

Organizational Meeting.

(First Meeting of each calendar year January 11, 2016)

TRUSTEES AND ADMINISTRATIVE STAFF

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

Bill Holtry made a motion to nominate Rodney Myers. Second by Mike. Vote: Unanimous.

Trustee Nomination for Chairman: _Rodney Myers Responsibilities:

- Managing/leading all trustee meetings, Township spokesperson for newspaper, radio, and TV media announcements and interviews; TWP representative for public Divisions (school boards, county and state offices, towns and villages). Alternate to the roads chairman. Official designate to the Delaware County Township Association.

Rod made a motion to nominate William Holtry. Second by Mike. Vote: Unanimous.

Trustee Nomination for Vice Chairman: William Holtry Responsibilities:

- Heading all economic development, business development, budget and financing management including TIF, JEDD, and any NCA negotiations: alternate to the fire board.

Bill made motion to nominate Mike Dattilo. Second by Rod. Vote: Unanimous.

Trustee Nomination for Township Management and Services: _Mike Dattilo Responsibilities:

- Chairman of Roads, cemetery, and maintenance of Township Hall Responsibilities: Will serve on Fire board. Alternate to the Sextant.

Bill made a motion to rehire Jeff George as below. Second by Rod. 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. Managing all township correspondence and township hall rentals at a rate of: Administrator Salary __\$27,639.68, Zoning Inspector at a hourly rate of _\$21.59.
- NOTE: Zoning Inspector salary is 26,834.64 and the Administrator hourly at 20.96 per hour. Administrator is approved for 25 hours per week.

RESOLUTION TO ESTABLISH TRUSTEE MEETING DATE AND TIME

16-1-1

Motion made by __Rod Myers 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. (Consider moving the first meeting on October 10, 2016, Columbus Day to ?)

Seconded by Bill Holtry. Vote: Unanimous

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TOWNSHIP STAFF

_Larry Buell will serve as Cemetery Sextant and cemetery advisor to other political divisions if needed. At a rate of 281.88 per month (2015-281.88 per month) (Consideration of reduced monthly salary as Sextant because of loss of Galena Cemetery?)

Dan Hale will serve as Maintenance Supervisor at a rate of __\$24.83 per hour. (2015 was \$24.11)

Note: All hourly employees will be paid 1 ½ times for overtime (over 8 hours on weekdays) weekdays and Saturdays and 2 times per hour for Sundays and Holidays.

Sue Williams will serve as secretary to the zoning board, zoning appeals board and to the cemetery at a rate of \$20.68 per hour . (2015 was \$20.09)

Larry Buell will be hired as maintenance level II at a rate of \$22.18 per hour (2015 -\$21.53) to include snow removal and general township maintenance

_Dwight Adkins will be hired as maintenance level I employee at a rate of _\$16.48 per hour . (2015-\$16.00 per hour. To include snow removal and general township maintenance.

Zoning Board and Zoning Appeals Board members will be paid_\$75.00 per meeting (2015 was \$50 per meeting

Dave Weade will be hired as the Assistant Zoning Inspector at a rate of 18.00 per hour. Alternate to the Regional planning board.

_Shawna Burkham will be hired as the assistant to the administrator at a rate of 17.00 per hour. .

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TOWNSHIP FEES

Cemetery lot fees:

Township resident lot fee: _\$200.00 (2015 \$200)

Non-resident lot fee: _\$600.00 (2015 \$600)

Non-resident of Township or County lot fee:__\$1100.00 (2015 \$1100)

Burial fees:

Open/close grave for casket burial _\$400.00 (2015 \$400)

Open/close grave for casket burial on Saturdays _\$500.00 (2015 \$500)

Open/close grave for casket burial on Sunday or Holiday observed by Berkshire Township
__\$700.00 (2015 \$700)

Open/close grave for cremation lot_\$200.00 (2015 \$200)

Footer charge (minimum) _\$75.00 or .65 per square inch whichever is greater (2015 \$75 or .65
per square inch whichever is greater.

MILEAGE:

Mileage for township employees .54 per mile to include Jeff George, Shawna Burkham and
Dave Weade_ (2015 .56 per mile)

ZONING FEES:

Amend or retain same fee schedule last updated in 2007.

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RENEWAL OF ZONING BOARD AND BOARD OF ZONING APPEALS MEMBERS

Resignations:

- Dave Weade / Zoning Board
- Steve Gardner / Zoning Board
- Betsy Bender / Board of Zoning Appeals

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

NOTE: Berkshire Township needs the following Zoning Board members:

- Two (2) Zoning Board Members, both fulltime members
- Two (2) Board of Zoning Appeals members, one (1) Alternate and one (1) fulltime member.
- Each new member will serve a 5 year term commencing January 2016 and ending December 31, 2020

Berkshire Township has received the following names requesting an interview to become a member of one of the Zoning Boards.

- Keith Cornilus
- Sue Holtry
- Blain Kelley
- (insert name here)

The Trustees need to establish a time and place to interview candidates.

