

RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustee

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

January 2, 2007

20

The Etna Township Board of Trustees met on January 2, 2007 at the Etna Township Hall to hold the organizational meeting. Trustee Burkholder called the meeting to order at 7:00 p.m. and the pledge of allegiance was recited. Roll call showed Trustee Knapp, Trustee Burkholder, Trustee George and Fiscal Officer Digel-Barrett present.

The motion to adopt the agenda was made by Mr. George, seconded by Knapp

Mr. Knapp moved to amend the agenda to add item AA – appointment of 2007 MORPC Board representative and BB – appointment of 2007 SR 310 Corridor representative. George seconded and the vote in favor of the amendment and main motion was unanimous.

BOARD APPOINTMENTS FOR 2007

The meeting was turned over to the fiscal officer for election of a president.

Mr. George nominated Dick Knapp for president. Burkholder seconded and there were no other nominations. Mr. Knapp was unanimously elected president.

The fiscal officer turned the meeting over to President Knapp

President Knapp nominated Mr. George for vice-president. Upon the roll call vote, George was unanimously elected vice-president.

Mr. Burkholder nominated himself for road supervisor and President Knapp nominated Mr. George for road supervisor.

Roll Call: Burkholder, Burkholder; Knapp, George; George, George

President Knapp nominated Mr. George for fire board representative.

Roll Call: Burkholder, abstain; Knapp, George; George, George

President Knapp nominated Mr. Burkholder for safety and FEMA officer and the vote in favor was unanimous.

Mr. George nominated President Knapp for park director and the vote in favor was unanimous.

Mr. George nominated President Knapp for cemetery director and the vote in favor was unanimous.

Mr. George nominated President Knapp for communications and public relations officer and the vote in favor was unanimous.

ORGANIZATIONAL RESOLUTIONS

Resolution 07-01-02-01: President Knapp moved to set the regular meetings for 2007 for the first and third Tuesday of the month at 7 pm at the Etna Township Hall, 9363 Hazelton-Etna Road, SR 310, in Etna except for the following: the 2nd meeting in March will be on Thursday 3/15, the July meetings will be the 2nd and 4th Tuesday and the first meeting in November will be on Thursday 11/8. The organizational meeting will be held Thursday 1/3/08 and the first regular meeting will be held the same day. George seconded and the vote in favor was unanimous.

Mr. Burkholder said that this schedule might cause some confusion and Knapp said this schedule will be posted on the website.

Resolution 07-01-02-02: Mr. George moved to place the public notices in the Pataskala Standard and when there are time constraints, to use the Newark Advocate. Burkholder seconded and the vote in favor was unanimous.

Resolution 07-01-02-03: Mr. George moved to authorize the Fiscal Officer to invest inactive funds for Etna Township. Burkholder seconded and the vote in favor was unanimous.

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Resolution 07-01-02-04: Mr. George moved to pay the trustees on a salary basis, equal monthly payments to be paid at the first regular meeting of the month. Burkholder seconded and the vote in favor was unanimous.

Resolution 07-01-02-05: President Knapp moved to continue the same policy for mail collection, that the fiscal officer and township secretary are authorized to pick up the mail from the Etna Township Post Office box and the trustees if they so desire. George seconded and the vote in favor was unanimous.

Resolution 07-01-02-06: President Knapp moved to adopt Robert's Rules of Order and follow the Ohio Revised Code for meetings and to allow a three minute public comment section at the beginning of the meeting for specific items on the agenda. And a second, five minute public comment section at the end of the meeting on any township related topic. George seconded.

Mr. Burkholder moved to amend the motion to change the first comment section to five minutes on any topic that relates to township business. There was no second to the motion. President Knapp moved to amend the motion to allow five minutes for the first public comment session on items pertaining to the agenda with flexibility. There was no second to the motion.

Roll Call: Knapp, yes; George, yes; Burkholder, no

Resolution 07-01-02-07: Mr. Burkholder moved to continue the same policy, that any trustee or the zoning inspector may seek a legal opinion from the Licking County Prosecutor. George seconded and the vote in favor was unanimous.

Resolution 07-01-02-08: President Knapp moved to continue the current overtime policy that employee overtime could be approved by the employee's supervisor/trustee on an emergency basis and to continue the number of work hours, number of employees and status. George seconded.

Discussion: Mr. Burkholder said he would like authorization for the road supervisor to be present for road viewings and Mr. George agreed. Presently, road viewings are after the normal work schedule for the road crew and the county will be made aware of this.

Mr. Burkholder moved to amend the motion to give the supervisor some discretion as to overtime and not have overtime limited to an emergency situation. George seconded and the vote in favor of the amendment and motion was unanimous.

Resolution 07-01-02-09: President Knapp moved to contract with Health Consortium for random employee drug and alcohol testing for 2007 and for Mr. Burkholder to be the township representative. Burkholder seconded and the vote in favor was unanimous.

President Knapp moved to schedule the annual meeting with the zoning commission for February 7th and the BZA for February 21st; both meetings will be special meetings. George seconded and the vote in favor was unanimous.

Resolution 07-01-02-10: President Knapp moved to approve the annual fire extinguisher and smoke alarm test with Ohio Safety and for it to be completed by February 15, 2007. Burkholder seconded and the vote in favor was unanimous. (Mr. Burkholder will follow through)

Resolution 07-01-02-11: Mr. George moved to continue the township credit cards for 2007. George seconded and the vote in favor was unanimous.

