

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## Etna Township Trustees Regular Meeting

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

Held May 3, 2022

The Etna Township Board of Trustees met on Tuesday, May 3, 2022 in the Etna Township Administration Building for the purpose of conducting a regular meeting. The meeting was called to order at 6:00 p.m. by Trustee McKee. President McKee read the Ethical Principles. Jeff Johnson led the invocation and Rozland McKee led The Pledge of Allegiance. Roll call showed Trustees Jeff Johnson, Mark Evans, and Rozland McKee-Flax present. Fiscal Officer Julie Varian excused.

Trustee Johnson moved to adopt the agenda as modified adding National Opioid Settlement Agreement under New Business Item i. The motion was seconded by Trustee McKee. Discussion: Trustee Evans requested items be added prior to posting the agenda for residents to know what will be discussed. The motion passed by unanimous affirmative vote.

### Public Comments –

Chris Gargus is the founder and director of The Champions Network in Newark Ohio, which is a non-residential addiction residency and he presented information regarding Vesper Hills Daybreak.

Johnny Creamens of 9617 Lynns Road discussed the enforcement of Zoning Ordinances, Robert's Rules of Order, agenda items, consultant Mr. Vance, Administrator for the township, Open Meetings Act, and contact information for Trustee McKee on the website.

Theresa Ogershok of 484 Trail West discussed the curve on Palmer Road, the work session being open to the public, the purchasing policy, a township disaster plan, job descriptions, and the development team.

Ashley King of 75 Trail East thanked the Board of Trustees for their time and would like to see the Trustees work together and requested the Trustees not approve any rezonings until after the Comprehensive Plan is completed.

Rachel Zelazny of 10141 Tollgate Road feels the township should wait until after the Comprehensive Plan is completed to approve anything and discussed the issues with development near her property.

Jeff Hall of 79 Roma Road discussed the items being placed on the agenda and the future of Refugee Road and he does not want roundabouts.

Alesia Zacher of 79 Trail East inquired on the status of her emails, her public records requests, background check on Ms. Niekamp, Mr. Vance, and Mr. Evans videotaping the meetings.

Thomas Paine of 13941 Cape Cod Way does not want warehousing or high-density housing.

John Kennard of 10785 Palmer Road discussed the cost of the Refugee Road Project, Trustees job description, Etna being a rural community and the effect on the farmers.

Kasey Parlet of 147 Glen Crossing discussed the nice communities in Etna Township and the growth. She stated the school district is not going to provide busing from Cumberland Crossing to the elementary school and discussed sidewalks and lighting to provide a safer area for them to walk. She would like to see the Trustees work together for the residents.

### Old Business -

#### Blessing Box

Trustee McKee explained that Etna Township was approached by Judith Grant regarding the installation of a "Blessing Box" on township grounds.

Resolution 22-05-03-01: Trustee Johnson moved "Resolution to approve the agreement for the Blessing Box" and the agreement attached as Exhibit A as presented. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed the blessing box location with Judith Grant and it will be placed on the eastside of the park and discussed the details of the Agreement. The motion passed by unanimous affirmative vote.

### Comprehensive Plan

Trustee McKee stated the township has received 33 applications for the Comprehensive Plan Update Community Advisory Committee (CAC). The Trustees will review them and add this to the Trustee Agenda for May 17, 2022.

### New Business

Trustee McKee proposed holding a Trustee work-session on May 17, 2022, during the regularly scheduled Board of Trustees meeting for the purposes of confirming 2022 Etna Township priority business items shared by the Etna Township Board of Trustees members and to pursue agenda items requests for the June 7, 2022, regular meeting of the Board of Trustees.

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Bill Vance explained the need for local government organizations to coordinate on a regular basis and get ideas and insight on what the leadership wants to accomplish and to direct staff accordingly. This would be a work session during the regular meeting that is open to the public.

Trustee Johnson moved to hold an Etna Board of Trustees work session, starting at 6 p.m. and concluding no later than 8 p.m. on May 17, 2022, during the regularly scheduled Trustee’s meeting. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed the details of the work session within the regular meeting or holding one prior to the regular meeting. This proposal would be to hold the work session within the regular meeting. The roll call on the motion was as follows: Evans, no; Johnson, yes; and McKee, yes; passed 2-1.

