

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Trustees Organizational Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

January 5th,

2010

Held

20

The Etna Township Board of Trustees met on Tuesday January 5th, 2010 in the Etna Township Community Center/Administration Building for the purpose of conducting a special meeting. The meeting was called to order at 7:00 p.m. by Vice-President Johnson. Trustee Johnson led the invocation and Mike Waller led The Pledge of Allegiance. Roll call showed Trustees John Carlisle, Randy Foor, Jeff Johnson and Fiscal Officer Tina Taylor present.

Board Appointments

The meeting was turned over to FO Tina Taylor for the appointment of President.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Organizational Resolutions

Resolution 10-01-05-01: Trustee Carlisle moved to adopt Robert's Rules of Order for meetings. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-02: Trustee Carlisle moved to set the regular meetings for 2010 for the first Tuesday of the month at 7:00 p.m. and the third Tuesday of the month at 1:30 p.m. The organizational meeting will be held Tuesday 1/4/2011 and the first regular meeting will be held the same day. This motion was seconded by Trustee Johnson. Discussion: Trustee Carlisle presented setting both meetings to 5:00 p.m. After discussion the motion remained as presented. This motion passed by a unanimous affirmative vote.

Resolution 10-01-05-03: Trustee Carlisle moved to schedule the annual meeting with the Zoning Commission on February 2nd at 7 p.m. and the Board of Zoning Appeals on February 2nd at 7 PM. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-04: Trustee Carlisle moved to authorize the Fiscal Officer to use the Pataskala Standard and Newark Advocate (if necessary) as the designated media for public notices. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-05: Trustee Carlisle moved to authorize the Fiscal Officer to invest inactive funds for Etna Township. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-06: Trustee Carlisle moved to continue the lockbox at Park National Bank. Access is by the fiscal officer and the assigned Trustee Carlisle. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-07: Trustee Carlisle moved to the signing of checks for payroll, regular monthly bills, and all previously approved expenditures outside of meetings. This motion was seconded by Trustee Foor. Discussion: The Trustees and Fiscal Officer discussed and clarified the motion. Former Trustee Dick Knapp, 108 Longwood explained the process. The credit card policy addressed those bills. The motion passed by a unanimous affirmative vote.

Resolution 10-01-05-08: Trustee Carlisle moved to continue the credit card policy (resolution #09-12-29-05, for the 2010 calendar year. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Trustee Carlisle moved to recommend to the Zoning and BZA to compensate the Clerk for the Board of Zoning Appeals and Zoning Commission at the same rate as chairperson of each commission. Motion failed for lack of a second.

Resolution 10-01-05-09: Trustee Carlisle moved to continue the policy for mail collection, which the fiscal officer, trustees, and township secretary are authorized to pick up the mail from the Etna Township post office box. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-10: Trustee Carlisle moved to continue the one cell phone package for 2010 until a cell phone policy is adopted. This motion was seconded by Trustee Johnson. Discussion: Trustee Foor will research packages for the township and bring back to the Trustees. The motion passed by a unanimous affirmative vote.

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Resolution 10-01-05-11: Trustee Carlisle moved to continue the township credit cards, Park National Visa/Master Card, open account at Etna Sunoco, True Value Hardware and Tractor Supply, NAPA, Menards and Home Depot for 2010 to be conforming to the credit card policy for the amount to be up to \$2,500 per month total per person. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-12: Trustee Carlisle moved to establish policy, that any trustee, zoning administrator, BZA Board Chairperson, Zoning Commission Chairperson and Fiscal Officer may seek a legal opinion from the Licking County Prosecutor. This motion was seconded by Trustee Johnson. Discussion: The President (Trustee Carlisle) will make all the board inquires for the Trustees. The Board will request the President to pose the question to the Prosecutor's Office. This will avoid three different people ask the same question in a different manner. Trustees may still seek individual opinions. This motion passed by a unanimous affirmative vote.

Resolution 10-01-05-13: Trustee Carlisle moved to approve the annual fire extinguisher and smoke alarm test with Ohio Fire and Safety by the Safety Director. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-14: Trustee Carlisle 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. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-15: Trustee Carlisle moved to request the Fiscal Officer to certify all expenditures prior to making an order or contract by using a purchase order or blanket certificate entered upon the record for 2010. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-16: Trustee Carlisle moved to authorize the township Trustees and Fiscal Officer a spending allowance of \$1,000 per quarter for township purchases, to be used for needed items between meetings or for emergencies. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-17: Trustee Carlisle moved to set the mileage reimbursement rate for 2010 at the IRS Rate per mile. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-18: Trustee Carlisle moved to contract with Health Consortium for random employee drug and alcohol testing for 2010 and for Trustee Foor to be the township representative. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-19: Trustee Carlisle moved 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: \$11,317.92, the salary for Fiscal Officer: \$19,806.00. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-20: Trustee Carlisle moved to pay all township employees every two weeks, the Wednesday following the end of the pay period. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-21: Trustee Carlisle moved to continue the number of work hours, rates of pay, number of employees and status. The rates of pay are as follows, Mike Waller \$26.50- F.T., Mark Smith \$17.75- F.T., Don Copley \$15.00 - F.T., Laura Brown \$15.25- F.T., and Zoning Administrator Chris Harkness Salaried at \$45,519.76 per year. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-22: Trustee Carlisle moved to continue annual employee evaluations/reviews including pay reviews. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

