

# Organizational Meeting

(First Meeting of each calendar year January 13, 2018)

## SWEAR IN TRUSTEES ELECTED IN THE NOVEMBER 2017 GENERAL ELECTION

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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.

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. Chairman of Parks.

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

- Chairman of Roads, and maintenance of Township Hall Responsibilities: Will serve Alternate to the Fire Board.

**Resolution # 18-01-01** to approve the Trustees Annual Salary based on the budget of Berkshire Township set forth by the State of Ohio at:

**\$12,478.00** for Trustee Bill Holtry (\$12,478 in 2017)

**\$12,478.00** for Trustee Mike Dattilo (\$12,478 in 2017)

**\$12,478.00** for Trustee Rod Myers (\$11,318 in 2017)

Motion by: Rod Myers\_ second by :Bill Holtry\_

Vote: Rod Myers, yes Bill Holtry, yes; Mike Dattilo, yes

**Melody George**, Fiscal Officer

**Resolution # 18-01-02** 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 George (**\$21,836.00** in 2017)

Motion by: \_Bill Holtry; second by Mike Dattilo

Vote: Rod Myers, yes Bill Holtry, yes Mike Dattilo, yes

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## Issues to discuss before continuing:

- Full-time and Part-time (30 hours or more per week) Vacation and Sick time/pay. **(See attached exhibit A)**
- Employee pay dates, bi-weekly (Employees working 30 hours or more per week) **(See attached exhibit A)**
- Justin Williams, How many weeks of vacation and sick days for 2018
- Carryover of vacation and sick days
- Marion Kovac, hire as a **seasonal** employee for snow removal from 11-1-18 to 3-31-19. Then Berkshire can use for excavating work in the summer months.
- Overtime pay for part-time employees less than 30 hours per week and seasonal employees. **(See attached exhibit B)**
- Attorney fees reduce to \$30k
- Gravel increase to \$5-6k
- Who to use for gravel, Kevin Justice or Rick Bachman?
- Hall parking lot paving discussion, what do we want to do and should the Trustees encumber funds for the project.
- Park funds for completion of play area at Township Hall

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## TOWNSHIP ADMINISTRATIVE and STAFF

**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 organizing and planning all public and nonpublic meetings. Economic development and Trustee liaison for school, county, state, city and village offices and staff. Managing all township correspondence, with 3 weeks paid vacation, 10 paid sick/personal days, and pro-rated holiday pay for Township observed holidays:
- **Zoning Inspector salary \$29,000.00, (\$28,468.86 in 2017) Township Administrator at an hourly rate of \$26.00, (\$22.25 in 2017) to be paid bi-weekly.**

**Dan Hale** will be re-hired as a full-time Maintenance Supervisor at a rate of **\$26.00** per hour, (\$25.60 in 2017) to be paid bi-weekly. Paid vacation 2 weeks; and Paid sick/personal 10 days.

**John Justin Williams** will be hired as a full-time Maintenance Worker at a rate of **\$20.00** per hour, to be paid bi-weekly. Paid vacation 3 weeks and Paid sick/personal 10 days.

**Marion Kovac** will be re-hired as part-time seasonal help (snow plow and maintenance) worker, hours as needed at the rate of **\$20.00** per hour, to be paid bi-weekly. (\$20 per hr. in 2017) seasonal hire ending March 31, 2018 with possible seasonal rehire as needed.

**David Weade** will be re-hired as the part-time Assistant Zoning Inspector at a rate of **\$19.10** per hour, (\$18.55 in 2017) to be paid bi-weekly. Alternate to the Regional planning board.

**Shawna Burkhams** will be re-hired as Assistant Administrator, Zoning Board and Board of Zoning Appeals Secretary, and Berkshire Township Cemetery Sexton for 30 hours per week, minimum of 1560 hours per year, with 2 weeks paid vacation, 10 paid sick/personal days and pro-rated holiday pay for Township observed holidays at a rate of **\$19.10** per hour, (\$18.55 in 2017) to be paid bi-weekly.

**RESOLUTION #18-1-6 to approve all of the above Administrative and Staff positions and wages as specified.**

Motion by: Rod second by: Bill Holtry

Vote: Rod Myers, yes; Bill Holtry, yes; Mike Dattilo, yes

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## **RENEWAL OF ZONING BOARD AND BOARD OF ZONING APPEALS MEMBERS**

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**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.

Reappoint Eric Johnson to the Berkshire Township Zoning Board as an Alternate for a 5-year term commencing on January 1, 2018 and ending December 31, 2022

Reappoint Andy Kerr to the Berkshire Township Zoning Board for a 5-year term commencing on January 1, 2018 and ending December 31, 2022.

Reappoint Dorothy Kerr to the Berkshire Township Board of Zoning Appeals for a 5-year term commencing on January 1, 2018 and ending on December 31, 2022.

