

RECORD OF PROCEEDINGS

Minutes of

December 29th,

Meeting
2009

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held

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The Etna Township Board of Trustees met on Tuesday, December 29th, 2009 in the Etna Township Community Center/Administration Building for the purpose of conducting a special meeting. The meeting was called to order at 5:00 p.m. by President Knapp Dick Knapp led the prayer and The Pledge of Allegiance. Roll call showed Jeff Johnson, John Carlisle, and Dick Knapp present. Fiscal Officer Tina Taylor was absent.

John Carlisle moved to approve the agenda. Jeff Johnson seconded and the motion passed unanimously.

John Carlisle moved to approve the minutes from the December 8th special meeting. Dick Knapp seconded. Roll call: John Carlisle, yes; Dick Knapp, yes; and Jeff Johnson, abstain. Motion passed.

Public Comment - None

OLD BUSINESS

Resolution 09-12-29-01: Jeff Johnson moved to approve the 2010 temporary budget appropriations as recommended by the Fiscal Officer. John Carlisle seconded and the motion passed unanimously.

The Trustees discussed the Sycamore Creek Property information presented from the Fiscal Officer. There is no road access to this property. At this time the Trustees are not interested.

John Carlisle presented a breakdown of labor and equipment to justify the purchase of the chipper. This will be the last year for the County Christmas Tree recycling program.

Resolution 09-12-29-02: John Carlisle moved to purchase the Chipper from Vermeer for \$29,000 with a one year warranty. Dick Knapp seconded. Motion passed unanimously.

Dick Knapp moved to go into executive session at 5:32 p.m. per OCR 121.22 (G) (1) to consider the appointment of public official. John Carlisle seconded and the motion passed unanimously. Randy Foor and Eric Fox were invited into the Executive Session.

Dick Knapp moved to come out of executive session at 6:04 p.m. per OCR 121.22 (G) (1) to consider the appointment of public official. John Carlisle seconded and the motion passed unanimously.

The VSP was presented by Megan Toitch. This plan (cost) renews in April 2010 and is locked in for 2 years. This is a flat monthly cost for single or family. The co-pay in plan 1 is zero co-pay and plan 2 is \$10.00 co-pay. This plan covers \$120.00 for lens a year.

Resolution 09-12-29-03: Dick Knapp moved to approve optical coverage thru Ohio Public Entity Consortium Vision Service Plan to be effective January 1, 2010 going with Plan #2 (VSP) at \$19.12 per month. John Carlisle seconded. Roll call: John Carlisle, yes; Dick Knapp, yes; and Jeff Johnson, no. Motion passed 2-1.

Resolution 09-12-29-04: John Carlisle moved to approve formal resolution for health insurance plan coverage for Etna Township employees and officers. Dick Knapp seconded. This resolution was prepared by Eric Fox with information provided by Tina Taylor and Megan Toitch and the motion passed unanimously.

Dick Knapp moved to go into executive session at 6:25 p.m. per OCR 121.22 (G) (1) to consider the appointment of public official. John Carlisle seconded and the motion passed unanimously. Randy Foor and Bob Stamper were invited into the Executive Session.

Dick Knapp moved to come out of executive session at 6:43 p.m. per OCR 121.22 (G) (1) to consider the appointment of public official. John Carlisle seconded and the motion passed unanimously.

Resolution 09-12-29-05: Dick Knapp moved to approve credit card policy with the update of the \$2,500 per month with the O.R.C. reference to Item b. John Carlisle seconded and the motion passed unanimously.

The cell phone policy was tabled until the first of the year.

The issue of approving the labor and material costs for repairs of salt barn will be tabled.

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DAYTON LEGAL BLANK JRC. FORM NO. 1014B

Held

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Resolution 09-12-29-06: Dick Knapp moved to submit petition to Licking county Commissioners to accept streets in Cumberland Crossing housing development. Jeff Johnson seconded. A formal letter will be sent along with the petition. The motion passed unanimously.

The life insurance reimbursement will be discussed when the fiscal officer is present.

New Business

The draft organizational meeting agenda was reviewed.

Resolution 09-12-29-07: Dick Knapp moved to authorize the Road Superintendent to approve purchases and request purchase orders from the Fiscal Officer for needed items for township garage, roads, maintenance, and repairs. John Carlisle seconded and the motion passed unanimously.

Resolution 09-12-29-08: Dick Knapp moved to approve township annual inventories. John Carlisle seconded and the motion passed unanimously.

Resolution 09-12-29-09: Dick Knapp moved to approve disposing of township items removed from inventory with no value. John Carlisle seconded and the motion passed unanimously.

Resolution 09-12-29-10: Dick Knapp moved to donate old town house items to West Licking Historical Society and to remove the file cabinets from the list. Jeff Johnson seconded. Discussion: The Township will keep the file cabinets. The motion passed unanimously.

Dick Knapp moved to pay bills. John Carlisle seconded and the motion passed unanimously.

The board recess for ten minutes.

The Trustees held a work session regarding the employee policy booklet. The definition of full time employee was discussed. The definition of immediate family and the section for funeral leave should match. Dick Knapp added department heads and probationary period were discussed. The Trustees discussed Chris being a department head over the secretary. The Trustees discussed the policy on being called in and then completed their normal shift. The minimum hours are being adjusted from 3 hours to 2 hours. The employees will notify the Trustee Supervisor when working outside of the township, having a second job. A typo under the grievance section will be corrected. The Trustee supervisor will approve the Road Superintendents time off. The Trustees discussed the Holiday Pay section in the handbook. This section will be adjusted to have Trustee Supervisor approval. The vacation time earned has been modified. The sick time carry over was discussed. Uniforms will be deleted. A number of sections did not apply and will be removed.

Resolution 09-12-29-11: Dick Knapp moved to approve new employee policy booklet with modifications effective January 1, 2010. John Carlisle seconded and the motion passed unanimously.

John Carlisle moved to adjourn at 9:37 p.m. Dick Knapp seconded and the motion passed unanimously.

Jeff Johnson Vice President
Dick Knapp, President

Tina Taylor
Tina Taylor, Fiscal Officer