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RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustee

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

February 20, 2007

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The Etna Township Board of Trustees met on February 20, 2007 at the Etna Township Hall to hold a regular meeting. President Knapp called the meeting to order at 7:00 p.m. and the pledge of allegiance was recited. Roll call showed President Knapp, Trustee Burkholder, Trustee George and Fiscal Officer Digel-Barrett present.

The motion to adopt the agenda was made by Mr. Burkholder, seconded by George. President Knapp moved to add: under old business, item F-review MSI contract and G-set date for township hall work session. George seconded. Mr. George moved to add item H-departmental meetings and an executive session per O.R.C. 121.22 (g)(1) to investigate a complaint against a public employee. Knapp seconded. Mr. Burkholder moved to add under new business, item F-amend the employee personnel manual. Knapp seconded. The motion and three amendments passed unanimously.

ADOPTION OF THE MINUTES

Mr. George moved to adopt the January 4, 2007 special meeting minutes. Knapp seconded and the vote in favor was unanimous.

Mr. George moved to adopt the January 16, 2007 special meeting minutes. Burkholder seconded and the vote in favor was unanimous.

Mr. George moved to adopt the January 16, 2007 regular meeting minutes. Knapp seconded and the vote in favor was unanimous.

Mr. George moved to adopt the February 6, 2007 regular meeting minutes. Knapp seconded and the vote in favor was unanimous.

PUBLIC COMMENTS

Gil Guttentag, 70 Runkle Drive, registered a complaint about the executive session being scheduled at the end of new business, forcing the residents to stand outside in the cold. President Knapp moved the executive session to the end of the meeting. Mr. Guttentag said it was his understanding that the architect does not plan to give the trustees a book of specifications for the township hall building but a typical set of specification he has done in the past. The trustees have not conveyed how they plan to bid the materials on the job and he believes the trustees need some professional help.

Gary Godwin, 63 Trail East, commented on fluorescent lights and how the architect said this type of lighting would be too hot and how other entities are banning other types of lighting and promoting fluorescent lights. Mr. Godwin said because the secondary roads were not plowed properly, a citizen plowed in front of his home and blocked his sump pump drain which he will need to clear.

Jerry Walts, 19 Spike Rush Court, a father of a special needs student said the school bus is having a difficult time getting into his cul-de-sac and turning around to pick up his child. This problem is caused by the parking in the cul-de-sac and the lack of snow removal.

John E, Spike Rush Court, said the parking in his court is a safety issue, limiting access for fire and emergency vehicles.

Barbara Budreau, 18 Spike Rush Court, said there are 24 cars for the seven houses in the cul-de-sac and she parks on the street because of difficulty backing out of her driveway.

Mr. George suggested banning parking altogether in cul-de-sacs and said he would investigate "no parking" during snow emergencies. Mr. Burkholder said he would like to ban parking at the throat of cul-de-sacs.

Bonnie Mansfield, 10571 Baltimore Road, Kikersville, said she has no intention of supporting a merger of Kikersville and Etna Township. She discussed receiving a phone call about a merger from an Etna Township BZA member.

Debbie Seymour, 335 N. Fifth Street, Kikersville, said that her village is getting a subdivision and she will be monitoring the development because she feels improvements need to be made at LCPC.

CORRESPONDENCE

- Tim Lollo, Licking County Engineer – township is welcome to old map books
- Chester Wilcox & Saxbe LLC – copy of letter sent to LCPC, county commissioners and others
- Garvin & Hickey, LLC – regarding court ruling on BWC claim
- Time Warner – newsletter
- Scenic Ohio – newsletter

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- Robert E Becker – regarding change in 149.43 Public Records Law
- Tanya Britton Moore – request for donations for Outdoor Learning Center at Pataskala Elementary School
- US Census Bureau – contact information
- Licking County Sheriff's Office – crime statistics for all county townships

REPORTS

Fiscal Officer

As of February 20, 2007

	Receipts	Expenditures
General Fund	10,526.24	22,999.68
MV License Tax	1,373.53	448.56
Gasoline Tax	6,024.31	1,836.94
Road & Bridge	0.00	12,483.13
Special Assessments	0.00	269.18
Misc Debt Service	<u>0.00</u>	<u>1,689.33</u>
Total	17,924.08	39,726.82

Funds Total February 20, 2007 - \$1,197,337.07

A draft copy of the 2007 appropriations and a copy of a records retention plan, written by fiscal officer Heather Berry from Liberty Township, were distributed to the trustees.

Road – written report submitted

Mr. George reported on the snow removal during the recent storm and praised the road crew.

