

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## Etna Township Trustees Organizational and Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held \_\_\_\_\_ January 5, \_\_\_\_\_ 20 \_\_\_\_\_ 2021

The Etna Township Board of Trustees met on Tuesday, January 5, 2021 in the Etna Township Administration Building for the purpose of conducting the organizational meeting and with the regular meeting immediately following. The meeting was called to order at 7:00 p.m. by President Carlisle. Jeff Johnson led the invocation and John Carlisle 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; Foor, Carlisle; and Carlisle, Carlisle. Trustee Carlisle will be the President.

The meeting was turned over to President Carlisle.

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

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

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

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

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

Trustee Johnson nominated Trustee Foor for Parks and Recreation Director and liaison to Parks Committee. Roll call: Johnson, Foor; Foor, Foor; and Carlisle, Foor. Trustee Foor will be the Parks and Recreation Director and liaison to the Parks Committee.

Trustee Johnson nominated Trustee Foor for Cemetery Director. Roll call: Johnson, Foor; Foor, Foor; and Carlisle, Foor. Trustee Foor will be the Cemetery Director.

Trustee Foor nominated Trustee Carlisle for Communications and Public Relations Officer. Roll call: Johnson, Carlisle; Foor, Carlisle; and Carlisle, Carlisle. Trustee Carlisle will be the Communications and Public Relations Officer.

Trustee Foor nominated Trustee Johnson for West Licking Fire District Board representative. Roll call: Johnson, Johnson; Foor, Johnson; and Carlisle, Johnson. Trustee Johnson will be the West Licking Fire District Board representative.

Trustee Johnson nominated Trustee Carlisle for representative to MORPC Board. Roll call: Johnson, Carlisle; Foor, Carlisle; and Carlisle, Carlisle. Trustee Carlisle will be the representative to the MORPC Board.

Trustee Johnson nominated Trustee Carlisle for representative on PACC Economic Development Committee. Roll call: Johnson, Carlisle; Foor, Carlisle; and Carlisle, Carlisle. Trustee Carlisle will be the representative on PACC Economic Development Committee.

Trustee Carlisle nominated Trustee Johnson as Trustee to approve Township Community Center requests. Roll call: Johnson, Johnson; Foor, Johnson; and Carlisle, Johnson. Trustee Johnson will be the Trustee to approve the Township Community Center requests.

Trustee Carlisle nominated Trustee Johnson as liaison Trustee to the Board of Zoning Appeals. Roll call: Johnson, Johnson; Foor, Johnson; and Carlisle, Johnson. Trustee Johnson will be the liaison Trustee to the Board of Zoning Appeals.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Trustees Organizational and Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held \_\_\_\_\_ January 5, \_\_\_\_\_ 20 \_\_\_\_\_ 2021

Trustee Carlisle nominated Trustee Johnson as liaison Trustee to the Zoning Commission. Roll call: Johnson, Johnson; Foor, Johnson; and Carlisle, Johnson. Trustee Johnson will be the liaison Trustee to the Zoning Commission.

### Organizational Motions

Trustee Carlisle moved to adopt the Organizational motions, items "a" through "g" as presented on the agenda, with Jeff Johnson as the representative for the Health Consortium. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Carlisle moved to amend the organizational resolution, Item b that it will be the first Tuesday of the month at 6:00 p.m., the third Saturday of the month at 9:00 a.m., and the organizational meeting will be held on Tuesday, January 4, 2022 at 6:00 p.m. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Item a. To adopt Robert's Rules of Order for meetings.

Item b. To set the regular meetings for 2021 for the first Tuesday of the month at 6:00 p.m. and the third Saturday of the month at 9:00 a.m. The organizational meeting will be held Tuesday, January 4, 2022 at 6:00 p.m. and the first regular meeting will be held the same day.

Item c. To approve the signing of checks for payroll, regular monthly bills, and all previously approved expenditures and purchase orders outside of meetings.

Item d. 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.

Item e. 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.

Item f. To set the mileage reimbursement for 2021 at the current IRS Rate at the time of the reimbursement request.

Item g. To contract with Health Consortium for random employee drug and alcohol testing for 2021 and for Jeff Johnson to be the township representative.

Trustee Carlisle moved to adopt the organizational motions, items "h" through "l"; with item k at \$50.00 dollars per meeting for the Zoning Appeals Board and the Zoning Commission and the chairperson at \$75.00 dollars. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Item h. To pay the Trustees and Fiscal Officer on a salary basis according to the Ohio Revised Code, equal monthly payments to be paid at the first regular meeting of the month.

