

## RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustees Organizational Meeting

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

January 3<sup>rd</sup>,

2012

Held \_\_\_\_\_ 20 \_\_\_\_\_

The Etna Township Board of Trustees met on Tuesday, January 3<sup>rd</sup>, 2012 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. Jeff Johnson led the invocation and Randy Foor 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.

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

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.



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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

Trustee Carlisle moved to adopt Resolutions 12-01-03-01 through 12-01-03-20<sup>WJR</sup> with Trustee Johnson added to Resolution 12-01-03-14 as the township representative and the board members receive \$45.00 per meeting with the chairperson receiving \$50.00 per meeting on Resolution 12-01-03-19. The motion was seconded by Trustee Foor. Discussion: For resolution 12-01-03-12 the Ohio Revised Code limits the Trustees and Fiscal Officer to a spending allowance of \$2,500 per month without Board approval.

Trustee Johnson moved to amend the motion to add per Ohio Revised Code to the end of Resolution 12-01-03-12. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

The motion as amended passed by unanimous affirmative vote.

**Resolution 12-01-03-01:** To adopt Robert's Rules of Order for meetings.

**Resolution 12-01-03-02:** To set the regular meetings for 2012 for the first Tuesday of the month at 7:00 p.m. and the third ~~Tuesday~~ <sup>Saturday</sup> of the month at 7:00 p.m. The organizational meeting will be held Wednesday, January 2<sup>nd</sup>, 2013 at 6:00 p.m. and the first regular meeting will be held the same day. <sup>9:00 a.m.</sup>

**Resolution 12-01-03-03:** To authorize the Fiscal Officer to use the Pataskala Standard and Newark Advocate (if necessary) as the designated media for public notices.

**Resolution 12-01-03-04:** To authorize the Fiscal Officer to invest inactive funds for Etna Township.

**Resolution 12-01-03-05:** To the signing of checks for payroll, regular monthly bills, and all previously approved expenditures outside of meetings.

**Resolution 12-01-03-06:** 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.

**Resolution 12-01-03-07:** To continue the one cell phone for 2012.

**Resolution 12-01-03-08:** To establish policy, that any Trustee and the Zoning Administrator may seek a legal opinion from the Licking County Prosecutor.

**Resolution 12-01-03-08:** To approve the annual fire extinguisher and smoke alarm test with Ohio Fire and Safety by the Safety Director.

**Resolution 12-01-03-10:** 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.

**Resolution 12-01-03-11:** 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 2012.

**Resolution 12-01-03-12:** To authorize the township Trustees and Fiscal Officer a spending allowance of \$2,500 per month for township purchases, to be used for needed items between meetings or for emergencies per Ohio Revised Code.

**Resolution 12-01-03-13:** To set the mileage reimbursement for 2011 at the current IRS Rate at the time of the reimbursement request.

**Resolution 12-01-03-14:** To contract with Health Consortium for random employee drug and alcohol testing for 2011 and for Trustee Johnson to be the township representative.



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**Resolution 12-01-03-15:** 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.

**Resolution 12-01-03-16:** To pay all township employees every two weeks, the Wednesday following the end of the pay period.

**Resolution 12-01-03-17:** To continue the number of work hours, rates of pay, number of employees and status. The rates of pay are as follows, Mike Waller \$27.50- F.T., Mark Smith \$18.10- F.T., Don Copley \$16.00 - F.T., Laura Brown \$15.25- F.T., Elizabeth Long \$10.00 P.T.; and Zoning Administrator Chris Harkness Salaried at \$48,019.76 per year.

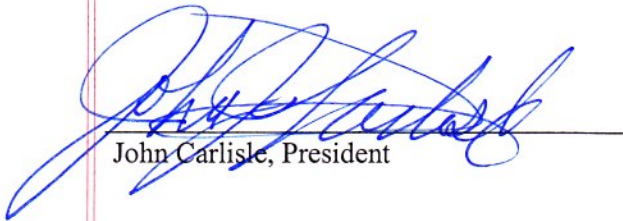
**Resolution 12-01-03-18:** To continue annual employee evaluations/reviews including pay reviews.

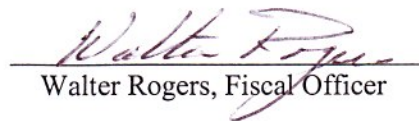
**Resolution 12-01-03-19:** To compensate the Zoning Commission and the Board of Zoning Appeals members \$45.00 dollars per meeting and the chairperson \$50.00 dollars per meeting.

**Resolution 12-01-03-20:** 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.

**Resolution 12-01-03-21:** 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.

Trustee Foor moved for adjournment at 7:16 p.m. This motion was seconded by Trustee Johnson and approved by unanimous affirmative vote.

  
John Carlisle, President

  
Walter Rogers, Fiscal Officer