Resolution 07-02-20-01: Mr. George moved to approve the expenditure for two plow cutting edges with bolts and four plow shoes with bolts not to exceed \$800. Burkholder seconded and the vote in favor was unanimous.

Resolution 07-02-20-02: Mr. George moved to approve the mileage service for the 7400 International truck. Burkholder seconded and the vote in favor was unanimous.

Resolution 07-02-20-03: Mr. George moved to purchase \$6,000 in rock salt from Cargill. Burkholder seconded and the vote in favor was unanimous.

Mr. George will check with the engineer's office on the Watkins Road bridge repair and road right-of-way width's for Columbia Road. Letters will be sent next year to developers whose roads have not been dedicated that it is their responsibility to plow snow.

Zoning – written report submitted

Mr. Robinson said the Bush violation will be filed tomorrow and he received two legal opinions on late fees. Last Friday, the original ZonePro disc was inserted instead of the updated disc and all the data entered was erased. The backup was not working properly and Mr. Burkholder said a backup policy needs to be implemented and ZonePro needs to be backed up to a CD daily. Burkholder said township resident Doug Rogers, as a volunteer, has done an excellent job but the township can not continue to impose on Mr. Rogers and it is time for an outside firm to implement a policy. In the meantime, the temporary employee will not be needed.

Resolution 07-02-20-04: Mr. Burkholder moved to approve the expenditure of \$150 for a half day ZonePro training for Stan Robinson. Knapp seconded and the vote in favor was unanimous.

Resolution 07-02-20-05: Mr. Burkholder moved to approve the expenditure, up to \$500 for a file cabinet for the zoning office. Knapp seconded and the vote in favor was unanimous.

Resolution 07-02-20-06: Mr. Burkholder moved to approve the expenditure of \$2000 for Don Brosius to attend a joint meeting with the trustees and zoning commission on the PUD regulations. Knapp seconded and the vote in favor was unanimous.

Safety & FEMA

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Mr. Burkholder said the gentleman from Safety & Hygiene rescheduled and he will be meeting with Jeff Walker at Licking County Emergency Management.

JEDZ

Mr. George reported that \$12,472 has been collected and Mr. Burkholder requested a detailed report of the money collected.

OLD BUSINESS

F. MSI contract

Chris Hermann, Director of Planning and Erin Prosser, Project Manager with MSI Design were present to answer questions. MSI will develop an Etna Township 310 Corridor Focus Area Plan and future land use map amendment. This scope details an approach that examines the existing conditions and potential future development patterns in Etna Township. The process will yield a focus area plan for the 310 Corridor in Etna Township and recommend locations in the township for the new General Business Zoning Districts on the Future Land Use Map. A highly interactive process is proposed, working closely with a steering committee, the staff and township officials.

Resolution 07-02-20-06: Mr. George moved to approve the contract for \$34,400 with MSI Design. Knapp seconded and the vote in favor was unanimous.

A. Motion to purchase Ford utility truck from Matthew Ford

This item was un-tabled by a unanimous vote.

Resolution 07-02-20-07: Mr. George moved to purchase a 2008 Ford 350 utility truck from Matthew Ford for \$25,494.20 and to purchase a truck utility bed from Ace Truck Equipment for \$9,489.

Burkholder seconded and the vote in favor was unanimous.

B. Motion to finance purchase of Ford utility with Park National Bank

This item was un-tabled by a unanimous vote.

Resolution 07-02-20-08: Mr. George moved to finance the purchase of the truck and bed from Park National Bank. Total amount financed will be \$35,000 for 36 months at 5.08% interest with monthly payments at \$1,051.32. Burkholder seconded and the vote in favor was unanimous.

Resolution 07-02-20-09: Mr. George moved to put the old utility truck up for sale. Burkholder seconded and the vote in favor was unanimous.

C. Motion to approve clerk pro-tem for Pataskala Area Chamber of Commerce 2nd Annual Summit meeting.

Mr. Knapp informed the Board of the legal opinion received, announced he would be unable to attend and asked Mr. George to conduct the special meeting. (FO will attend)

D. Motion to approve steering committee list agreed upon with the zoning commission.

Mr. Burkholder said there were too many developers on the list and there was not enough representation from the subdivisions. He said he submitted additional names which the secretary did not put on the list for consideration.

President Knapp moved to approve the steering committee list that was agreed upon with the zoning commission. George seconded and the vote in favor was unanimous.

E. Motion to set date for interviews for zoning commission alternates

Mr. Burkholder moved to hold the interviews for zoning commission alternates on March 6th at 7:15 p.m. and for the secretary to contact the applicants. George seconded and the vote in favor was unanimous.

At 9:30 p.m., a 5 minute recess was called.