Item i. To pay all township employees every two weeks, the Wednesday following the end of the pay period.

Item j. To continue the number of work hours, rates of pay, number of employees and status. The full time employees are Donald Copley, Brandon Hunt, Ethan Lorenz, Steven Shaloo, John Singleton, and Laura Brown. The part-time employees Karla Somar and Freddie Latella. Pay rates are as certified with the Fiscal Officer.

Item k. To compensate the Zoning Commission and the Board of Zoning Appeals members \$50.00 dollars per meeting and the chairperson \$75.00 dollars per meeting.

Item l. To approve expenditures for members of Zoning Commission, 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 fifty dollars (\$50.00) plus mileage expense.

Trustee Johnson moved to adjourn the Organizational meeting at 7:11 p.m. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

### Regular Meeting

Trustee Carlisle called the regular meeting to order at 7:11 p.m.

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

Trustee Carlisle moved to adopt the minutes of the December 9, 2020 special meeting minutes and the December 31, 2020 special meeting minutes as presented. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

**RECORD OF PROCEEDINGS**

Minutes of

Meeting

Etna Township Trustees Organizational and Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held January 5, 202021

**Public Comments -**

Mark Evans of 91 Old North Church Road thanked the Trustees for the progress on the wifi and inquired on the security footage request. Trustee Carlisle explained that it should be tomorrow.

**Reports**

**Road Report** - A report was provided. The Road Crew has done a good job on snow removal.

**Zoning Report** - A report was provided.

**Water & Sewer** - Trustee Carlisle will contact Trent Stepp for an update.

**Cemetery and Parks** - The Trustees discussed where to plant the live Christmas tree.

**JEDZ1&2** - The Boards are scheduled to meet in February.

**Fire District** - Nothing reported at this time.

**Old Business - None**

**New Business -**

**2021 Permanent Appropriations**

F/O Rogers reviewed the modifications made to the 2021 Permanent Appropriations that were presented.

**Resolution 21-01-05-01:** Trustee Carlisle moved "Resolution to adopt Permanent Appropriations for Fiscal Year 2021" as presented. The motion was seconded by Trustee Johnson. The motion passed by unanimous affirmative vote.

**Fiscal Officer Report - Year End**

December 1, 2020

	Receipts	Expenditures
General Fund	\$100,849.94	\$171,230.76
MV License Tax	\$2,860.30	\$597.95
Gasoline Tax	\$17,038.64	\$5,198.11
Road & Bridge Fund	\$0.00	\$20,928.28
Cemetery	\$0.00	\$0.00
Special Assessment	\$0.00	\$303.83
Misc. Special Revenue	\$0.00	\$8,850.00
Misc. Debt Services	\$0.00	\$0.00
Misc. Capital Projects	\$0.00	\$0.00
Road Right-of-way Permit	<u>\$7,500.00</u>	<u>\$0.00</u>
Total	\$128,248.88	\$207,108.93

Funds Total December 31, 2020 is \$4,959,584.56

F/O Rogers explained that the township only hit fifty percent of the revenue and feels the City of Newark needs to pay the taxes collected quarterly and the reimbursements approved during the JEDZ meetings needs to be paid. Trustee Carlisle explained an issue with the City of Newark's appropriations and will follow-up with Newark tomorrow.

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

**Announcement and Trustee Comments - none**

**Executive Session**

Trustee Carlisle moved to go into Executive Session at 7:27 p.m. per O.R.C. 121.22 (G) (1) to consider the appointment and interviewing of candidates for the Zoning Commission and the Zoning Appeals Board. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote. The candidates William Black, Litichia McIntyre, Mark Evans were in the executive session. Greg Reis was interviewed via telephone.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Trustees Organizational and Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held January 5, 2021

Trustee Johnson moved to come out of Executive Session at 8:24 p.m. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

**New Business**

**Zoning Commission and Board of Zoning Appeals Appointments**

Trustee Johnson moved to appoint Litichia McIntyre as the Zoning Commission member for the term commencing January 1, 2021 to December 31, 2025 for a five year term. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Trustee Johnson moved to appoint Greg Reis to the Board of Zoning Appeals member for the term commencing January 1, 2021 to December 31, 2025 for a five year term. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Trustee Foor explained the Trustees are not appointing an alternate to the Zoning Commission at this time. The Trustees thanked the members for re-applying and like the experience this brings to the boards.

Trustee Johnson moved to adjourn at 8:26 p.m. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

  
\_\_\_\_\_  
John Carlisle, President

  
\_\_\_\_\_  
Walter Rogers, Fiscal Officer

All the resolutions as presented are on file with the Fiscal Officer.