



ORGANIZATIONAL MEETING

January 11, 2021

7:00PM

1454 Rome Corners Rd. Galena, Ohio 43021

Fiscal Officer opens meeting and requests nominees for slate of officers of the Berkshire Township Trustees.

Trustee nomination for Chairman:

Rod Myers

Responsibilities:

- Managing /lead all trustee meetings;
- Serve as Alternate to the Fire Board.
- Designee to the Delaware County Township Association
- Designee to the Delaware County General Health District.

Trustee nomination for Vice Chairman:

_Mike Dattilo

Responsibilities:

- Chairman of Berkshire Township Cemetery.
- Berkshire Township Representative to BST&G Fire Board.
- Chairman of Parks

Trustee Josh Varble:

Responsibilities:

- Chairman of Roads and maintenance of township property
- Alternate to Cemetery Chairman.

Motion to approve the slate of officers. Rod made a motion to approve. Second by Mike Vote: Unanimous

Resolution #21-1-1 to approve the Trustees annual salary based on the budget of Berkshire Township set forth by the State of Ohio at:

- \$12,918.00 for Trustee Josh Varble
- \$12,478.00 for Trustee Mike Dattillo (\$12,478.00 in 2020)
- \$12,478.00 for Trustee Rod Myers (\$12,478.00 in 2020)

Melody L. George, Fiscal Officer

Resolution #21-1-2 to approve the Fiscal Officer's Salary based on the budget of Berkshire Township set forth by the State of Ohio at:

- \$21,836.00 for Fiscal Officer Melody L. George (\$21,836.00 in 2020)

Township Administration and Staff

- Kevin Vaughn to be rehired as the full-time Township Administrator at the salary of \$95,000.00 annually, to be paid bi-weekly. (\$85,000.00 in 2020)
- David Weade to be rehired as the part time Zoning Inspector at the salary of \$29,870.00, to be paid bi-weekly. (\$29,000.00 in 2020)
- Krista Murphy to be rehired as the part-time Administrative Assistant at the rate of \$20.00 per hour, to be paid bi-weekly. (\$17.00 in 2020)
- Dan Hale to be rehired as the full-time Maintenance Supervisor at the rate of \$28.41 per hour, to be paid bi-weekly. (\$27.58 in 2020)
- John Justin Williams to be rehired as the full-time Maintenance Worker at the rate of \$26.23 per hour, to be paid bi-weekly. (\$25.46 in 2020)
- Marion Kovac to be rehired as the part-time Maintenance Worker at the rate of \$21.85 per hour, to be paid bi-weekly, seasonal hire ending March 31, 2021 with possible rehire as needed. (\$21.21 in 2020)

Resolution #21-1-3

To approve the Administration and Staff positions and wages as specified.

Mike Dattilo made the motion to approve. Second by Josh Varble. Vote: Unanimous

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:

- Reappoint Damita Peery to the Berkshire Township Zoning Commission for a 5-year term commencing on January 31, 2021 and ending on January 31, 2026.
- Reappoint Alicia Robson to the Berkshire Township Board of Zoning Appeals for a 5-year term commencing on January 31, 2021 and ending on January 31, 2026.

Full slate of Zoning Commission and Board of Zoning Appeals as follows:

Zoning Commission	Expires
Jon Kerr	January 31, 2022
Andy Kerr	January 31, 2023
Matt Allen	January 31, 2024
Austin Slattery	January 31, 2025
Damita Peery	January 31, 2026
Vacant Alternate	January 31, 2023

Board of Zoning Appeals	Expires
Jim Spurrier	January 31, 2022
Dorothy Kerr	January 31, 2023
Bruce Denton	January 31, 2024
Phil Gardner	January 31, 2025
Alicia Robson	January 31, 2026
Ellen Ebe, Alternate	January 31, 2023

Resolution #21-1-4 to approve the above Zoning Commission and Board of Zoning Appeals appointments and wages as specified. Motion by Mike Dattilo. Second by Josh Varble. Vote: Unanimous

RESOLUTION TO ESTABLISH TRUSTEE MEETING DATES AND TIMES:

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

DATE: January 11, 2021

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.

The Fiscal Officer shall immediately publish the above dates and location 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.

