

RECORD OF PROCEEDINGS

Minutes of

Meeting

January 12th,

2010

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held

20

The Board of Trustees met in the Etna Township Community Center on January 12th, 2010 for the purpose of conducting a special meeting. The meeting was recorded for the township records. The meeting was called to order at 12:00 p.m. by President Carlisle with Trustee Randy Foor present. Trustee Jeff Johnson and Fiscal-Officer Tina Taylor were absent. The Pledge of Allegiance was recited.

John Carlisle moved to remove the item on the agenda regarding the wood chipper and table this issue until the next meeting. Randy Foor seconded and the motion passed unanimously. The bid documents were not ready from the prosecutor's office.

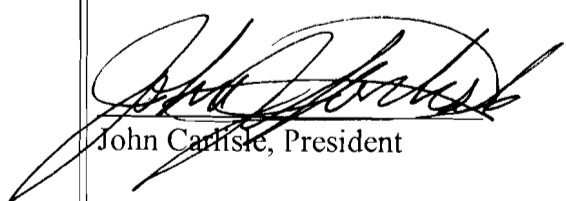
John Carlisle moved to run the classified advertisement as follows in the Newark Advocate, Pataskala Standard, and the Pataskala Post. It will run in the Pataskala Post if it can make the paper for this weekend. Randy Foor seconded and the motion passed unanimously.

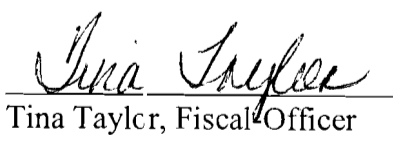
The Etna Township Board of Trustees is accepting resumes to fill the unexpired term of Township Fiscal Officer. This is an appointment to an independently elected public office that will expire on March 31, 2012 subject to re-election. The Fiscal Officer is the record keeper and financial officer of the township responsible for the management of all financial records, accounts, and transactions including paying bills, issuing checks and payroll. Duties include annual budgets and appropriations, the annual financial report, filing of Federal, State and Local payroll taxes, Workers Compensation, OSHA and insurance claims. Candidate must have the qualifications of an elector of Etna Township, Licking County, Ohio. Knowledge of modern governmental accounting theory, principals and practices a plus. A complete job description may be obtained at www.etnatownship.com Submit qualifications and resume to: Etna Township Board of Trustees, John J. Carlisle, President, 81 Liberty Street, P.O. Box 188 Etna Ohio, 43018 by 3:00 PM January 19, 2010. Interviews will commence at 3:00 P.M. on January 19, 2010 at the Etna Township Community Center. Your presence is expected.

John Carlisle stated that Norm Kennedy the Fiscal Officer with Granville Township will be present to help with the interview process. Norm Kennedy is not expecting reimbursement for his time.

The Trustees are on a tight schedule with this process. On January 31st, 2010 the office is vacant. The appointment must be made by February 1st. The individual will go to the Board of Elections that day and will start on February 2nd.

Randy Foor moved to adjourn at 12:07 p.m. John Carlisle seconded and the motion passed unanimously.


John Carlisle, President


Tina Taylor, Fiscal Officer