

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Trustees Organizational and Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3336 FORM NO. 10148

Held _____ January 3, _____ 20 _____ 2023

The Etna Township Board of Trustees met on Tuesday, January 3, 2023 in the Etna Township Administration Building for the purpose of conducting the organizational meeting with the regular meeting immediately following. 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 Rozland McKee-Flax, Mark Evans, Jeff Johnson, and Fiscal Officer Julie Varian present.

Board Appointments

The meeting was turned over to Fiscal Officer Varian for the appointment of President.

Trustee Johnson nominated Trustee McKee for President, Trustee Evans nominated Trustee Evans, and Trustee McKee nominated herself. There were no other nominations. Roll call: Evans, Evans; Johnson, McKee; and McKee, McKee; Trustee McKee will be the President.

The meeting was turned over to President McKee.

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

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

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

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

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

Trustee McKee nominated Trustee McKee for Parks and Recreation Director and Trustee Evans nominated Trustee Evans. There were no other nominations. Roll call: Evans, Evans; Johnson, McKee; and McKee, McKee; Trustee McKee will be the Parks and Recreation Director.

Trustee McKee nominated Trustee McKee for Cemetery Director and Trustee Evans nominated Trustee Evans. There were no other nominations. Roll call: Evans, Evans; Johnson, McKee; and McKee, McKee; Trustee McKee will be the Cemetery Director.

Trustee McKee nominated Trustee McKee for Communications and Public Relations Officer and Trustee Evans nominated Trustee Evans. There were no other nominations. Roll call: Evans, Evans; Johnson, McKee; and McKee, McKee; Trustee McKee will be the Communications and Public Relations Officer.

Trustee McKee nominated Trustee Johnson for West Licking Fire District Board representative and Trustee Evans nominated Trustee Evans. There were no other nominations. Roll call: Evans, Evans; Johnson, Johnson; and McKee, Johnson; Trustee Johnson will be the West Licking Fire District Board representative.

Trustee McKee nominated McKee for representative to MORPC Board and Trustee Evans nominated Trustee Evans. There were no other nominations. Roll call: Evans, Evans; Johnson, McKee; and McKee, McKee; Trustee McKee will be the representative to the MORPC Board.

Trustee McKee nominated Trustee McKee for representative on PACC Economic Development Committee and Trustee Evans nominated Trustee Evans. There were no other nominations. Roll call: Evans, Evans; Johnson, McKee; and McKee, McKee; Trustee McKee will be the representative on PACC Economic Development Committee.

Trustee McKee nominated Trustee Johnson as Trustee to approve Township Community Center requests and Trustee Evans nominated Trustee Evans. There were no other nominations. Roll call: Evans, Evans; Johnson, Johnson, and McKee, Johnson; Trustee Johnson will be the Trustee to approve the Township Community Center requests.

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Trustee McKee nominated Trustee Johnson as liaison Trustee to the Board of Zoning Appeals and Trustee Evans nominated Trustee Evans. There were no other nominations. Roll call: Evans, Evans; Johnson, Johnson; and McKee, Johnson; Trustee Johnson will be the liaison Trustee to the Board of Zoning Appeals.

Trustee McKee nominated Trustee Johnson as liaison Trustee to the Zoning Commission and Trustee Evans nominated Trustee Evans. There were no other nominations. Roll call: Evans, Evans; Johnson, Johnson; and McKee, Johnson; Trustee Johnson will be the liaison Trustee to the Zoning Commission.

Organizational Motions

Trustee McKee moved to adopt the Organizational motions, items "a" through "g" as presented on the agenda, with Jeff Johnson as the township representative for the Health Consortium. The motion was seconded by Trustee Johnson. Discussion: Trustee Evans requested these items be individually addressed and requested that Robert's Rules state the most current edition and does not feel the motion for the expenses is in the best interest of the township. The roll call was as follows: Evans, no; Johnson, yes; and McKee, yes; passed 2-1.

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

Item b. To set the regular meetings for 2023 for the first and third Tuesday of the month at 6:00 p.m. The organizational meeting will be held Tuesday, January 2, 2024, at 6:00 p.m. and the first regular meeting will be held immediately after the organizational meeting.

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 \$500 per month for office supplies, postal expenses, and emergencies between meetings and the Road Superintendent, Don Copley, a spending allowance of \$2,500 dollars for purchases between meetings with the approval of his Trustee appointed supervisor. The secretary, Laura Brown, will have the approval of her Trustee appointed supervisor for the office supplies and postal expenses,

Item f. To set the mileage reimbursement for 2023 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 2023 and for Jeff Johnson to be the township representative.

Trustee McKee moved to adopt the organizational motions, items "h" through "l"; as presented on the agenda with the board members receiving \$55.00 dollars per meeting for the Zoning Appeals Board and the Zoning Commission and the chairperson at \$80.00 dollars along with \$55.00 dollars plus gas to attend necessary training. The motion was seconded by Trustee Johnson. Discussion: The Trustees will not be increasing the board member amounts this year. The Trustees discussed the day of the week the employees are being paid and at this time it will remain Wednesday. The motion 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 Laura Brown, Donald Copley, Ethan Lorenz, Terry Holtz, Brandon Menninger, and John Singleton. Pay rates are as certified with the Fiscal Officer.

