

RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustee

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held January 15, 2008 20

The Etna Township Board of Trustees met on January 15, 2008 at the Etna Township Hall to hold a regular meeting. President Knapp called the meeting to order at 1:03 p.m. 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. President Knapp moved to amend the agenda to add under new business, item C – annual COLA increase for township employees. Mr. George seconded and the vote in favor of the amendment and motion was unanimous.

ADOPTION OF THE MINUTES

Mr. George moved to approve the January 3, 2008 organizational meeting minutes. Johnson seconded and the vote in favor was unanimous.

Mr. George moved to approve the January 3, 2008 regular meeting minutes. Johnson seconded and the vote in favor was unanimous.

PUBLIC COMMENTS

There were no public comments

CORRESPONDENCE

- Licking County Engineer, Tim Lollo, regarding final inspection of Etna Crest Blvd. and Brandy Mills, Phase II
- CFLP Waste District – survey
- Pataskala Area Chamber of Commerce – regarding Economic Development Committee
- Licking County Treasurer, Michael L Smith, - delinquent tax report
- Licking County Board of Commissioners – resolutions 56-183 and 56-140

REPORTS

A. Fiscal Officer
Month of December

	RECEIPTS	EXPENDITURES
General Fund	11,297.05	44,142.99
MV License Tax	1,237.81	2,273.30
Gaoline Tax	2,894.46	1,505.83
Road & Bridge Fund	4,938.92	34,514.99
Special Assessment		263.62
Misc. Debt	<u>13,514.64</u>	<u>2,740.43</u>
Total	33,882.88	85,441.16

Funds Total December 31, 2007 - \$1,142,525.01

Resolution 08-01-15-01: Mr. George moved to authorize Fiscal Officer Digel-Barrett to request advances against any and all taxes collected or in the process of collection for the benefit of Etna Township during the year 2008. Johnson seconded and the vote in favor was unanimous.

Resolution 08-01-15-02: President Knapp moved to pursue a depository agreement with Park National Bank. George seconded and the vote in favor was unanimous.

B. Secretary/BZA and zoning clerk report

Mrs. Brown gave a recap of letters sent. A subpoena for Stan Robinson was received for zoning violation court cases and those cases will need to be re-filed since Stan is no longer zoning inspector.

C. Road – written report submitted

Mr. Waller reported on plowing and salting roads and a call received about graffiti on a bridge abutment. Mr. George said he was not satisfied with the repairs done to Etna Crest Blvd. and the county engineer's office approved them. The viewing with the commissioners for dedication is January 24th. Mr. Waller reported on an 8' section of asphalt cut in a cul-de-sac on Longwood Crossing and he will investigate.

D. Resolution 08-01-15-03: Mr. George moved to approve the following road right-of-way permits:

- #01-15-08-01 for National Gas & Oil Cooperative on Cedar Park Blvd.
- #01-15-08-02 for Fuller on Columbus Express Parkway
- #01-15-08-03 for National Gas & Oil Cooperative on Refugee Road

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Johnson seconded and the vote in favor was unanimous.

Mr. George moved to approve the annual inventory of materials, machinery, tools and township supplies and for the inventory to be filed with the Licking County Engineer. Johnson seconded and the vote in favor was unanimous

E. Zoning report

President Knapp said zoning permits are being reviewed by LCPC and Jim Van Dyne. Mr. Casey Casto, zoning inspector for Harrison Township said he would be willing to assist until an inspector is hired. With Mr. Robinson gone, data still needs to be entered into ZonePro and President Knapp suggested hiring Peggy Pereira as a temporary. Mr. Johnson suggested attaching aerial photos to zoning permits.

Resolution 08-01-15-04: Mr. George moved to rehire Peggy Pereira as a part-time temporary employee to enter zoning data into ZonePro at \$12/hr. with flexible hours. Johnson seconded and the vote in favor was unanimous.

F. Etna Community Center update

Mr. George said Mr. Hawkins, architect for the Etna Community Center, should have the final prints for the February 5th meeting. Groundbreaking should be the last of March or early April.

G. Safety & FEMA

Mr. Johnson said the fire and safety inspection has been scheduled.

H. Parks & Recreation

President Knapp said five residents expressed interest in being on a parks committee.

OLD BUSINESS

A. Update from search committee for zoning position

President Knapp said the committee has met and a job description should be ready for the first meeting in February. Interest in the position has been expressed and resumes may be forthcoming before the ad is placed.

NEW BUSINESS

A. Advertise for opening of one alternate member each for the BZA and zoning commission

President Knapp moved to advertise for one alternate member for the BZA and two alternate members for zoning commission, resumes to be submitted by the second meeting in February. Johnson seconded and the vote in favor was unanimous.

B. Motion to appoint an Etna Township resident to the Pataskala Area Chamber of Commerce Economic Development Committee.

President Knapp moved to appoint Paul George to the Pataskala Area Chamber of Commerce Economic Development Committee. Johnson seconded and the vote in favor was unanimous.

C. Annual COLA increase for township employees

President Knapp moved to discuss a cost of living increase to the employees, Johnson seconded.

President Knapp said the Board passed a resolution in December of 2006 to change the employee evaluations to the employee's anniversary date instead of all evaluations done in December. Last year in January, all full time employees were given a \$.50 cost of living increase and most employees were given raises later according to their evaluation. Mr. George suggested only one raise on the anniversary date. President Knapp said the procedure for employee pay raises needs to be addressed and clarified in the employee handbook. Mr. Johnson said a cost of living increase is a percentage amount for everyone, not a dollar amount. Mr. Johnson will bring information for the next meeting. No action was taken.

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

Work Session on Goal Setting for 2008

Trustees discussed goals for this year and their priority.

Following is the list agreed upon with trustee or department responsible:

First priority

- 1) Build new community center (George)

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- 2) Begin work on new comprehensive/land use plan and adopt 310 Corridor Plan (zoning commission)
- 3) Road projects – resurface/repairs/Issue I funding (Knapp)
- 4) JEDZ II – ProLogis Project (EDC & George)
- 5) Begin rewrite of township zoning resolutions (zoning commission)
- 6) Establish volunteer parks committee (Knapp)
- 7) Reorganize township zoning department (George)
- 8) Completion of PRD/PCD zoning (George)
- 9) Etna website facelift (Knapp)
- 10) Employee manual update/rewrite (Knapp)
- 11) Hire zoning department person
- 12) Review/update township policies/rules/parks/cemetery (Knapp)
- 13) Review/update records and files systems (Knapp)
- 14) Establish communications with Reynoldsburg (Johnson)

Second priority items are:

- 1) Research/evaluate TIF plan for SR 310 (George)
- 2) Cemetery restoration project (Johnson)
- 3) Etna Corporate Park road extension project (Knapp)
- 4) Purchase road equipment (Knapp)
- 5) Hire 3rd full time road crew member (Knapp)
- 6) New resident packet/introduction (Johnson)
- 7) Additional tornado sirens (Johnson)
- 8) Establish Etna Community Center Building Committee (Knapp)
- 9) Mailing annual township newsletter (Johnson)

At 3:13 p.m., Mr. George moved to adjourn the meeting, Johnson seconded and the vote in favor was unanimous.


Fiscal Officer


President