



ORGANIZATIONAL MEETING

January 13, 2025, 6:00 p.m.

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

Trustee Nomination for Chairman: Mike Dattilo

Motion made by Rod Myers, seconded by Paul Disantis. Motion approved 2-0.

Trustee Nomination for Vice Chairman: Rod Myers

Motion made by Mike Dattilo, seconded by Paul Disantis. Motion approved 2-0.

Other board representations:

- Chairman of roads and maintenance of township property
Trustee Mike Dattilo
- Berkshire Township Representative to BST&G Fire Board
Trustee Rod Myers
- Alternate to the Fire Board
Trustee Paul Disantis
- Chairman of Parks
Trustee Paul Disantis
- Designee to the Delaware County Township Association
Trustee Rod Myers
- Designee to the Delaware General Health District
Trustee Rod Myers
- Chairman of Berkshire Township Cemetery
Trustee Mike Dattilo
- Representative on the TIRC (Tax Incentive Review Committee)
Trustee Paul Disantis

Mike Dattilo made a motion to approve board representations.

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-1** approving the Trustees Annual Salary based on the budget of Berkshire Township as set forth by the State of Ohio at: (*attachment*)

- \$ 25,602 for Trustee Paul Disantis

- \$ 25,602 for Trustee Mike Dattilo
- \$ 25,602 for Trustee Rod Myers

Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-2** approving the Fiscal Officer's Salary based on the budget of Berkshire Township as set forth by the State of Ohio at: (*attachment*)

- \$ 35,076 for Fiscal Officer Melody L. George

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-3** approving the amended employee handbook for 2025: (*attachment*)

Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-4** approving wages for the Meeting Secretary, at \$300/month.

Paul Disantis seconded. Motion approved 3-0.

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

- Appoint Anthony Lonigro to the Berkshire Township Zoning Commission for a 5-year term commencing on January 31, 2025, and ending on January 31, 2030
- Appoint Jessica Duvall to the Berkshire Township Zoning Commission as an alternate replacing Phil Pifer term ending January 31, 2027
- Appoint Ellen Ebe to the Berkshire Township Board of Zoning Appeals replacing Tony Lonigro term ending on January 31, 2029
- Appoint Fred Grunewald to the Berkshire Township Board of Zoning Appeals replacing Scott Lillie term ending on January 31, 2030
- Appoint Erika Crawford to the Berkshire Township Board of Zoning Appeals as an alternate replacing Ellen Ebe term ending January 31, 2027

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, 2026
Matt Allen	January 31, 2029
Jessica Duvall, 1 st Alternate	January 31, 2027

Board of Zoning Appeals, expires.

Kim Zianno Hartman	January 31, 2026
Dorothy Kerr	January 31, 2028
Ellen Ebe	January 31, 2029
Fred Grunewald	January 31, 2030
Jim Spurrier	January 31, 2027
Erika Crawford 1 st Alternate	January 31, 2027

Rod Myers made a motion to approve **Resolution #25-1-5** approving all the above Zoning Commission and Board of Zoning Appeals appointments and wages as specified above.

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-6** Appointing Tyler Lane and Brianne Knight as members of the board of directors of the Berkshire Township Joint Economic Development District. (*attachment*)

Rod Myers seconded. Motion approved 3-0.

RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME:

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

DATE: January 13, 2025

To establish the Board of Trustee meeting day and time of the second (2nd) 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 #25-1-7** 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 #25-1-8** approving the amended Hall Rental Policy for 2025.

Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-9** approving the new Pavillion Rental Policy for 2025. (*attachment*)

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-10** recognizing the following holidays for 2025.

New Year's Day	Wednesday	January 1, 2025
Birthday of Martin Luther King, Jr.	Monday	January 20, 2025
President's Day	Monday	February 17, 2025
Memorial Day	Monday	May 26, 2025
Juneteenth	Thursday	June 19, 2025
Independence Day	Friday	July 4, 2025
Labor Day	Monday	September 1, 2025
Veterans Day	Tuesday	November 11, 2025
Thanksgiving Day	Thursday	November 27, 2025

Day after Thanksgiving	Friday	November 28, 2025
Christmas Eve (observed)	Thursday	December 24, 2025
Christmas Day	Friday	December 25, 2025

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

Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-11** establishing Berkshire Township Mileage Reimbursement Policy

Mileage reimbursement for township employees will be \$0.70 (*attachment*)

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-12** approving credit cards use restrictions and limits.

Any individual purchase over \$5,000 must have Trustee approval prior to purchase. Credit card limits are \$3,000 per billing period, per card issued. The credit card limit for the Township Administrator is \$4,500 per billing period.

Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-13** 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. (*attachment*)

Paul Disantis seconded. Motion approved 3-0.

APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS

Mike Dattilo made a motion to approve **Resolution #25-1-14** to accept the following appropriations as presented on a permanent basis having received the First Amended Certificate of Estimated Resources in the amount of \$11,178,138.02 received on January 13, 2025.

Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-15** approving and issue the following purchase orders and blanket certificates after the certification of the County Auditor that the total appropriations of \$9,838,426.78 from each fund do not exceed the Official First Amended Certificate of Estimated Resources that was received January 13, 2025.

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

Brosius Johnson and Griggs \$35,000

Taft, Stettinius and Hollister Law Firm \$20,000

Juliet & Grube – Hingle note preparation \$1000

Delaware County Regional Planning - membership fee \$5,302

Delaware County Regional Planning – zoning code updates \$5,000

Delaware County Homeland Security - apportionment fee \$4047.71

Delaware General Health District – Assessment - \$15,000

Dave Yost, Auditor of the State of Ohio - UAN Software fee \$4,000/Audit fee \$6,000

Buckeye Concrete – Cemetery Foundations \$2,000

OTARMA - Insurance property & business personal property premium \$25,000

Silco Monitor \$2,500

Pontem Software \$1,200

CareWork Comp – BWC \$1200

Heavy Duty - truck repairs \$5,000

Tapco - road signs, work zone, safety \$5,000

Henderson Company – truck/plow repairs \$5,000

IT Made Real – 2,500

National Stone & Lime \$8,000

Brightstar Fuel \$7,000

Paul Disantis seconded. Motion approved 3-0.

Mike Dattilo made a motion to approve **Resolution #25-1-16** Appointing Tyler Lane as the Alternate Representative to the Delaware County Regional Planning Meetings

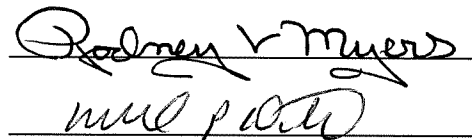
Rod Myers seconded. Motion approved 3-0.

Mike Dattilo made a motion to adjourn at 6:16pm.

Paul Disantis seconded. Motion approved 3-0.

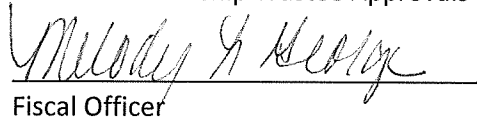

Meeting Secretary Signature

3-11-25
Date





Berkshire Township Trustee Approvals


Fiscal Officer