G. Set special meeting for township hall discussion

Mr. Knapp moved to set a special meeting for March 12th at 7 p.m. if the material list for the township hall will be ready to review. George seconded.

Discussion: Mr. Burkholder said that Mr. Hawkins is not designing the lighting, sound, and other systems for the building and the plans are not complete.

The vote in favor of the motion was unanimous.

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H. Departmental meetings

Mr. George moved to hold departmental meetings. Knapp seconded.

Discussion: Mr. George said a lot of time could be saved at regular meetings. Mr. Burkholder objected and asked if this would be a public meeting and if decisions would be made. President Knapp said the meetings would be public and would allow for better working relations with the employees. Mr. George said it would eliminate overtime for employees to attend meetings.

President Knapp moved to amend the motion to hold the meetings on the last Friday of the month before the first Tuesday meeting at 2 p.m. George seconded.

Roll Call on the amendment: Burkholder, no; George, yes; Knapp, yes

Roll Call on the motion: Burkholder, no; George, yes; Knapp, yes

The fiscal officer said she would be unable to attend the Friday meetings at 2 p.m.

NEW BUSINESS

A. Resolution to create resolution and road right-of-way index

Resolution 07-02-20-10: Mr. Burkholder moved to create a resolution and road right-of-way index and for the township secretary to be responsible for maintaining these indexes. George seconded and the vote in favor was unanimous.

B. Motion to approve funds for Loveland and Brosius

Passed under zoning report

C. Discussion on staff job descriptions

Mr. Burkholder said that job descriptions need to be updated and would like to implement a dress and see more professionalism.

D. 2007 permanent appropriations

This will be reviewed at the next meeting and voted upon at the March 15th meeting.

E. Amend employee manual

Mr. Burkholder moved to immediately remove the Predisciplinary Conference sections on pages 15-17 of the Etna Township Employee Handbook. Knapp seconded.

Discussion: Mr. Burkholder said the new employee manual will not be finalized for awhile and would like to remove this section now because it hampers effective management of employees and has cost the township money in the past. President Knapp said he would like to see what is stated in the new handbook that is being reviewed and that this item can be on the February 28th meeting agenda for action.

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

Mr. George moved to pay the following bills. Burkholder seconded and the vote in favor was unanimous.

3350	M Smith 2/14	1281.40	3358	Ace Truck	124.60
3351	AEP	175.99	3359	LC Treasurer	529.22
3352	Columbia Gas	418.10	3360	Newspaper network	442.61
3353	Embarq	277.24	E00199	L. Brown 2/14	828.25
3354	Co-Alliance	667.76	E00200	P. Pereira 2/14	371.59
3355	Postmaster	89.00	E00201	P. Waller 2/14	2165.69
3356	LC Clerk of Courts	600.00	E00202	S Robinson 2/14	1102.23
3357	Loveland & Brosius	100.39			

I do hereby certify that the funds for payment of the above obligations were lawfully appropriated and are on hand or are in the process of collection

Barbara Higel-Sunick
Fiscal Officer

PUBLIC COMMENTS

A Spike Rush Court resident talked about the importance of computer backups and the parking situation in subdivisions and cul-de-sacs.

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Executive session

At 10:55 p.m., Mr. Knapp moved to go into executive session per O.R.C. 121.22(g)(1) to investigate a complaint against a public employee. George seconded and the vote in favor was unanimous.

At 11:03 p.m., Mr. George moved to come out of executive session, Burkholder seconded and the vote in favor was unanimous.

Mr. George moved that no further investigation or action be taken concerning an anonymous call about a township employee. Burkholder seconded and the vote in favor was unanimous.

At 11:04 p.m., Mr. Burkholder moved to adjourn the meeting, George seconded and the vote in favor was unanimous.

Barbara Wigel-Barnett
Fiscal Officer

Dick Knapp
President

Addition to the minutes (under Bonnie Mansfield's public comment) as requested.

Mr. George said he did call Bonnie Mansfield and asked her if a resident could call her about a merger between Etna and Kikersville.

Mr. Knapp said he was not involved and would not be involved as a township official. It was brought up several months ago, in a township meeting, I think it was Neil Ingle. When the question was asked of me by Mr. Goll, I referred him to Mr. Ingle because that is where the original comments came from. When asked by the media if he knew of any talks going on, Mr. Knapp replied that he did not and mentioned Mr. Ingle's name as a possible person that may know something that is going on with discussions between Kirkersville and Etna Township residents. Knapp also commented that he heard of that in the last couple weeks and he was not a part of any conversations.

Barbara Wigel-Barnett
Fiscal Officer

Paul George
Vice-president