



ORGANIZATIONAL MEETING MINUTES

January 9, 2023

Fiscal Officer Melody George opened the meeting with roll call. Trustees Mike Dattilo, Rod Myers and Paul Disantis were present in addition to Fiscal Officer Melody George, Township Administrator Kevin Vaughn, and Meeting Secretary Chris Sharlike.

Melody George asked for a nomination for Trustee Chairman. Paul Disantis moved to elect Mike Dattilo as Chairman. Rod Myers seconded, and the motion was approved 3-0.

Paul Disantis nominated Rod Myers for Vice Chairman. Mike Dattilo seconded and the motion was approved 3-0

Other board representations:

- Chairman of roads and maintenance of township property
Trustee Dattilo
- Berkshire Township Representative to BST&G Fire Board
Trustee Myers
- Alternate to the Fire Board
Trustee Disantis
- Chairman of Parks
Trustee Disantis
- Designee to the Delaware County Township Association
Trustee Myers
- Designee to the Delaware General Health District
Trustee Disantis
- Chairman of Berkshire Township Cemetery
Trustee Dattilo
- Representative on the TIRC (Tax Incentive Review Committee)
Trustee Dattilo

Rod Myers made a motion to approve the other board representations. Paul Disantis seconded and the motion was approved 3-0.

Resolution #23-1-1: Trustees Annual Salary *(attachment)*

Mike Dattilo made a motion to approve the Trustees Annual Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

- \$19,236.00 for Trustee Paul Disantis
- \$19,236.00 for Trustee Mike Dattilo
- \$19,236.00 for Trustee Rod Myers

Paul Disantis seconded and the motion carried 3-0

Resolution #23-1-2: Fiscal Officer's Salary *(attachment)*

Rod Myers moved to approve the Fiscal Officer's Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

- \$29,286.00 for Fiscal Officer Melody L. George

Paul Disantis seconded and the motion carried 3-0

Resolution #23-1-3: Amended Employee Handbook *(attachment)*

Paul Disantis made a motion to approve the amended employee handbook for 2023. Rod Myers seconded and the motion was approved 3-0.

Resolution #23-1-4: Staff Wages for 2023

- 8% wage increase for Tracy George, Scott Hoffman, Dan Hale, Connor Woodford, and David Weade.

Mike Dattilo made a motion to approve the resolution. The motion was seconded by Rod Myers and was approved 3-0.

Resolution #23-1-5: Meeting Secretary Wages

Rod Myers made a motion approving wages for the Meeting Secretary at \$300/month. Paul Disantis seconded and the motion was approved 3-0.

Resolution #23-1-6: Township Administrator Agreement *(attachment)*

Mike Dattilo made a motion approving an employment agreement by and between Berkshire Township and Kevin Vaughn for the position of Township Administrator and rescinding any previous agreement(s). Paul Disantis seconded and the motion carried 3-0.

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

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

Zoning Commission, expires

Austin Slattery	January 31, 2025
Jon Kerr	January 31, 2027
Andy Kerr	January 31, 2028
Damita Peery	January 31, 2026
Matt Allen	January 31, 2024
Phil Pifer, Alternate	January 31, 2028

Board of Zoning Appeals, expires

Kim Zianno Hartman	January 31, 2026
Dorothy Kerr	January 31, 2028
Bruce Denton	January 31, 2024
Scott Lillie	January 31, 2025
Jim Spurrier	January 31, 2027
Ellen Ebe, Alternate	January 31, 2028

**Resolution #23-1-7: Zoning Commission and Board of Zoning Appeals
Appointments and Wages**

Rod Myers made a motion to approve all the above Zoning Commission and Board of Zoning Appeals appointments and wages as specified above. The motion was seconded by Paul Disantis and was approved 3-0.

RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME:

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

DATE: January 9, 2023

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 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 #23-1-8: Trustee Meeting Dates

Paul Disantis made a motion to establish Trustee meeting dates, locations, and times, as specified above. Rod Myers seconded and the motion was approved 3-0.