HOLIDAYS 2021

New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Presidents Day	Monday, February 15
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Columbus Day	Monday, October 11
Veterans Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Christmas Eve	Friday, December 24
New Year's Eve	Friday, December 31

Resolution #21-1-5 to establish Trustee Meeting dates, location, and times, as specified above.

Motion to approve by Josh Varble. Second by Mike Dattilo. Vote: Unanimous.

Resolution #21-1-6 Establishing Berkshire Township cemetery fees:

See Attached “Exhibit A” Motion by Mike Dattilo. Second by Rod Myers.

Vote: Unanimous

Resolution #21-1-7 Establishing Berkshire Township Hall Rental Agreement and Policy.

See Attached “Exhibit B and C”

Motion by Mike Dattilo. Second by Rod Myers. Vote: Unanimous

Resolution #21-1-8 Establishing Berkshire Township Zoning Fees.

See Attached “Exhibit D”

Motion by Rod Myers. Second by Mike Dattilo. Vote: Unanimous

Resolution #21-1-9 to approve Taft, Stettinius and Hollister, LLC as legal counsel. Approve Brosius, Johnson & Griggs, LLC as legal counsel.

See attached “Exhibit E”

Motion by Mike Dattilo. Second by Rod Myers. Vote: Dattilo, yes; Myers, yes; Varble, No

Resolution #21-1-10 adopting the Berkshire Township Employee Handbook

See attached “Exhibit F”

Motion by Rod Myers. Second by Josh Varble. Vote: Unanimous

Resolution #21-1-11 adopting the job descriptions for the positions of Township Administrator, Part Time Zoning Inspector, Part Time Administrative Assistant, Maintenance Supervisor, Maintenance Worker and Part Time Maintenance Worker

See attached “Exhibit G”

Motion by Mike Dattilo. Second by Rod Myers. Vote: Unanimous

Resolution #21-1-12 Establishing Berkshire Township Mileage Reimbursement Policy
Mileage reimbursement for township employees will be \$0.56 (\$0.57.5 in 2020).

Motion by Josh Varble. Second by Mike Dattilo. Vote: Unanimous

Resolution #21-1-13 Credit card use restrictions and limits.

Any individual purchase over \$1,000 must have Trustee approval prior to purchase. Credit card limits are \$2,000.00 per billing period, per card issued.

Motion by Mike Dattilo. Second by Josh Varble. Vote: Unanimous

APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS

RESOLUTION #21-1-14 to accept the following appropriations as presented on a permanent basis having received the First Amended Certificate of Estimated Resources in the amount of \$3,274,857.41 received on January 11, 2021 and also 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 11, 2021.

Bachman Trucking - gravel	\$10,000 (\$6,000 in 2020)
Brosius Johnson and Griggs Law Firm	\$30,000 (\$60,000 in 2020)
Buckeye Concrete – cemetery foundations	\$3,000 (\$3,000 in 2020)
CareWorks - Bureau of Workers Compensation	\$500 (\$500 in 2020)
Clothing allowance for maintenance employees	\$350/person (\$350 in 2020)
Dave Yost, Auditor of the State of Ohio - UAN fee/audit fee	\$4,500 (\$4,500 in 2020)
Delaware County Engineer, Operations - road salt	\$17,000 (\$17,000 in 2020)
Delaware County Engineer - storm water control	\$6,000 (\$6,000 in 2020)
Delaware General Health District – assessment	\$9,000 (\$9,000 in 2020)
Delaware County Homeland Security apportionment fee	\$1,603 (\$1,603 in 2020)
Delaware County Regional Planning - membership fee	\$2,651 (\$2,651 in 2020)
Delaware County Regional Planning – zoning code updates	\$5,000 (\$5,000 in 2020)
Heavy Duty - truck repairs	\$8,000 (\$8,000 in 2020)
Miley Excavating - excavation and grading	\$5,000 (\$5,000 in 2020)
OTARMA insurance - property premium	\$15,000 (\$15,000 in 2020)
Pontem Software - cemetery software	\$1,200 (\$1,200 in 2020)
Silco Security - alarm monitor fee	\$2,000 (\$2,500 in 2020)
Taft, Stettinius and Hollister Law Firm	\$10,000 (\$25,000 in 2020)

Motion by Mike Dattilo. Second by Rod Myers. Vote: Dattilo, yes;Myers,yes; Varble,No

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Josh Varble made a motion to adjourn the meeting at 7:35 pm.