

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Trustees Organizational and Regular Meeting

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

Held January 2, 20 2024

The Etna Township Board of Trustees met on Tuesday, January 2, 2024, 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. Rozland McKee led the invocation and The Pledge of Allegiance. Roll call showed Trustees Mark Evans, Gary Burkholder, Rozland McKee-Flax, and Fiscal Officer Julie Varian present.

Board Appointments

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

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

The meeting was turned over to President Burkholder.

Trustee Evans moved to adopt the agenda as presented. The motion was seconded by Trustee Burkholder. Discussion: Trustee Evans requested the agenda be changed to provide additional items.

Trustee Evans moved to amend the agenda as presented to the yellow agenda. The motion was seconded by Trustee McKee. Discussion: Trustee McKee requested the meetings continue to be opened in prayer.

Trustee McKee moved an amendment to the amendment that the meetings continue to be opened with prayer. Trustee Burkholder seconded the motion. Discussion: Trustee Evans explained prayer was not placed on the agenda because the motion was after prayer and the President can decide this when creating future agendas. This is to retain the invocation at the regular meetings of the Board of Trustees.

The roll call on the amendment to the amendment: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

The roll call to amend the agenda was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

The roll call to adopt the agenda as amended was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion 2-1.

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

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

Trustee McKee nominated Trustee McKee and Trustee Evans nominated Trustee Burkholder for representative to MORPC (Mid-Ohio Regional Planning Commission) Board. There were no other nominations. Roll call: Evans, Burkholder; Burkholder, Burkholder; and McKee, McKee; Trustee Burkholder will be the representative to the MORPC Board.

Trustee Evans nominated Trustee Burkholder and Trustee McKee nominated Trustee McKee for representative to CLOUT (Coalition of Large Urban Townships). There were no other nominations. Roll call: Evans, Burkholder; Burkholder, Burkholder; and McKee, McKee; Trustee Burkholder will be the representative to CLOUT.

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

Trustee McKee and Trustee Evans nominated Trustee Burkholder for representative on Pataskala Area Chamber of Commerce, this is a liaison position that meets with the Chamber. There were no other nominations. Discussion: Trustee Evans wanted to point out that Trustee McKee is appointed to several other boards, and this fairly distributes the work. The boards are JEDZ1 & 2 and JEDD 1, 2, 3, 4, & 7 along with the West Licking Development Group CIC and Economic Development Committee. Trustee McKee explained she was appointed to those boards while serving as the Board President and will continue to serve on those appointed boards until they expire. Roll call: Evans, Burkholder; Burkholder, Burkholder; and McKee, Burkholder; Trustee Burkholder will be the representative on the PACC.

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

### Organizational Motions

Trustee McKee moved for the Administrator to serve as: Road Department supervisor, Secretary supervisor, Zoning supervisor, Safety and FEMA, Parks and Recreation Department, Cemetery Department, Township Community Center requests, Transportation Improvement District (TID), Liaison to the Board of Zoning Appeals, and Liaison to the Zoning Commission. The motion was seconded by Trustee Evans and passed by unanimous affirmative vote.

Trustee Evans moved for Administrator to be supervised and directed between meetings by the President of the Board. President shall approve any Administrator's time off requests. Any disagreements or concerns by the Administrator can be brought to the full board of trustees at a trustee meeting. The motion was seconded by Trustee McKee and passed by unanimous affirmative vote.

Trustee Evans moved to require the Administrator and other staff to provide information, documents and/or records upon request of a trustee or fiscal officer. The motion was seconded by Trustee McKee. Discussion: The Trustees explained this is not for public records request but for records. The motion passed by unanimous affirmative vote.

Trustee Evans moved to adopt the latest addition of Robert's Rules of Order for meetings with all motions made, and not withdrawn, to be included in the meeting minutes. The motion was seconded by Trustee McKee. Discussion: The motions that die for a lack of a second will be included unless withdrawn. The Trustees discussed whether this is just a discussion or action of the board. The roll call was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

Trustee McKee moved to set the regular meetings for 2024 for the first and third Tuesday of the month at 6:00 p.m. The organizational meeting will be held Tuesday, January 7, 2025, at 6:00 p.m. and the first regular meeting of 2025 will be held immediately after the organizational meeting. The motion was seconded by Trustee Evans. Discussion: Nita Hanson let the Trustees know that the Presidential Primary is on March 19, 2024 and the Presidential election is November 5, 2024. The Trustees will still meet on those Tuesdays. The motion passed by unanimous affirmative vote.