Item k. To compensate the Zoning Commission and the Board of Zoning Appeals members \$55.00 dollars per meeting and the chairperson \$80.00 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 (\$55.00) plus mileage expense.

Trustee McKee moved to adjourn the Organizational meeting at 6:26 p.m. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

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Regular Meeting

Trustee McKee called the regular meeting to order at 6:27 p.m. Roll call showed Trustees Rozland McKee-Flax, Mark Evans, Jeff Johnson, and Fiscal Officer Julie Varian present.

Trustee McKee moved to adopt the agenda as presented. The motion was seconded by Trustee Johnson. Discussion: Trustee Evans explained the need for a motion for the 629 Grant extension and if the funds are released the township will have to pay back the developer the one million dollars. This is for the Schuster Way 629 Grant. This would be for another year.

Trustee Johnson moved to amend the agenda to add 629 Grant Extension for Schuster Way under New Business. The motion was seconded by Trustee Evans. Discussion: Trustee McKee inquired if this was discussed with our legal team and Trustee Evans stated this is the same extension the township received on the other 629 Grant for Global Way because the roads are not dedicated at this time. The roll call was as follows: Evans, yes; Johnson, yes; and McKee, no; passed 2-1.

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

Trustee McKee moved to set a limit of not more than one speech of three minutes length on the same question on the same day for each Trustee. The motion was seconded by Trustee Johnson. Discussion: The Trustees discussed the three minute limit and one comment per discussion versus statements. The roll call was as follows: Evans, no; Johnson, yes; and McKee, yes; motion passed 2-1.

Trustee McKee moved to adopt the minutes of the November 15, 2022 regular meeting as presented. The motion was seconded by Trustee Johnson. Discussion: Mark Evans feels all the motions need to be included in the minutes even if they die lacking a second. The roll call was as follows: Evans, no; Johnson, yes; and McKee, yes; passed 2-1.

Public Comments -

Teresa Ogershok of 484 Trail West discussed the budget, Freedom of Speech, and security cameras.

Judy Cafmeyer of 29 Roma Court discussed her comments from a previous meeting and her removal from the CAC Board.

Gary Burkholder of 254 Trail East spoke in support of Judy Cafmeyer serving on the CAC Board and in support of Fiscal Officer Julie Varian.

Ryan Davis of 8807 Watkins Road would like to see the reports back on the agenda, the need for a Township Administrator, updates on the NCA Board, and drainage issues in the township.

Liz Eschenbrenner of 22 Spike Rush Court feels the township only needs one Fiscal Person and to have one that is experienced to do that job. She does not support having a camera for surveillance and commended Trustee McKee from removing the camera in the meeting room.

Craig Zacher of 79 Trail East wanted to thank Trustees Johnson and McKee along with Mrs. Brown and Mr. Vance and feels they have been attacked and bullied by Trustee Evans. Discussed Mr. Evan's transparency and does not feel the township needs an additional Fiscal Officer.

John Kennard of 10785 Palmer Road does not understand how someone can support a person that comes in after hours to access emails or what he did with the security system.

Ashley King of 75 Trail East thanked Trustee Evans for the Santa event and discussed Judy Cafmeyer's removal from the CAC Board, requested the reports be placed back on the agenda, and would like to see the Trustees working together and less attacks.

Doris Caceres-Schumick of 9136 Mink Street feels they should all work together and discussed the construction entrance at Core5 on Mink Street along with the glare from the vehicle lights and the buffer requirement for this entrance.

New Business –

Trustee McKee moved to appoint Steven Smith as the Zoning Commission member for the term commencing January 1st, 2023 to December 31st, 2027 (Five Year term). The motion was seconded by Trustee Johnson. Discussion: This is a re-appointment. Mr. Smith finished an unexpired term, serving only one year. Trustee Evans feels the individuals should come in to be interviewed and the positions posted. The motion passed by unanimous affirmative vote.

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Trustee McKee moved to appoint Sarah Benoit as the Board of Zoning Appeals member for the term commencing January 1st, 2023 to December 31st, 2027 (Five Year term). The motion was seconded by Trustee Johnson. Discussion: This is a re-appointment. Trustee Evans feels individuals should come in and the Trustees should review members and their stance on these variances. The roll call on the motion was as follows: Evans, no; Johnson, yes; and McKee, yes; passed 2-1.

Township Administrator

Trustee McKee moved to advertise for the full-time township administrator, with Trustee McKee providing the advertisement. To have this posted and available until February 1st, 2023. To advertise with the Ohio Township Association at a cost of twenty dollars. The motion was seconded by Trustee Johnson. Discussion: This will be advertised with the OTA and will check with the Pataskala Area Chamber of Commerce. This will also be placed on the township website. Trustee McKee discussed having a person with a legal background. Trustee Evans discussed the qualifications and inquired what the duties would be and the job description. Trustee Evans feels this should be tabled for the Trustees to work out the details. The roll call on the motion was as follows: Evans, no; Johnson, yes; and McKee, yes; passed 2-1.

