

Organizational Meeting

(First Meeting of each calendar year January 13,2020)

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; Berkshire Township Representative to BST&G Fire Board. Official designate to the Delaware County Township Association and to the Delaware General Health District

Trustee Nomination for Vice Chairman: _Josh Varble- Responsibilities:

- Chairman of Berkshire Township Cemetery. Will serve as Alternate to the Fire Board.
- Chairman of the Parks
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Trustee Nomination for Township Management and Services: Mike Dattilo_ - Responsibilities:

- Chairman of Roads and maintenance of Township Property Responsibilities: Will serve as Alternate to the Cemetery Chairman.

Resolution #20-1-1to approve the Trustees Annual Salary based on the budget of Berkshire Township set forth by the State of Ohio at:

\$12,918.00for Trustee Josh Varble new elected

\$12,478.00 for Trustee Mike Dattilo (**\$12,478.00** in 2019)

\$12,478.00 for Trustee Rod Myers (**\$12,478.00** in 2019)

Motion by: _

Melody L. George, Fiscal Officer

Resolution # 20-1-2 to approve the Fiscal Officer's Annual Salary based on the budget of Berkshire Township set forth by the State of Ohio at:

\$21,836.00 for Fiscal Officer Melody L. George (**\$21,836.00** in 2019)

Motion by: _ Mike Dattilo, Second by Josh Varble.

Vote: Unanimous

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TOWNSHIP ADMINISTRATIVE and STAFF

- **Dave Weade to be hired as the hired as Zoning Inspector at the Zoning Inspector salary \$29,000.00, (\$29,000 in 2019) Regional Planning Representative**

-

Dan Hale will be re-hired as a full-time Maintenance Supervisor at a rate of **\$27.58** per hour, (\$26.78 in 2019) to be paid bi-weekly.

John Justin Williams will be re-hired as a full-time Maintenance Worker at a rate of **\$25.46**per hour, to be paid bi-weekly. (\$24.72 in 2019)

Marion Kovac will be re-hired as part-time seasonal help (snow plow and maintenance) worker, hours as needed at the rate of **\$21.21** per hour, to be paid bi-weekly. (\$20.60 per hr. in 2019) seasonal hire ending March 31, 2020 with possible seasonal rehire as needed.

RESOLUTION #20-1-3 to approve all the above Administrative and Staff positions, wages and as specified.

Motion by: Josh Varble, Second by Mike Datiilo

Vote: Unanimous

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RENEWAL OF ZONING BOARD AND BOARD OF ZONING APPEALS MEMBERS

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

Appointment of new Zoning Board and Board of Zoning Appeals members.

Josh Varble made a motion to Appoint Austin Slattery to the Berkshire Township Zoning Board for a 5-year term commencing on January 1, 2020 and ending December 31, 2024. Second by Mike. Vote Unanimous.

Reappoint Phil Gardner to the Berkshire Township Board of Zoning Appeals for a 5-year term commencing on January 1, 2020 and ending on December 31, 2024.

RESOLUTION #20-1-4 to approve all the above Zoning Board and Board of Zoning Appeals appointments and wages as specified.

Motion by: Mike Dattilo, Second by Josh Varble

Vote: Unanimous

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RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME:

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

DATE: JANUARY 13,2020

To establish the Board of Trustee meeting day and time of the Second (2nd) and Fourth (4th) Monday of each month at 7:00 pm, at the Berkshire Township Hall, 1454 Rome Corners Rd., Galena, OH, 43021, with the exception of the following dates:

The May 25th meeting is rescheduled to **Thursday, May 21, 2020**

The October 12th meeting is rescheduled to **Thursday, October 15, 2020**

The November 9th meeting is rescheduled to **Thursday, November 12, 2020**

The Fiscal Officer shall immediately publish the above time, days/dates, and place 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 in the Delaware Gazette and/or on the notice board outside the entrance to the Township Hall.

RESOLUTION #_20-1-5 to establish Trustee Meeting dates, location and times, as specified above
Motion by: Mike Dattilo, Second by Josh Varble Vote: Unanimous

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TOWNSHIP FEES

Cemetery lot fees:

Township resident lot fee: **\$200.00** (2019 \$200)

Non-resident lot fee: **\$600.00** (2019 \$600)

Non-resident of Township or County lot fee: **\$1100** (2019 \$1100)

Burial fees:

Open/close grave for casket burial **\$400.00** (2019 \$400)

Open/close grave for casket burial on Saturdays **\$500.00** (2019 \$500)

Open/close grave for casket burial on Sunday or Holiday observed by Berkshire Township **\$700.00**
(2019 \$700)

Open/close grave for cremation lot **\$200.00** (2019 \$200)

Open/close grave for cremation lot on Saturday, Sunday or Holiday observed by Berkshire Township
\$300 (2019 \$300)

Footer Fees:

Headstone Foundation Footer charge **\$250.00 minimum or .65 per square inch**, whichever is greater
(same in 2019)

Note: Foundation footers are poured twice a year, typically in May and September. If they request a foundation to be poured at a specific time, (outside the May or September pour dates) the charge is:

