

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Trustees Regular Meeting

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

Held _____ November 15, _____ 20 _____ 2022

The Etna Township Board of Trustees met on Tuesday, November 15, 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. Jeff Johnson led the invocation and Rozland McKee led The Pledge of Allegiance. Roll call showed Trustees Jeff Johnson, Mark Evans, Rozland McKee-Flax, and Fiscal Officer Julie Varian present.

Trustee McKee moved to adopt the agenda. The motion was seconded by Trustee Johnson. Discussion: Trustee Evans requested to add Road Crew purchases under Old Business, but the agenda remained as presented. The roll call was as follows: Evans, no; Johnson, yes; and McKee, yes; passed 2-1.

Trustee McKee moved to adopt the minutes from the October 4th, 2022 meeting. The motion was seconded by Trustee Johnson. Discussion: Trustee Evans does not feel the minutes accurately reflect Roberts Rules of Order regarding the motions that die from a lack of a second. If approved Trustees Evans requests that the Fiscal Officer not certify the minutes or if certified to include an addendum with the motions made to reflect the business of the board. Trustee Evans also request that the minutes be done by the following meeting. The roll call was as follows: Evans, no; Johnson, yes; and McKee, yes; passed 2-1.

Public Comments –

Steve Perkins of 7352 Palmer Road read from Robert's Rules of Order and commented regarding following it.

Judy Cafemyer of 29 Roma Court discussed her frustration with the Trustees and issues.

Alexis Fitzsimmons, Executive Director with Grow Licking County, 20 S. 2nd Street, is present to answer questions regarding New Business Item A.

Bill Black of 13398 Palmer Road explained the purpose of a second to a motion is to allow for discussion on that item.

Ryan Davis of 8807 Watkins Road agrees with the Trustees needing to discuss items and his concerns with the missing server for the cameras and wants to know where it is located and assumes it is theft.

Steve Slyh of 1372 Londondale Parkway discussed previous Trustees, the leadership of the board, what is being done in Etna Township, and stated he does not get his public records request.

John Kennard of 10785 Palmer Road discussed the financing in Etna Township which gets funded from the taxpayers, inquired on the current finances of the township on the record, the financial report that used to be given during the meetings, and feels the township Credit Card for the elected official with limit of \$2,500 a month needs to be lowered \$500 dollars or less and not carried with them.

Gary Burkholder of 254 Trail East provided a report on the Scannell Project and was present during the walk-thru with the Licking County Planning Commission on November 2, 2022. On Monday, April 19, (2021) former Trustee John Carlisle sent an email to a resident regarding the catch basin and in the September 9th, 2020, Trustee minutes they reference the buffering, storm water, lighting, noise and the buffering needs to be in per John Carlisle before the building starts getting built.

Katie Moerch of 37 1st Avenue is concerned about the server and cameras being removed and feels as part of records retention those need to be within the Fiscal Officers reach and she cares about this township.

Liz Eschenbrenner of 22 Spike Rush Court discussed the Fiscal Officer position, what a Fiscal Officer makes, benefits, the cost for a Fiscal Officer Assistant, and qualifications.

Aleshia Zacher of 79 Trail East stated on January 24, 2022, Julie Varian was selected as the Fiscal Officer, discussed Mark Evans leaving his video recorder on after the meeting along with the Fiscal Officer being hired and who trained her, recommends watching the February 15, 2022 Trustee meeting, Mark Evans purchases not approved by the board, and why do we need a Fiscal Officer Assistant.

New Business

Grow Licking County Agreement

Trustee McKee supports Grow Licking County one hundred percent. The agreement between Etna Township and Grow Licking County that was signed in 2021 has an automatic renewal unless otherwise terminated. The duration of this agreement continues until either party terminates it by notifying the other party at least ninety (90) days before the effective date of termination, which is March 1st, 2023, for the next renewal. The compensation amount is fifteen thousand dollars for each year the work is provided. Trustee McKee recommends requesting a yearly contract from Grow Licking County.

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Trustee McKee moved to terminate the agreement that continues with Grow Licking County. I also include in this same motion that Trustee Comments be limited to three minutes upon any second to this motion being received that would allow for discussion per 43:15 of Roberts Rules of Order. The motion was seconded by Trustee Johnson. Discussion: Trustee Evans doesn't understand why because we can get out of this within 90 days anytime and feels this contract is fine. Trustee McKee recommends that we do a yearly contract. The township and Grow Licking County need to be in a contract for Grow Licking County to invoice Etna Township. It was discussed making it a thirty-day renewal. Alexis Fitzsimmons discussed cancelling the current contract to renegotiate the contract between Etna Township and Grow Licking County. It was discussed approving during the organizational meeting in January. F/O Varian stated this should be part of the budget. For the current contract December 1st begins the notice period for the ninety days. The roll call was as follows: Evans, no; Johnson, yes; and McKee, yes; passed 2-1.

Comprehensive Land Use Survey

Trustee Johnson discussed the survey the Comprehensive Plan committee would like to mail.

Trustee Johnson moved to authorize up to thirty-three hundred dollars to mail the Etna Township 2022 Community Survey to the Etna Township landowner's and to also include in this same motion that Trustee Comments be limited to three minutes upon any second of this motion. Trustee Evans made a Point of Order to the chairperson regarding limiting comments per Roberts Rules of Order. President McKee explained that it has been adopted to limit debate to three minutes. The Sheriff's Deputy warned the public about disrupting the meeting.

