

Etna Township Trustees Regular Meeting
RECORD OF PROCEEDINGS

February 16th,

Minutes of

Meeting 2010

DAYTON LEGAL BLANK INC. FORM NO 10118

Held

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The Board of Trustees in the Etna Township Community Center on February 16th, 2010 for the purpose of conducting a regular meeting. The meeting was recorded for the township record. The meeting was called to order at 1:30 p.m. by President Carlisle with the following members present: Trustee Jeff Johnson, Trustee Randy Foor, Trustee Carlisle, and Fiscal Officer Walter Rogers. Jeff Johnson led the invocation and Walter Rogers led The Pledge of Allegiance.

Trustee Johnson moved to approve the agenda with amendments. The motion was seconded by Trustee Foor. Discussion: Item c under Old Business was removed. The short and long term goals will be addressed March 9th at the joint meeting. No reports will be given today due to inclement weather. The motion passed by unanimous affirmative vote.

Trustee Foor moved to approve the January 5th, 2010 organizational meeting minutes as presented. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Johnson moved to approve January 5th, 2010 regular meeting minutes as presented. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Trustee Foor moved to approve the January 19th, 2010 regular meeting minutes as presented. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Johnson moved to approve February 2nd, regular meeting minutes as amended. The motion was seconded by Trustee Carlisle. Discussion: Under Announcements and Trustee comments it should be proclude. The motion passed by unanimous affirmative vote.

Public Comments

Chris Harkness discussed the Comprehensive Planning Committee meeting scheduled for this evening and the meeting will be cancelled due to inclement weather. Chris will contact Ryan Edwards with Licking County Planning Commission to reschedule.

Christopher Cirotto 24 Dellenbaugh Loop asked what the difference was between the 310 Corridor Plan and the Comprehensive Plan.

Gary Burkholder 254 Trail East explained the 310 Corridor Plan which talked about standards for the 310 corridor. At that time the original intent was to be completed prior to the Comprehensive Plan.

Fiscal Officer Walter Rogers opened the bid for the drum chipper at 1:43 p.m. and presented the envelope to President Carlisle. The township received one bid from Vermeer of Southern Ohio for \$28,000.00. The Trustees will review the bid and Fiscal Officer Rogers will verify the funds are available.

Trustee Carlisle moved to table awarding of the bid until the March 2nd, 2010 meeting. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

OLD BUSINESS:

Resolution 10-02-16-01: Trustee Foor moved to approve the employee policy manual with the recommended changes as presented in red. The motion was seconded by Trustee Johnson. Discussion: In Section 1.1 fourth paragraph the words "or by looking up the content area in the index at the end" will be removed. In Section 7.8 Sick Leave first paragraph the words "an employee earns sick leave time at a rate of __ percent each month for a total" will be removed. Full-time employees that have been employed for a full year with the township are eligible for 6 paid days per year. If you have not been employed for a full year with the township, you will be eligible for paid sick days (upon completion of your Probation Period) as follows: one half day for each month from the time that you complete your Probationary Period through the end of the calendar year. The Trustees agreed to make the start day following the probationary period to be retro active and this will be added to Section 2.1 Probationary Period. The words "Upon written request" will be added before unused days. "No more than 6 days per year may be paid out in December of each year" will be added. Sick days may be carried over from year to year for a maximum of 20 days. In paragraph two under sick leave remove the wording "stating the nature of the illness". In Section 9.1 PERS & PFDPF Contributions remove "Ohio Police and Fire Disability Pension Fund" and "Part-time police officers participate in PERS. Part-time fire personnel, hired after August 3, 1992, participate in Social Security (FICA) in stead of PERS." In Section 9.3 Insurance add vision and dental in two areas. In Section 14.4 Drug and Alcohol Free Workplace remove the note. Trustee Foor will finalize the minor changes and get this handbook out. The motion passed by unanimous affirmative vote.

DAYTON LEGAL BLANK, INC. FORM NC 10148

Held

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Trustee Carlisle presented the recommended changes to the credit card policy. Items will be added to the originally approved policy. Item i. will be added as follows "As a government entity, Etna Township has tax exempt status. All vendors should be notified of this when credit card purchases are transacted. If the vendor requires a tax exempt form, the Fiscal Officer can provide same via fax or email." Item j. will be added as follows "Township credit card purchases should be limited only to those items for which no other method of payment is available." The credit card user agreement will be used as follows: I, _____, have reviewed and understand the Township's Credit Card Policy. As an authorized employee/ elected official, I will use the Township credit card only for Township related purchases in accordance with the procedures contained in the Etna Township Credit Card Policy. I understand that misuse or abuse of this Policy may result in disciplinary action. Credit Card #: _____ Expiration Date: _____
Employee signature with date and Authorizing Signature/Fiscal Officer with _____ Date.

