

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Trustees Regular Meeting

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

Held _____ February 1, _____ 20 _____ 2022

The Etna Township Board of Trustees met on Tuesday, February 1, 2022 in the Etna Township Administration Building for the purpose of conducting a regular meeting. The meeting was called to order at 6:03 p.m. by Trustee Evans. Jeff Johnson led the invocation and Mark Evans led The Pledge of Allegiance. Roll call showed Trustees Rozland McKee-Flax, Mark Evans, Jeff Johnson, and Fiscal Officer Julie Varian present.

Trustee Evans moved to adopt the agenda as presented. The motion was seconded by Trustee McKee. The motion passed by unanimous affirmative vote.

Joint Meeting with Southwest Licking Community Water and Sewer District

Mr. Kretzmann called to order their meeting at 6:04 p.m. Larry Kretzmann, Rob Platte, and Trent Stepp were present along with CJ Gilcher and Andrew King.

Rob Platte discussed working with the township regarding Economic Development Assistance and wished to discuss this with the Trustees in Executive Session. The district had made at least two attempts in the past to work with the previous administration to work out assistance with the provision of water and sewer services throughout Etna Township and did not have any success and looks forward to having the opportunity to work together moving forward.

Executive Sessions

The SWLCW & S Board went into Executive Session at 6:09 p.m.

Trustee Evans moved to go into Executive Session at 6:10 p.m. O.R.C. 121-22 (G)(8) to consider negotiations with other political subdivisions respecting requests for economic development assistance. The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715 and sections 5709.73-5709.75 involving public infrastructure improvements of the extension of utility services that are directly related to an economic development project. The SWLCW&S District Board members consisting of Rob Platte, Larry Kretzmann, and Trent Stepp along with CJ Gilcher and Andrew King were welcomed into executive session. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Evans moved to come out of Executive Session at 7:14 p.m. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

The Water and Sewer Board came out of Executive Session at 7:15 p.m.

For the record the board made no decision or took any actions while in Executive Session.

The SWLCW&S Board members introduced themselves; Larry Kretzmann was appointed by Harrison Township, Trent Stepp was appointed by Etna Township, and Rob Platte was appointed by the City of Pataskala to the District. The board would like to partner with the Trustees regarding the cost of the infrastructure improvement needs from the growth in Etna Township.

Trustee Evans moved to go into Executive Session at 7:14 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 office in regards to the appointment to the Board of Zoning Appeals and Zoning Commission. The motion was seconded by Trustee McKee and passed by unanimous affirmative vote.

Trustee Evans moved to come out of Executive Session at 8:40 p.m. The motion was seconded by Trustee McKee.

New Business

Trustee Johnson moved to appoint Shannon Mills to the Board of Zoning Appeals for the term January 1st, 2022 to December 31st, 2026 for a five year term. The motion was seconded by Trustee McKee. Discussion: The board thanked the candidates that applied for this position. The motion passed by unanimous affirmative vote.

Trustee Johnson moved to appoint Steven Smith as a Zoning Commission member for the unexpired term of Alesia Zacher starting January 1st, 2018 to December 31st, 2022, one year. The motion was seconded by Trustee McKee. Discussion: The board thanked the candidates that applied and stated there will be other ways to service the community. The motion passed by unanimous affirmative vote.

Trustee Evans moved to adopt the minutes for January 18, 2022 special minutes and January 24, 2022 special meeting minutes. The motion was seconded by Trustee McKee and passed by unanimous affirmative vote.

Public Comments - None

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Reports

Road Report - A report was provided. Trustee Evans reported that Wes Lorenz passed his CDL.

Water & Sewer – Trent Stepp discussed the development pressures the district is feeling and will forward a written report to the Trustees. The district has brought in consultants to review the rates as well as the use and tap fees to connect to the service. The district has not raised rates or fees since 2012 and are at a ten year window of no rate increases. The district is looking at rate increases and are trying to avoid a fifty percent increase by working with the entities in the district for ways to partner with them to create more financial solutions other than rate increases.

Zoning Report - A report was provided. John Singleton is working on the complaint regarding the tires and stated the Licking County Health Department was already addressing this issue.

Fire District – Trustee Johnson stated they will be meeting on the second Thursday of the month.

Cemetery and Parks – Nothing to report at this time on the cemetery. Trustee McKee is working on contacting the farmer who farmed most of the park property. The Trustees discussed putting this out to bid.

JEDZ1&2 and JEDDs – The Revenue Reports have been provided.

Old Business -

Zoning Assistant

The Trustees discussed the need for an Assistant Zoning Inspector. Steven Shaloo has been helping in Zoning and this could be a hybrid position to cover when John Singleton is off. This could be under the direction of the Zoning Inspector. John Singleton explained what has happened in the past and how much time he will need off. This will be tabled for now.

