

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Zoning Appeals

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held June 23, 2015
20**Organizational Meeting**

The meeting was called to order by Chairman Rick Cox at 6:06 p.m. on June 23, 2015 at the Etna Township Administration Building. The roll call showed members Cheri Rogers, Trent Stepp, Rick Cox, Claudette VanDyne, and Mark Schaff present, along with Clerk Laura Brown.

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

Mark Schaff nominated Rick Cox for Chairman. The nominations were closed. Roll call was as follows: Cheri Rogers - Rick Cox; Trent Stepp - Rick Cox; Rick Cox - Abstain; Claudette VanDyne - Rick Cox; and Mark Schaff - Rick Cox. Rick Cox will serve as the Chairman for 2015.

The meeting was turned over to Chairman Cox.

Mark Schaff nominated Claudette VanDyne for Vice Chairman, Claudette VanDyne declined. Mark Schaff nominated Trent Stepp for Vice Chairman. Rick Cox stated he spoke with Kathy Johnston and she is willing to serve as Vice Chairman. Trent Stepp nominated Kathy Johnston. Roll call: Cheri Rogers - Trent Stepp; Trent Stepp - Kathy Johnston; Rick Cox - Trent Stepp; Claudette VanDyne - Trent Stepp; and Mark Schaff - Trent Stepp. Trent Stepp will serve as the Vice Chairman for 2015.

Mark Schaff moved to appoint Laura Brown as the Board of Zoning Appeals Clerk. Cheri Rogers seconded the motion and it passed by unanimous vote.

Claudette VanDyne moved to approve the duties of the Board of Zoning Appeals Clerk as presented. Trent Stepp seconded the motion and it passed unanimously. The duties of the Clerk for compensation were presented 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.

Cheri Rogers moved to authorize the Board of Zoning Appeals Clerk to contact the Licking County Prosecutor's Office for administrative purposes only. The motion was seconded by Trent Stepp and it passed by unanimous vote.

Claudette VanDyne moved to use 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. Trent Stepp seconded the motion and it passed by unanimous vote.

Claudette VanDyne moved to approve the 2015 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. The motion was seconded by Cheri Rogers and it passed by unanimous vote.

Chairman Cox reviewed the meeting cancellation process and procedure for members informing the board of scheduling conflicts.

The Board of Zoning Appeals will continue with the same procedure for members informing the Board of scheduling conflicts with regard to meetings and hearings.

Cheri Rogers moved to adjourn the meeting at 8:24 p.m. Claudette VanDyne seconded the motion and it passed by unanimous vote.

Approved as read July 28, 2015

Approved as corrected/amended _____

Laura Brown
Laura Brown, Clerk

Rick Cox
Rick Cox, Chairman