

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Trustees Special Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held June 3rd 2008
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The Etna Township Board of Trustees met in the Etna Township Hall on June 3rd, 2008 to hold a special meeting. The meeting was audio and video taped for the township records. The meeting was called to order at 6:30 p.m. by President Knapp with prayer and the pledge of allegiance was recited. Jeff Johnson, Paul George, Dick Knapp, and Tina Taylor were present.

Paul George moved to adopt the agenda. Jeff Johnson seconded and the vote in favor was unanimous.

The Trustees had a work session with architect Luke Baus of Brezina Design Services (Company name changed to Project: Construction Company) regarding the township hall bid package. Luke presented copies to the Trustees and Fiscal Officer of the draft Bid Manual. Luke explained that the Bid Manual is used to guide the bidder by telling them what they are bidding on, when the bid is due, where to pick up plans, who to contact with questions, prevailing wage information, bonds, insurance, and all the items not found in the specification book. Paul George stated the estimated construction cost was \$390,000. After discussion it was decided to use \$400,000 for an estimated construction cost for the Bid Manual. David Hawkins is listed as the Architect because he signed the prints but his phone numbers can be removed. The site location is 81 Liberty Street for the new town hall. To obtain the bidding documents the township hall address will be used with Paul George as the contact. A list of all people picking up bid documents will be maintained. It was decided to charge a non-refundable deposit for the bid documents. The cost will be determined by the cost to prepare the packet and prints. The prevailing wage information will be included in the specification book. Luke will use \$30.00 for the cost of the bid materials for now and this can be changed if needed. The bids will be submitted to township hall. The Trustees need to determine the bid dates for advertising, public bid opening, and awarding the bid. Luke recommended using a bid tabulation sheet and to award the bid within 14 days after opening the bids. The bid security, bonds, and insurance were discussed. It was decided that questions would be submitted in writing to Paul George at township hall and the questions will be answered in writing. The bid documents will be assigned set numbers to be tracked so addendums can be sent to all contractors when questions are answered. The Contractors are responsible to provide the township with payroll reports. The township is responsible for making sure the contractor is doing it. Luke recommends using the AIA contract; he will give the township a contact to obtain a copy of the contract. This is a tax exempt job and tax exempt forms will be submitted to the contractor that is awarded the job. Luke stated the project summary sheet and specifications on the flag pole were missing from the specification book. Luke did not spend hours reviewing the specification book and felt based on how many calls with question the township receives will determine if the specification book is going to be good enough. The township is permitted to do a bid extension if needed. Questions must be submitted so many days (3-4) prior to the bids being due so that the township would have enough time to provide the contractors answers. Luke requested the Trustees review the items that may be donated or provided at a low cost. If the item is donated then the item would be removed and it would be stated will be provided by owner. If the item is a low cost item then the company should bid this thru the contractor bidding the job. Paul George had the Licking County Prosecutor research this issue also.

Dick Knapp will forward the insurance information to the township insurance carrier.

The township will need to contact the prevailing wage department; Luke will provide the township with the local prevailing wage office. The township will have to designate a prevailing wage coordinator.

Luke will provide the Bid Manual electronically either as a PDF file or Word document; he recommends a PDF format so the document is not accidentally changed.

Paul George stated the township will have to verify about the thirty day advertising requirement. It is supposed to be advertised in two papers, The Pataskala Standard and The Newark Advocate. The bid packets will need to be ready when the advertisement is in the paper. Paul discussed having Luke be a backup for Paul. Luke needs to verify if his company is going to bid the job because of conflict of interest he would not feel comfortable as the backup.

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Public Comments

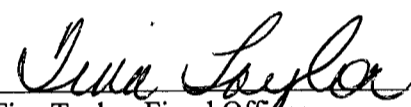
Gil Guttentag 70 Runkle Drive discussed the contract with the previous architect and what was contracted with him to provide the township for the \$2,500.00 and suggested hiring a professional to go through the Specification Book and over see the project.

Gary Burkholder 254 Trail East has concerns with the Specification Book. Paul George stated the Specification Book with changes will be on file at the township hall once it is ready for bid. Dick Knapp stated the Prosecutor's office is reviewing information regarding the status of the architect.

John Carlisle 6767 Palmer Road stated the township does need someone with expertise to oversee the entire project and report to the Trustees.

Paul George moved to adjourn at 7:10 p.m. Jeff Johnson seconded and the vote in favor was unanimous.


Dick Knapp, President


Tina Taylor, Fiscal Officer

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Etna Township Trustees Regular Meeting

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The Etna Township Board of Trustees met on Tuesday June 3rd, 2008 in the Etna Township Hall for the purpose of conducting a regular meeting. The meeting was called to order at 7:17 p.m. by President Knapp with prayer and the pledge of allegiance was recited. The meeting was delayed due to the special meeting. Roll call showed Jeff Johnson, Paul George, Dick Knapp, and Tina Taylor present.