Administrator

Trustee Evans feels the township needs a Township Administrator. Trustee Evans and Trustee McKee provided drafts of what duties the township needs to cover. Trustee Johnson and Trustee McKee feel the township needs an Economic Development Director. The Trustees discussed the responsibilities assigned to this employee. A Township Administrator would be more day to day and an Economic Development Director would handle the direct economic needs. Trustee Evans feels the township needs someone to handle the day to day operations. Trustee Evans stated he is supervising Roads, Zoning, Office and meeting with developers and he is not retired and he can not keep doing all of this. Trustee Evans feels the township is missing out on grants. Trustee McKee stated an Economic Development Director can handle the grants. Trustee Evans feels there are issues with policy and procedures.

Gary Burkholder 254 Trail East provided input on his role as a City Administrator for Brookville, Ohio. He supervised Police, Fire, and staff service department. They wrote many grants. Mr. Burkholder has been an advocate for Etna Township hiring a full-time administrator. He is currently serving as the Economic Development Director for the City of Riverside where he supervises code enforcement, the Zoning Administrator, and Economic Development. When Mr. Burkholder was an Etna Township Trustee they worked with engineering firms who would write the grants for free and only got paid if the township received the grant. Mr. Burkholder would be interested in the administrator position. Gary Burkholder mentioned Jim Lenner and stated he has planning and economic background along with administrator. Trustee McKee mentioned in Delaware they have been looking for over a year for a Township Administrator using a head-hunting firm. Trustee Evans feels a Township Administrator would help with transition, employee handbook, public records, and policies.

Trustee McKee discussed the title of the job duties and feels it is more like an Economic Development Director. The Trustees need to decide what the township needs. The salary for a Township Administrator is around one hundred and ten to twenty thousand dollars a year. An Economic Development Director the salary would be around eighty-five thousand dollars a year. This would save the township a lot of money. The duties matter more than the title.

The Trustees continued to discuss what position they feel the township needs between a Township Administrator or Economic Development Director.

The Trustees discussed hiring a consultant to help with the hiring process.

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The advertisement for the paper to hire the Administrator was discussed and modified. The Economic Development was moved to the beginning of the paragraph. The position will remain open until filled.

Being able to interpret legal documents and contracts was added to job description. Knowledge of JEDD, JEDZ districts, and TIF's was also added.

Trustee Evans moved to adopt the Etna Township Licking County Administrator job description indicated as February 1, 2022 Draft A as submitted with changes to Essential Duties and Responsibilities, moving Number 17 "pursue and oversee opportunities for economic development" to the number 2 place and to shift all others down. Add under Have thorough knowledge of: as number 16 "Interpret legal documents and contracts" and add number 17 "Knowledge of JEDD's, JEDZ's, and TIF's" and for the ad this motion would be to place this ad and also to amend the description which includes things to add pursue and manage economic development after "with the Ohio Revised Code:" as the first list of duties on the third line, with a comma afterwards and all other text the same except making lower case "t" in the Etna Township Website and changing "that submissions will be accepted for consideration through" to "position will be open until filled" and for more information we will include the link to our website and address in the ad. The motion was seconded by Trustee McKee-Flax. The motion passed by unanimous vote.

Road Crew

Trustee Evans discussed filling the open road crew position and the township being able to address a snow emergency. The Trustees discussed contracting for help from outside the township using a sub-contractor as a backup or call in for emergencies. The Road Crew still needs additional help. Trustee Johnson stated the township had four employees. The township needs an experienced employee. The Trustees discussed pay range for the current and future employees. If Steven Shaloo is moved over into the Zoning Department the Road Crew will be down two employees.

New Business – Continued

Contract for UAN and Fiscal Officer Support

Trustee Evans discussed providing training for Fiscal Officer Julie Varian. Vanessa Neikamp is the Fiscal Officer for Violet Township and is willing to help train like a visiting clerk. Trustee Evans provided a Consulting Agreement for the Trustees to adopt. The proposed rate is thirty dollars per hour not to exceed ninety days. There is training available through the conference and the Ohio Township Association.

Resolution 22-02-01-01: Trustee Johnson moved "Resolution to execute the consulting agreement between Etna Township and Vanessa Neikamp". The motion was seconded by Trustee McKee-Flax and passed by unanimous affirmative vote.

Announcement and Trustee Comments –

The Trustees discussed what can be addressed under Announcement and Trustee Comments and what topics should be under Old or New Business as an agenda item. The item will be added to the next meeting agenda and not discussed this evening.

Trustee Johnson moved to pay the bills as presented. The motion was seconded by Trustee McKee-Flax. Discussion: They have two bills from last month that need signed. The motion passed by unanimous affirmative vote.

Trustee Evans moved to adjourn at 10:46 p.m. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.



Mark Evans, President



Julie Varian, Fiscal Officer

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