

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Trustees Organizational and Regular Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

January 3,

2017

Held

20

The Etna Township Board of Trustees met on Tuesday, January 3, 2017 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 Randy Foor 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 Carlisle 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.

The Trustees discussed the open positions and possible restructuring of the personnel and any appointments done during the organizational meeting can be modified. The Township Administrator supervisor will not be appointed this evening.

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

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

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

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 Foor nominated Trustee Johnson for West Licking Fire District Board representative. There were no other nominations. Roll call: Johnson, Johnson; Foor, Johnson; and Carlisle, Johnson.

Trustee Johnson nominated Trustee Carlisle for representative to MORPC Board. There were no other nominations. Roll call: Johnson, Carlisle; Foor, Carlisle; and Carlisle, Carlisle.

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

Trustee Foor nominated Trustee Johnson as Trustee to approve Township Community Center requests. There were no other nominations. Roll call: Johnson, Johnson; Foor, Johnson; and Carlisle, Johnson.

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

Organizational Motions

Trustee Foor moved to adopt Organizational Resolutions (Motions) items "a" through "f", as presented. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Item a. To adopt Robert's Rules of Order for meetings.

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- Item b. To set the regular meetings for 2017 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 2, 2018 at 7:00 p.m. and the first regular meeting will be held the same day.
- Item c. To approve the signing of checks for payroll, regular monthly bills, and all previously approved expenditures and purchase orders outside of meetings.
- Item d. 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.
- Item e. 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.
- Item f. To set the mileage reimbursement for 2017 at the current IRS Rate at the time of the reimbursement request.

Trustee Carlisle moved to contract with Health Consortium for random employee drug and alcohol testing for 2017 and for Jeff Johnson to be the township representative. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Trustee Foor moved items h, i, j, and k, as presented. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Item h. To pay the Trustees and Fiscal Officer on a salary basis according to the Ohio Revised Code, equal monthly payments to be paid at the first regular meeting of the month.

Item i. To reimburse for healthcare benefits as determined by Medical Mutual of Ohio.

Item j. To pay all township employees every two weeks, the Wednesday following the end of the pay period.

Item k. To continue the number of work hours, rates of pay, number of employees and status. The full time employees are Mark Smith, Donald Copley, Christopher Waller, and Laura Brown. The part-time employee is Lisa Loudenslager. The pay rates are as certified with the Fiscal Officer.

Trustee Foor moved to compensate the Zoning Commission and the Board of Zoning Appeals members \$45.00 dollars per meeting and the chairperson \$50.00 dollars per meeting. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Foor 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 and passed by unanimous affirmative vote.

Trustee Johnson closed the Organizational meeting at 7:19 p.m. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Regular Meeting

Trustee Carlisle called the regular meeting to order at 7:19 p.m.

Trustee Johnson moved to adopt the agenda. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Trustee Carlisle moved to adopt the December 17, 2016 regular meeting minutes as presented. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Carlisle moved to adopt the December 23, 2016 special meeting minutes as presented. The motion was seconded by Trustee Johnson. The roll call was as follows: Johnson, yes; Foor, abstain; and Carlisle, yes; motion passed.

Public Comments

Mike Waller of 565 Pike Street inquired on any action regarding his letter appealing his termination. Trustee Carlisle stated no action has been taken. Mr. Waller also discussed his timesheet being altered because he worked on Sunday and felt he should have been paid double time along with the other overtime. Mr. Waller requested a check for his pay be cut this evening. Trustee Foor stated the Trustees will review the timesheets when they review the checks. Mike Waller discussed the township plowing Mink Street, plowing the schools parking lots, road crew employees inspecting the roads and turned in several pot holes that will be addressed.

Steve Slyh of 110 Snead Road discussed a comment in the Pataskala Standard regarding Trustee Foor drafting an advertisement for the job opening and feels this is a Sunshine Law Violation. Trustee Foor stated that request was done in Executive Session. Mr. Slyh did not feel that firing Mr. Waller prior to Christmas was right and is disappointed.

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Litichia McIntyre of 99 Cedar Park Blvd discussed the light when leaving McDonalds on S.R. 310 stated the timing for the light is off on Sunday Mornings. She also likes the Etna on the bridge.

Irene Parker of 9806 Taylor Road inquired on her concerns with her driveway. Trustee Carlisle discussed this with O.D.O.T. and they are looking into it. The drawing showed the driveway being modified. She did receive a call from Shelly Sands and they are taking care of the car damage.

Reports

Road Report - No report at this time.

Administrator's Report - No report at this time.

Water & Sewer - Trustee Carlisle stated the reports are in the file.

Fire District - Trustee Johnson did not have anything at this time.

