

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Regular Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

December 2nd,

2008

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The Etna Township Board of Trustees met on Tuesday, December 2nd, 2008 in the Etna Township Hall for the purpose of conducting a regular meeting. The meeting was called to order at 7:01 p.m. by President Knapp. Dan Bravard led the prayer and the pledge of allegiance was recited. Roll call showed Jeff Johnson, Paul George, Dick Knapp, and Tina Taylor present.

Paul George moved to adopt the agenda. Jeff Johnson seconded and the vote in favor was unanimous.

Paul George moved to approve the December 19th, 2008 regular meeting minutes. Jeff Johnson seconded and the vote in favor was unanimous.

Public Comments – None**Correspondence**

- Ohio (Licking County) Township Association - Organizational Meeting

Resolution 08-12-02-01: Dick Knapp moved to approve the \$260.00 per township for annual fees. Paul George seconded and the vote in favor was unanimous.

- Ohio Department of Job and Family Services
- Time Warner Cable
- Liberty Christian Academy – Open house
- Mount Caramel Corporate Health & Wellness
- OPERS employee notice
- Mid-Ohio Paving, Incorporated
- Ohio Department of Public Safety Bureau of Motor Vehicles - License Tax Report
- OTARMA Ballot
- Time Warner Cable
- Medical Mutual of Ohio
- Center City International Trucks
- Zoning Commission – withdrawing Text Amendment
- Licking County Planning Commission – Southwest Licking Football

Fiscal Officer Report

FISCAL OFFICER'S REPORT DECEMBER 1, 2008

	Receipts	Expenditures
General Fund	56,801.21	23,905.14
MV License Tax	2,965.70	9,563.75
Gasoline Tax	2,377.20	5,973.47
Road & Bridge Fund	1,482.79	29,292.75
Special Assessment	0.00	271.56
Misc. Special	0.00	0.00
Misc. Debt	0.00	2,740.43
Total	63,626.90	71,747.10

Funds Total NOVEMBER 30, 2008 - \$1,277,816.93

Tina Taylor reported she received the mileage certification from Licking County Engineer's Office that needs returned by January 12th, 2009.

Resolution 08-12-02-02: Paul George moved to approve the \$753.30 to BBCM Testing for the concrete testing on town hall. Dick Knapp seconded. Discussion: It was verified that the work was completed and the overage was justified. The original quote of \$5,000 was only an estimate. Jeff Johnson questioned why they were over 15% from their estimate. The vote in favor was unanimous.

Tina Taylor discussed the road crew overtime. The regular shift is 6:30 to 3:00. The Trustees discussed the overtime. Tina Taylor requested a Trustee approve overtime for the employees prior to being turned into her. Dick Knapp will approve the overtime for the road crew. They are limited to 16 drive hours (on the road). Paul George stated the state industry limits the 12 hours and will not cover them if they are hurt after 12 hours. Dick Knapp will discuss the overtime with the road crew the day prior by monitoring the weather before they leave for the day.

Tina Taylor discussed the policy for paying the Zoning Commission and Board of Zoning Appeals. By paying the boards from December to November they are being paid one month prior when it comes to reporting the taxes. Now that the boards are making more than \$600.00 the checks will be cut at the end of December to close out the 2008 income for taxes. In 2009 they will be paid and reported to the IRS in the current year. David Goll stated for tax reporting it goes by the year you are paid.

Resolution 08-12-02-03: Paul George moved to authorize Tina Taylor to issue the checks for both committees for the meetings attended in December. Jeff Johnson seconded and the vote in favor was unanimous.

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Road Report

Road Right-of-way application 12-02-08-01 for Columbia Gas for 877 Pike Street to replace service line. Dick Knapp moved to approve the application. Paul George seconded and the vote in favor was unanimous.

New Community Center – The rafters were set today. The Board picked the shingles for the building. The doors at the handicap entrance to the east and the doors by the reception area will be full glass doors. The door to the north will be a solid door. The doors will be breakaway doors where required.

Water & Sewer Report - David Goll provided the water and sewer report. The report on rate increases will be provided after the water and sewer board meeting on December 16th. The debt elimination fee is \$11.95 and will remain the same. The Flying J is interested in obtaining water next year. There is also interest along the 161 Corridor.

JEDZ Report – Are scheduled to meet December 11th, 2008.

Zoning Department – Dick Knapp moved to approve Chris Harkness vacation and sick time request for December 22, 2008 for 3 hours sick time, December 26 for 8 hours vacation, and January 2 for 8 hours sick time. Paul George seconded. Discussion: Laura Brown is scheduled to be in the office. The sick time is for scheduled dental appointments. The vote in favor was unanimous.

Old Business

A. Zoning Fee Structure. The resolution was forwarded to Eric Fox, Licking County Prosecutor's office and the board has not received feedback.

Paul George moved to table to the next meeting. Jeff Johnson seconded and the vote in favor was unanimous.