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RESOLUTIONS

Resolution to approve Brosius Johnson and Griggs as legal counsel for the year of was completed at the December meeting.

Resolution to approve Benesch Law Firm as legal counsel for the TIF.

16-1-2 Rod made a motion to approve Benesch in the 10,000.00. Second by Bill

Vote: Unanimous

16-1-3 Rod made a motion to approve the Resolution for Trustees salaries.

Second by Bill. Vote: Unanimous

Resolution to approve the Trustees Salary based on the budget of Berkshire Township set forth by the State of Ohio at \$11,884.00(due to %5 raise by the State for Trustee Bill Holtry and Trustee Mike Dattilo, and the Salary for Trustee Rod Myers remains the same at \$11,318.00.

Resolution to accept the appropriations as presented on a permanent basis having received the Corrected First Amended Certificate of Estimated Resources in the amount of \$2,197,952.31 received on January 11, 2016 and also to approved the and is approve and issue the following purchase orders and blankets certificates after the certification of the County Auditor that the total appropriations from each fund do not exceed the Official Corrected First Amended Certificate of Estimated Resources that was received January 11, 2016.

16-1-4 Bill made a motion to approve and accept the Resolution for the Corrected First Amended Certificate of Estimated Resources and also for the permanent appropriations. Second by Rod Vote: Rod Myers, yes ; Bill Holtry, yes; and Mike Dattilo, yes .

16-1-5 Rod made a motion to approve the Resolution for the following purchase orders and blanket certificate for 2016. Second by Bill
Resolution to approve and issue the following purchase orders and blanket certificates for the following for 2016.

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

PURCHASE ORDERS AND BLANKET CERTIFICATES:

Delaware County Engineer, Operations; salt \$17,000 and contract services \$5,000
Brosius Johnson and Griggs _65000 (2015 \$40,000)
Benesch Law Firm \$10,000(2015 \$10,000)
Delaware County Regional Planning membership fee 2016 _\$2224.00(2015 \$2550)
Delaware County Homeland Security apportionment fee 2016_ \$1174.00(\$1104)
Delaware County Homeland Security \$5738.00
Dave Yost, Auditor of the State of Ohio-UAN fee/Audit fee \$6500.00(\$3000)
Buckeye Concrete – Cemetery Foundation \$3000.00(2015 \$3000)
OTARMA insurance property and business personal prop prem._15,000.00
(2015 \$13,000)
Miley Excavating, Mike Riley for excavation and grading _\$2000.00 (2015 \$2000)
National Stone – Gravel for cemeteries/gravel for roads _\$3000.00(2015 \$3000)
ProElite Security-Monitor fee __\$2000.00(2015 \$2000)
Pontem Software – Maintenance fee __\$800.000(2015 \$800)
Bridgeway Cummins \$800.00 maintenance agreement Generator

Berkshire Township Trustee Meeting
Reorganization and Regular Meeting
1-11-2016

Other present: Tom and Ellen Ebe, Jan and Dwight Adkins, Mike Janszen, Dan Hale, Shawna Burkham, Steve Gardner, Eric Johnson.

Bill made a motion to approve the meeting minutes of December 28, 2016. Second by Mike. Vote: Rod Myers, yes; Bill Holtry, yes; and Mike Dattilo, yes.

Public Participation:

Tom Ebe- Holley Woods Dr. – JEDD money

Ellen Ebe- Holley Woods Dr. – Trash update and Colleen Mann

Old Business:

Mike gave an update on the barn removal and parts of it will be used to build another structure. Fisher Excavating is willing to do the work for \$7500.00.

Road Agreement with Kingston Township – Mike advised he spoke with the Roads Supervisor, Doug Crowl regarding the Berkshire Road agreement. The Trustees decided to keep the road agreement the same and obtain it in writing.

Stockwell Road- Berkshire Will be receiving a bill for Stockwell Road repair.

New Business:

Zoning Appeals Board- Barone Property

Trustees waived the \$500.00 zoning fee and now Jeff George has ask that they consider waiving the fee of \$150.00 for the reissue of 15-153 Certificate #1684 16-1-6 Bill made a motion to approve the waiving of the fee in the amount of \$150.00 for the reissue of 15-153 Certificate #1684 for the Barone property. Second by Mike. Vote: Unanimous.

Jeff posed a question to the Trustees regarding the rezoning of property at 7441 Plumb Road, Galena Ohio from Agricultural A1 to Farm Residential FR-1 with a divergence from the 1.95 net developable acres required to 1.272 +/- acres making the property a conforming lot. The Trustees agreed to have Jeff draw up the paperwork for this.

Jeff George explained the new employee, Shawna Burkham, will need a laptop with software to do graphic for the township. The Trustees approved this purchase.

16-1-7 Bill made a motion to approve Jeff and Shawna to purchase the laptop and software necessary. Second by Rod. Vote: Unanimous

Bill gave an update on meetings with Developers.

16-1-8 Bill made a motion to adjourn the meeting at 8:40 p.m. Second by Mike. Vote: Unanimous.