

RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustees Organizational Meeting

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

January 6,

2015

Held _____ 20_____

The Etna Township Board of Trustees met on Tuesday, January 6, 2015 in the Etna Township Administration Building for the purpose of conducting the organizational meeting. The meeting was called to order at 7:00 p.m. by President Carlisle. Jeff Johnson led the invocation and Walter Rogers led The Pledge of Allegiance. Roll call showed Trustees Jeff Johnson, Randy Foor, John Carlisle and Fiscal Officer Walter Rogers present.

Board Appointments

The meeting was turned over to Fiscal Officer Rogers for the appointment of President.

Trustee Johnson nominated Trustee Carlisle for President. There were no other nominations. Roll call: Johnson, Carlisle; Foor, Carlisle; and Carlisle, Carlisle. Trustee Carlisle will be the President.

The meeting was turned over to President Carlisle.

Trustee Johnson nominated Trustee Foor for Vice-President. There were no other nominations. Roll call: Johnson, Foor; Foor, Foor; and Carlisle, Foor. Trustee Foor will be the Vice-President.

Trustee Johnson nominated Trustee Carlisle for Road Supervisor. There were no other nominations. Roll call: Johnson, Carlisle; Foor, Carlisle; and Carlisle, Carlisle. Trustee Carlisle will be the Road Supervisor.

Trustee Johnson nominated Trustee Carlisle for Township Secretary Supervisor. There were no other nominations. Roll call: Johnson, Carlisle; Foor, Carlisle; and Carlisle, Carlisle. Trustee Carlisle will be the Secretary Supervisor.

Trustee Johnson nominated Trustee Carlisle for Township Administrator Supervisor. There were no other nominations. Roll call: Johnson, Carlisle; Foor, Carlisle; and Carlisle, Carlisle. Trustee Carlisle will be the Township Administrator Supervisor.

Trustee Carlisle nominated Trustee Johnson for Safety and FEMA officer. There were no other nominations. Roll call: Johnson, Johnson; Foor, Johnson; and Carlisle, Johnson. Trustee Johnson will be the Safety and FEMA officer.

Trustee Carlisle nominated Trustee Foor for Parks and Recreation Director and liaison to Parks Committee. There were no other nominations. Roll call: Johnson, Foor; Foor, Foor; and Carlisle, Foor. Trustee Foor will be the Parks and Recreation Director and liaison to Parks Committee.

Trustee Carlisle nominated Trustee Foor for Cemetery Director. There were no other nominations. Roll call: Johnson, Foor; Foor, Foor; and Carlisle, Foor. Trustee Foor will be the Cemetery Director.

Trustee Johnson nominated Trustee Carlisle for Communications and Public Relations Officer. There were no other nominations. Roll call: Johnson, Carlisle; Foor, Carlisle; and Carlisle, Carlisle. Trustee Carlisle will be the Communications and Public Relations Officer.

Trustee Foor nominated Trustee Johnson for West Licking Fire District Board representative. Roll call: Johnson, Johnson; Foor, Johnson, and Carlisle, Johnson. Trustee Johnson will be the representative for West Licking Fire District Board.

Trustee Carlisle nominated Rob Platte for representative to MORPC Board. There were no other nominations. Roll call: Johnson, Platte; Foor, Platte; and Carlisle, Platte. Rob Platte will serve as the representative to MORPC Board.

Trustee Carlisle nominated Rob Platte for representative on PACC Economic Development Committee. There were no other nominations. Roll call: Johnson, Platte; Foor, Platte; and Carlisle, Platte. Rob Platte will serve as the representative on PACC Economic Development Committee.

Trustee Carlisle nominated Rob Platte representative to the Etna Township Economic Development Committee. There were no other nominations. Roll call: Johnson, Platte; Foor, Platte; and Carlisle, Platte. Rob Platte will serve as the representative to the Etna Township Economic Development Committee.

Trustee Johnson nominated Trustee Foor as Trustee to approve Township Community Center requests. There were no other nominations. Roll call: Johnson, Foor; Foor, Foor; Carlisle, Foor. Trustee Foor will serve as the Trustee approving the Township Community Center request.

