

# Organizational Meeting

(First Meeting of each calendar year January 14, 2019)

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Fiscal officer opens meeting and requests nominees for Chairman of the Berkshire Township Trustees.

Trustee Nomination for Chairman: William Holtry-Responsibilities:

- Managing/leading all trustee meetings; Heading all business and economic development, budget/finance management including TIF, JEDD, and any NCA negotiations; Township representative to all school, county, state, city and village offices relating to township operation and finances; Chairman of Parks

Trustee Nomination for Vice Chairman: Rodney V. Myers Responsibilities:

- Township spokesperson for newspaper, radio, and TV media announcements and interviews; Chairman of Berkshire Township Cemetery; Alternate to the roads Chairman; Official designate to the Delaware County Township Association and to the Delaware General Health District; Berkshire Township Representative on the BST&G Fire Board

Trustee Nomination for Township Management and Services: Mike Dattilo - Responsibilities:

- Chairman of Roads and maintenance of Township Hall Responsibilities: Will serve as Alternate to the Fire Board.

**Resolution #19-1-1** to approve the Trustees Annual Salary based on the budget of Berkshire Township set forth by the State of Ohio at:

**\$12,478.00** for Trustee Bill Holtry (**\$12,478.00** in 2018)

**\$12,478.00** for Trustee Mike Dattilo (**\$12,478.00** in 2018)

**\$12,478.00** for Trustee Rod Myers (**\$12,478.00** in 2018)

Motion by: Rod Myers Second by Mike Dattilo

Vote: Unanimous

**Melody L. George**, Fiscal Officer

**Resolution # 19-1-2** to approve the Fiscal Officer's Annual 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 2018)

Motion by: Rod Myers; Second by Mike Dattilo

Vote: Unanimous

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Issues to discuss before continuing:

- Truck purchase
- Side-by-side UTV

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## TOWNSHIP ADMINISTRATIVE and STAFF

**Jeff George** will serve as Berkshire Township Administrator/Zoning Inspector. Responsibilities:

- Management of facilities and employees, as per Trustee advisement. Township representative to the Regional Planning Commission; responsible for organizing and planning all public and nonpublic meetings. Economic development and Trustee liaison for school, county, state, city and village offices and staff. Managing all township correspondence.
- **Zoning Inspector salary \$29,000.00, (\$29,000 in 2018) Township Administrator at an hourly rate of \$26.78 (\$26.00 in 2018) to be paid bi-weekly.**

**Dan Hale** will be re-hired as a full-time Maintenance Supervisor at a rate of **\$26.78** per hour, (\$26.00 in 2018) to be paid bi-weekly.

**John Justin Williams** will be re-hired as a full-time Maintenance Worker at a rate of **\$24.72** per hour, to be paid bi-weekly. (\$24.00 in 2018)

**Marion Kovac** will be re-hired as part-time seasonal help (snow plow and maintenance) worker, hours as needed at the rate of **\$20.60** per hour, to be paid bi-weekly. (\$20 per hr. in 2018) seasonal hire ending March 31, 2019 with possible seasonal rehire as needed.

**David Weade** will be re-hired as the part-time Assistant Zoning Inspector at a rate of **\$19.67** per hour, (\$19.10 in 2018) to be paid bi-weekly. Alternate to the Regional planning board.

**Shawna Burkham** will be re-hired as Assistant Administrator, Zoning Board and Board of Zoning Appeals Secretary, and Berkshire Township Cemetery Sexton for a maximum of 30 hours per week, at a rate of **\$19.67** per hour, (\$19.10 in 2018) to be paid bi-weekly.

## **Explanation of Vacation and Sick/Personal Time Policy for permanent employees who are employed 30 or more hours a week (minimum 1560 hours per year.)**

### **VACATION**

- 1-5 years of employment – Vacation 2 weeks
- 6-10 years of employment – Vacation 3 weeks
- 11 years and above of employment 4 weeks

Employees can carry over 1 week of vacation with use it or lose for the other days. In addition, the carryover week must be approved by the Trustees, Jeff George, Township Administrator or Melody George, Fiscal Officer.