Trustee Evans moved to approve the signing of checks for payroll, regular monthly bills, and all previously approved expenditures and purchase orders outside of meetings. The motion was seconded by Trustee Burkholder. Discussion: This has been the practice in the past. The motion passed by unanimous affirmative vote.

Trustee McKee moved 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. The motion was seconded by Trustee Evans and passed by unanimous affirmative vote.

Trustee McKee moved to authorize the township Trustees, Fiscal Officer, Administrator, and Road Superintendent a spending allowance per month for township purchases, to be used for needed items or services between meetings or for emergencies in the following amounts: President \$1,000, Vice President \$500, Trustee \$500, Administrator \$500, Fiscal Officer \$500. The Road Superintendent shall have a spending allowance of \$2,500 per month for township purchases to be used for needed items between meetings, with an increase total limit of \$5,000 per month authorization for road department emergencies, all authorizations over \$2,500 per month require the prior approval of the Administrator or Board President. The motion was seconded by Trustee Evans. Discussion: The Trustees discussed the past process and the reason the President of the Board will have a larger spending allowance. The President is involved in the day-to-day operations of the township. Trustee McKee has never had to spend that amount while serving as the President. The roll call was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

Trustee Evans moved authorizing the Road Department Supervisor annual Road Department spending up to \$10,000 for fuel. This is outside the monthly authorization limit. The motion was seconded by Trustee McKee. Discussion: This is for fuel only. The motion passed by unanimous affirmative vote.

Trustee Evans moved to set mileage reimbursement for 2024 at the current IRS rate at the time of the reimbursement request. The motion was seconded by Trustee McKee and passed by unanimous affirmative vote.

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Trustee Evans moved to contract with Health Consortium for random employee drug and alcohol testing for 2024 and for the Administrator to be the township representative for when the township has the drug testing. The motion was seconded by Trustee McKee. Discussion: Jeff Johnson was the previous representative. Road Superintendent Don Copley has taken the training. Nita Hanson has not received the Training. The Trustees discussed Don Copley being subject to drug testing. The motion passed by unanimous affirmative vote.

Trustee McKee moved to pay the Trustees and Fiscal Officer on a salary basis according to the Ohio Revised Code, equal monthly payments to be paid on the first of the month. The motion was seconded by Trustee Evans. Discussion: Trustee Burkholder explained the Trustee salary is based off the budget with the option of taking a per meeting, two hundred days, or a monthly salary where the per day salary times the two hundred days. This is how the township has always done it in the past. This is based on estimated resources. The motion passed by unanimous affirmative vote.

Trustee Evans moved to pay all township employees every two weeks, the Wednesday following the end of the pay period. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed moving the day of the week to give the Fiscal Officer more time. The Union will be contacted regarding adjusting the pay period. The motion passed by unanimous affirmative vote.

Trustee Evans moved stating the full-time employees are Bob Adkins, Laura Brown, Donald Copley, John Foster, Nita Hanson, Terry Holtz, Nathan Pack, and John Singleton. The part-time employee is Freddie Latella. Pay rates are certified with the Fiscal Officer. The motion was seconded by Trustee McKee. Discussion: John Singleton is still considered an employee. The motion passed by unanimous affirmative vote.

Trustee McKee moved to compensate the Zoning Commission and the Board of Zoning Appeals members, \$55 per meeting and the chairperson \$80 per meeting. Compensation to be paid the first employee payroll date in December for the year prior up to November. The motion was seconded by Trustee Evans. Discussion: This is the same as before. The motion passed by unanimous affirmative vote.

Trustee Evans moved to approve expenditure for members of Zoning Board, 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 \$55 plus mileage expense. The motion was seconded by Trustee McKee. Discussion: Trustee Burkholder is a big supporter of training for these boards and the work that the members do on both boards. The motion passed by unanimous affirmative vote.

Trustee Evans moved changing Board Resolution format. Resolutions shall be numbered by the four-digit year, a dash, then a three-digit consecutive number starting at 001 annually. For example 2024-001. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed having the date of the meeting within the resolution number to help with researching the resolutions. The Trustees discussed finding resolutions and re-using the resolution numbers. Other entities use this numbering system. Getting the resolutions digitally was discussed. Trustee Burkholder would like more information regarding this change.

