

## RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustees Regular Meeting

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

February 17<sup>th</sup>,

2009

Held

20

The Etna Township Board of Trustees met on Tuesday, February 17<sup>th</sup>, 2009 in the Etna Township Hall for the purpose of conducting a regular meeting. The meeting was called to order at 1:32 p.m. by President Knapp. Chris Harkness led the prayer and Bill Young led the pledge of allegiance. Roll call showed Jeff Johnson, Paul George, Dick Knapp and Secretary Laura Brown present. Fiscal Officer Tina Taylor was absent.

Dick Knapp moved to add to the end of Item a under new business Medical Mutual Health Care Coverage for 2009. Paul George seconded and the vote in favor was unanimous.

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

Paul George moved to adopt the minutes from the February 3<sup>rd</sup>, 2009 regular meeting. Jeff Johnson seconded and the vote in favor was unanimous.

Paul George moved to adopt the minutes from the February 4<sup>th</sup>, 2009 special meeting. Jeff Johnson seconded and the vote in favor was unanimous.

#### Public Comments - None

#### Reports

**Road Report** – Mike Waller provided and reviewed a written road report.

**Resolution: 09-02-17-01:** Paul George moved to approve to the Dexter Company up to \$400.00 to include shipping. Dick Knapp seconded. Discussion: These are knife blades and mower blades. The vote in favor was unanimous.

**Resolution: 09-02-17-02:** Paul George moved to approve to Praxair \$149.00 for 4 tanks. Jeff Johnson seconded. Discussion: In 2008 the 4 tanks lasted a year. The vote in favor was unanimous.

The Board discussed the Jardin Manor Ditch petition. The township will be doing some of the work which saved the residents some money.

The Road department is going to try to use Jim Wyrick and Trustee Paul George to get by without hiring summer help.

Paul George moved to turn two phones into Nextel, the phones that Mike Waller and Paul George have, and keep one phone active for Mark Smith. Dick Knapp seconded. Discussion: The service to the phones will be turned off. The phones belong to the township. The vote in favor was unanimous.

Jeff Johnson moved to approve **road right-of-way 02-17-09-02** to Miller Pipeline for Columbia Gas for 108 Dusky Willow Drive Building Number 27 on Palmer Road. Dick Knapp seconded and the vote in favor was unanimous.

Jeff Johnson moved to approve **road right-of-way 02-17-09-01** to Mark Rodgers Construction for 192 Purple Finch Loop for sidewalk repairs. Dick Knapp seconded. Discussion: The sidewalk is a residence sidewalk but it is in the road right-of-way. The vote in favor was unanimous.

**Zoning Report** – Chris Harkness provided and reviewed a written zoning report. Chris Harkness provided and reviewed information on House Bill 50 regarding Junk Motor Vehicles and nuisances.

Dick Knapp moved to authorize Chris Harkness to draft the documents in terms of a resolution to enforce junk motor vehicles whether on private property or in the road right-of-way. Paul George seconded. Discussion: Peter Griggs with Loveland and Brosius is working with the Ohio Township Association to provide a sample one in the next several weeks or month. This is the Ohio Revised Code definition of a junk motor vehicle and the Etna Township's definition in the Zoning Resolution will need to be amended. The vote in favor was unanimous.

Chris Harkness provided a drawing for a desk for the new town hall. The Trustees discussed moving in with the furniture we have and then decide what we need. There was money set aside in the budget for furniture. The new meeting desk and podium would come out of the furniture budget.

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~~Dick Knapp discussed the priority list that Chris Harkness provided and commends him for the good job he has done on the list and feels he is on track with what the Trustees want.~~

**Old Business**

a. Highpoint park/new building landscape presentation by architect Dean Ramsey. Dean Ramsey reviewed the drawing he provided the Trustees. He discussed the two foot strip along the east side of the new town hall between the building and the sidewalk. He also suggested moving the flag pole to the west in front of the new building. Dean Ramsey reviewed the drawing he provided the Trustees to tie the town hall to the park. It was discussed on whether this would conflict with the gazebo and Dean Ramsey did not feel it would conflict because the gazebo is far enough away from the suggested structure. Dean Ramsey suggested using pavers to cross the road between the new building and the park. The parking in the new building will be concrete. The Trustees discussed using the estate tax money in the parks fund to pay for this design.

Dick Knapp moved to have Dean Ramsey finalize the print and provide a material list to determine the cost. Paul George seconded and the vote in favor was unanimous.

b. Economic Development Committee TIF Report presented by Doug Rogers. Doug Rogers provided a Tax Increment Financing information sheet which he developed from the meeting with Scott Ziance who attended an Economic Development Committee meeting. He stated the Economic Development Committee has taken this as far as they can go at this time. He suggested retaining legal counsel and possibly using Eric Fox with the Licking County Prosecutor's office. If the township is not able to use Eric Fox he suggested Attorney Chris Connelly. Doug Rogers provided the next steps for the Economic Development Committee and Trustees regarding TIF's. The Trustees discussed how the TIF would affect the schools. Doug Rogers suggested after we know the estimated numbers then sit down with the schools to determine how it would affect them. It is difficult to determine without the estimated numbers.

