

## RECORD OF PROCEEDINGS

Minutes of

Meeting

## Etna Township Trustees Special Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held November 2, 2007  
20

**Town hall**

The Etna Township Board of Trustees met in the Etna Township Hall on November 5, 2007 to hold a special meeting. The meeting was audio and video taped for the township records. The Trustee meeting was called to order at 12:03 p.m. by President Dick Knapp and Paul George present. Gary Burkholder was on vacation. The prayer and pledge of allegiance was recited.

Paul George moved to adopt the agenda. Dick Knapp seconded. George, yes and Knapp, yes; Passed 2-0.

Resolution 2007-11-02-01 Dick Knapp moved to approve invoice ETNA2007-004 from David Hawkins for attending the work session on October 16, 2007. Paul George seconded. George, yes and Knapp, yes; Passed 2-0.

Resolution 2007-11-02-02 Dick Knapp moved to approve up to 3 hours not to exceed \$225.00 for David Hawkins to attend the work session today. Paul George seconded. George, yes and Knapp, yes; Passed 2-0.

After discussion regarding the subsurface exploration and report it was decided to have Mr. Hawkins review and the Trustees will approve at the meeting on November 8, 2007.

**Public Comments**

Kay Doubleday with Key Homes 202 East Broad Street attending to obtain information regarding new town hall in regards to bidding on the building.

David Hawkins provided the board with two drawings, one was a site plan and one showed the roof line. Zoning Inspector Stan Robinson also provided a lot layout. On the drawing of the building on the lot the dark line is the building the lighter line is the roof. The dimensions are taken from the building. The ease side of the building is eight feet from the line. The dark dashed line is the new line with the fifteen feet that was vacated. The material for the building was discussed between all masonry, brick, or face block. It would be possible to add onto the east or south side of the building. David Hawkins reviewed the changes to all the rooms on the new drawing. It would be possible to make two additional offices in the reception area by the zoning office and fiscal officer. The meeting room would seat one hundred in something comfortably. Mr. Hawkins also reviewed the new roof line with the four feet bump outs. The windows are free to change. Every single room has one window. Paul George discussed the cupola on the roof of the building for appearance.

The handicap ramp is located on the rear of the building because the east side of the lot is two feet higher than the west side of the lot. Paul George has obtained a quote to move the fire hydrant to the east of the lot. The parking for handicap vehicles was discussed. Stan Robinson stated the parking if off site it is not subject to zoning. The parking spaces are currently nine feet; Stan would prefer ten feet parking spaces.

The meeting was moved to the property at Pike Street and Liberty Street to view the site from 12:40 to 1:00 p.m.

Stan Robinson will place stakes on the lot where the building would approximately be on the lot.

The current building is seven feet from the setback on Liberty Street. The sidewalk is four feet. Mr. Hawkins stated you want to leave room for the grading so it will remain on the township property.

Dick Knapp stated the size of the building is 44 x 82 with the 2 foot bump on the south end. The roof line will be across the entire front with the insets.

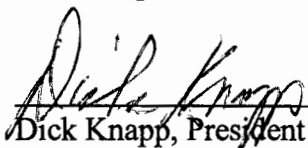
Mr. Hawkins will review the quotes from the companies providing the quotes for the soil test. The test is to determine the footer for the building. Mr. Hawkins stated the building is actual 84 x 46 with the 2 foot bump outs. The cupola will be in the bid package as a separate item and could be decided on in the future. The generator specifications will be added to the other specifications. Mr. Hawkins stated it is better to over design because it is easier to take away from the building.

The Trustees will discuss moving the fire hydrant, soil test, whether to have the area around the door, parking and the exterior of the building at the next meeting on November 8<sup>th</sup>, 2007.

**Public Comments**

Jennifer Doubleday 202 East Broad Street discussed the area around the door and the cost to have the building straight across.

Paul George moved to adjourn at 1:30. Dick Knapp seconded. George yes and Knapp yes passed 2-0.

  
Dick Knapp, President

  
Secretary

## Etna Township Trustees Special Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held	November 2,	2007
		20

**Departmental**

The Etna Township Board of Trustees met in the Etna Township Hall on November 5, 2007 to hold a special meeting. The meeting was audio and video taped for the township records. The Trustee meeting was called to order at 2:00 p.m. by President Dick Knapp and Paul George present. Gary Burkholder was on vacation. There was a moment for silent prayer and then the pledge of allegiance was recited.

Paul George moved to adopt the agenda. Dick Knapp seconded. George, yes and Knapp, yes; Passed 2-0.

Dick Knapp requested the employees submit their vacation requests. The employees are permitted to carry over forty hours into next year.

Dick Knapp read a letter from Nolan Leatherman thanking Mike Waller and the road crew for repairing the large culvert in Lakeland Hills. He feels Mike is a valuable asset to the township.

**Road Report**

Mike Waller reviewed items on the road report.

