

**BERKSHIRE TOWNSHIP TRUSTEES
Regular Meeting Minutes
JANUARY 28, 2019**

Bill called the Regular Meeting to order at 7:05 p.m.

Roll Call: Rod Myers, here; Bill Holtry, here and Mike Dattilo, here.

Rod made a motion to approve the special Meeting minutes of December 28, 2018. Second by Mike.

Vote: Unanimous

Mike made a motion to approve the regular Meeting minutes of December 28, 2018. Second by Rod.

Vote: Unanimous

Rod made a motion to approve the Organizational Meeting Minutes from January 14, 2019 and the Regular meeting minutes included for January 14, 2019. Second by Mike. Vote: Unanimous.

Public Participation: Bill reminded the meeting that the Meeting is being taped and that there is a 3-minute limit on speaking in Public Participation.

Ellen Ebe – Holley Woods Drive

Old Business:

Arcadia Update – Bill and Jeff George met with Arcadia for an update on the situation.

Brosius, Johnson and Griggs – Pete Griggs - Bill advised that he and Jeff George met with Pete Griggs to discuss the situation of legal services since the passing of Don Brosius. Bill advised that they decided that Pete really has been handling the township business along with Don over the past several years as Don was semi-retired. Bill suggested to leave the legal counsel as was voted on in December, 2018.

County/Township Light Agreement – Bill advised this was to be an agreement to maintain the lights on the two roundabouts in the township. The contract cost is \$2200.00 a year. Bill advised the Township will use an outside vendor and not the County for this service.

New Business:

Refund of Hall Deposit – Connie Dozier \$100.00

Bill made a motion to refund/return the hall deposit to Connie Dozier. Second by Rod. Vote: Unanimous

19-1-15 Rod made a motion to switch internet providers for the Township from Century Link to Spectrum, per more speed and less money. Second by Bill Vote: Unanimous.

19-1-16 Mike made a motion to approve a purchase order to FYDA Freightliner, 1250 Walcutt Road, Columbus OH 43228 in the amount of \$84,079.00 for the purchase of a M2 106 Conventional Chassis Truck. Second by Bill Vote: Unanimous.

19-1-17 Mike made a motion to approve a purchase order to The Dexter Company, PO Box 1016, Bucyrus Ohio 44820 in the amount of \$43,850.00 for installation of equipment on the new M2 106 conventional Chassis. Second by Rod. Vote: Unanimous.

19-1-18 Mike made a motion to approve a purchase order to The Dexter Company, PO Box 1016, Bucyrus OH 44820 in the amount of \$11,415.00 for the purchase of salt spreader and snow plow for the new M2 106 conventional Chassis

19-1-24 Bill made a motion to approve a Then and Now purchase order to Floras Diesel for repair work on the truck fuel line. Second by Mike. Vote: Unanimous.

Work remotely and time change in hours.

Melody George, Fiscal Officer, advised that there was a time card submitted with "Working Remotely" time included for employee, Shawna Burkham. In addition, the hours for January has been reduced from 30 hours per week to 30 hours per pay period. Melody advised she received an email advising the Trustees approved the "Remote" work and the reduction in hours. Melody advised the Trustees that no approval at a Trustee's meeting had been approved for this. The Trustees need to have a policy and procedure for monitoring this type of work. The Trustees rehired, Shawna, at the Organizational Meeting on January 14, 2019, with up to 30 hours per week time and paid by the hour. Bill advised Shawna is aware of the benefit change, due to hours being reduced.

19-1-19 Bill made a motion to allow Jeff George to make the decision to allow employee of the township to work remotely and he is responsible for monitoring the time. Jeff George will also be the person to inform, Melody George, Fiscal Officer, of any changes in time worked etc. Second by Mike Vote:

Unanimous

19-1-20 Bill made a motion to approve the 2019 Delaware County Trail Assistance Program Grant Application and authorized Beth to sign the application for this. Second by Mike. Vote: Unanimous.

19-1-21 Clean Ohio Trail Fund Grant Phase 2 – Bill Holtry made a motion to approve and authorize, Beth Hugh, to sign the COTF Grant application. Second by Mike. Vote: Unanimous

19-1-22 Resolution for ON-CALL Services for Engineering RFQ (Request for Qualifications) Bill made a motion to approve the RFQ from Engineers and Surveyors to provide ON-CALL Services to the Township from 2019 through 2022 and to proceed with the collection of statement of qualifications, evaluation of candidates and produce a recommendation for selection. Second by Mike. Vote: Unanimous.

19-1-23 Mike made a motion to approve a purchase order to Evolution AG, LLC. /Sourcewell to purchase a UTV Kubota RTV-x900WL-H with laminated glass in the amount of \$14,273.17. Second Bill. Vote: Rod Myers, NO; Bill Holtry, yes and Mike Dattilo, yes.

Rod made a motion to authorize the fiscal officer to draw upon the funds to pay the bills. Second by Bill Vote: Unanimous

Mike made a motion at 8:15 p.m. to adjourn the meeting. Second by Rod. Vote: Unanimous.