0454

## RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustees Regular Meeting

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148	March 15 <sup>th</sup> ,	2011	
Held		20	

The Etna Township Board of Trustees met on Tuesday, March 15<sup>th</sup>, 2011 in the Etna Township Administration Building. The meeting was called to order by President Carlisle. Jeff Johnson led the invocation and Mike Waller led The Pledge of Allegiance. Roll call showed Trustees Jeff Johnson, Randy Foor, John Carlisle, and Fiscal Officer Walter Rogers present.

Trustee Carlisle moved to adopt the agenda. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Johnson moved to approve the March 1<sup>st</sup>, 2011 regular meeting minutes. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

## **Old Business**

**Resolution 11-03-15-01:** The Trustees will not take any action regarding the Licking County Prosecuting Attorney's General Opinion #2011-1.4 Vehicle and equipment usage.

Resolution 11-03-15-02: Trustee Carlisle moved to adopt the following: In the matter of authorizing township officers and employees to incur obligations on behalf of the township, Ohio Revised Code Section 507.11. WHEREAS, Ohio Revised Code Section 507.11 authorizes the Board of Township Trustees to authorize, by resolution, Township officers and employees to incur obligations of two thousand five hundred dollars (\$2,500) or less on behalf of the Township; and, WHEREAS, Ohio Revised Code Section 507.11 also provides that the obligations incurred on behalf of the Township by a Township officer or employee acting pursuant to any such resolution shall be subsequently approved by the adoption of a formal resolution of the Board of Township Trustees; and, WHEREAS, the Board of Township Trustees has determined that it is necessary for the proper administration of the Township's duties and functions to authorize certain Township officers and employees to incur obligations on behalf of the Township. NOW, THEREFORE, BE IT RESOLVED that the Board of Township Trustees hereby authorizes the following individuals to incur obligations in the amount specified below (Note: The amount cannot exceed Two Thousand Five Hundred Dollars (\$2,500)) on behalf of the Township: John Carlisle, Randy Foor, Jeff Johnson, Walter Rogers, and Mike Waller all \$ 2,500.00. BE IT FURTHER RESOLVED that each individual authorized to incur obligations on behalf of the township shall provide copies and/or evidence of such obligations to the Township Fiscal Officer within 30 days of incurring the same. BE IT FURTHER RESOLVED that all obligations incurred on behalf of the Township in accordance with the provisions of this resolution must be subsequently approved by the adoption of a formal resolution of the Board of Trustees. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Resolution 11-03-15-03: Trustee Carlisle moved to adopt the following: In the matter of approving obligations incurred on behalf of the township, Ohio Revised Code Section 507.11. WHEREAS, Ohio Revised Code Section 507.11 authorizes the Board of Township Trustees to authorize, by resolution, Township officers and employees to incur obligations of two thousand five hundred dollars (\$2,500) or less on behalf of the Township; and, WHEREAS, Ohio Revised Code Section 507.11 also provides that the obligations incurred on behalf of the Township by a Township officer or employee acting pursuant to any such resolution shall be subsequently approved by the adoption of a formal resolution of the Board of Township Trustees; and, WHEREAS, the Board of Township Trustees has, by Resolution No.11-03-15-02, authorized Trustees, Fiscal Officer, and Mike Waller, Road Superintendent to incur obligations on behalf of the Township up to \$2,500.00. NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the following obligations incurred by Trustees, Fiscal Officer, and Mike Waller, Road Superintendent, in accordance with the provisions of Resolution No.11-03-15-02, on behalf of the Township: John Carlisle, Randy Foor, Jeff Johnson, Walter Rogers, and Mike Waller all \$2,500.00. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Resolution 11-03-15-04: Trustee Carlisle moved to adopt the following: Resolution for reimbursement of miscellaneous expenses. WHEREAS, the Board finds it necessary to adopt a reimbursement policy for miscellaneous and incidental expenses incurred by employees and elected officials in order to fulfill a public purpose; and, WHEREAS, the purchases shall be made only for items to be used immediately for township business and when obtaining a purchase order is impractical; and, WHEREAS, the Board finds that the Reimbursement Policy for Miscellaneous Expenses, attached and incorporated herein by reference, establishes appropriate guidelines for such reimbursements. NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the attached policy for reimbursing miscellaneous and incidental expenses in Etna Township in accordance with the terms hereinabove described; and, BE IT FURTHER RESOLVED, that such policy shall be made a part of Etna Township's Personnel and Procedures Manual; and, BE IT FURTHER RESOLVED, that all reimbursements are subject to the final approval of the Board during an open meeting of the township. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

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## **Announcements and Trustee Comments**

F/O Rogers presented the renewal proposal with the Ohio Township Association Risk Management Authority (OTARMA).

**Resolution 11-03-15-05:** Trustee Foor moved to approve the (OTARMA) renewal with a net increase of eight hundred and twenty dollars (\$820.00) plus the additional seven million dollar (\$7,000,000) umbrella policy (Total net cost \$16,934.60). The motion was seconded by Trustee Johnson. Discussion: The Trustees discussed the additional seven million dollar umbrella policy. The motion passed by unanimous affirmative vote.

Trustee Carlisle reported that he discussed the Zoning Commission Budget with Chairman Robert Essex. Only the sitting members will be paid to attend the meetings. In the past the alternate members were paid to attend meetings to be informed so they were prepared to sit on the board during the meeting.

**Resolution 11-0-15-06:** Trustee Carlisle moved that the annual budget for the Zoning Commission as set forth in the letter dated March 15<sup>th</sup> be \$8,000.00 dollars and the Board of Zoning Appeals budget be \$4,000.00 annually. The motion was seconded by Trustee Foor and passed by unanimous decision.

Trustee Foor discussed the street sign in Brandy Mill for Lavender Drive with Mike Waller. Mike Waller is handling this issue.

Trustee Carlisle reported on the meeting with the new director at the Ohio Department of Transportation District 5. They are going to proceed with the Transportation Taskforce Committee. He discussed TRAC applications and car counts on State Route 310.

Trustee Carlisle attended the Pataskala Area Chamber of Commerce luncheon where Etna Township was the featured speakers. Chris Harkness, Mike Waller, and Dick Knapp attended with him. They provided a presentation of various items happening in the township.

Trustee Johnson moved to pay the bills. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Trustee Johnson moved to go into Executive Session at 7:27 p.m. per O.R.C. 121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Trustee Foor moved to come out of executive session at 8:40 p.m. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Carlisle requested that Mike Waller provide Walter Rogers with a list of vendors that deal with vehicle repairs.

Trustee Johnson moved to adjourn at 8:43 p.m. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

John Carlisle, President

Walter Rogers, Fiscal Officer