

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Zoning Appeals

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

January 24th,2012
20**Organizational Meeting**

The meeting was called to order by Chairman Cheri Rogers at 6:07 p.m. on January 24th, 2012 at the Etna Township Administration Building. The roll call showed members Rick Cox, Roger Digel-Barrett, Cheri Rogers, Claudette VanDyne, and Mark Schaff present, along with Clerk Laura Brown.

Trustee President, John Carlisle, swore in re-appointed member Claudette VanDyne.

The meeting was turned over to Clerk Laura Brown for chairman nominations.

Claudette VanDyne nominated Rick Cox and Mark Schaff nominated Roger Digel-Barrett. The nominations were closed. Roll call was as follows: Rick Cox - abstained; Roger Digel-Barrett - Roger Digel-Barrett; Cheri Rogers - Rick Cox; Claudette VanDyne - Rick Cox; and Mark Schaff - Roger Digel-Barrett. Due to a tie the nominations were re-opened.

Cheri Rogers nominated Rick Cox and Mark Schaff nominated Roger Digel-Barrett. The nominations were closed. Roll call was as follows: Rick Cox - Rick Cox; Roger Digel-Barrett - Rick Cox; Cheri Rogers - Rick Cox; Claudette VanDyne - Rick Cox; and Mark Schaff - Rick Cox. Rick Cox will serve as the chairman for 2012.

The meeting was turned over to Chairman Cox.

Cheri Rogers nominated Roger Digel-Barrett for Vice Chairman. Roll call: Rick Cox – Roger Digel-Barrett; Roger Digel-Barrett – abstain; Cheri Rogers – Roger Digel-Barrett; Claudette VanDyne – Roger Digel-Barrett; and Mark Schaff – Roger Digel-Barrett. Roger Digel-Barrett will serve as the Vice Chairman for 2012.

Claudette VanDyne moved to appoint Laura Brown as the Board of Zoning Appeals Clerk. Roger Digel-Barrett seconded the motion and it passed unanimously.

Cheri Rogers moved to approve the duties of the Board of Zoning Appeals Clerk, as understood, for compensation to be as follows: To attend all Board of Zoning Appeals meetings/hearings and take minutes. Minutes shall be prepared for the Board of Zoning Appeals' approval and shall be completed on the Clerk's own time and will be compensated out of the annual budget for the Board of Zoning Appeals. Any and all other tasks that the Clerk for the Board of Zoning Appeals needs to complete may be completed under the umbrella as the Secretary to the Board of Trustees and at the discretion of the Secretary's Supervisor. These tasks are, but not limited to, the following: Preparing agendas, posting agendas on the township website, posting minutes on the township website, preparing mailing lists, sending notifications to residents for upcoming hearings, sending notifications to all board members of upcoming hearings/meetings, notifying the media of upcoming hearings/meetings and the cancellations of such hearings/meetings, updating and distributing the BZA welcome packet, general office duties as needed, and the printing of prepared meeting/hearing minutes and final orders using township equipment/supplies. Roger Digel-Barrett seconded the motion and it passed unanimously.

Cheri Rogers moved to authorize the Board of Zoning Appeals Clerk to contact the Licking County Prosecutor's Office for administrative purposes only. Claudette VanDyne seconded the motion and it passed unanimously.

Cheri Rogers moved to adopt the notice procedures as outlined in the Board of Trustees Resolution 12-01-03-03 to provide notification of its regular, special and emergency meetings to the Pataskala Standard and Newark Advocate (if necessary) as the designated media for public notices. In addition, all notices are to be posted on the township website, and with permission, the Pataskala Standard's website. Claudette VanDyne seconded the motion and it passed unanimously.

The method of resident notifications will remain the same. The notices are mailed to the adjacent properties.

We no longer have annual meetings with the Trustees. If we have an issue or concern Trustee Representative, Randy Foor, can attend a meeting to discuss.

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Roger Digel-Barrett moved to approve a 2012 submission deadline of noon on the first Tuesday of the month and a monthly meeting to be held at 6:00 p.m. on the fourth Tuesday of the month with the exception being December 2012. Cheri Rogers seconded the motion. Discussion: Due to Christmas the meeting in December will be December 18th, 2012. The motion passed unanimously.

Cheri Rogers moved as follows: In order for the timely completion of the minutes of hearing/meetings, I propose that a motion be made to assign the proofing of the minutes to the Chairman. Once the minutes have been reviewed, the Chairman will return them to our Clerk who will prepare them for our approval meeting. As a courtesy, she will email the final copy of the minutes to each Board member who was sitting on the Board at the time of the hearing/meeting. Unless an obvious spelling error is found after the Chairman's review, no further corrections will be made to the minutes. Claudette VanDyne seconded the motion. Discussion: The board had a lengthy discussion regarding the motion and approval of minutes. The roll call on the motion was as follows: Rick Cox, no; Roger Digel-Barrett, no; Cheri Rogers, yes; Claudette Van Dyne, no; Mark Schaff, no; the motion failed 4-1.

Rick Cox moved that the clerk will send the draft minutes out to every member of the board in as timely of fashion as possible for review by the members of the board. The board will review the draft minutes, compile all comments and provide them to the Chairman and in as timely of fashion as possible. The Chairman will then compile the revisions, make one set of revisions of the draft minutes to provide to the clerk at least five business days prior to the meeting. The motion was seconded by Mark Schaff. The roll call on the motion was as follows: Rick Cox, yes; Roger Digel-Barrett, yes; Cheri Rogers, no; Claudette VanDyne, yes; and Mark Schaff, yes; the motion passed 4-1.

There are no hearings currently scheduled.

The Board decided to continue with the cancellation procedures. If a meeting needs to be cancelled the board will so decide at least two hours before the meeting. The Board Clerk will then place notification thereof on the township website and with radio station T-100. If a hearing needs to be cancelled, the applicant will be notified directly by the Board Clerk.

The procedure for notifying the members of a meeting will remain the same. The Clerk will send out a mass email and the Board of Zoning Appeals members will respond. If an alternate is needed, the Clerk will contact the alternate. The BZA will continue with the policy of waiting fifteen minutes before starting a hearing with/without an alternate member, and allowing an applicant a 15-minute grace period before beginning the hearing. If the board member cannot be reached then the alternate will be contacted to fill the vacant spot.

Chairman Rick Cox will contact Austin Lecklider with the Licking County Prosecutor's office to attend a meeting.

The board would still like Chris Harkness to attend all the hearings.

The board discussed when a member should recues themselves from a meeting.

The Trustees have provided the members with a budget to attend training sessions.

The board thanked Cheri Rogers for serving as Chairman.

Roger Digel-Barrett moved to adjourn the meeting at 7:09 p.m. Mark Schaff seconded the motion and it passed unanimously.

Approved as read

4-10-12

Approved as corrected/amended



Laura Brown, Clerk



Rick Cox, Chairman