629 Grant

The meeting was turned over to Trustee Evans. This is an economic development incentive to the developers that were previously approved and granted thru the State of Ohio. The township agrees to payback the developer these funds and the township is reimbursed the funds from the state. This grant is for one million dollars with an expiration date of December 31, 2022. The state agreed to hold the funds until the Trustees meeting this evening. This will extend the date until December 31, 2023. There are annual reports due in March that have a five hundred dollar fine each if not filed. Trustee Evans filed the reports in 2022.

Trustee Evans moved to allow Trustee Evans to sign the amendment with the ODOT Department of Development extending the 629 Grant for control number SBIG20190678A and also authorizing Trustee Evans for filling the annual reports in March for the outstanding 629 ODOT Grant. The motion was seconded by Trustee Johnson. Discussion: The location of the executed agreements was discussed. Trustee Evans stated he has electronic copies and is willing to provide copies. A copy of the Schuster Way 629 Grant was found in the JEDD4 file and was provided for review. Trustee Evans stated he just received this yesterday. The motion passed by unanimous affirmative vote.

Old Business -

Licking County Sheriff's Office Contract

Resolution 23-01-03-01: Trustee McKee moved resolution to enter into a written contract with the Licking County Sheriff for the provision of Police Services for and within Etna Township per contract attached. The motion was seconded by Trustee Johnson. Discussion: This contract is the same one as before with the total of four deputies and vehicles. The Trustees will need to look into when the two vehicles the township currently has will need replaced. Trustee McKee explained the township started working on this contract with the Licking County Sheriff's Office in September. The Licking County Prosecutor's Office finished reviewing the contract and sent it back to the township on Friday. The township was fully covered throughout even though the contract ended on December 31, 2022. The motion passed by unanimous affirmative vote.

Grow Licking County

Trustee McKee has been working with Alexis Fitzsimmons. Alexis Fitzsimmons will be taking the contract to the Grow Licking County Board on the January 9th, 2023 for their review of the thirty day revision and Trustee McKee is tabling this tonight.

2023 Appropriation

Fiscal Officer Varian provided the 2023 Appropriations for the Trustees to approve. The Trustees discussed the Capital Projects and F/O Varian will add them as they come in. The JEDD Revenues are provided by the City of Reynoldsburg. Per the reimbursement agreements the township will be paying the legal cost for the JEDD boards for now. The appropriations can be amended during the year. The board discussed approving temporary or permanent appropriations this evening. Trustee Johnson recommended removal of three line items from the appropriations as follows: Salaries for the Fiscal Officer Assistant 1000-110-121-001, Fiscal Officer Office Supplies 1000-110-410-001, and Fiscal Officer Assistants Office Supplies 1000-110-410-002.

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Trustee Johnson discussed the office supplies being purchased under the Trustees Office Supplies. F/O Varian explained this would be so Laura Brown does not have to purchase them.

F/O Varian explained the three thousand dollars was for the computer. These have come out of the Trustees budget in the past and F/O Varian was separating them out for clarity. Trustee Evans stated the Ohio Revised Code requires the Fiscal Office have a separate budget for her office and this is standard accounting practices. Trustee McKee stated this has never been an issue in the past and the township has not been flagged in an audit in the past. Trustee Evans stated this will be clarified with the Licking County Prosecutor's office during the meeting this month. Trustee Evans supports the Fiscal Officer and this is her right under Ohio Revised Code. Trustee Johnson discussed 1000-121-001 Salary for the Fiscal Officer Assistant and does not feel this is a matter of not supporting our Fiscal Officer but a matter of the need for an assistant. In almost all exceptions other townships have an assistant Fiscal Officer when they have a Fire Department, a Police Department or a very big Public Works Department which justifies having a Fiscal Officer Assistant. The Trustees discussed the need for an assistant and the township budget.

Resolution 23-01-03-02: Trustee McKee moved Resolution to adopt the amended Permanent Appropriations for Fiscal Year 2023. The motion was seconded by Trustee Johnson. Discussion: Trustee Johnson clarified 1000-110-121-001 Salaries for Fiscal Office Assistant, 1000-110-410-0001 Fiscal Officer Office Supplies, and 1000-110-410-0002 Fiscal Office Assistant Office Supplies are the items to be removed. Trustee Evans feels this violates the O.R.C. for the Fiscal Office budget. The 629 Grant line items will remain at one million. The roll call was as follows: The roll call on the motion was as follows: Evans, no; Johnson, yes; and McKee, yes; passed 2-1.

F/O Varian and the Trustees discussed payment of bills and signing purchases orders during the Special meeting on January 10, 2023.

Announcement and Trustee Comments -

Trustee Evans supports Judy Cafmeyer and discussed the CAC along with working together, serving the residents, issues in the Zoning Department, Trebel Energy, and the vision benefits.

Trustee McKee announced the parliamentary procedure training on January 10, 2023 at 6:00 p.m. Everyone is welcome to participate in the training.

Trustee Johnson moved to adjourn at 8:08 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.