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TOWNSHIP ADMINISTRATIVE and STAFF *continued*

## SICK/PERSONAL DAYS

- From 1-10 years of employment: 10 sick/personal days per year (80 hours total). The employee can carryover **up to** a maximum of 15 days (120 hours total) of unused sick/personal time. The 15 days can be carried over each year through year 10 of employment. Carryover is not to exceed 15 days total. These carryover days are for personal or family health crisis use. No cash payment other than for health crisis use.
- From 11-20 years of employment: 10 sick/personal days per year (80 hours total). The employee can carryover **up to** a maximum of 20 days (160 hours total) of unused sick/personal time. The 20 days can be carried over each year through year 20 of employment. Carryover is not to exceed 20 days total. These carryover days are for personal or family health crisis use, however, if the employee leaves Township employment in good standing, during years 11-20, they may receive the cash value of the unused time at 50% of their current hourly pay.
- From 21+ years of employment: 10 sick/personal days per year (80 hours total). The employee can carryover **up to** a maximum of 30 days (240 hours total) of unused sick/personal time. The 30 days can be carried over each year. Carryover is not to exceed 30 days total. These carryover days are for personal or family health crisis use, however, if the employee leaves Township employment in good standing, during years 21+, they may receive the cash value of the unused time at 50% of their current hourly pay.

**RESOLUTION #19-1-3 to approve all the above Administrative and Staff positions, wages and benefits as specified.**

Motion by: Rod Myers Second by Mike Dattilo

Vote: Unanimous

# Organizational Meeting

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## RENEWAL OF ZONING BOARD AND BOARD OF ZONING APPEALS MEMBERS

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**Zoning Board and Zoning Appeals Board members will be paid \$75.00 per meeting**

Appointment of new Zoning Board and Board of Zoning Appeals members.

Reappoint Matthew Allen to the Berkshire Township Zoning Board for a 5-year term commencing on January 1, 2019 and ending December 31, 2023

Reappoint Bruce Denton to the Berkshire Township Board of Zoning Appeals for a 5-year term commencing on January 1, 2019 and ending on December 31, 2023.

**RESOLUTION #19-1-4 to approve all the above Zoning Board and Board of Zoning Appeals appointments and wages as specified.**

Motion by: Rod Myers Second by Mike Dattilo

Vote: Unanimous

# Organizational Meeting

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## RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME:

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

**DATE: JANUARY 14, 2019**

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 pm, at the Berkshire Township Hall, 1454 Rome Corners Rd., Galena, OH, 43021, with the exception of the following dates:

The May 27<sup>th</sup> meeting is rescheduled to **Thursday, May 23, 2019**

The October 14<sup>th</sup> meeting is rescheduled to **Thursday, October 10, 2019**

The November 11<sup>th</sup> meeting is rescheduled to **Thursday, November 14, 2019**

The Fiscal Officer shall immediately publish the above time, days/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 posted in the Delaware Gazette and/or on the notice board outside the entrance to the Township Hall.

**RESOLUTION #19-1-5 to establish Trustee Meeting dates, location and times, as specified above**

Motion by: Rod Myers Second by Mike Dattilo

Vote: Unanimous

# Organizational Meeting

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## TOWNSHIP FEES

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### Cemetery lot fees:

Township resident lot fee: **\$200.00** (2018 \$200)

Non-resident lot fee: **\$600.00** (2018 \$600)

Non-resident of Township or County lot fee: **\$1100** (2018 \$1100)

### Burial fees:

Open/close grave for casket burial **\$400.00** (2018 \$400)

Open/close grave for casket burial on Saturdays **\$500.00** (2018 \$500)

Open/close grave for casket burial on Sunday or Holiday observed by Berkshire Township **\$700.00** (2018 \$700)

Open/close grave for cremation lot **\$200.00** (2018 \$200)

Open/close grave for cremation lot on Saturday, Sunday or Holiday observed by Berkshire Township **\$300** (2018 \$300)

### Footer Fees:

Headstone Foundation Footer charge **\$250.00 minimum or .65 per square inch**, whichever is greater (same in 2018)

**Note:** Foundation footers are poured twice a year, typically in May and September. If they request a foundation to be poured at a specific time, (outside the May or September pour dates) the charge is:

**\$750 minimum, or \$0.90 per sq. inch, whichever is greater, and requires the approval of the cemetery sexton.** (same in 2018)

### Other Cemetery Related Fees:

Cemetery Deed Transfer: **\$ 25 per cemetery space transferred**

### Fee Waivers:

Any fee waivers will be determined by the Board of Trustees

### **RESOLUTION # 19-1-6 To establish Berkshire Cemetery Fees, as specified**

Motion by: Rod Myers Second by Bill Holtry

Vote: Unanimous

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## HALL RENTAL:

Rental fee to township residents: \$ 75

Rental fee to Township Businesses \$100

Refundable security deposit for any rental \$100

- Township Hall will be provided with no Rental fee on a space available basis to the following: Public Service Groups (i.e. Homeowners' Associations, Senior Citizens, Scouts, Block watch Groups, and Civic Organizations)
- Also, there will be no charge to Township Residents for Funeral Dinners (gatherings held at the hall immediately after a funeral or memorial service)

Berkshire Township Trustees and any subcommittee of the Trustees will be given first priority over gratis hall reservations.

