



## ORGANIZATIONAL MEETING MINUTES

January 12, 2026 - 6:00 p.m.

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The Fiscal Officer opens the meeting and requests nominations for the following board positions for the Berkshire Township Trustees.

Trustee Nomination for Chairman

Paul Disantis nominated Mike Dattilo. Mary Howard seconded. Motion approved 3-0.

Trustee Nomination for Vice Chairman

Mike Dattilo nominated Paul Disantis. Mary Howard seconded. Motion 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 Disantis
- Alternate to the Fire Board  
Trustee Howard
- Chairman of Parks  
Trustee Howard
- Designee to the Delaware County Township Association  
Trustee Howard
- 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 Howard

Mike Dattilo made a motion to approve board appointments. Mary Howard seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-1** adopting Roberts Rules of Order for board meeting procedure. Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-2** approving the Trustees Annual Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

- \$ 26,050 for Trustee Paul Disantis
- \$ 26,882 for Trustee Mike Dattilo
- \$ 26,882 for Trustee Mary Howard

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-3** approving the Fiscal Officer's Salary based on the budget of Berkshire Township as set forth by the State of Ohio at:

\$ 35,690 for Fiscal Officer Melody L. George

Mary Howard seconded. Motion approved 3-0.

Mike Dattilo made a motion to **Enter into Executive Session at 6:08pm** Pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the compensation of public employees for year 2026.

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to exit **Executive Session at 6:39.**

Mary Howard seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-4** approving employee Compensation for 2026. Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-5** approving the amended employee handbook for 2026. (Sections 3.03 Hours Worked and 5.06 Funeral and Bereavement Leave).

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-6** approving wages for the Meeting Secretary, at \$300/month.

Mary Howard seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-7** approving all the Zoning Commission and Board of Zoning Appeals appointments and wages as specified below.

**Zoning Commission and Board of Zoning Appeals members will be paid \$100.00 per meeting.**

- Re-appoint Damita Peery to the Berkshire Township Zoning Commission for a 5-year term commencing on January 31, 2026, and ending on January 31, 2031
- Re-appoint Kim Zianno Harman to the Berkshire Township Board of Zoning Appeals for a 5-year term commencing on January 31, 2026, and ending on January 31, 2031

Mary Howard seconded. Motion approved 3-0.

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

**Zoning Commission, expires:**

Anthony Lonigro	January 31, 2030
Jon Kerr	January 31, 2027
Andy Kerr	January 31, 2028
Damita Peery	January 31, 2031
Matt Allen	January 31, 2029
Jessica Duvall, 1 <sup>st</sup> Alternate	January 31, 2027

**Board of Zoning Appeals, expires:**

Kim Zianno Hartman	January 31, 2031
Dorothy Kerr	January 31, 2028
Ellen Ebe	January 31, 2029
Fred Grunewald	January 31, 2030
Jim Spurrier	January 31, 2027
Erika Crawford 1 <sup>st</sup> Alternate	January 31, 2027

Mike Dattilo made a motion to approve **Resolution #26-1-8** Appointing Tyler Lane and Brianne Knight as members of the board of directors of the Berkshire Township Joint Economic Development District.

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-9** Appointing Greg Elliott to a 3-year term as a member to the Eastern Delaware County Joint Recreational District.

Mary Howard seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-10** Appointing Mary Howard as the Alternate Representative to the Delaware County Regional Planning Meetings. Paul Disantis seconded. Motion approved 3-0.

**RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME:**

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

**DATE: January 12, 2026**

To establish the Board of Trustee meeting day and time of the second (2<sup>nd</sup>) 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 places 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 on the township website and the township front entry door.

Mike Dattilo made a motion to approve **Resolution #26-1-11** to establish Trustee Meeting dates, locations, and times, as specified above. Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-12** approving the amended Pavillion Rental Policy for 2026. Mary Howard seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-13** recognizing the following holidays for 2025. Paul Disantis seconded. Motion approved 3-0.