Dick Knapp moved to add under New Business Item b. Discussion regarding renaming High Point Park as requested by Mark Schaff. Jeff Johnson seconded and the vote in favor was unanimous.

Paul George moved to adopt the agenda. Jeff Johnson seconded and the vote in favor was unanimous.

ADOPTION OF THE MINUTES

Paul George moved to approve the May 20th, 2008 regular meeting minutes. Jeff Johnson seconded. Roll Call: Johnson, yes; George, yes; and Knapp, abstain;

PUBLIC COMMENTS

Gil Guttentag 70 Runkle Drive is concerned with the parking of trailers that are hitched up to a truck with large pieces of equipment on them for long periods of time on Trail East. He recommended have a rule that no vehicle that is not self propelled unless there is a construction permit for a contractor to keep equipment on location be permitted to park on the street.

Gary Burkholder 254 Trail East agrees with Mr. Guttentag and supports the no parking regulation that is under consideration for a number of locations in the township specifically Cedar Park and Spike Rush Ct.

Freddie Latella 184 Hawthorne Drive supports renaming the park in recognition of Joseph Schaff. Joseph Schaff worked hard to develop and design the park.

Trent Stepp 319 Trail East discussed the comprehensive plan. Mike Kerner, Chris Harkness and Trent attended a seminar that Trent sent an overview of to the Trustees via email and feels this is really good information.

John Carlisle 6767 Palmer Road felt that Joe Schaff did a wonderful job and the concept and idea was his. He obtained the grant money and should be commended. John did not want to take anything away from the heirs of the family that donated the land and feels they all should be commended for what they did.

Betty Duncan Warner 8937 Hazelton-Etna Road spoke for the descendant's of the man that donated the park and feels their name should be recognized the same as Joe Schaff. She is aware of the hard work Joe Schaff put into the park and feels they all should be recognized.

Roger Pickering 10650 Mink Street felt the naming of the park is a very important decision and felt it needs community input. Roger has been researching the history of the park and Etna Township.

Sharon Schneider 9172 Smoke Road asked why they wanted to change the name of the park. Dick Knapp explained it has been requested to the Board of Trustees to change the name and recommends community feedback. Joe Schaff named the park High Point Park. This is the highest point between Jack Town and Columbus. This was named in 1992 or 1994 and prior to being named Highpoint Park it was known as The Commons. She suggested leaving the name alone and placing plaques to recognize families. She stated years ago the park was used for football for the children in the neighborhood.

John Carlisle 6767 Palmer Road discussed the park funding through Licking County being used for the park on State Route 37 and suggested residents contact the County and request some money for parks in Etna Township.

PUBLIC HEARING 7:15 P.M.

Paul George moved to open the public hearing regarding a text amendment to Section 513 Application and Standards for Variance and Section 421 Contents of Application for Conditional Use Permits. Jeff Johnson seconded and vote in favor was unanimous.

Dick Knapp reviewed the details of the text amendment. It is recommended to strike the current language in Section 513 Application and Standards for Variance Item 4 ~~A list of names and mailing addresses of neighboring and/or affected property owners, within four hundred (400) feet of the property in question, shall accompany the variance application,~~ and replace with "A list of all property owners and their mailing addresses who are within, contiguous to, or directly across the street from the parcel(s) shall accompany the variance or appeal application."

In Section 521 Contents of Application for Conditional Use Permit Item 9 ~~A list of the names and mailing addresses of neighboring and/or affected property owners~~ and replace with "A list of all property owners and their mailing addresses who are within, contiguous to, or directly across the street from the parcel(s)" shall accompany the conditional use permit.

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This will be consistent with Section 603 Contents of Application Item 8. A list of all property owners and their mailing addresses who are within, contiguous to, or directly across the street from the parcel(s) proposed to be rezoned and others that may have a substantial interest in the case.

Gilbert Guttentag 70 Runkle Drive asked for clarification of directly across the street. He has concerns with taking away the 400 feet restriction.

Trent Stepp 319 Trail East stated the text is consistent with the recommended text from the Ohio Revised Code.

David Goll 8995 York Road, chairman of the Board of Zoning Appeals stated this brings this into the same notification as the Zoning Commission uses. This will cut down on the number of notifications mailed when only a hand full of residents attend the hearing. If there are more then 40 people notified the meeting has to be moved to another location. The Board also places a sign in the property to notify residents of the hearings. Dick Knapp stated it is also advertised in the paper.

Paul George moved to come out of the public hearing. Jeff Johnson seconded and the vote in favor was unanimous.

The Licking County Planning Commission, Staff Report, and the Zoning Commission all recommend approving the amendment change. The language is consistent with Ohio Revised Code. The Zoning Commission's recommendation was 5-0 vote to recommended approval.