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Trustee Foor nominated Trustee Johnson as liaison Trustee to the Board of Zoning Appeals. There were no other nominations. Roll call: Johnson, Johnson; Foor, Johnson; Carlisle, Johnson. Trustee Johnson will serve as the liaison to the Board of Zoning Appeals.

Trustee Foor nominated Trustee Johnson as liaison Trustee to the Zoning Commission. There were no other nominations. Roll call: Johnson, Johnson; Foor, Johnson; Carlisle, Johnson. Trustee Johnson will serve as the liaison Trustee to the Zoning Commission.

Organizational Resolutions

Trustee Foor moved to adopt Organizational Resolutions items "a" through "f", Resolutions 15-01-06-01 through 15-01-06-06, as presented on the agenda. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Resolution 15-01-06-01: To adopt Robert's Rules of Order for meetings.

Resolution 15-01-06-02: To set the regular meetings for 2015 for the first Tuesday of the month at 7:00 p.m. and the third Saturday of the month at 9:00 a.m. The organizational meeting will be held Tuesday, January 5, 2016 at 7:00 p.m. and the first regular meeting will be held the same day.

Resolution 15-01-06-03: To approve the signing of checks for payroll, regular monthly bills, and all previously approved expenditures and purchase orders outside of meetings.

Resolution 15-01-06-04: To approve payment of required fees and necessary expenses for elected officials to attend and participate in county, state, and national training conferences, seminars, and conventions.

Resolution 15-01-06-05: To authorize the township Trustees and Fiscal Officer a spending allowance of \$2,500 per month for township purchases, to be used for needed items between meetings or for emergencies.

Resolution 15-01-06-06: To set the mileage reimbursement for 2015 at the current IRS Rate at the time of the reimbursement request.

Trustee Carlisle moved to adopt Organizational Resolutions 15-01-06-07 through 15-01-06-13 as presented on the agenda. On resolution 15-01-06-07 "Jeff Johnson" will be the contact for the Health Consortium. On Resolution 15-01-06-09 insert "John Carlisle" as determined by Medical Mutual. The compensation for the Zoning Commission, Board of Zoning Appeals, and Economic Development Committee will be \$45 for members and \$50 for chairperson. Discussion: To clarify all the resolutions are 15-01-06. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Resolution 15-01-06-07: To contract with Health Consortium for random employee drug and alcohol testing for 2015 and for Trustee Johnson to be the township representative.

Resolution 15-01-06-08: 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. The salary for Trustees is \$12,346.00 and the salary for Fiscal Officer is \$21,221.00.

Resolution 15-01-06-09: To reimburse for healthcare benefits for John Carlisle as determined by Medical Mutual of Ohio.

Resolution 15-01-06-10: To pay all township employees every two weeks, the Wednesday following the end of the pay period.

Resolution 15-01-06-11: To continue the number of work hours, rates of pay, number of employees and status. The rates of pay are as follows, Mike Waller \$29.55- F.T., Mark Smith \$19.45- F.T., Laura Brown \$16.75- F.T., and Township Administrator Rob Platte salaried at \$60,000 per year.

Resolution 15-01-06-12: To compensate the Zoning Commission, the Board of Zoning Appeals, and Economic Development Committee members \$45.00 dollars per meeting and the chairperson \$50.00 dollars per meeting.

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Etna Township Trustees Organizational Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014B

January 6,

2015

Held

20

Resolution 15-01-06-13: Trustee Carlisle moved to approve expenditures for members of Zoning Commission, Board of Zoning Appeals and other boards to attend necessary training conferences and seminars. Trustee approved meetings will be compensated with a meeting stipend of forty dollars (\$40.00) plus mileage expense. The motion was seconded by Trustee Johnson. Discussion: The Trustees must approve the seminar and the Trustees will pay them \$40.00 plus mileage. The motion passed by unanimous affirmative vote.

Trustee Foor moved for adjourn the organizational meeting. This motion was seconded by Trustee Johnson and approved by unanimous affirmative vote.


John Carlisle, President


Walter Rogers, Fiscal Officer

All the resolutions as presented are on file with the Fiscal Officer.