## MILEAGE:

Mileage for township employees \$ 0.58 per mile ( \$ 0.545 in 2018)

## ZONING FEES:

See Attached "Exhibit A"

**RESOLUTION #19-1-7 to establish Berkshire Township Hall Rental Fees, Berkshire Township Mileage Reimbursement, and Berkshire Township Zoning Fees, as specified above**

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



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## MISC. RESOLUTIONS

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Approve **Taft, Stettinius and Hollister Law Firm** as legal counsel.

**CREDIT CARD USE POLICY for 2019 (See attached Exhibit B).**

### **CREDIT CARD USAGE RESTRICTIONS**

Any individual purchases over \$1000.00 must have Trustee approval prior to purchase. Credit card limit is \$2000.00 per billing period, per card issued.

**RESOLUTION #19-1-8 to approve 1) Brosius Johnson and Griggs; Taft, Stettinius and Hollister Law Firm; and 2) adopt new Credit Card Policy; and 3) Credit Card Usage Restrictions for 2019**

Motion by: Rod Myers Second by Mike Dattilo

Vote:

Unanimous

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## APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS

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**RESOLUTION #19-1-9** to accept the following appropriations as presented on a permanent basis having received the First Amended Certificate of Estimated Resources in the amount of **\$3,005,228.25** received on January 7, 2019 **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 7, 2019.

Motion by: Rod Myer Second by Bill Holtry

Vote: Unanimous

### APPROPRIATIONS, PURCHASE ORDERS AND BLANKET CERTIFICATES:

Delaware County Engineer, Operations; Salt **\$17,000.00** (**\$5,000.00** in 2018) and Contract Services **\$5,000.00** (**\$5,000.00** in 2018)  
Brosius Johnson and Griggs **\$60,000.00** (**\$65,000.00** in 2018) *Legal Counsel*  
Taft, Stettinius and Hollister Law Firm **\$25,000.00** (**Benesch** in 2018) *Legal Counsel*  
Delaware County Regional Planning membership fee 2019 **\$2651.00** (**\$2500.00** in 2018)  
Delaware County Regional Planning – Zoning Code Updates **\$5000.00** (**\$5000.00** in 2018)  
Delaware County Homeland Security apportionment fee **\$1603.00** (**\$1700.00** in 2018)  
Delaware General Health District – Assessment - **\$9,000.00** (**\$9,000.00** in 2018)  
Dave Yost, Auditor of the State of Ohio-UAN fee/Audit fee **\$4,500.00** (**\$6,000.00** in 2018)  
Buckeye Concrete – Cemetery Foundations **\$3,000.00** (**\$3,000.00** in 2018)  
OTARMA insurance property & business personal prop prem. **\$15,000.00** (**\$15,000.00** in 2018)  
Miley Excavating Bruce Miley-Excavation and grading **\$5,000.00** (**\$2,500.00** in 2018)  
Park and Trail Improvements **\$200,000.00**  
Rome Corners Road Trail Phase 1 Appropriation **\$60,000.00** (**carryover from 2018**)  
Clothing Allowance for maintenance employees **\$350.00** per person (**\$350.00** in 2018)  
ProElite Security-Monitor fee **\$2,000.00** (**\$2,000.00** in 2018)  
Pontem Software – Maintenance fee **\$1,200.00** (**\$1,200.00** in 2018)  
CareWork Comp- Group Rating Rep BWC **\$500.00** *yearly fee* (**\$500.00** in 2018)  
Heavy Duty Truck - **\$8,000.00** - *truck repairs* (**\$2,500.00** in 2018)  
Bachman Trucking - **\$6,000.00** (**\$6000** in 2018) Gravel for driveway, roads, park  
Delaware County Engineer (OEPA) Storm water Control **\$6,000.00** (**\$6,000.00** in 2018)

**Bill Holtry opened the Regular Meeting at this time.**