Trustee Nomination for Vice Chairman \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

Other board representations:

- Chairman of roads and maintenance of township property  
Trustee \_\_\_\_\_
- Berkshire Township Representative to BST&G Fire Board  
Trustee \_\_\_\_\_
- Alternate to the Fire Board  
Trustee \_\_\_\_\_
- Chairman of Parks  
Trustee \_\_\_\_\_
- Designee to the Delaware County Township Association  
Trustee \_\_\_\_\_
- Designee to the Delaware General Health District  
Trustee \_\_\_\_\_
- Chairman of Berkshire Township Cemetery  
Trustee \_\_\_\_\_
- Representative on the TIRC (Tax Incentive Review Committee)  
Trustee \_\_\_\_\_  
Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**Resolution #22-1-1** 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

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**Resolution #22-1-2** 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

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**Resolution #22-1-3** to approve the amended employee handbook for 2022

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**Resolution #22-1-4** to approve staff wages for 2022

- 5% wage increase for Dan Hale, Justin Williams and David Weade
- Increasing Tracy George, Administrative Assistant, to the pay rate of \$23/hr. and providing holiday pay in accordance with changes to the Employee Handbook.

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**Resolution #22-1-5** to approve the Employment Agreement by and between Berkshire Township, Ohio and Kevin Vaughn, Township Administrator.

Motion \_\_\_\_\_  
Vote \_\_\_\_\_

Second \_\_\_\_\_

*Discussion*

**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, 2022
Bruce Denton	January 31, 2023
Phil Gardner	January 31, 2024
Jim Spurrier	January 31, 2027
Ellen Ebe, Alternate	January 31, 2021

**Resolution #22-1-6** to approve all the above Zoning Commission and Board of Zoning Appeals appointments and wages as specified above.

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME:**

**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 (2<sup>nd</sup>) and fourth (4<sup>th</sup>) 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** to establish Trustee Meeting dates, locations, and times, as specified above.

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**Resolution #22-1-8** recognizing 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

**Resolution #22-1-09** establishing Berkshire Township Mileage Reimbursement Policy

Mileage reimbursement for township employees will be \$0.58.5

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**Resolution #22-1-10** Approve Brosius, Johnson & Griggs, LLC and Taft, Stettinius and Hollister, LLC as legal counsel.

**See attached exhibit Resolution Employing Township's Attorneys on an Annual Basis for the Year 2022**

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**Resolution #22-1-11** Credit cards use restrictions and limits.

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.

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS**

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

Motion \_\_\_\_\_ Second \_\_\_\_\_ *Discussion*  
Vote \_\_\_\_\_

**Resolution # 22-1-16** 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

Motion \_\_\_\_\_  
Vote \_\_\_\_\_

Second \_\_\_\_\_

*Discussion*

Public participation

Adjourn