

# Organizational Meeting.

(First Meeting of each calendar year January 9, 2017)

## TRUSTEES AND ADMINISTRATIVE STAFF

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

Trustee Nomination for Chairman: **Rod Myers** Responsibilities:

- Managing/leading all trustee meetings, Township spokesperson for newspaper, radio, and TV media announcements and interviews; Township representative to all school, county, state, city and village offices relating to general township operation. Chairman of Berkshire Township Cemetery. Alternate to the roads Chairman. Official designate to the Delaware County Township Association, Berkshire Township Representative on the BST&G Fire Board. Bill nominated Rod as Chairman. 2<sup>nd</sup> by Mike. Vote: Unanimous

Trustee Nomination for Vice Chairman: **Bill Holtry** Responsibilities:

- Heading all economic development, business development, budget and finance management including TIF, JEDD, and any NCA negotiations. Township representative to all school, county, state, city and village offices relating to township financial issues.
- Mike nominated Bill as Vice Chairman. 2<sup>nd</sup> by Rod Vote: Unanimous

Trustee Nomination for Township Management and Services: **Mike Dattillo** Responsibilities:

- Chairman of Roads, and maintenance of Township Hall Responsibilities: Will serve Alternate to the Fire Board. Rod moved to approve Mike. 2<sup>nd</sup> by Bill. Vote: Unanimous.

**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 Zoning, Assistant Zoning Inspector, organizing and planning all public meetings (except Trustee) and nonpublic meetings. Economic development and Trustee liaison for school, county, state, city and village offices and staff. Managing all township correspondence and township hall rentals at a rate of: **Zoning Inspector salary \$28468.86, Township Administrator at an hourly rate of \$22.25.)**

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

Motion made by Rod Myers 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. Seconded by Mike Dattilo.

Vote: Unanimous

THE BERKSHIRE TOWNSHIP TRUSTEES WILL HOLD THE MEETINGS FOR THE TOWNSHIP FOR 2017 ON THE 2<sup>ND</sup> AND 4<sup>TH</sup> MONDAY OF EACH MONTH AT 7:00 P.M. THE MEETINGS WILL BE HELD AT THE BERKSHIRE TOWNSHIP HALL, 1454 ROME CORNERS ROAD, GALENA OH 43021 AT 7:00 P.M. SPECIAL MEETINGS AND MEETING DATE CHANGES WILL BE POSTED IN THE DELAWARE GAZETTE

BY ORDER OF THE BERKSHIRE TOWNSHIP TRUSTEES

Melody L. George  
Berkshire Township Fiscal Officer  
1-11-2017

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### **TOWNSHIP STAFF**

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**Dan Hale** will serve as Maintenance Supervisor at a rate of **\$25.60** per hour. (2016 was \$24.83)

Note: All hourly employees will be paid 1 ½ times for overtime (over 40 hours a week) weekdays and Saturdays and 2 times per hour for Sundays and Holidays.

**Dwight Adkins** will be hired as maintenance level I employee at a rate of \$17.00 per hour. (2016-\$16.48 per hour) To include snow removal and general township maintenance.

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

**David Weade** will be re-hired as the Assistant Zoning Inspector at a rate of \$18.55 per hour. (2016 was \$18.00) Alternate to the Regional planning board.

**Shawna Burkham** will be re-hired as the assistant to the administrator Zoning Board and Board of Zoning Appeals Secretary, Berkshire Township Cemetery Sexton at a rate of \$18.55 per hour. (2016 was \$17.00)

**17-1-2 Rod** made a motion to raise the pay to reemploy the township staff as above pay.  
**Second by Mike. Vote: Unanimous**