Resolution #23-1-9: Holidays

Paul Disantis made a motion to recognize the following holidays for 2023. Rod Myers seconded, and the motion was approved 3-0.

New Year's Day (observed)	Monday	January 2, 2023
Birthday of Martin Luther King, Jr.	Monday	January 16, 2023
Washington's Birthday	Monday	February 20, 2023
Memorial Day	Monday	May 29, 2023
Juneteenth	Monday	June 19, 2023
Independence Day	Tuesday	July 4, 2023
Labor Day	Monday	September 4, 2023
Veterans Day (observed)	Friday	November 10, 2023
Thanksgiving Day	Thursday	November 24, 2023
Day after Thanksgiving	Friday	November 25, 2023
Christmas Eve (observed)	Friday	December 22, 2023
Christmas Day	Monday	December 25, 2023

(1) Floating Holiday – In Lieu of Columbus Day being given

Resolution #23-1-10: Mileage Reimbursement

Mike Dattilo moved to establish the Berkshire Township Mileage Reimbursement Policy. Mileage reimbursement for township employees will be \$0.62.5. Rod Myers seconded, and the motion was approved 3-0.

Resolution #23-1-11: Legal Counsel *(attachments)*

Rod Myers made a motion to approve Brosius, Johnson & Griggs, LLC and Taft, Stettinius and Hollister, LLC as legal counsel. Paul Disantis seconded and the motion was approved 3-0.

See attached exhibit Resolution Employing Township's Attorneys on an Annual Basis for the Year 2023

Resolution #23-1-12: Credit Cards

Rod Myers moved that 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. Paul Disantis seconded and the motion was approved 3-0.

APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS

Resolution #23-1-13: Appropriations *(attachment)*

Rod Myers moved and Paul Disantis seconded to accept the following appropriations as presented on a permanent basis having received the First Amended Certificate of Estimated Resources in the amount of \$6,625,574.49 received on January 04, 2022. The motion was approved 3-0.

Resolution # 23-1-14: Purchase Orders and Blanket Certificates

Paul Disantis moved 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. Mike Dattilo seconded and the motion was approved 3-0.

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

Brosius Johnson and Griggs \$30,000

Taft, Stettinius and Hollister Law Firm \$20,000

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 \$20,000

Miley Excavating Bruce Miley - excavation and grading \$5,000

Silco Monitor \$2,500

Pontem Software \$1,200

CareWork Comp – BWC \$750

Heavy Duty - truck repairs \$8,000

United Aggregates Trucking - \$12,500

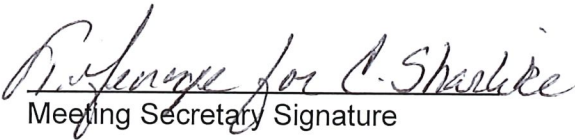
Kleem - road signs, work zone, safety \$5,000

Dexter Company – truck/plow repairs \$5,000

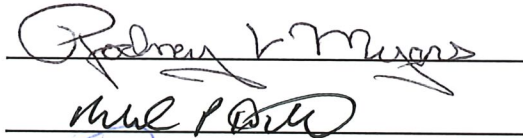
IT Made Real - 1,800

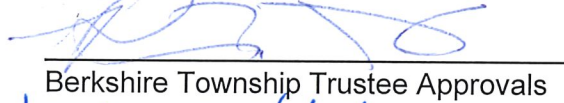
Adjournment:

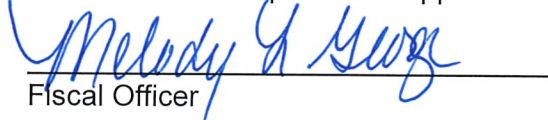
Rod Myers made a motion to adjourn and Paul Disantis seconded. Motion was approved 3-0.


Meeting Secretary Signature

2-13-23
Date




Berkshire Township Trustee Approvals


Fiscal Officer