Paul George moved to have Eric Fox with the Licking County Prosecutor's office meet with the Economic Development Committee to finalize the TIF's for Etna Township. Jeff Johnson seconded and the vote in favor was unanimous.

**Reports – (Continued)**

**Safety & FEMA** – Dick Knapp discussed the electrical wiring in the backroom of the town hall. The tube light covers/sleeves for the light in the backroom has been completed. These items need to be done and reported back to workers comp by the end of March.

**New Community Center** – Paul George provided an update on the building. The insulation inspection was passed today and the drywall will begin.

Paul George moved to approve the 50% down payment to Mid Ohio Music in the amount of \$3,291.00. Dick Knapp seconded. Discussion: The entire amount was approved with Resolution 08-12-16-07 for \$6,582.00. The vote in favor was unanimous.

Dick Knapp provided the Trustees a dedication planning update for the building dedication for them to review.

**Old Business (Continued)**

c. Dick Knapp provided an overview of the proposal and specifications for the residential refuse, recycling and yard waste collection. Dick Knapp will update the proposal with the changes discussed. Chris Lavender with Rumpke will be contacted to assure the invoicing for April, May, and June will be held until the bid is awarded. The bid packets will not be released until the contractor calls after the advertisement runs on Friday the 20<sup>th</sup>.

Dick Knapp moved to put the contract out to bid for solid waste and recycling and run in the Newark Advocate Friday February 20<sup>th</sup> and Friday February 27<sup>th</sup> with the return of the bids by March 3<sup>rd</sup>, 2009 no later than 4:00 p.m. The bids will be read out loud during the Trustees Meeting at 7:15 p.m. and will be awarded no later than March 17, 2009. Jeff Johnson seconded and the vote in favor was unanimous.

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**New Business**

a. OTARMA insurance coverage review for 2009. Paul George will review the equipment covered with Mike Waller and will finalize at the March 17, 2009 Trustees meeting. The new building will need to be added.

The Medical Mutual Health Care Coverage will be reviewed and finalized at the special Trustees meeting on February 24, 2009. The renewal period begins March 1<sup>st</sup>, 2009.

b. Dick Knapp discussed the Board of Zoning Appeals and Zoning Commission needing to appoint a clerk. He provided a letter to the chairmen of both boards and communication from Eric Fox with the Licking County Prosecutor's Office. The Ohio Revised Code Sections referenced were 511.10, 519.05, and 519.13. It was recommended that the boards formally make motions at their meetings to appoint Laura Brown as their clerk at her current hourly rate determined by the Trustees. Laura Brown will still be considered full time with the township and will comp the meeting time off. She is still working for the same employer.

Dick Knapp moved to send the appropriate letters to the chairmen of the Zoning Commission and Board of Zoning Appeals in regards to the appointment of their clerk. Jeff Johnson seconded and the vote in favor was unanimous.

c. Discussion regarding contracting with a cleaning company to service the new Community Center. It was discussed to set up on an as needed basis and charge it to the person using the facility.

**Secretary Report** – Laura Brown reported she has been working on organizing files. She discussed the records retention DVD that the Ohio Historical Society offers and recommending purchasing for the township to learn the process to dispose of the records following the township's records retention schedule. Laura Brown provided an activity log using the program that Chris Harkness currently uses. This program would make it easier to split out the task being done daily. The Trustees reviewed Laura Brown's work assignments/tasks/priorities provided by Dick Knapp. Dick Knapp will address the issues directly with Laura Brown and will give it a couple weeks and then will revisit if necessary.

**Correspondence**

- Pataskala Area Chamber Commerce Newsletter
- Ohio Township Association Grassroots Clippings
- Licking County Planning Department – Access Management Regulation Adoption
- West Licking Historical Society – Newsletter
- Medical Mutual – Regarding reporting for Medicare
- OPERS Employer Notice
- Medical Mutual of Ohio – Women's Health and Cancer Rights Act of 1998
- Licking County Planning Department – Community Development Block Grant Funds
- Workers' Compensation Claims Report


**Announcements and Trustee Comments** - The Trustees will meet with the Board of Zoning Appeals on February 24, 2009.

**Public Comments** –

Claudette VanDyne 7173 Refugee Road stated she has been in township hall and personally witnessed when a telephone call, contractor has walked in the office or a resident has walked in the office and Laura has been courteous and helpful to the people. She does not take the interest of the residents of this township in a rude way. She handles them in a professional way.

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

Jeff Johnson moved to adjourn at 4:27 p.m. Paul George seconded and the vote in favor was unanimous.

  
Dick Knapp, President

  
Tina Taylor, Fiscal Officer

  
Laura Brown, Secretary