**RESOLUTION #18-01-07 to approve all of the above Zoning Board and Board of Zoning Appeals appointments and wages as specified.**

Motion by: Rod Myers; second by: Mike Dattilo

Vote: Rod Myers, yes Bill Holtry, yes Mike Dattilo, yes

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## RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME

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, at the Berkshire Township Hall, 1454 Rome Corners Rd., Galena, OH, 43021, with the exception of the following dates:

The following meetings fall on or on the eve of Township observed holidays; set alternate dates now for scheduling purposes:

May 28, 2018 Memorial Day to **Thursday, May 24th**

October 8, 2018 Columbus Day to **Tuesday, October 2nd**

November 12, 2018 Veterans Day Observed to **Thursday, November 15th**

December 24<sup>th</sup>, Christmas Eve to **Thursday, December 27<sup>th</sup>**

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 #18-01-08 to establish Trustee Meeting dates, location and times, as specified above**

Motion by: Rod Myers; second by: Bill Holtry

Vote: Rod Myers, yes; Bill Holtry, yes; Mike Dattilo, yes

# Organizational Meeting

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## TOWNSHIP FEES

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### Cemetery lot fees:

Township resident lot fee: \$200.00 (2017 \$200)

Non-resident lot fee: \$600.00 (2017 \$600)

Non-resident of Township or County lot fee: \$1100 (2017 \$1100)

### Burial fees:

Open/close grave for casket burial \$400.00 (2017 \$400)

Open/close grave for casket burial on Saturdays \$500.00 (2017 \$500)

Open/close grave for casket burial on Sunday or Holiday observed by Berkshire Township \$700.00 (2017 \$700)

Open/close grave for cremation lot \$200.00 (2017 \$200)

### Recommended addition/change:

Open/close grave for cremation lot on Saturday, Sunday or Holiday observed by Berkshire Township \$300 recommended for 2018

### Footer Fees:

Headstone Foundation Footer charge \$250.00 minimum or .65 per square inch, whichever is greater (2017 was **\$75 or \$0.65 per square inch whichever is greater.**)

**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 2017)

### 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 # 18-01-09 to establish Berkshire Cemetery Fees, as specified

Motion by: Rod Myers second by Bill Holtry

Vote: Rod Myers, yes Bill Holtry, yes Mike Dattilo, yes

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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 \$ 0.545 per mile ( \$ 0.535 in 2017)

## ZONING FEES:

(See Attached Exhibit C for Schedule of Fees)

**RESOLUTION #18-01-10 to establish Berkshire Township Hall Rental Fees, Berkshire Township Mileage Reimbursement, and Berkshire Township Zoning Fees, as specified above**

Motion by: Rod Myers second by : Mike Dattilo

Vote: Rod Myers, yes Bill Holtry, yes Mike Dattilo, yes

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## MISC. RESOLUTIONS

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Approve **Brosius Johnson and Griggs** as legal counsel for the year of 2018 at a rate not to exceed **\$225.00** per hour. (\$215 in 2017) (See exhibit F)

Approve **Benesch Law Firm** as legal counsel.

Adopt a Credit Card Use Policy (See attached Exhibit D) Also to include raising monthly limit to \$1000.00 and Mike Dattilo, Trustee to obtain a credit card for business use.

**RESOLUTION #18-01-12 to approve Brosius Johnson and Griggs, Benesch Law Firm and adopt Credit Card Policy for 2018**

Motion by: Rod Myers; second by Mike Dattilo

Vote: Rod Myers, yes Bill Holtry, yes Mike Dattilo, yes

## APPROPRIATIONS AND BLANKET CERTIFICATES & PURCHASE ORDERS

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**RESOLUTION #18-01-13** to accept the appropriations as presented on a permanent basis having received the Second Amended Certificate of Estimated Resources in the amount of **\$2,689,434.67** received on January 9, 2018 **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 Second Amended Certificate of Estimated Resources that was received on January 9, 2018.

Motion by: Rod Myers, second by Mike Dattilo

Vote: Rod Myers, yes; Bill Holtry, yes; Mike Dattilo, yes

### **PURCHASE ORDERS AND BLANKET CERTIFICATES:**

Delaware County Engineer, Operations; Salt **\$15,000.00** (**\$17,000 in 2017**) and Contract Services **\$5,000.00** (**\$5,000 in 2017**)

Brosius Johnson and Griggs **\$50,000.00** (**\$65,000 in 2017**) *Legal Counsel*

Benesch Law Firm **\$20,000.00** (**\$30,000 in 2017**) *Legal Counsel*

Delaware County Regional Planning membership fee 2018 **\$2,500.00** (**\$2368 in 2017**)

Delaware County Regional Planning – Zoning Code Updates **\$5,000.00** (**\$10,000 in 2017**)

Delaware County Homeland Security apportionment fee **\$1,700.00** (See Exhibit E) (**\$1249.60 in 2017**)

Delaware General Health District – Assessment - **\$9,000.00** (**\$8774.50 in 2017**)



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Dave Yost, Auditor of the State of Ohio-UAN fee/Audit fee 2018 **\$6,000.00 (\$3200 in 2017)**

Buckeye Concrete – Cemetery Foundations **\$3,000.00 (\$3000 in 2017)**

OTARMA insurance property & business personal prop prem. **\$15,000.00 (\$13,500 in 2017)**

Miley Excavating Bruce Miley-Excavation and grading \$2500.00

ProElite Security-Monitor fee **\$2,000.00 (\$2000 in 2017)**

Pontem Software – Maintenance fee **\$1,200.00 (\$1200 in 2017)**

CareWork Comp- Group Rating Rep BWC **\$500.00 yearly fee (\$332 in 2017)**

Bridgeway Cummins – Maintenance Agreement for Generator - **\$800.00 (\$800 in 2017)**

Heavy Duty Truck - **\$2,500.00 - truck repairs (\$1000 in 2017)**

Bachman Trucking - \$\_6,000.00\_ (\$3500 in 2017) Gravel for driveway,roads, park

Delaware County Engineer (OEPA) Storm water Control **\$6,000.00 (\$4000 in 2017)**

**Rod made a motion to adjourn the Organizational Meeting at 4:10 p.m. Second by Bill**

**Vote: Rod Myer, yes; Bill Holtry, yes and Mike Dattilo, yes.**