Cemetery - Trustee Foor reported the plat is complete and the caps have been ordered.

JEDZ1&2 - The Boards will not meet again until May.

Old Business - None

New Business -

Trustee Carlisle asked if the Board wanted to go into Executive Session to discuss personnel for these positions and the appointments to the boards.

Trustee Carlisle moved to go into executive session at 7:43 p.m. per O.R.C. 121.22 (G) (1). The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Trustee Foor moved to come out of executive session at 8:39 p.m. The motion was seconded by Trustee Johnson and passed by unanimous vote.

Zoning Commission and Board of Zoning Appeals Appointments

Trustee Foor moved to appoint Josh DiYanni as the Zoning Commission member for the term commencing January 1, 2017 to December 31, 2021 (five year term). The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Foor moved to appoint Litichia McIntyre as the Zoning Commission member for the vacant term January 1, 2017 to December 31, 2020 (four year term). The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Foor moved to appoint Greg Rice as the Board of Zoning Appeals member for the term commencing January 1, 2017 to December 31, 2021 (five year term). The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Foor moved to appoint John Carlisle to the Licking County Tax Incentive Review Council for the term commencing January 1, 2017 to December 31, 2017. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Johnson moved resolution to appoint John Carlisle to the Licking County (Reynoldsburg) Tax Incentive Review Council for the term commencing January 1, 2017 to December 31, 2017. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

West Licking Development Group Appointment

The Trustee discussed whether Rob Platte could still sit on the board. Randy Foor will check on this issue and report back to the board.

Inventories -

Resolution 17-01-03-01: Trustee Carlisle moved "Resolution to Certify the Township Inventory to the County Engineer" as presented. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Resolution 17-01-03-02: Trustee Carlisle moved "Resolution to dispose of the inventory as presented". The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

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Announcements and Trustee Comments

Trustee Carlisle discussed the pork chop on Duncan Drive at York Road. Since the bridge project there is a line of sight issue because of the hill. This would be a joint project with Licking County, the township, and Southwest Licking Water and Sewer District.

Trustee Carlisle reported that the township was awarded Issue I money for Cameron Chase.

New Business Con't

Trustee Foor moved to appoint Dan Bell as the Zoning Commission alternate for the same term, January 1st, 2017 to December 31, 2021 (Five year term). The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Fiscal Officer Report

December 1, 2016

	Receipts	Expenditures
General Fund	\$5,810.19	\$65,903.45
MV License Tax	\$2,764.64	\$7,843.43
Gasoline Tax	\$9,522.38	\$12,553.32
Road & Bridge Fund	\$0.00	\$23,799.29
Cemetery	\$0.00	\$0.00
Special Assessment	\$0.00	\$309.53
Misc. Special Revenue	\$1,500,000.00	\$1,500,000.00
Misc. Debt Services	\$0.00	\$0.00
Misc. Capital Projects	\$396,999.00	\$396,999.00
Road Right-of-way Permit	\$0.00	0.00
Total	\$1,915,096.21	\$2,007,408.02

Funds Total December 31, 2017 is \$1,801,628.88

2017 Permanent Appropriations - F/O Rogers discussed the permanent appropriations that were presented to the Trustees. The line item for Rob Platte's salary was left the same for now. The Board discussed the JEDZ revenue and the legal cost to write JEDD's. F/O Rogers reported that auditing is this year and was adjusted because it will be contracted out and the State employees will not be conducting the audit.

Resolution 17-01-03-03: Trustee Carlisle moved to adopt the budget for 2017 as Permanent budget for the year 2017 as presented by Mr. Rogers. The motion was seconded by Trustee Foor. Discussion: It is the Permanent Appropriations. The motion passed by unanimous affirmative vote.

Trustee Carlisle stated the Licking County Prosecutor's Office reviewed the request for appeal from Mr. Waller and the township does not have any statutory requirement to grant the appeal.

Trustee Carlisle moved to deny the request. The motion was seconded by Trustee Johnson. Discussion: This is per Austin. The motion passed by unanimous affirmative vote.

Trustee Foor moved to pay Mr. Waller for the 2 1/2 hours of overtime on Monday, December 19; 8 hours of regular pay on December 19 and 8 hours of regular pay on December 20; in addition, to what he has already been paid for. The motion was seconded by Trustee Johnson. Discussion: The 2 1/2 hours of double time on Sunday, December 18, because you were not cleared on the doctor's excuse until Monday the 19th. Mark Smith will be asked about the hours. The motion passed by unanimous affirmative vote.

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

Trustee Foor moved to adjourn at 9:08 p.m. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.



John Carlisle, President



Walter Rogers, Fiscal Officer

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