Resolution 08-06-03-01: Jeff Johnson moved to approve the amendment to Section 513 Application and Standards for Variance by replacing Item 4 with "A list of all property owners and their mailing addresses who are within, contiguous to, or directly across the street from the parcel(s) shall accompany the variance or appeal application." In Section 521 Contents of Application for Conditional Use Permit Item 9 "A list of all property owners and their mailing addresses who are within, contiguous to, or directly across the street from the parcel(s)" shall accompany the conditional use permit. Paul George seconded and the vote in favor was unanimous.

Etna Township 2008 Road Projects Bid Opening

Asphalt Quotes Paving and Maintenance

- Kokosing: Columbia Road \$134,151.00; Lynns Road \$53,889.20; and Etna Proper/Alleys \$140,148.50 for a total of \$328,188.70.
- Small's Asphalt: Columbia Road \$131,026.55; Lynns Road \$51,119.64; and Etna Proper/Alleys \$131,324.93 for a total of \$313,471.12.
- Shelly: Columbia Road \$126,302.50; Lynns Road \$48,924.00; and Etna Proper/Alleys \$126,405.00 for a total of \$301,631.50.

Quotes for Slurry Seal

- Stawser: Zeller Acres \$22,430.10; Russell Road \$2,818.20; and Wymer Drive \$3,414.18 for a total of \$28,662.48.
- American Pavement: Zeller Acres \$15,438.90; Russell Road \$1,939.80; and Wymer Drive \$2,350.02 for a total of \$19,728.72.

Resolution 08-06-03-02: Slurry Seal - Dick Knapp moved to accept American Pavement bid of \$19,728.72. Jeff Johnson seconded and the vote in favor was unanimous.

Resolution 08-06-03-03: Pavement and Maintenance - Paul George moved to approve the bid to the Shelly Company in the amount of \$301,631.50. Jeff Johnson seconded and the vote in favor was unanimous.

Dick Knapp stated Licking County will do the striping with the exception of the channelizing.

CORRESPONDENCE

- Sherman Dixie – Thanking us for business and changes in their market
- Ohio Bureau of Motor Vehicles – License Tax Statistics Department
- Lowes – 10% off your next purchase
- Poggemeyer Design Group – newsletter
- CareWorks – Medical Mutual
- LCATS – Transportation Visioning Hog Roast
- Pataskala Division of Police – Drug summit meeting 5-28-08
- Licking County Planning Commission - TRC June 11, 2998 at 1:30 p.m.
- Rumpke fuel surcharge
- Licking County Engineer – Duncan Drive
- Licking County Building Code Dept – changes to the buildings codes.

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REPORTS

Tina Taylor reported that AEP should have the outside light turned back on. Tina Taylor requested the minutes from the NPDES meeting and was told there will not be any minutes but they will send the township a report done by Jim Roberts with Jobs and Henderson.

June 3 rd , 2008	Receipts	Expenditures
General Fund	32,308.79	47,705.65
MV License Tax	1,672.52	1,282.56
Gasoline Tax	9,060.83	2,190.75
Road and Bridge Fund	14,735.62	15,538.61
Special Assessment		269.07
Misc. Debt		2,740.43
Total	57,777.76	69,727.07

Funds Total for May 31st, 2008 - \$1,331,694.58

OLD BUSINESS

Paul George reported that the bid packs should be ready soon. It was discussed having a work session if Luke's firm is going to bid on the building to discuss who the township will have overseeing the project. If the Bid Manual material is ready before the next meeting Paul George will call for a special meeting.

Dick Knapp has reviewed the parking regulations with Eric Fox, Licking County Prosecutor's Office and the Licking County Sheriff's Department. Dick Knapp would like to have a meeting with all parties to finalize the paperwork. Once the paperwork is finalized for Spike Rush Court adding other areas of the township to the Resolution will be easier. The board unanimously agreed with the meeting.

Jeff Johnson has a list for the comprehensive plan committee. Jeff Johnson will have the finalized list at the next meeting.

Megan Stawers with Ohio Insurance Services Agency, Inc. discussed the health insurance options for the township and explained the Ohio Public Entity Consortium program. Megan discussed dental, vision, and a drug card (prescription) program. They do annual employee meetings. Jeff Johnson discussed the health savings account programs. Megan stated the Trustees can not be on the health savings account programs but the employees could. The first column in the packet Megan presented is what we currently have. Megan suggested making her the agent for at least one month so she can back to Medical Mutual and work on the insurance plan.

The Board at the May 20th meeting by resolution 08-05-20-10 gave Megan the authority to act as the agent to obtain quotes. She will work with Medical Mutual and see what discounts she can get for the township and report back at the next meeting.