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Resolution 10-01-05-23: Trustee Carlisle moved to approve expenditure for members of Zoning Board, 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. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-24: Trustee Carlisle moved to approve and submit the zoning map and zoning resolution with amendments to the Licking County Recorder. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Township Memberships

Resolution 10-01-05-25: Trustee Carlisle moved to continue membership in the Pataskala Area Chamber of Commerce. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Resolution 10-01-05-26: Trustee Carlisle moved to continue membership in West Licking Historical Society, Licking County Township Association, Ohio Township Association, Mid-Ohio Regional Planning Commission (MORPC), and the Licking County Chamber of Commerce/Economic's Board. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

Trustee Carlisle moved for adjournment at 8:06 p.m. This motion was seconded by Trustee Johnson and approved by unanimous affirmative vote.


John Carlisle, President


Tina Taylor, Fiscal Officer

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The Etna Township Board of Trustees met on Tuesday January 5th, 2010 in the Etna Township Community Center/Administration Building for the purpose of conducting a regular meeting. The meeting was called to order at 8:14 p.m. by President Carlisle. The Invocation and The Pledge of Allegiance was conducted during the Organizational Meeting. Roll call showed Trustees John Carlisle, Randy Foor, Jeff Johnson and Fiscal Officer Tina Tay or were present.

Trustee Carlisle moved to adopt the agenda. This motion was seconded by Trustee Johnson.

Trustee Foor moved to amend the motion to adopt the agenda by adding an Executive Session per ORC 121.22 (G) to consider the appointment of public official was added as Item g under Old Business and item g was moved to h and h was moved to i. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

The minutes for December 5th and 29th were tabled.

Public Comments – None

Township Reports

Road Report

Road Superintendent Mike Waller reviewed the road report that was provided.

Resolution 10-01-05-27: Trustee Carlisle moved to approve the expenditure to Cargill for salt up to \$25,000.00. This motion was seconded by Trustee Johnson and approved by a unanimous affirmative vote.

Water & Sewer

David Goll presented the water and sewer report. The board held their organizational meeting. General Manager Don Rector was present and provided an update of the water and sewer district. He provided maps and rates. The economy has had an impact on the water and sewer district. The district has applied for grants and stimulus money. They have received some money and are still applying for more. The Judge ruled in favor of the Reynoldsburg School District on Summit Road regarding who provides the water and sewer to the school. They are planning on appealing this decision.

Correspondence

- Ohio Department of public safety November 2009 license statistics report
- Licking County Soil & Water Conservations District - How to protect your family land.
- OPERS resources for new members
- OPERS employee outreach
- Kenneth Oswalt General Opinions – Non conforming uses.
- Kenneth Oswalt General Opinions - Speed limit reductions
- Kenneth Oswalt General Opinions – Zoning Inspectors authorities and duties
- Ohio EPA – Follow-up to water quality planning discussion held on 10-07-09.
- Cumberland Trail HOA, four letters– Restoration and maintenance of Reserve B; Resurfacing of roads, Request for implementation of the 310 corridor plan, and letter of appreciation to Mike Waller and Mark Smith.

Fiscal Officer

Tina Taylor presented the bank reconciliation for the Trustees signatures.

FISCAL OFFICER'S REPORT JANUARY 1, 2010

	Receipts	Expenditures
General Fund	4,956.60	50,356.46
MV License Tax	1.32	4,990.72
Gasoline Tax	9,135.50	44,134.50
Road & Bridge Fund	716.18	50,274.75
Cemetery	525.00	0.00
Special Assessment	0.00	307.36
Misc. Special	0.00	0.00
Misc. Debt	<u>0.00</u>	<u>1,051.10</u>
Total	15,334.60	151,114.89

