

Organizational Meeting
Berkshire Township Trustees
January 13, 2018

Melody George, Fiscal Officer called the meeting to order.

Melody George did the swearing in of Rodney V. Myers and Mike Dattilo reelected Trustees in the November, 2018 General Election.

Melody ask for a nomination for Chairman of the Berkshire Township Trustees Board. Bill made a motion to nominate Rod Myers for Chairman of the Berkshire Trustee Board. Second by Mike Dattilo. Vote: Bill, yes and Mike, yes. Rod took over the meeting as this point.

Rod asks for a nomination for Vice Chairman of the Berkshire Township Trustees Board. Mike made a motion to nominate Bill Holtry as Vice Chairman of the Berkshire Township Trustee Board. Second by Rod. Vote: Rod, yes and Mike, yes.

Rod nominated Mike Dattilo as the Township Management and Services. Second by Bill. Vote: Bill, yes and Rod, yes.

Rod Myers continued the meeting by working through the Organizational Sheet provided. In addition to the Organizational Sheet the following discussions and votes took place during the Organizational Meeting.

The Trustees discussed the Employees benefits of vacation time and sick/personal leave. The following is what the Trustees decided:

1. 10 sick/personal days per year. The employee can bank up to 120 hours of sick/personal time.
2. 20 years of service can be paid for any unused sick/personal hours up to 21 days.
3. 21 or more year of service can be paid for any unused sick/personal hours up to 30 days.

18-01-03 Bill made a motion to approve the above unused/sick personal hours/days above. Second by Mike. Vote: Unanimous.

The Trustees discussed the Vacation time for Employees and decided the following:

1. 1-5 years of employment – Vacation 2 weeks
2. 6-10 years of employment – Vacation 3 weeks
3. 11 years and above of employment 4 weeks

18-01-04 Bill made a motion to approve the above vacation weeks for employees. Second by Mike. The Trustees had a discussion about carry over of vacation time and decided to amend the motion to as follows: Bill made a motion to approve the vacation as above and to add that the employees can carry over 1 week of vacation with use it or lose for the other days. In addition, the carryover week must be approved by the Trustees, Jeff George, Township Administrator or Melody George, Fiscal Officer. Second by Rod. Vote: Unanimous.

The Trustees discussed the benefits of the new hire, John Justin Williams, his vacation and sick/personal days. John has been employed by another township for 11 years and the Trustees decided to honor his years of service with 3 weeks' vacation and 10 sick/personal days.

The Trustees discussion next was the changing of the pay schedule for the township employees and elected officials and both zoning boards to be paid bi-weekly (14 days). Melody George ask if direct deposit could be an option and the Trustees agreed. The Trustees time limit to make this transition is by March 1, 2018.

18-01-05 Rod made a motion to approve the switching of payroll from monthly to bi-weekly and also to direct deposit of funds. Second by Bill. Vote: Unanimous.

The Trustees next discussed the seasonal employee, Marion Kovac. The time of hire 11/2017 to March 31, 2018. After that time, if needed, Marion can be hired back as seasonal when needed.

The Trustees discussed overtime pay for part-time employees is any hours over 8 in one day as stated in the handbook.

The Trustees had a discussion of who should be paid to attend the township meetings. The outcome of the discussion was that if it is necessary for the employee to be at the meeting to give/receive information that is necessary then pay should be given. The Trustees all agreed on this.

At this time the Organizational Meeting was adjourned at 4:10 p.m.

Regular Meeting

Rod called the meeting to order at 4:15 p.m.

Roll Call: Bill Holtry, here; Rod Myers, here and Mike Dattilo, here.

No meeting minutes were presented to the Trustees for approval at this time.

No Public Participation.

Old Business:

Paving of the Township Parking Lot was discussed.

Mike Dattilo advised Van Dam will be doing the culverts on Alexander Road and they have been delivered.

Rod Myers advised that the BST&G Fire Chief, Jeff Wilson has resigned due to his health, and that the Fire Board is interviewing for the position.

New Business:

A special meeting was scheduled for 37CC, LLC application 17-168 for February 12, 2018 at 6:45 p.m.

Jeff George presented the Trustees and staff with goals and recommendations for 2018 to look over.

No other business was discussed.

Rod made a motion to adjourn the meeting at 4:30 p.m. Second by Bill. Vote: Unanimous.