\$750 minimum, or \$0.90 per sq. inch, whichever is greater, and requires the approval of the cemetery sexton. (same in 2019)

Other Cemetery Related Fees:

Cemetery Deed Transfer: **\$ 25 per cemetery space transferred**

Fee Waivers:

Any fee waivers will be determined by the Board of Trustees

RESOLUTION #20-1-6 To establish Berkshire Cemetery Fees, as specified

Motion by: Make Dattila, Second by Josh Varble. Vote: Unanimous

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HALL RENTAL:

Rental fee to township residents: **\$ 75**

Rental fee to Township Businesses **\$100**

Refundable security deposit for any rental **\$100**

- Township Hall will be provided with no Rental fee on a space available basis to the following:
Public Service Groups (i.e. Homeowners' Associations, Senior Citizens, Scouts, Block watch Groups, and Civic Organizations)
- Also, there will be no charge to Township Residents for Funeral Dinners (gatherings held at the hall immediately after a funeral or memorial service)

Berkshire Township Trustees and any subcommittee of the Trustees will be given first priority over gratis hall reservations.

MILEAGE:

Mileage for township employees **\$.58 per mile (\$ 0.58 in 2019)**

ZONING FEES:

See Attached "Exhibit A"

RESOLUTION #20-1-7 to establish Berkshire Township Hall Rental Fees, Berkshire Township Mileage Reimbursement, and Berkshire Township Zoning Fees, as specified above

Motion by: Mike Dattilo, Second by Josh Varble, Vote: Unanimous

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MISC. RESOLUTIONS

Approve **Taft, Stettinius and Hollister Law Firm** as legal counsel.

Approve Brosius, Johnson & Griggs as legal counsel.

CREDIT CARD USE POLICY for 2020 (See attached Exhibit B).

CREDIT CARD USAGE RESTRICTIONS

Any individual purchases over \$1000.00 must have Trustee approval prior to purchase. Credit card limit is \$2000.00 per billing period, per card issued.

RESOLUTION #20-1-8 to approve 1) Brosius Johnson and Griggs; Taft, Stettinius and Hollister Law Firm; and 2) adopt new Credit Card Policy; and 3) Credit Card Usage Restrictions for 2020

Motion by: Mike Dattilo, Second by Josh Varble Vote: Unanimous.

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APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS

RESOLUTION #_20-1-9 to accept the following appropriations as presented on a permanent basis having received the First Amended Certificate of Estimated Resources in the amount of **\$_3,025,099.44** and also to approve and issue the following purchase orders and blanket certificates after the certification of the County Auditor that the total appropriations from each fund do not exceed the Official First Amended Certificate of Estimated Resources that was received January 8,,2020___.

Motion by: Mike Dattilo Second by Josh Varble Vote: Unanimous

APPROPRIATIONS, PURCHASE ORDERS AND BLANKET CERTIFICATES:

Delaware County Engineer, Operations; Salt **\$17,000.00** (**\$17,000.00 in 2019**) and Contract Services **\$5,000.00** (**\$5,000.00 in 2019**)
Brosius Johnson and Griggs **\$60,000.00** (**\$60,000.00 in 2019**) *Legal Counsel*
Taft, Stettinius and Hollister Law Firm **\$25,000.00** (**25,000 in 2019**) *Legal Counsel*
Delaware County Regional Planning membership fee 2019 **\$2800.00** (**\$2651.00 in 2019**)
Delaware County Regional Planning – Zoning Code Updates **\$5000.00** (**\$5000.00 in 2019**)
Delaware County Homeland Security apportionment fee **\$1800.00** (**\$1603.00 in 2019**)
Delaware General Health District – Assessment - **\$9,000.00** (**\$9,000.00 in 2019**)
Dave Yost, Auditor of the State of Ohio-UAN fee/Audit fee **\$6000.00** (**\$4500.00 2019**)
Buckeye Concrete – Cemetery Foundations **\$3,000.00** (**\$3,000.00 in 2019**)
OTARMA insurance property & business personal prop prem. **\$15,000.00** (**\$15,000.00 in 2019**)
Miley Excavating Bruce Miley-Excavation and grading **\$5,000.00** (**\$5000.00 in 2019**)
Park and Trail Improvements **\$60,000.00**
Cemetery Monument and maintenance Services Gravestone **\$1030.00** (**carryover from 2019**)
Clothing Allowance for maintenance employees **\$350.00** per person (**\$350.00 in 2019**)
ProElite Security-Monitor fee **\$2,500.00** (**\$2,000.00 in 2019**)
Pontem Software – Maintenance fee **\$1,300.00** (**\$1,200.00 in 2019**)
CareWork Comp- Group Rating Rep BWC **\$500.00** *yearly fee* (**\$500.00 in 2019**)
Heavy Duty Truck - **\$8,000.00** - *truck repairs* (**\$8000.00 in 2019**)
Bachman Trucking - **\$6,000.00** (**\$6000 in 2019**) Gravel for driveway, roads, park
Delaware County Engineer (OEPA) Storm water Control **\$6,000.00** (**\$6,000.00 in 2019**)

_Rod Myers, Chairman Trustee opened the Regular Meeting at this time.