B. Road Crew Vacation. The Trustees approved December 26th and December 31st at the meeting in November. Paul George stated this happens every year and they have been requested not to ask for the same days off, this leaves the township uncovered. Tina Taylor provided the Trustees with the cost to the township if they are called in while on vacation. The employee handbook addresses having the departments covered during vacation. The vacation request for January 2nd comes out of 2009 vacation time.

Dick Knapp moved to approve Mike Waller's vacation request for December 29th and December 30th. Jeff Johnson seconded and the vote in favor was unanimous.

Dick Knapp moved to approve Mark Smith's vacation request for December 22nd and December 23rd. Jeff Johnson seconded and the vote in favor was unanimous.

Dick Knapp moved to approve one road crew employee for December 24th, 2008. Paul George seconded. Discussion: Dick Knapp will go back to the road crew for them to decide which employee will work. The vote in favor was unanimous.

Jeff Johnson suggested in 2009 we require the vacation request submitted earlier. Dick Knapp stated this will be handled with the new handbook.

C. Summit Road Issue One Grant request update. Dick Knapp received a call from Jim Miller, City of Reynoldsburg. He will be sending a letter that we were denied the application. There is a slim chance if the entities that were granted the money would decide not to go through with their project then we might get approved.

New Business

A. Smithco request for zoning refund for late fee.

Ermal Smith of Smithco stated he installed the cable crossing the entrances because of theft. He installed post, cable, and two gates which the State of Ohio made him move a number of times. The State of Ohio told him he did not need permits. He does not feel he should be charged the late fee. Ermal Smith stated he was assessed other fees before by the township. Paul George asked Chris Harkness how many late fees has the township revoked. Chris Harkness stated this is the first late fee he has every issued. Dick Knapp stated the application was emailed September 29th, 2008 and he came in on November 17th to file for the fence permit. Chris Harkness provided a breakdown of notes regarding this issue. Chris also discussed this issue with Jim Valentine of ODOT. Dan Bravard also discussed this issue with Mr. Smith and had told him he did not think he needed the permit and then went back to inform him that he did. Jeff Johnson asked Chris is opinion of the late fee. Chris Harkness stated this is for individuals that do not cooperate with the township. Dick Knapp stated he feels that Chris Harkness did his job and is required by the Board of Trustees to impose the late fee. He did not feel that Dan Bravard misled Mr. Smith.

Resolution 08-12-02-04: Paul George moved to waive the late fee of \$50.00. Jeff Johnson seconded and the vote in favor was unanimous.

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B. Board of Zoning Appeals attending depositions on January 29th, 2008.

Resolution 08-12-02-05: Dick Knapp moved to pay the Board of Zoning Appeals members who chose to take the meeting pay (\$45.00) for the date they were required to attend the deposition. Paul George seconded.

Discussion: Jeff Johnson was on the board of zoning appeals for these depositions. Tina Taylor is concerned with only some of the members being paid and the township audits. Roll call on the motion: Jeff Johnson, abstain; Paul George, yes; and Dick Knapp, yes. Motion passed.

Announcements and Trustee Comments - Dick Knapp reported that the Etna Lion's Club is sponsoring the Santa and Mrs. Claus visit on December 13th, 2008.

Paul George reported on the donation for the paint for the new township hall.

Public Comments

David Goll 8995 York Road as a member of the Etna Lions Club they would like to attach Etna Lion's signs on the township sign posts on both ends of State Route 310 and State Route 40 if it meets with the township's approval. They will also need ODOT approval.

Claudette VanDyne 7173 Refugee Road discussed the road crew vacation time and stated this happens every year and hopes the Trustees solve this issue. She also has concerns with the two hours of overtime doing inventory. This is tax payer's money. The Board of Zoning Appeals pay needs to be consistent with all members and agrees with Tina Taylor regarding the IRS and audits along with the boards being paid in the current year. Claudette VanDyne asked David Goll to check with the water and sewer board on the smell over by the lift station on York and Refugee Road.

Dick Knapp stated the Trustees will have to change the handbook regarding the overtime because the current handbook states if they come in early or stay late they get paid overtime.

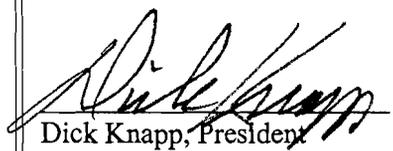
Chris Harkness asked when the late fee should be imposed. After discussion it was decided this would be discussed at the staff meeting on the 16th.

David Goll mentioned the signs entering the township that state "zoning laws enforced."

Claudette VanDyne would like the fence permit enforced. Any structure should require a permit. It is up to the Trustees regarding the fees for them.

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

Jeff Johnson moved to adjourn at 9:03 p.m. Paul George seconded and the vote in favor was unanimous.


Dick Knapp, President


Tina Taylor, Fiscal Officer