

Held

January 3, 2008

20

The Etna Township Board of Trustees met on January 3, 2008 at the Etna Township Hall to hold the 2008 organizational meeting. Trustee Knapp called the meeting to order at 7:00 p.m. with a prayer and the pledge of allegiance was recited. Roll call showed Trustee Knapp, Trustee Johnson, Trustee George and Fiscal Officer Digel-Barrett present.

BOARD APPOINTMENTS

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

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

The fiscal officer turned the meeting over to President Knapp

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

Mr. George nominated President Knapp for road supervisor effective the first week in February and the vote in favor was unanimous.

Mr. Johnson nominated Mr. George for township secretary supervisor and the vote in favor was unanimous.

Mr. Johnson nominated Mr. George for zoning department supervisor and the vote in favor was unanimous.

Mr. George nominated Mr. Johnson for FEMA officer and the vote in favor was unanimous.

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

Mr. George nominated Mr. Johnson 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.

Mr. Johnson nominated Mr. George to be Project Construction Coordinator for new township hall and the vote in favor was unanimous.

President Knapp nominated Mr. George for fire board representative and the vote in favor was unanimous.

Mr. Johnson nominated President Knapp for representative to MORPC Board and the vote in favor was unanimous.

President Knapp nominated himself as representative to MORPC 310 Corridor Study Group and the vote in favor was unanimous.

ORGANIZATIONAL RESOLUTIONS

President Knapp suggested that the second meeting of the month be held at 1 pm to have the staff reports at a regular meeting instead of at the last Friday of the month special meeting and also to make the trustees more accessible to residents who work second or third shifts.

Resolution 08-01-03-01: Mr. George moved to set the regular meetings for 2008 for the first and third Tuesday of the month at the Etna Township Hall, 9363 Hazelton-Etna Road, SR 310, in Etna. The first meeting of the month will be at 7 pm and the second meeting of the month will be at 1 pm. The organizational meeting will be held Tuesday 1/6/09 and the first regular meeting will be held the same day. Johnson seconded and the vote in favor was unanimous.

RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustee Organizational

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ January 3, 2008 _____ 20 _____

Resolution 08-01-03-02: President Knapp moved to authorize the Fiscal officer to advertise the public hearings and designate media for public notices. George seconded and the vote in favor was unanimous.

Resolution 08-01-03-03: Mr. George moved to authorize the Fiscal Officer to invest inactive funds for Etna Township. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-04: 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. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-05: Mr. George moved to continue the same policy for mail collection, that the fiscal officer, township secretary and trustees are authorized to pick up the mail from the Etna Township Post Office box. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-06: Mr. George moved to adopt Robert's Rules of Order for meetings. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-07: Mr. George moved to continue the same policy, that any trustee or the zoning office may seek a legal opinion from the Licking County Prosecutor. Johnson seconded and the vote in favor was unanimous.

Mr. George will meet with the prosecutor for updates on opinions sought and a log will be implemented.

Resolution 08-01-03-08: Mr. George 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. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-09: Mr. Johnson moved to contract with Health Consortium for random employee drug and alcohol testing for 2008 and for Mr. George to be the township representative. Knapp seconded and the vote in favor was unanimous.

Mr. George moved to schedule the annual meeting with the zoning commission on February 6th at 7 pm. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-10: Mr. George moved to approve the annual fire extinguisher and smoke alarm test with Ohio Fire & Safety by the safety director. Knapp seconded and the vote in favor was unanimous.

Resolution 08-01-03-11: Mr. Johnson moved to approve the annual safety inspection of township facilities by the safety director. George seconded and the vote in favor was unanimous.

Resolution 08-01-03-12: Mr. George moved to continue the three cell phones for 2008. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-13: Mr. George moved to continue the lockbox at Park National Bank. Access is by the fiscal officer and Mr. George. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-14: Mr. George moved to continue the township credit cards for 2008. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-15: Mr. George 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. Johnson seconded and the vote in favor was unanimous.

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Resolution 08-01-03-16: Mr. George moved to request the fiscal officer to certify all expenditures prior to making an order or contract by using a purchase order or blanket certificate entered upon the record for 2008. Johnson seconded and the vote in favor was unanimous.

Mr. George said he would like a blanket certificate or open purchase order for salt and gravel

Resolution 08-01-03-17: Mr. George moved to pay all township employees every two weeks, the Wednesday following the end of the pay period. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-18: Mr. George moved to set the mileage reimbursement rate for 2008 at \$0.505/mile. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-03-19: Mr. George moved to authorize Township Trustees and Fiscal Officer a spending allowance of \$1,000 per quarter for township purchases, to be used for needed items between meetings or for emergencies. Johnson seconded and the vote in favor was unanimous.

Mr. George moved to authorize President Knapp to form an Etna Township Park Committee with community members. Johnson seconded and the vote in favor was unanimous.

At 7:43 p.m., Mr. George moved to adjourn the meeting, Johnson seconded and the vote in favor was unanimous.