Trustee Johnson repeated his motion above. The motion was seconded by Trustee McKee. Trustee Evans again stated Point of Order. Discussion: The survey sheet was provided and explained. It will be in a post card form. There will only be one mailed out per household. They will be mailed as soon as possible once the expense is approved. Trustee Evans discussed the delays and comments regarding the survey. Trustee Johnson explained that this is what the group decided on and not what he personally wants. Members that serve on the committee provided comments. Gary Burkholder agrees that this should have gone out months ago, it was supposed to go to landowner's and discussed the analysis by Denison University. It will be mailed out and then responded to on-line so postage cost is only one way. It was discussed providing paper copies and having to input them in versus the public answering the survey on-line. This is not scientific but is for some community feedback. Shelly Marie Ipacs explained the board spent a lot of time going over the questions and when the data is sorted out, they will be able to identify landowners, business owners, and visitors along with zip codes. Steve Perkins stated the committee defiantly chewed over this mailer as a committee and feels the Trustees should approve the cost of the mailer and that is why they appointed a committee and suggested going back and looking at the video for clarification on what they approved. Alesia Zacher agrees with what has been said. Bill Black stated the four digits on your zip code will distinguish your property or some code that will sort the data. Judy Cafemyer stated it is her understanding that they are only using property owners and suggested hosting an open house. The questions in the survey will help to sort out the individual completing the survey. The Trustees appointed the CAC to create the survey and tonight they are looking for the approval for the cost to mail it.

Trustee Johnson moved to amend his motion to not exceed four thousand dollars. The motion was seconded by Trustee McKee and passed by unanimous affirmative vote.

The motion as amended passed by unanimous affirmative vote.

Fred G. Bragg Jr. Memorial Dedication Ceremony

Trustee McKee spoke with Jeff Bragg regarding a dedication ceremony in the Spring of 2023 after the memorial is installed and having Trustee McKee speak as the Master of Ceremony.

Safe Routes to Schools (SRTS)

Bill Vance explained that this resolution identifies the Board of Trustees commitment to move forward with a grant application for Safe Routes to Schools in the future and Mr. Lenner is assisting the township with this application.

Resolution 22-11-15-01 Trustee McKee moved to approve Resolution to apply for Safe Routes to School (STRS) Projects through the State of Ohio, Department of Transportation noting, in Section one and four authorizing Rozland McKee to execute on behalf of the township and in Section two the total cost of the project is estimated to be twenty-five thousand dollars as presented and also to include in this same motion that Trustee Comments be limited to three minutes upon any second to this motion being received that would allow for discussion per 43:15 of Roberts Rules of Order. The motion was seconded by Trustee Johnson. Discussion: Trustee Evans inquired if the legal counsel has reviewed this resolution. Mr. Vance stated this is a resolution from DOT and can be

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reviewed by the Prosecutor's Office prior to submitting the application with the resolution. Trustee Evans discussed it referencing an emergency measure along with Section two regarding the LPA agreeing to pay one hundred percent of the cost over and above the maximum amount provided by the State of Ohio Department of Transportation and what is the maximum amount. Bill Vance explained the board can determine what they want to spend. It was discussed authorizing Trustee McKee and whether she can determine how much to spend.

Trustee Evans moved to amend the resolution to remove the language authorizing the additional cost over and above the maximum amount provided by the State of Ohio, Department of Transportation. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

The roll call on the motion as amended passed by unanimous affirmative vote.

Old Business - AEP Easement

Zoning Inspector John Singleton provided an update on the AEP easement that was presented. This has been reviewed by the Licking County Prosecutor's office.

Trustee McKee moved to approve the easement and right-of-way agreement between AEP and Etna Township and the easement payment agreement in the amount of two thousand three hundred eighty dollars as presented and also included in this same motion that Trustee Comments be limited to three minutes upon any second to this motion being received that would allow for discussion per 43:15 of Roberts Rules of Order. The motion was seconded by Trustee Evans. Discussion: Trustee Evans inquired if this would affect the use of the park. John Singleton stated it will not and the easement permits the township to go over the access. They will provide two boxes. The motion passed unanimous affirmative vote.

Fiscal Officer Report

Trustee McKee moved to approve the check register as submitted by the Fiscal Officer. The motion was seconded by Trustee Evans. Discussion: The Trustees have reviewed. The motion passed by unanimous affirmative vote.

Trustee McKee moved to ratify the payment of the above listed bills for November as shown on the Payment Listing. The motion was seconded by Trustee Evans. The motion passed by unanimous affirmative vote.

F/O Varian provided the fund summaries of all the accounts as of the end of October. The year-to-date revenue as of October 31st was 4.6 million and the year-to-date expenditures were 2.7 million with an estimating carryover of four million dollars. F/O Varian reported that the Pataskala Bank CD matures on November 23rd and auto renews for one year. F/O Varian recommends withdrawing the funds and investing them in an account with higher interest. F/O Varian recommends transferring it to the checking account which then can be invested in the Star Ohio Account.

Trustee Evans moved to allow our Fiscal Officer to transfer the funds that are within the Pataskala Bank in the amount of approximately two hundred and fifty-seven thousand dollars and move it into the general public checking account. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.


F/O Varian inquired on the indigent burial request. Trustee McKee has reviewed this request with the Licking County Prosecutor's office and the Ohio Township Association. The company needs to prove the person is indigent and a township resident. The state has a program with limited funds for the township to be reimbursed.

Announcement and Trustee Comments –

Trustee Evans on November 29th is hosting the Licking County Board of Developments Disabilities open house at the township building. He also discussed Framework, purchases for the road department that can be reimbursed by the JEDZ Boards, the Fiscal Officer request for an assistant, and the server.

Trustee Evans moved to adjourn at 7:49 p.m. The motion was seconded by Trustee Johnson 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.