

January 3<sup>rd</sup>,

2011

Held

20

The Etna Township Board of Trustees met on Monday, January 3<sup>rd</sup>, 2011 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. Claudette VanDyne led the invocation and Mike Kerner 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; 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.

#### **Public Comments**

Barbara Budreau of 18 Spikerush Court wanted to thank Trustee John Carlisle for his support.

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

Trustee Carlisle 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 Foor nominated Trustee Carlisle for Communications and Public Relations Officer. 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 Carlisle 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 Carlisle nominated Chris Harkness for representative on PACC Economic Development Committee. There were no other nominations. Roll call: Johnson, Harkness; Carlisle, Harkness; Foor, Harkness. Chris Harkness will serve as the representative on PACC Economic Development Committee.

Trustee Carlisle 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.

# RECORD OF PROCEEDINGS

0443

Minutes of

Etna Township Trustees Organizational Meeting

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

January 3<sup>rd</sup>,

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Trustee Foor 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 Johnson 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 11-01-03-01:** Trustee Carlisle moved to adopt Robert's Rules of Order for meetings. This motion was seconded by Trustee Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-02:** Trustee Carlisle moved to set the regular meetings for 2011 for the first Tuesday of the month at 7:00 p.m. and the third Tuesday of the month at 7:00 p.m. The organizational meeting will be held Tuesday 1/3/2012 and the first regular meeting will be held the same day. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

**Resolution 11-01-03-03:** 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 11-01-03-04:** 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 11-01-03-05:** 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 Johnson and passed by a unanimous affirmative vote.

**Resolution 11-01-03-06:** Trustee Carlisle moved to continue the policy for mail collection, which the Fiscal Officer, Trustees, Zoning Administrator, 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 11-01-03-07:** Trustee Carlisle moved to continue the one cell phone for 2011. This motion was seconded by Trustee Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-08:** Trustee Carlisle moved to continue the township credit card open account at Etna Sunoco for 2011. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

**Resolution 11-01-03-09:** Trustee Carlisle moved to establish policy, that any Trustee and the Zoning Administrator may seek a legal opinion from the Licking County Prosecutor. This motion was seconded by Trustee Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-10:** 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 Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-11:** 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 Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-12:** 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 2011. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

## Etna Township Trustees Organizational Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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**Resolution 11-01-03-13:** Trustee Carlisle moved to authorize the township Trustees and Fiscal Officer a spending allowance of \$1,000 per month for township purchases, to be used for needed items between meetings or for emergencies. This motion was seconded by Trustee Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-14:** Trustee Carlisle moved to set the mileage reimbursement for 2011 at the current IRS Rate at the time of the reimbursement request. This motion was seconded by Trustee Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-15:** Trustee Carlisle moved to contract with Health Consortium for random employee drug and alcohol testing for 2011 and for Trustee Johnson to be the township representative. This motion was seconded by Trustee Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-16:** 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 11-01-03-17:** 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 11-01-03-18:** 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 Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-19:** Trustee Carlisle moved to continue annual employee evaluations/reviews including pay reviews. This motion was seconded by Trustee Foor and passed by a unanimous affirmative vote.

**Resolution 11-01-03-20:** Trustee Carlisle 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 Foor and passed by a unanimous affirmative vote.

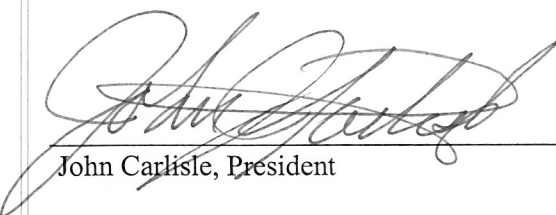
**Resolution 11-01-03-21:** Trustee Carlisle moved to approve expenditure for members of Zoning Board, Board of Zoning Appeals and other boards to attend necessary training conferences and seminars. Trustee approved meetings will be compensated with a meeting stipend of forty dollars (\$40.00) plus mileage expense. This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

**Resolution 11-01-03-22:** Trustee Carlisle moved to approve and submit the zoning map and zoning resolution with amendments to the Licking County Recorder and pay the filing fee up to one hundred dollars (\$100.00). This motion was seconded by Trustee Johnson and passed by a unanimous affirmative vote.

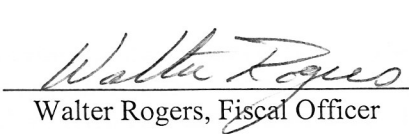
#### Township Memberships

**Resolution 11-01-03-23:** Trustee Carlisle moved to continue membership in the Pataskala Area Chamber of Commerce, West Licking Historical Society, Licking County Township Association, Ohio Township Association, Mid-Ohio Regional Planning Commission (MORPC), and the Licking County Chamber of Commerce/Workenomic's Board. This motion was seconded by Trustee Foor and passed by a unanimous affirmative vote.

Trustee Foor moved for adjournment at 7:20 p.m. This motion was seconded by Trustee Johnson and approved by unanimous affirmative vote.



John Carlisle, President



Walter Rogers, Fiscal Officer