New Year's Day	Friday	January 1, 2027
Birthday of Martin Luther King, Jr.	Monday	January 19, 2026
President's Day	Monday	February 16, 2026
Memorial Day	Monday	May 25, 2026
Juneteenth	Friday	June 19, 2026
Independence Day	Friday	July 3, 2026
Labor Day	Monday	September 7, 2026
Veterans Day	Wednesday	November 11, 2026
Thanksgiving Day	Thursday	November 26, 2026
Day after Thanksgiving	Friday	November 27, 2026
Christmas Eve	Thursday	December 24, 2026
Christmas Day	Friday	December 25, 2026

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

Mike Dattilo made a motion to approve **Resolution #26-1-14** establishing Berkshire Township Mileage Reimbursement Policy  
Mileage reimbursement for township employees will be \$0.72.5  
Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-15** approving the amended Berkshire Cemetery Rates for 2026.  
Mary Howard seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-16** approving credit card use restrictions and limits.

Any individual purchase over \$5,000 must have Trustee approval prior to purchase. Credit card limits are \$4,500 for Township Administrator, \$4,000 for Maintenance Supervisor, \$3,000 for Trustee Chair, \$2000 for Fiscal Officer and \$500 for Administrative Assistant, per billing period.

Mary Howard seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-17** setting P.O. signature requirements as the following:

- Purchase Orders under \$2,500 require solely Administrator signature
- Purchase Orders \$2,500-\$5,000 require Administrator and Fiscal Officer signatures prior to purchase.
- Purchase Orders exceeding \$5,000 require Administrator, Fiscal Officer, and two Trustee signatures before purchase.

Paul Disantis seconded. Motion approved 3-0.

## **APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS**

Mike Dattilo made a motion to approve **Resolution #26-1-18** to accept the following appropriations as presented on a permanent basis having received the First Amended Certificate of Estimated Resources in the amount of \$11,811,091.41 received on January 12, 2026.

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #26-1-19** approving and issue the following purchase orders and blanket certificates after the certification of the County Auditor that the total appropriations of \$11,326,378.00 from each fund do not exceed the Official First Amended Certificate of Estimated Resources that was received January 12, 2026.

Mary Howard seconded. Motion approved 3-0.

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

Brosius Johnson and Griggs \$35,000

Bricker Graydon Wyatt LLP \$10,000

Juliet & Grube – Hinkle note preparation \$1000

Delaware County Regional Planning - membership fee \$5,869  
Delaware County Regional Planning – zoning code updates \$5,000  
Delaware County Homeland Security - apportionment fee \$4047.71  
Eastern Delaware County Joint Recreational District – Community Share \$43,900  
Delaware General Health District – Assessment - \$12,000  
Dave Yost, Auditor of the State of Ohio - UAN Software fee \$5,000/Audit fee \$15,000  
OTARMA - Insurance property & business personal property premium \$40,000  
CareWork Comp – BWC \$1200  
Pontem Software \$1,000  
Buckeye Concrete – Cemetery Foundations \$2,000  
Heavy Duty - truck repairs \$6,000  
Kleem - road signs & posts \$5,000 (replaces Tapco)  
Henderson Company – truck/plow repairs \$3,500  
National Stone & Lime \$8,000  
Brightstar Fuel \$6,000  
Rental Stop \$3,500

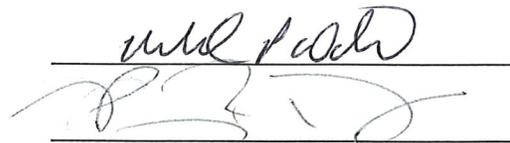
Mike Dattilo made a motion to adjourn at 6:48pm.  
Mary Howard seconded. Motion approved 3-0.



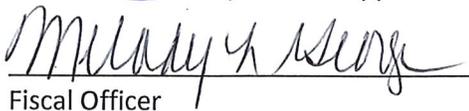
Meeting Secretary Signature

2-9-2026

Date



Berkshire Township Trustee Approvals



Fiscal Officer