The items for follow-up from the meeting with the City of Pataskala regarding Refugee Road Improvements were discussed. A letter needs to be drafted to Licking County Engineer's office regarding the speed limit from Summit Road to State Route 310. Etna Township is responsible for Summit Road to Mink Road and Columbia Road to State Route 310. Paul George will handle the letter. Laura Brown left a message for Mr. King regarding Rumpke. Item three was handled after the meeting that day. Item four will be on the agenda November 8, 2007. Item 5 was handled and Licking County Planning Commission stated the turn lane would be required after fifty units. Dick Knapp suggested we email Pataskala the status of the follow-up items. Paul George stated Etna Township can not control what the City of Pataskala does with their section of the road.

The sheriff's department filed a report on the damage to the park. Two hundred and eighty dollars in damage and a metal post still needs replaced. The insurance deductible is more than the damage. Mike Waller will check to see if the timer for the gazebo is off.

The company would allow a demo but only if the township is serious about purchasing one. It was discussed whether it could be purchased out of this year's budget. The chipper could be rented for 1 week for 1483.00. Mike would like to rent it for two weeks at \$2,834.32. Mike Waller stated if they had a chipper it would be used more than twice a year. If the township rented the chipper for two weeks in the spring and two weeks in the fall they would be spending \$5,400 a year. Mike stated last year the township rented a chipper in January for \$1,380.20. The township had Tree King \$2,400, Kraus Tree \$2,500, Tree King \$1,200 and the chipper \$2,800. Paul George stated some of the trees the township would not have been able to do. Mike stated it will be used for down trees. Paul George stated he would like to rent it this year and review the budget. Paul would like to purchase the boom mower and broom. Paul suggested purchasing during the trade show to obtain special pricing during the show.

The board reviewed the old items on agenda list.

Paul George discussed storm grate at 108 Cameron Drive. The minutes from January 2, 2007 state all overtime is approved by the supervisor not any Trustee. Paul would like this item addressed at the next Trustee meeting. The employees have issues with being placed in the middle of the three Trustees.

The board reviewed the monthly agenda for the road department. Mike will review the activity logs from previous years. This will be added to the agenda for November 8, 2007. Paul can not see the need for three employees when the township only has two trucks. Dick Knapp asked that Laura Brown ask Barb what a fulltime employee would cost the township for one year with benefits. They would also like to see the activity sheets from December, January, February, and March.

**Zoning Report**

Stan Robinson reported 22 permits issued and 11 letters were sent. The buffering text was revised and will be copied to the Trustees. The Zoning Commission and Stan reviewed the text with the concerns from the prosecutor.

The building on Pike Street is waiting for a response from the property owner. She was given thirty days from the Health Department and the Fire Department. After thirty days the Trustees can have the building abated, torn down, or repaired, at that time Stan will provide the Trustees with information.

Gary Burkholder directed Stan to forward to Paul because he feels they are road issues in regards to the nuisances in the right-of-way.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

## Etna Township Trustees Special Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held November 2, 2007  
20

Stan Robinson requested a shredder for the office. Sometimes he makes copies of resident's checks that should be destroyed. Laura Brown has legal correspondence that was copied for Trustees in addition to the file copy and they should really be shredded.

Stan Robinson discussed Pete Bush has requested the late fee be refunded/waived. Dick Knapp discussed the fee for the fence permit because the township did not charge a fence permit fee at that time. Stan will provide a memo regarding this for the November 8, 2007 meeting.

If a resident calls in with a concern the contact information for the Trustee over that department should be provided to the resident. Some issues the resident should attend a Trustee meeting and address the full board.

The board discussed the fee schedule. Stan explained the proposed fee schedule. Stan has included the occupancy in the permit fee. Stan would like all the accessory structures into one fee. The goal is to finalize the fee schedule and have it effective January 1, 2008.

Stan Robinson's grievance was discussed. Dick Knapp read from the email Gary Burkholder sent. This will be discussed on November 8, 2007 with a full board present.

Stan Robinson noted his computer is running slower since the two computers have been tied together. Laura Brown will discuss with Doug Rogers.

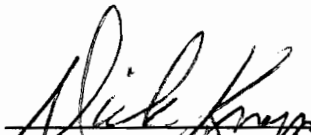
Dick Knapp suggested Stan discussed the set back issue in Cumberland Trail concerning the twenty feet front yard setback instead of the thirty. The golf course club house does not have an occupancy permit. The owners of the golf course have requested a copy of the plan submitted for the development.

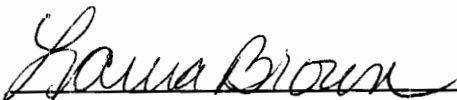
Paul George discussed having the prosecutor write letters to the properties concerning the nuisances in the right-of-way. There are safety concerns with the items in the right-of-way. Paul will follow-up with the Prosecutor.

The concerns from the secretary were addressed under the road and zoning reports. The minutes have been posted to the website. On the Trustees meeting they will be delegating the records official. The public records requests were discussed. Dick requested a public records request log. The inventory is due the middle of January.

The cemetery software was discussed. Paul George suggested doing some cemetery marker repairs.

Paul George moved to adjourn at 4:15 p.m. Dick Knapp seconded. George, yes and Knapp yes; passed 2-0.

  
 Dick Knapp, President

  
 Secretary