**Create an Etna Township Purchasing Policy**

Trustee McKee explained that Etna Township’s local government organization currently does not have an Etna Township Purchasing Policy in effect. Professional local government organizations benefit from the elected officials and employees following purchasing guidelines prior to the responsible expenditure of budgeted public funds.

Trustee Johnson moved for the Etna Township Board of Trustees to direct the Etna Township staff and Etna Township’s contracted management consultant to draft a purchasing policy proposal for the Board of Trustees to discuss at the next Etna Township Board of Trustees work session. The motion was seconded by Trustee McKee. Discussion: The staff will provide a proposal for a policy regarding purchasing and township policies were discussed. The motion passed by unanimous affirmative vote.

**Update Etna Township Employee Job Descriptions**

Trustee McKee explained professional local government organizations benefit from updating employee job descriptions. Bill Vance discussed reviewing what the township currently has and see where it can be improved. This will help the staff and Trustees know what is expected of them.

Trustee Johnson moved for the Etna Board of Trustees to direct the Etna Township Staff and Etna Township’s contracted management consultant to draft proposals to update the Etna Township Employee Job Descriptions for the Board of Trustees to discuss at the next Etna Township Board of Trustees work session. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed including and consulting with the attorney that is working with the Union. The motion passed by unanimous affirmative vote.

**Creation of an Etna Township Development Team**

Trustee McKee discussed professional local government organizations without in-house economic development personnel can benefit from establishing a “Development Team” to professionally assist responsible development interests successfully complete land-use development applications.

Bill Vance discussed in his experience in local government having a Development Team will benefit the Etna Township. This is a team that will start conversations for Economic Development. This is a proposal to get started and the Development Team can be modified in the future.

Trustee Johnson moved to create an Etna Township Development Team that includes the President of the Etna Township Board of Trustees, the Etna Township Zoning Inspector, the Chairman of the Zoning Commission, and the Etna Township’s Southwest Licking Community Water and Sewer District Representative. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed whether there would be a conflict of interest for a Zoning Commission member serving on this board and whether the President of the Board of Trustees serving, Trustee Evans is interested in serving on this Development Team. The Trustees discussed having a citizen serving on the committee. The goals of this committee were discussed.

Trustee Evans moved to amend the motion to replace President with Trustee, remove chairman of the Zoning Commission, add two citizen representatives appointed by the Board and Township Administrator if the township ever hires one. The motion was seconded by Trustee Johnson. Discussion: The Trustees discussed the modifications. The discussions at this level are sometimes confidential. Currently proposed the responsibility of this Development Team is to help potential investor/applicant to complete applications that are required on behalf of their proposal and is not an advisory team. This is a list of people or agencies they need to go thru to develop in Etna Township. This is for Etna Township to be more efficient. Whether a Trustee or Zoning Commission member would have a conflict of interest serving on this board was discussed. The roll call was as follows: Evans, yes; Johnson, no; and McKee, no; motion failed 2-1.

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The roll call on the original motion was as follows: Evans, no; Johnson, yes; and McKee, yes; motion passed 2-1.

The township will check if there is a conflict of interest for a Trustee or Zoning Commission member serving on this Development Team.

### **Etna Township MS4 Stormwater Permit Update**

Bill Vance reported the township is not facing any fines regarding submitting reports associated with the MS4 Stormwater Permit. Etna Township is within the permit that is administrated through Licking County. Trustee Evans submitted the reports this year and suggested Mr. Vance consult with him on this issue.

### **Lynns Road Fed-Ex Buffering Improvements Update**

Bill Vance and the Zoning Inspector John Singleton will be meeting with the residents regarding this on Friday. Trustee Evans discussed working on this with the residents and the developers since November and plans on attending this meeting on Friday.