Resolution 07-01-02-12: President Knapp moved to continue the three cell phones for 2007. George seconded and the vote in favor was unanimous.

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Resolution 07-01-02-13: President Knapp moved to change the township lockbox from Pataskala Banking Company to Park National Bank for up to a \$25 annual fee. George seconded and the vote in favor was unanimous.

Resolution 07-01-02-14: President Knapp moved for the annual OSHA inspection of township facilities.

Mr. Burkholder moved to amend the motion to bring back to the Board a recommendation of hiring a professional facility inspector, approved by OSHA. George seconded and the vote in favor was unanimous.

Resolution 07-01-02-15: Mr. Burkholder moved to approve payment of required fees and necessary expenses for elected officials to attend and participate in county, state and national training conferences, seminars and conventions. George seconded and the vote in favor was unanimous.

Resolution 07-01-02-16: Mr. George moved to direct the clerk to certify all expenditures prior to making an order or contract by using a purchase order or blanket certificate entered upon the record for 2007. Knapp seconded and the vote in favor was unanimous.

Resolution 07-01-02-17: President Knapp moved to pay all township employees every two weeks, the Wednesday following the end of the pay period. Burkholder seconded and the vote in favor was unanimous.

Resolution 07-01-02-18: Mr. Burkholder moved to set the mileage reimbursement rate for 2007 at \$0.485/mile. George seconded and the vote in favor was unanimous.

Resolution 07-01-02-19: President Knapp Burkholder moved to authorize a spending allowance of \$1,000 per quarter for each trustee for township purchases. George seconded and the vote in favor was unanimous.

Resolution 07-01-02-20: Mr. George moved to keep the same members on the Economic Development Committee; David Goll, Neil Ingle, Doug Rogers, Claudette Van Dyne, Chuck Hossum and Paul George. Knapp seconded.

Discussion: Mr. Burkholder objected saying that Mr. George has served on this committee for several years and the trustee representative should be rotated with a different prospective.

Mr. Burkholder moved to amend the motion to appoint himself to serve for 2007 instead of Mr. George. There was no second to the motion.

Roll Call: Knapp, yes; George, yes; Burkholder, no

President Knapp moved to appoint himself as township secretary supervisor for 2007. George seconded and the vote in favor was unanimous.

President Knapp moved to appoint Mr. Burkholder as zoning department supervisor. George seconded.

Discussion: Mr. Burkholder requested that all personnel issues be completed by Knapp before he assumes the duty as supervisor. President Knapp said that the parties who registered complaints against the zoning inspector would not sign affidavits and Knapp was advised by the prosecutor that he could not move forward without the signed affidavits. Burkholder requested that the motion be rescinded.

The vote in favor of the motion was unanimous.

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Resolution 07-01-02-21: President Knapp moved to rescind the motion made 12/05/06 to prepare information regarding the township zoning inspector, Stan Robinson's for disciplinary action. George seconded and the vote in favor was unanimous.

Mr. George moved to authorize the Fiscal Officer to advertise for public hearings to meet the deadline. Burkholder seconded and the vote in favor was unanimous.

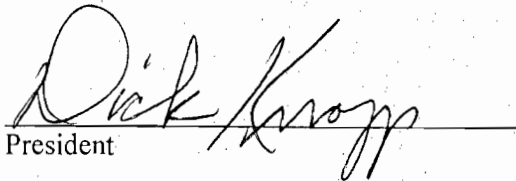
Mr. Burkholder expressed his desire to remain as the MORPC representative from Etna Township

Mr. George moved to appoint Mr. Burkholder as the Etna Township representative to the MORPC Board for 2007. Burkholder seconded and the vote in favor was unanimous.

President Knapp moved to appoint Mr. Burkholder to the SR 310/Etna Township Corridor Study. George seconded and the vote in favor was unanimous.

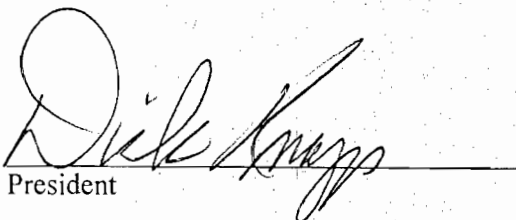
At 8:15 p.m., Mr. George moved to adjourn the meeting, seconded by Burkholder and the vote in favor was unanimous.

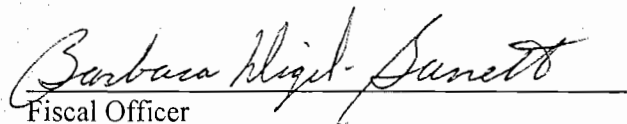

Fiscal Officer


President

As requested, this is a more detailed account of the conversation on the completion of the personnel issues regarding the zoning inspector.

Mr. Knapp said he was supposed to get some signed affidavits from some complainants, residents that contacted him in regards to complaints. Knapp said he did not receive those signed affidavits and there is no way we can move forward. There is not enough information to warrant such action against our zoning inspector. If I do not have the signed affidavits, I am not going to drag that situation through the public without having the proper documentation. The status is it cannot move forward without those affidavits. That is the information he received from the county prosecutor. He has contacted the complaining parties and they are not going to sign affidavits.


President


Fiscal Officer