NEW BUSINESS

Paul George moved to have Dick Knapp attend the MORCP 310 Study Group. Jeff Johnson seconded and the vote in favor was unanimous.

Mark Schaff thanked Freddie LaTella for recommending to rename the park to Joseph F. Schaff. Mark Schaff discussed the different projects Joe Schaff worked on in Etna Township. Mark Schaff felt that the donation of the land should be placed on a plaque in the park and that these are two separate issues. Roger Pickering agrees that the issues are two separate issues and should be handled separately.

The Warner family stated the park was dedicated to be used for the kids. The Warner family feels the park needs to remain High Point Park and not named after one specific person. The plaques could be placed to recognize all the people involved. Paul and Jeff would like to wait for more of the history to be researched. Mark Schaff stated his father's research stated the park belonged to the Trustees and the Trustees would make the decisions on what could be done in the park. Dick Knapp would like to contact the Prosecutor's Office to see what is allowed at the park and if the township can change the name of the park. Dick Knapp will contact the Licking County Prosecutor's office. Roger Pickering has a copy of the original purchase agreement. Roger Pickering has not found a deed for the property. Joe Schaff's wife stated the authority was given to the Trustees by the Prosecutor's office. Dick Knapp suggested the Warner and the Schaff families meet to discuss the park and come to an understanding. Freddie Latella stated they are respectful to the Warner family and they should have a major part in this. Dick Knapp will follow-up with additional discussions at the July 1st meeting.

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Paul George moved to recess for five minutes at 9:07 p.m. Jeff Johnson seconded and the vote in favor was unanimous. Paul George moved to come out of recess at 9:15 p.m. Jeff Johnson seconded and the vote in favor was unanimous.

Road Report – Dick Knapp reviewed the written road report that was provided.

Fuller Communications submitted a road right-of-way for 1345 Refugee Road was submitted. Dick Knapp moved to approve the road right-of-way 06-03-08-01. Paul George seconded and the vote in favor was unanimous.

Dick Knapp stated the flags will be left up at the park until Flag Day.

Zoning Department - Paul George stated Chris Harkness needed the three days off, June 11, 12, and 13 that were agreed upon per the hire agreement. This was approved during the hire agreement.

Dick Knapp moved to approve Laura Brown's 4 hours vacation time on June 24th. Paul George seconded and the vote in favor was unanimous.

Water & Sewer Report - David Goll stated the audits for the Southwest Licking Community Water and Sewer District are completed. A copy can be provided or viewed on the website.

Parks and Recreation – Dick Knapp discussed purchasing two bulletin boards for the park to post future activities on the North and South sides of the park. Park rules could also be posted here. Dick Knapp will have Mike Waller recommend how to mount the bulletin boards. The parks committee will work on rules at the next meeting.

Other Meeting Updates – Dick Knapp attended the City of Pataskala Drug Task Force meeting and Dick will continue to attend the meetings and represent Etna Township. The Task Force will work together regarding drug use in the area.

Paul George reported the Newark City Council did approve the JEDZ II contract. Paul George will be meeting with Brian Marsh, David Goll, and the gentleman that will be promoting the JEDZII for the ballot.

Paul George reported on the JEDZ I income tax certification as of April 15th, 2008 125,000.00 in the account. The income tax revenue as of April 15th, 2008 was \$49,361.43.

Jeff Johnson attended the Pataskala Area Chamber of Commerce follow-up meeting. It was basically a planning meeting.

Public Comments

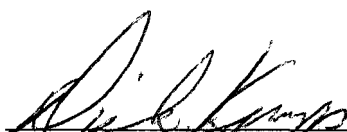
Freddie Latella 184 Hawthorne Drive offered his services on the JEDZII.


Mark Schaff 7461 National Road recommended regarding the plaques to recognize the individuals that made direct contributions to the park. He also thanked the board for allowing him to talk.

Trent Stepp 319 Trail East stated he respects the Trustees and discussed the Cumberland Trail HOA Newsletter. Trent discussed the bank entrance at 310 and Cumberland Trail. Trent wanted to verify if there are two of the Trustees undermining the planned unit development process in the township. Paul George stated two board members voted to fight the bank drive. Dick Knapp is not pleased with the statements that are not truthful being used in Cumberland Trails. Jeff Johnson was not a Trustee at that time but the Board of Zoning Appeals did stop the bank. Trent Stepp stated by Section 1307 the sale of the land is also a violation. He has asked the Zoning Office to research. Trent Stepp felt that Chris Harkness does not have a vested interest in this issue and that he (Trent) does and that is why he asked Chris to research the issue.

Paul George moved to pay the bills. Jeff Johnson seconded and the vote in favor was unanimous.

Paul George moved to adjourn at 10:25 p.m. Jeff Johnson seconded and the vote in favor was unanimous.


Dick Knapp, President


Tina Taylor, Fiscal Officer