Resolution 10-02-16-02: Trustee Carlisle moved to amend the credit card policy and adopt the user agreement as presented. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

NEW BUSINESS:

Resolution 10-02-16-03: Trustee Carlisle moved to approve the resolution from CFLP (Coshocton, Fairfield, Licking, Perry) Solid Waste District regarding the update of the District Solid Waste Management Plan. The motion was seconded by Trustee Johnson. The entire resolution is available on file. The motion passed by unanimous affirmative vote.

Trustee Carlisle discussed the Cumberland Trail Reserve with Eric Fox, Licking County Prosecutor's office. Trustee Carlisle hand delivered a letter, copy of the Notice of Violation, and before/after photos of the area to Brian Moore with the Pataskala Banking Company. Brian Moore will be sending Trustee Carlisle a confirmation to the letter within a week.

Announcements and Trustee Comments:

Trustee Carlisle would like to address the short and long term goals at the meeting on March 9th when all of the boards are present.

Trustee Carlisle discussed moving the May 4th, 2010 meeting to May 1st, 2010 at 12:00 p.m. Trustee Johnson will check his schedule and the board will address later.

Resolution 10-02-16-04: Trustee Carlisle moved to approve \$99,013.37 to the Licking County Engineer for the Etna Township Share of the ARRA Stimulus Paving of Taylor Road and Palmer Road as presented on the Licking County Engineer's letter dated February 10, 2010. Provided the funds have been allocated and the check can be signed outside of a meeting. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Resolution 10-02-16-05: Trustee Carlisle moved to approve the expenditure to Admiral Flag Poles for \$460.40 for seven flags for the park and community center/administration building and to sign the check outside of the meeting. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Carlisle discussed the issue with Reynoldsburg Schools on Summit Road. He is working with Smoot Construction regarding a permit to use Summit Road. Trustee Carlisle contacted Eric Fox with the Licking County Prosecutor's Office regarding a contract. The township can only enter into an agreement for one year.

Resolution 10-02-16-06: Trustee Carlisle moved to accept the agreement entered into this 16th day of February 2010 adding as Item 7. Concrete truck shall not carry more than 5 yards at one time. In Item 1 the date will be changed from July 31st, 2011 to December 31st, 2010. If legal after the changes have been made the Trustees will sign the contract outside of the meeting. The motion was seconded by Trustee Johnson. Discussion: The contractor will pay sixty thousand dollars in order to offset costs of damage done to Summit Road in Etna Township. The motion passed by unanimous affirmative vote. Trustee Carlisle will have Eric Fox re-word Item 1 regarding the one year contract.

Resolution 10-02-16-07: Trustee Johnson moved to appoint Bart Weiler to the Economic Development Committee to replace Doug Rogers for a one year term. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote. (January 1st, 2010 to December 31st, 2010)

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February 16th,

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ 20__

Fiscal Officer -none

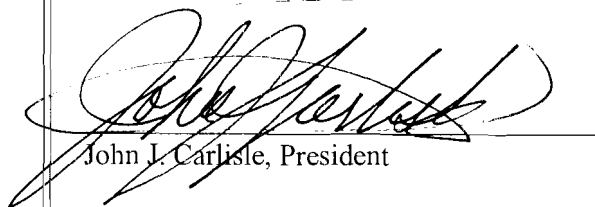
Public Comments

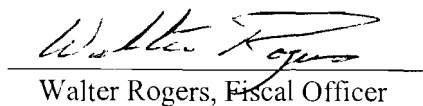
Mark Schaff 7461 National Road presented a letter from Prosecuting Attorney's Office Robert Becker dated February 21, 1991 regarding the park. This letter stated it was the opinion of their office the public square could be used as a park by the township. Additionally to the letter was a document that referenced the names that were referenced on the plaque in the park. The letter dated March 4, 1991 stated the township Trustees need to do nothing but start taking care of the public square as the Trustees see fit. Joseph Schaff used these documents when wording the plaque in the park. Mark Schaff stated the Licking County Prosecutor's office provided the documentation originally and feels the Licking County Prosecutor's office should review the documentation prior to changing the plaque in the park.

The Trustees recommend that documentation and the history from both Mark Schaff and Roger Pickering be forwarded to the Licking County Prosecutor's Office.

Trustee Johnson moved to pay bills. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Trustee Johnson moved to adjourn at time 2:46 p.m. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.


John I. Carlisle, President


Walter Rogers, Fiscal Officer