Fiscal Officer


President

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The Etna Township Board of Trustees met on January 3, 2008 at the Etna Township Hall to hold a regular meeting. President Knapp called the meeting to order at 7:45 p.m. with a prayer and the pledge of allegiance was recited. Roll call showed President Knapp, Trustee Johnson, Trustee George and Fiscal Officer Digel-Barrett present.

The motion to adopt the agenda was made by Mr. George, seconded by Johnson and the vote in favor was unanimous.

ADOPTION OF THE MINUTES

Mr. George moved to approve the December 18, 2007 meeting minutes, Knapp seconded.

Roll Call: Johnson, abstain; George, yes; Knapp, yes

Mr. George moved to approve the December 27, 2007 special meeting minutes, Knapp seconded.

Roll Call: Johnson, abstain; George, yes; Knapp, yes

APPOINTMENTS FOR ZONING COMMISSION AND BZA

Mr. George moved to reappoint Trent Stepp to the Zoning Commission for the term 1/1/08 to 12/31/12. Knapp seconded and the vote in favor was unanimous.

Mr. Bravard submitted an application and was interviewed by the Board. President Knapp asked Mr. Bravard about his feelings on development in the township. Mr. Bravard replied that you must be realistic, must control growth and plan for the future. Etna Township's interest should be number one but one can still work with other surrounding entities. His greatest asset is experience and common sense.

Mr. George moved to appoint Dan Bravard to fill the unexpired term of Tina Taylor for the term 1/18/08 to 12/31/09. Johnson seconded.

Roll Call: Johnson, yes; George, yes; Knapp, yes with reservations

Mr. Johnson moved to reappoint Cheri Rogers to the Board of Zoning Appeals for the term 1/1/08 to 12/31/12. Knapp seconded and the vote in favor was unanimous.

Mr. George moved to appoint Phillip Chew to the unexpired term of Jeff Johnson for the term 1/1/08 to 12/31/11. Knapp seconded and the vote in favor was unanimous.

PUBLIC COMMENTS

There were no public comments

CORRESPONDENCE

- Industrial Commission of Ohio – regarding former employee
- Licking County Board of Commissioners – Resolutions 55-590, 55-591, 55-593 and 55-103
- Tim Lollo, Licking County Engineer – township mileage certification for 2007
- SERB – annual information report
- BWC – upcoming rates

REPORTS**Fiscal Officer**

Yearend pay period for 2007 was December 29th and the three employees took December 31st as a vacation day. Available vacation days for first pay period in 2008 is:

Laura Brown – 34 hrs.

Mark Smith – 48 hrs.

Phillip Waller – 48 hrs.

Road

Mr. George gave the road report. Crew was busy plowing snow, ditching, salt was stock piled and the roads in Brandy Mills Phase II will be dedicated soon. The county has two viewings next week for vacating alleys in Etna and there was discussion on asphalt repairs to Etna Crest Boulevard. Mr. George thanked the road crew and Jim Wyrick for the good work done in 2007.

Water and Sewer

David Goll said the SWLCWSD Board had their organizational meeting and there is no change in officers and the Kikersville agreement has not been signed.

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OLD BUSINESS

A. Township hall update

Architect Dave Hawkins is working on the final prints and groundbreaking will probably be in April.

B. Update on search committee for zoning administrator position

President Knapp hopes to have a meeting with the search committee next week and have a defined job description for the next trustee meeting. At present, LCPC is reviewing permits for the temporary zoning inspector.

C. Update on revised employee handbook

Mr. George moved to authorize President Knapp to pull together the changes agreed upon last year and bring the draft to the Board in February. Knapp seconded.

Roll Call: Johnson, abstain; George, yes; Knapp, yes

NEW BUSINESS

A. Goal setting work session

President Knapp suggested having a goal setting work session following the next trustee meeting

B. Approve and submit zoning map and zoning resolution and amendments to the Licking County Recorder for recording

Mr. George moved to submit the zoning map and zoning resolution and amendments to the Licking County Recorder for recording. Knapp seconded.

Roll Call: Johnson, abstain; George, yes; Knapp, yes

C. Resolution regarding Time Warner Cable Company

Resolution 08-01-03-20: Mr. George moved that the Board of Trustees of Etna Township hereby establishes a VSP fee that is calculated by applying a VSP Fee percentage of 5% to the video service provider's gross revenues as defined in Section 1332.23(B) of the video law. Johnson seconded and the vote in favor was unanimous.

President Knapp said a letter was drafted to Randy Thorpe, Licking County Sheriff to patrol Taylor Road for speeders near the school and a letter will be sent to the school regarding action taken by the Board.

Mr. George and President Knapp welcomed Jeff Johnson to the Board.

PUBLIC COMMENTS

Trent Stepp, 319 Trail East, suggested giving the Licking County Recorder's Office a copy of the current Future Land Use Map and Future Land Use Plan since amendments were made.

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

At 8:45 p.m., Mr. George moved to adjourn the meeting, Johnson seconded and the vote in favor was unanimous.



President



Fiscal Officer