

RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustee Organizational

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

January 3, 2005

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The Etna Township Board of Trustees met on January 3, 2006 at the Etna Township Hall to hold their 2006 organizational meeting. The meeting was called to order at 7:00 p.m. and the pledge of allegiance was recited.

Roll call showed Trustee Burkholder, Trustee Knapp and the Fiscal Officer Digel-Barrett present. Trustee George was absent.

The motion to adopt the agenda was made by Burkholder, seconded by Knapp and passed unanimously.

BOARD APPOINTMENTS FOR 2006

The meeting was turned over to the fiscal officer for election of a president.

Mr. Knapp nominated Gary Burkholder for president. Upon the roll call vote, Burkholder was unanimously elected president.

The fiscal officer turned the meeting over to President Burkholder

President Burkholder nominated Dick Knapp for vice-president. Upon the roll call vote, Knapp was unanimously elected vice-president.

Mr. Knapp nominated Burkholder for road supervisor. Nominations were closed and the vote in favor was unanimous.

Mr. Knapp nominated Mr. George for fire board representative. Nominations were closed and the vote in favor was unanimous.

President Burkholder nominated Dick Knapp for safety and FEMA officer. Nominations were closed and the vote in favor was unanimous.

President Burkholder nominated Mr. George for park director. Nominations were closed and the vote in favor was unanimous.

President Burkholder nominated Mr. George for cemetery director. Nominations were closed and the vote in favor was unanimous.

Mr. Knapp nominated Burkholder for communications and public relations officer. Nominations were closed and the vote in favor was unanimous.

ORGANIZATIONAL RESOLUTIONS

Resolution 06-01-03-01: President Burkholder moved to set the regular meetings for 2006 for the first and third Tuesday of the month at 7 pm at the Etna Township Hall, 9363 Hazelton-Etna Road, SR 310, in Etna. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes.

Resolution 06-01-03-02: President Burkholder moved to place the public notices in the Pataskala Standard and when there are time constraints, to use the Newark Advocate. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-03: President Burkholder moved to authorize the Fiscal officer to invest inactive funds for Etna Township. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-04: President Burkholder moved to adopt the Annual Bridge and Culvert Report and to forward the report to the Licking County Engineer. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

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Resolution 06-01-03-05: President Burkholder moved to adopt the annual inventory report and to forward the report to the Licking County Engineer. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-06: President Burkholder moved to pay the Trustees on a salary basis, equal monthly payments to be paid at the first regular meeting of the month. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-07: President Burkholder moved to offer health insurance to newly elected officials. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-08: President Burkholder moved to adopt the procedure that the fiscal officer and township secretary are authorized to pick up the mail from the Etna Township Post Office box and the trustees if they so desire. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-09: President Burkholder moved to adopt Robert's Rules of Order and for two, three minute public comment sessions, one at the beginning and one at the end of the meeting. Knapp seconded.

Mr. Knapp moved to amend the motion that the meeting agenda's for the regular meetings be ready for the public by Thursday at 4 p.m.

Roll Call on amendment: Knapp, yes; Burkholder, yes

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-10: President Burkholder moved that the same policy continue that any trustees may seek a legal opinion from the Licking County Prosecutor. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-11: Mr. Knapp moved to continue the overtime policy that employee overtime could be approved by the employee's supervisor/trustee. Burkholder seconded.

Roll Call: Knapp, yes; Burkholder, yes

President Burkholder moved to table action on the Health Consortium contract for random employee drug and alcohol testing until the next meeting. Knapp seconded and the vote in favor was unanimous.

President Burkholder moved to set the annual meeting with the Zoning Commission for February 7, 2006 and the annual meeting with BZA for February 21, 2006. Knapp seconded and the vote in favor was unanimous.

Resolution 06-01-03-12: President Burkholder moved to contract with Ohio Safety for the annual fire extinguisher and smoke alarm test to be completed no later than February 15th.

Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-13: President Burkholder moved to continue the township credit cards and credit accounts for 2006 and that a complete list be provided to the trustees. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-14: President Burkholder moved to continue the three cell phones and policy for 2006. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-15: President Burkholder moved to continue the lockbox at the Pataskala Banking Company. Knapp seconded.

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Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-16: President Burkholder moved for Mr. Knapp as safety director, to contact OSHA for an inspection of township facilities. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-17: President Burkholder moved 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. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-18: President Burkholder moved to direct the clerk to certify all expenditures prior to making an order or contract by using a purchase order or blanket certificate entered upon the record for 2006. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

President Burkholder moved to continue the employee pay schedule as was adopted in 2005. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-19: President Burkholder moved to set the mileage reimbursement for trustees and staff for 2006 at .485 cents per mile. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-20: President Burkholder moved to authorize a spending allowance of \$1,000 per quarter for each trustee and fiscal officer. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-21: President Burkholder moved to appoint Neil Ingle and David Weber to the Licking County Tax Incentive Review Council for the term of 1/1/06 to 12/31/07. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

President Burkholder moved to adopt a flexible rotating assignment schedule for the Etna Technical Review Committee. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-22: President Burkholder moved to appoint Chuck Hossom, Claudette Van Dyne, Neil Ingle, Doug Rogers and Gary Burkholder to the informal Economic Development Committee for 2006. Knapp seconded.

Discussion: Mr. Knapp said he wanted communication on who the committee members were meeting with on prospective businesses and that it be known that the committee members are in an advisory capacity only.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-23: President Burkholder moved to appoint himself as the supervisor for the township secretary. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-24: President Burkholder moved to appoint Dick Knapp as the supervisor over the zoning department. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

Resolution 06-01-03-25: President Burkholder moved to authorize the fiscal officer to advertise for public hearings. Knapp seconded.

Roll Call: Knapp, yes; Burkholder, yes

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At 8:18 p.m., Mr. Knapp moved to adjourn the meeting. Burkholder seconded and the vote in favor was unanimous.


Fiscal Officer


President