

## RECORD OF PROCEEDINGS

Minutes of

Etna Township Organizational Meeting

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

January 6<sup>th</sup>,

2009

Held \_\_\_\_\_ 20 \_\_\_\_\_

The Etna Township Board of Trustees met on Tuesday, January 6<sup>th</sup>, 2009 in the Etna Township Hall for the purpose of conducting the organizational meeting. The meeting was called to order at 7:00 p.m. by President Knapp. Chris Harkness led the prayer and Paul George led the pledge of allegiance. 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.

### Board Appointments

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

Paul George nominated Dick Knapp for president. There were no other nominations. Upon roll call Dick Knapp was unanimously elected president.

The fiscal officer turned the meeting over to President Dick Knapp.

Jeff Johnson nominated Paul George for vice-president and the vote in favor was unanimous.

Dick Knapp nominated Paul George for road supervisor and the vote in favor was unanimous.

Dick Knapp nominated Dick Knapp for township secretary supervisor and the vote in favor was unanimous.

Paul George nominated Dick Knapp for zoning department supervisor and the vote in favor was unanimous.

Dick Knapp nominated Jeff Johnson for safety and FEMA officer and the vote in favor was unanimous.

Paul George nominated Dick Knapp for parks and recreation director and the vote in favor was unanimous.

Paul George nominated Jeff Johnson for cemetery director and the vote in favor was unanimous.

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

Jeff Johnson nominated Paul George to be project construction coordinator for new town hall and the vote in favor was unanimous.

Jeff Johnson nominated Paul George for fire board representative and the vote in favor was unanimous.

Paul George nominated Dick Knapp for representative to MORPC Board and the vote in favor was unanimous.

Jeff Johnson nominated Dick Knapp for representative to MORPC 310 study group. Dick Knapp nominated Paul George. Roll call: Dick Knapp, Paul George; Paul George, Paul George; and Jeff Johnson, Paul George. Paul George was elected to be the representative.

Dick Knapp nominated Paul George for representative to PACC Economic Development Committee and the vote in favor was unanimous.

### Organizational Resolutions

Resolution 09-01-06-01: Paul George moved to set the regular meetings for 2009 for the first Tuesday of the month at 7:00 p.m. and the third Tuesday of the month at 1:30 p.m. The organizational meeting will be held Tuesday 1/ 5/10 and the first regular meeting will be held the same day. The first meeting in November will be moved to Thursday the 5<sup>th</sup> due to Election Day. Jeff Johnson seconded. Discussion: This would be for all advertisements needed during the year for the township. The vote in favor was unanimous

Resolution 09-01-06-02: Paul George moved to authorize the fiscal officer to use the Pataskala Standard and the Newark Advocate (if necessary) as the designated media for public notices. Jeff Johnson seconded and the vote in favor was unanimous

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 Resolution 09-01-06-03: Paul George moved to authorize the fiscal officer to invest inactive funds for Etna Township. Jeff Johnson Seconded and the vote in favor was unanimous

Resolution 09-01-06-04: Paul George moved to pay the Trustees and Fiscal Officer on a salary basis, equal monthly payments to be paid at the first regular meeting of the month. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-05: Paul 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. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-06: Paul George moved to adopt Robert's Rules of Order for meetings in 2009. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-07: Paul George moved to establish the policy, that any trustee, zoning administrator, BZA Board and Zoning Commission Board may seek a legal advice and/or legal opinions from the Licking County Prosecutor. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-08: Jeff Johnson moved to contract with Health Consortium for random employee drug and alcohol testing for 2009 and designates Trustee Paul George as the township contact. Paul George seconded and the vote in favor was unanimous.

Resolution 09-01-06-09: Paul George moved to approve and schedule the following dates for annual meeting with the Zoning Commission for on February 4<sup>th</sup> at 7 p.m. and the Board of Zoning Appeals on February 24<sup>th</sup>. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-10: Paul George moved to approve six (6) additional Zoning Commission meetings for 2009. Dick Knapp seconded. Discussion: This is only if necessary for the year.

