Berkshire Township Trustees

Meeting Minutes – October 23, 2026

Berkshire Township Trustee Meeting, Strategic Planning and Goal Setting Workshop

Date: 10-23-2026

Location: 1610 SR-521 Delaware, Ohio 43015, The Delaware County Byxbe Building

Call to order: 9:04 a.m.

Trustees present: Mike Dattilo, Mary Howard, Stephen Ciacchi
Also present: Melody George, Fiscal Officer; Kevin Vaughn, Township Administrator

New Business: **Motion to approve Resolution No. 2026-10- R3**, approving a circulation of notice for extending the Tanger Outlet TIF

Discussion

Motion: Stephen Ciacchi Second Mary Howard Vote 3-0 Yes

Purpose of the Workshop

Mr. Vaughn began the meeting identifying the workshop's purpose as developing a shared vision, establishing priorities, and identifying achievable actions to strengthen Berkshire Township.

Township Priorities and Community Improvements

Topics presented included improvements, beautification, branding, and wayfinding in the US 36/SR 37/I-71 area. Tanger and Northstar, tax increment financing arrangements, joint economic development districts, and new community authorities. TIF arrangements include Northlake Preserve, Northlake commercial, Tanger, Wilson/Rider Road, and NRI.

We currently collect approximately $680,000 in annual JEDD collections and estimate that revenue at full buildout could exceed two to three times that amount. Technology and communication topics included building technology, website, mobile app, internal software, and electronic devices for use at the dais.

Road and Maintenance Services

Road-related materials addressed maintenance needs and potential service levels. Tree trimming was estimated at approximately $1,350 per mile annually. Examples included $10,000 for Falling Meadows in 2022 and an $18,000 estimate for Cheshire Woods. However, regular maintenance and additional staffing could reduce contracted work or permit work in-house.

Sidewalk replacement was estimated at approximately $300 per panel. Mr. Vaughn stated that the Township currently had no code, policy, requirement, or authority to mandate resident repairs. Options presented included full public funding, partial reimbursement for street-tree damage, and grinding to extend concrete life.

Roads and Maintenance Services Continued

Paving exhibits outlined a long-range capital improvement program through 2043. 24.73 scheduled miles, approximately $17.42 million in escalated paving costs, and approximately $2.91 million reserve for unscheduled pavement, and a peak annual appropriation of approximately $3.07 million. These were planning estimates presented for consideration only.

Mr. Vaughn stated that the Township did not currently provide street sweeping and identified drainage, curb and gutter preservation, and appearance as potential benefits. Chipper service was estimated at approximately $100,000 annually. Curbside leaf collection is estimated at $175,200-$350,000.

Snow removal operating costs were reported at approximately $45,000 annually, or $1,730 per lane mile, excluding capital costs.

The board does not wish to consider street sweeping, except for an as needed or urgent basis, and does not wish to offer chipper service or leaf collection, at this time.

Parks and Open Space

Mr. Vaughn addressed park conditions, maintenance, future land acquisition, and active and passive open space. He cited an annual maintenance benchmark of approximately $9,470 per acre, or approximately $189,000 for 20 acres, compared with an estimated Township cost of $125,000. Our cost is difficult to identify due to blended personnel and equipment but is estimate it at approximately $125,000.

Northstar Park was identified as 29.086 acres. Planning topics included acquiring land through development or purchase, parkland overlapping with Sunbury or Galena, and the Parks Committee's role. The proposed committee purpose emphasized advisory support and volunteer coordination, park improvements, community events, partnerships, grants, donations, and stewardship, in collaboration with Trustees and Administration.

Long term goal, the board would like to explore what developing this park would cost and what the upkeep would consist of.

Facilities

Facility planning topics included an office addition, renovation of existing space, rental space, and technology needs.

The Board would like to continue planning and exploring a small addition on the front (East) side of the building for additional office space.

Staffing and Operations

Mr. Vaughn compared staffing and compensation with nearby townships and addressed organizational capacity, backup coverage, and succession planning. He emphasized the need to maintain services during employee illness, vacation, or separation. He also identified the zoning inspector and administrative assistant as part-time positions and raised questions about replacement training and future duties.

The presentation reported annual salary and benefit costs of $654,420.62 for staff only, $857,246.66 including elected officials, and $880,783.46 including staff, elected officials, zoning, and BZA. Staffing ratios and comparison figures require reconciliation before use in personnel or budget decisions.

The board would like the Administrator to work on a succession plan.

Finance and Budget

Finance topics included fund balances, budget information, financial software, payroll and accrual tracking, and purchasing procedures. Mr. Vaughn presented a total fund balance of $4,985,362.79. It listed a General Fund budget of $1,482,236, including parks and zoning, and combined road fund budgets of $758,924. Separately identified amounts included $19,850 for parks, excluding salaries, and $157,050 for zoning.

The equipment replacement program addressed following a replacement schedule to spread capital costs over time, preserve resale value, and reduce major maintenance expenses and breakdowns. Also reviewed was the property tax distribution and the potential effect of annexation on Township road revenue.

Cemetery

Mr. Vaughn identified approximately four acres in the existing cemetery and an additional 12.5 acres of adjacent Township-owned land. It raised the question of retaining or selling the additional parcel. The cemetery currently has 1,178 grave sites, with 715 sold and 463 available. Based on average sales of eight sites annually, it is estimated approximately 58 years of remaining capacity, with a range of approximately 39–116 years based on annual sales of 4–12 sites.

The board agreed they did not wish to sell the property.

Priorities and Follow Up

The Board discussed what priorities they would like staff to focus on in 2026-2027 and identified them as follows;

1. The improvements of the Wilson Rd., 36/37 and 71
2. Building addition for a couple additional offices
3. Succession Planning

Public Comment

There was nobody wishing to speak.

Adjournment and Approval

Motion to adjourn – Mike Dattilo, Second Stephen Ciacchi – Vote 3-0 Yes
Adjournment: 12:22 p.m.
Minutes prepared by: Kevin Vaughn

Meeting Secretary Signature

11-09-2026
Date

Berkshire Township Trustee Approvals

Fiscal Officer