



ORGANIZATIONAL MEETING - WIP

January 12, 2026 - 6:00 p.m.

The 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 #25-1-1 adopting Roberts Rules of Order for board meeting procedure.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-2 approving the Trustees Annual Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

- \$ 26,050 for Trustee Paul Disantis
- \$ 26,882 for Trustee Mike Dattilo
- \$ 26,882 for Trustee Mary Howard

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-3 approving the Fiscal Officer's Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

\$ 35,690 for Fiscal Officer Melody L. George

Motion _____ Second _____ *Discussion*
Vote _____

Motion to Enter into Executive Session Pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the compensation of public employees for year 2026.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-4 approving employee Compensation for 2026.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-5 approving the amended employee handbook for 2026. (Sections 3.03 Hours Worked and 5.06 Funeral and Bereavement Leave)

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-6 approving wages for the Meeting Secretary, at \$300/month.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-7 approving all the Zoning Commission and Board of Zoning Appeals appointments and wages as specified below.

Motion _____ Second _____ *Discussion*
Vote _____

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

- Re-appoint Damita Peery to the Berkshire Township Zoning Commission for a 5-year term commencing on January 31, 2026, and ending on January 31, 2031
- Re-appoint Kim Zianno Harman to the Berkshire Township Zoning Commission for a 5-year term commencing on January 31, 2026, and ending on January 31, 2031

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

Zoning Commission, expires:

Anthony Lonigro	January 31, 2030
Jon Kerr	January 31, 2027
Andy Kerr	January 31, 2028
Damita Peery	January 31, 2031
Matt Allen	January 31, 2029
Jessica Duvall, 1 st Alternate	January 31, 2027

Board of Zoning Appeals, expires:

Kim Zianno Hartman	January 31, 2031
Dorothy Kerr	January 31, 2028
Ellen Ebe	January 31, 2029
Fred Grunewald	January 31, 2030
Jim Spurrier	January 31, 2027
Erika Crawford 1 st Alternate	January 31, 2027

Resolution #25-1-8 Appointing Tyler Lane and Brianne Knight as members of the board of directors of the Berkshire Township Joint Economic Development District.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-9 Appointing Greg Elliott to a 3-year term as a member to the Eastern Delaware County Joint Recreational District.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-10 Appointing [REDACTED] as the Alternate Representative to the Delaware County Regional Planning Meetings

Motion _____ Second _____ *Discussion*
Vote _____

RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME:

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

DATE: January 12, 2026

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.

Resolution #25-1-11 to establish Trustee Meeting dates, locations, and times, as specified above.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-12 approving the amended Pavillion Rental Policy for 2026.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-13 recognizing the following holidays for 2025.

New Year's Day	Friday	January 1, 2027
Birthday of Martin Luther King, Jr.	Monday	January 19, 2026
President's Day	Monday	February 16, 2026
Memorial Day	Monday	May 25, 2026
Juneteenth	Friday	June 19, 2026
Independence Day	Friday	July 3, 2026
Labor Day	Monday	September 7, 2026
Veterans Day	Wednesday	November 11, 2026
Thanksgiving Day	Thursday	November 26, 2026
Day after Thanksgiving	Friday	November 27, 2026
Christmas Eve	Thursday	December 24, 2026
Christmas Day	Friday	December 25, 2026
(1) Floating Holiday – In Lieu of Columbus Day being given		

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-14 establishing Berkshire Township Mileage Reimbursement Policy
Mileage reimbursement for township employees will be \$0.72.5

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-15 approving the amended Berkshire Cemetery Rates for 2026.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-16 approving credit card use restrictions and limits.

Any individual purchase over \$5,000 must have Trustee approval prior to purchase.
Credit card limits are \$4,500 for Township Administrator, \$4,000 for Maintenance
Supervisor, \$3,000 for Trustee Chair, \$2000 for Fiscal Officer and \$500 for
Administrative Assistant, per billing period.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-17 setting P.O. signature requirements as the following:

- Purchase Orders under \$2,500 require solely Administrator signature
- Purchase Orders \$2,500-\$5,000 require Administrator and Fiscal Officer signatures prior to purchase.
- Purchase Orders exceeding \$5,000 require Administrator, Fiscal Officer, and two Trustee signatures before purchase.

Motion _____ Second _____ *Discussion*
Vote _____

APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS

(Note: highlighted - Fiscal Officer Items Pending)

Resolution #25-1-18 to accept the following appropriations as presented on a permanent basis having received the First Amended Certificate of Estimated Resources in the amount of \$ _____ received on January 12, 2026.

Motion _____ Second _____ *Discussion*
Vote _____

Resolution #25-1-19 approving and issue the following purchase orders and blanket certificates after the certification of the County Auditor that the total appropriations of \$_____ from each fund do not exceed the Official First Amended Certificate of Estimated Resources that was received January 12, 2026.

Delaware County Engineer, Operations - Salt \$20,000
Brosius Johnson and Griggs \$35,000
Taft, Stettinius and Hollister Law Firm \$10,000
Juliet & Grube – Hingle note preparation \$1000
Delaware County Regional Planning - membership fee \$5,869
Delaware County Regional Planning – zoning code updates \$5,000
Delaware County Homeland Security - apportionment fee \$4047.71
Eastern Delaware County Joint Recreational District – Community Share \$43,900
Delaware General Health District – Assessment - \$12,000
Dave Yost, Auditor of the State of Ohio - UAN Software fee \$5,000/Audit fee \$15,000
OTARMA - Insurance property & business personal property premium \$40,000
CareWork Comp – BWC \$1200
Pontem Software \$1,000
Buckeye Concrete – Cemetery Foundations \$2,000
Heavy Duty - truck repairs \$6,000
Kleem - road signs & posts \$5,000 (replaces Tapco)
Henderson Company – truck/plow repairs \$3,500
National Stone & Lime \$8,000
Brightstar Fuel \$6,000
Rental Stop \$3,500

Motion _____ Second _____ *Discussion*
Vote _____

Adjourn