Paul George amended the motion to add if necessary. Dick Knapp seconded and the vote in favor was unanimous. The amendment passes. Roll call on the motion. The vote in favor was unanimous.

Resolution 09-01-06-11: Paul George moved to approve the annual fire extinguisher and smoke alarm test with Ohio Fire and Safety by the Safety Director. Jeff Johnson seconded and the vote in favor was unanimous

Resolution 09-01-06-12: Paul George moved to approve the annual Safety inspection of township facilities. Jeff Johnson seconded. Discussion: The inspector was recently out to inspect the buildings and will be invited back out in early 2009 for follow-up. The vote in favor was unanimous.

Resolution 09-01-06-13: Paul George moved to approve continuation of cell phones for 2009. Jeff Johnson seconded. Discussion: Paul George will negotiate the bill with Nextel and report back to the board with the possibility of turning in two of the phones. The vote in favor was unanimous.

Resolution 09-01-06-14: Paul George moved to continue the lockbox at Park National Bank. Access is by the fiscal officer and Paul George. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-15: Paul George moved to approve continuation of the township Etna Sunoco credit card, True Value Hardware, NAPA and Tractor Supply Inc. accounts for 2009. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-16: Paul George moved to approve payment of require fees and necessary expenses for elected officials to attend and participate in county, state and national training conferences, seminars and conventions. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-17: Paul George moved to approve expenditure for members of Zoning Board, Board of Zoning Appeals and other boards to attend necessary training conferences and seminars. Board of Trustees approved meetings will be compensated with the current meeting stipend and mileage expense. Jeff Johnson seconded and the vote in favor was unanimous.

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Paul George moved to approve allowing members of BZA & Zoning Boards to volunteer time in meetings, forfeiting their meeting stipend after submitting a signed waiver. Jeff Johnson Seconded. Discussion: Jeff Johnson discussed is this for all meetings or some meetings. Dick Knapp suggested a waiver from them. Paul George stated this is legal. Tina Taylor discussed the member waiving payment to avoid going over the \$600.00 and receiving the 1099. The Trustees will request a written legal opinion. Dick Knapp withdrew the motion.

Resolution 09-01-06-18: Paul 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 2008-2009. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-19: Paul George moved to pay all township employees every two weeks, the Wednesday following the end of the pay period. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-20: Paul George moved to continue the current policy that employee overtime is approved by the employee's supervisor/trustee on an emergency basis only. Jeff Johnson seconded and the vote in favor was unanimous

Resolution 09-01-06-21: Paul George moved to approve mileage reimbursement for authorized Township employees, authorized Board members, Trustees and Fiscal officer for 2009 at .55 cents per mile. To be revised throughout the year according to Federal Government rate. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-22: Paul George moved to authorize the township Trustees and Fiscal Officer an emergency spending allowance of \$1,000 per quarter. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-23: Paul George moved to continue the Etna Township Volunteer Parks committee, the designated Trustee Dick Knapp will coordinate dates and times for meetings. Jeff Johnson seconded and the vote in favor was unanimous.


Resolution 09-01-06-24: Paul George moved to continue the Etna Township Volunteer Economic Development Committee, the designated Trustee Paul George will coordinate dates and times for meetings. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 09-01-06-25: Jeff Johnson moved to approve appointing Trustee Paul George as the Etna Township Representative to the Licking County Tax Review Board. Paul George seconded and the vote in favor was unanimous.

Resolution 09-01-06-26: Paul George moved to approve and submit to the Licking County Reorders office all changes made in 2008 to our zoning map and zoning resolution and zoning text amendments. Jeff Johnson seconded and the vote in favor was unanimous.

Jeff Johnson moved to continue the volunteer Comprehensive Planning Committee. Paul George seconded and the vote in favor was unanimous.

Paul George moved to adjourn the meeting at 7:28 p.m. Jeff Johnson seconded.

  
Dick Knapp, President

  
Tina Taylor, Fiscal-Officer