Funds Total December 31,2009 - \$1,006,266.68

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To the Etna Township Trustees: Effective January 31, 2010, I am resigning from my position of Fiscal Officer at Etna Township. I will have all Township equipment (UAN) and all other material that belongs to the Township I have in my possession at the Town Hall no later than midnight Jan 31, 2010. It used to be a pleasure working with the Board of Trustee's but all I see now is games being played by certain members of the Board in which I choose to no longer be part of. To the Employees of the Township it's been a pleasure working with you and I am glad I got to meet several nice people. I am sorry if this causes any inconvenience for you but I must not be a true Politician because I will not play games and lie. I don't have time and will not be a part of them. To the Residents of Etna Township. Thank you for trusting me with the Financials of the Township. I tried my best to look out for the best interest of your Taxpayers dollars. That was made very apparent by the Auditor that just finished our Audit in which he stated Etna got one of the best ratings you could get. I tried putting procedures in place to safeguard the Taxpayers Dollars, The Trustee's, the Employees that are allowed a spending allotment and myself. Up to now it was fine, now the procedure is being questioned and certain members want it changed. I would think as Public Official's they would want everything done possible to safeguard your Tax Dollars. I am sorry if I am disappointing you, I normally am not a quitter but with the games and issues that have been going on recently not only to me but to other Employees, I have had enough. After having two Heart Attacks and two Stents put in this past August, I have a different outlook on life. Life is too short and precious to have to be always looking over your back for the next game being planned to blind side you with. My only concern is the person who the Trustees appoint to fill my position is as honest and will look out for the best interest of the Township and its people as I did and won't have hidden agendas. Again Thank You for Your Support. Sincerely, Tina R Taylor, Etna Township Fiscal Officer

Resolution 10-01-05-28: Trustee Johnson moved to accept Tina Taylor's resignation. The motion was seconded by Trustee Foor. The motion passed by unanimous affirmative vote.

Old Business

Trustee Carlisle discussed the Vermeer chipper and the Prosecutor recommended this be advertised for bid. Mike Waller will get with Vermeer for a set of specifications for the chipper. Trustee Foor asked Tina Taylor if the funds were available for the chipper. Tina Taylor stated the estimated resources are not available until mid-March. With the economy, foreclosure and revenue being down she is not comfortable saying there is money available. Tina Taylor will review to see if the funds are available for the next meeting.

Trustee Carlisle moved to go into executive session at 8:45 p.m. per ORC 121.22 (G) to consider the appointment of public officer. This motion was seconded by Trustee Johnson and passed by unanimous affirmative vote. Only the three Trustees were in the executive session.

Trustee Carlisle moved to come out of executive session at 9:56 p.m. per ORC 121.22 (G) to consider the appointment of public officer. This motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Johnson moved to refund corrected life insurance reimbursement to Fiscal Officer Tina Taylor. This motion was seconded by Trustee Foor. Roll call: Foor, no; Johnson, no; and Carlisle, no. Motion failed.

Trustee Carlisle moved to table approving Fiscal Officer cell phone bill submitted for December 2009. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Carlisle moved to table the discussion and investigate/review Fiscal Officer Tina Taylor cell phone receipts submitted for reimbursement period July thru November 2009. This motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Resolution 10-01-05-29: Trustee Foor moved to appoint Bryan Herd as the new Zoning Commission member for the term commencing January 1st, 2010 to December 31st, 2014. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Johnson moved to appoint David Goll. The motion died due to a lack of a second.

Resolution 10-01-05-30: Trustee Carlisle moved to appoint Roger Digel-Barrett as the new Board of Zoning Appeals member for the term commencing January 1st, 2010 to December 31st, 2014. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

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NEW BUSINESS:

Trustee Carlisle moved to table the discussion with Fiscal Officer her need for an assistant and Fiscal Officer Budget items and considering compensating the Park & Economic Development committees with meeting stipend. This motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Announcement and Trustee Comments

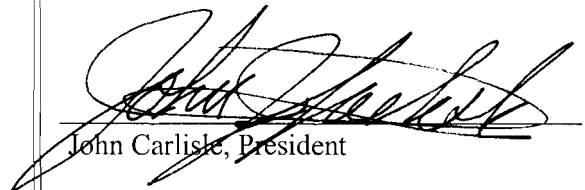
President Carlisle requested each board member to bring their goals, visions both long and short term, suggestions, and ideas for Etna Township to the next meeting.

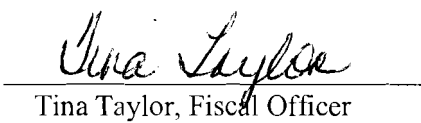
Public Comments –

Gary Burkholder 254 Trail East stated the Cumberland Trail HOA did vote on the correspondence presented. He discussed the reserve at the Pataskala Bank and has requested the reserve be restored. He discussed the 310 Corridor plan and have requested this be reviewed.

Trustee Johnson moved to pay the bills. This motion was seconded by Trustee Carlisle and approved by unanimous affirmative vote.

Trustee Jeff Johnson moved for adjournment at 10:19 p.m. This motion was seconded by Trustee Randy Foor and approved by unanimous affirmative vote.


John Carlisle, President


Tina Taylor, Fiscal Officer