### **Etna Township Trustee Assignments**

Trustee McKee explained on April 5<sup>th</sup> the Trustees passed a resolution to enter into a contract with Jim Lenner of Neighborhood Strategies LLC to work on updates to the Etna Township Comprehensive Plan. The Board of Trustees did not appoint a Trustee as the point of contact.

Trustee McKee moved to assign Trustee Johnson to work with Jim Lenner of Neighborhood Strategies, LLC on updating the Comprehensive Plan and the Citizen Advisory Committee (CAC). The motion was seconded by Trustee Johnson. Discussion: Trustee Evans discussed whether Trustee Johnson should serve on this committee and feels he should serve on this committee so it is done properly. The roll call on the motion was as follows: Evans, no; Johnson, yes; and McKee, yes; the motion passed 2-1.

### **National Opioid Settlement Agreement**

Resolution 22-05-03-02: Trustee Johnson moved "Resolution authorizing and directing the President of the Board to execute all documents necessary to participate in the settlement concerning the State of Ohio's Opioid Litigation with distributors Amerisourcebergen, Cardinal Health, and McKesson" as presented. The motion was seconded by Trustee McKee. Discussion: Trustee Evans is a member of the District 18 Board of Ohio dealing with the Opioid crisis and the Prosecutor's office encouraged the participation in this. The motion passed by unanimous affirmative vote.

### **Reports**

**Road Report** - A report was provided. Trustee Evans stated the Pavement Management Group will be starting soon. The staff have been updating the paving history and will be reviewing what needs paved. The Road Department is currently crack sealing and repairing potholes.

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

**Water & Sewer** - Mr. Stepp provided a report.

**Fire District** - Trustee Johnson discussed the new fire house on Taylor Road. The Cares Act information has been submitted and is completed.

**Cemetery and Parks** - Nothing to report at this time regarding the cemetery. John Singleton provided an update regarding the lot splits for the new park and stated it will be done prior to the deadline.

**JEDZ1&2 and JEDDs** - The board has scheduled a meeting for May 12, 2022, at 1:00 held at our building at 81 Liberty Street.

### **Announcement and Trustee Comments**

Trustee McKee thanked the employees for the team effort the past two weeks on working with herself and Bill Vance on serving the residents of the township.

Trustee Evans stated the consultant should be serving the board and Mr. Vance is not working with him. Trustee Evans feels he is being marginalized and excluded. Trustee Evans agrees with the township waiting on rezonings until the Comprehensive Plan is completed and reported Mr. Hagy's property has been sold. Trustee Evans still has concerns with the dangerous curve on Palmer Road. Trustee Evans will continue to fight for the residents and expose things that are improper.



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Trustee Evans stated most of Mrs. Zacher's requests were questions and not request. Trustee Evans feels he is very transparent. Trustee Evans is pushing for a rural atmosphere, quality development, and a good Comprehensive Plan. Trustee Evans would like to know what version of Robert's Rules of Order the township is following and stated he is using the 12<sup>th</sup> Edition Newly Revised.

Trustee Johnson looks forward to working with all of those who have applied and Jim Lenner on the Comprehensive Plan. Trustee Johnson will let the residents be the committee leaders.

The process of accepting rezoning applications from a developer or property owner was explained. The township has to accept the application and start the process whether the Comprehensive Plan is completed or not per Ohio Revised Code. The Trustees can control if the rezoning is approved.

**Fiscal Officer Report**

**Resolution 22-05-03-03:** Trustee McKee moved to Amend the 2022 Appropriations as presented. The motion was seconded by Trustee Johnson. Discussion: Trustee Evans explained F/O Varian received this amendment from Licking County and also needs a transfer for Health Insurance for the Road Crew employees. F/O Varian provided an email explaining why it was needed. The motion passed by unanimous affirmative vote.


**Motion to pay the bills and approve purchase orders**

**Resolution 22-05-03-04:** Trustee McKee moved to approve purchase orders as presented. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

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

Trustee Johnson moved to adjourn at 7:53 p.m. The motion was seconded by Trustee McKee and passed by unanimous affirmative vote.

  
Rozland McKee, President

  
Julie Varian, Fiscal Officer

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