Trustee Burkholder moved to table to the next agenda for presentation and discussion. The motion was seconded by Trustee McKee. The roll call was as follows: Evans, no; Burkholder, yes; and McKee, yes; motion passed 2-1.

Trustee Evans moved to adjourn the Organizational meeting at 6:40 p.m. The motion was seconded by Trustee McKee and passed by unanimous affirmative vote.

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### Regular Meeting

The regular meeting was called to order at 6:47 p.m. and the roll call showed Trustees Mark Evans, Gary Burkholder, Rozland McKee-Flax, and Fiscal Officer Julie Varian present.

Trustee Evans moved to adopt the agenda. The motion was seconded by Trustee McKee.

Trustee Evans moved to amend the agenda with the revised agenda on the yellow sheet as presented. The motion was seconded by Trustee McKee. Discussion: Trustee McKee discussed the prayer being on the agenda. Trustee Burkholder will continue with the prayer on the regular meeting agendas. The motion to amend the agenda passed by unanimous affirmative vote.

The motion for the adoption of the agenda as amended passed by unanimous affirmative vote.

### Public Comments -

Johnny Cremeans of 9617 Lynns Road requested the new board get Scannell to fix the wall.

Vicki Helsel of 9646 Lynns Road welcomed Trustee Burkholder to the board and looks forward to working with Mr. Burkholder regarding Scannell.

Shelly Marie Ipacs of 114 Royalty Drive recited "The Lord's Prayer", thanked Trustee Jeff Johnson for his many years of service, welcomed Trustee Gary Burkholder, is glad to see everyone is involved, and discussed auditors.

John Kennard of 10785 Palmer Road discussed the trash being paid and the post card that was mailed.

Steven Paul of 76 Nantucket Avenue discussed the Ohio Revised Code 504 regarding signing off on the inventory for 2023 and who the public records request should be addressed to. Steven Paul requested the phone records from Mrs. McKee's township phone. Mr. Paul welcomed Mr. Burkholder.

### Old Business -

#### 2024 Permanent Appropriation

**Resolution 24-01-02-01:** Trustee Evans moved resolution to Adopt Permanent Appropriations for Fiscal Year 2024. The motion was seconded by Trustee McKee. Discussion: The resolution number will be revised to 24-01-02-01. The Trustees discussed the appropriations that were presented and what changes were made. It was explained that just because the money is appropriated does not mean it will be spent in 2024. The Trustees discussed starting the budget process earlier in the year for 2025. It was clarified what document Exhibit A was that was referenced in the resolution. The roll call was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

### New Business -

#### Park Committee

Trustee Evans moved to accept the resignation of Craig Zacher from the Park Committee and advertise for the open seat with applications or letters of interest due by Friday, January 26<sup>th</sup> at 5:00 p.m. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed whether to just replace the one member or add additional members. The township has been working with EMH&T regarding the Park Committee. The Township Administrator confirmed the format to advertising for the opening. The motion passed by unanimous affirmative vote.

#### Employment Counsel - Fishel Downey

**Resolution 24-01-02-02:** Trustee Evans moved resolution Employing Township's Attorneys on an Annual Basis for the Year 2024 as presented. The motion was seconded by Trustee McKee. Discussion: Ben Albrecht of Fishel Downey for employment and union matters. This is continuing the 2023 contract into 2024. The motion passed by unanimous affirmative vote.

#### Modifying previous motions and resolutions from Mrs. McKee to Board President

**Resolution 24-01-02-03:** Trustee Evans moved resolution Changing Authorized Contract, Signer, and Representative as presented. The motion was seconded by Trustee McKee. Discussion: Trustee Burkholder explained this is a procedural item and by naming the seat, President, versus a specific person, which will help from year to year. The Trustees discussed what this resolution covers and it was explained this resolution is for all of the previous motions and resolutions naming specifically President Rozland McKee and this changes them to the Board President. The discussion regarding the Prosecutor's Office will be under item f. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

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**Grow Licking County Letter**

Trustee Evans moved to rescind the named individual suggested for the next open Grow Licking County seat as stated in the letter dated November 21, 2023, to Grow Licking County and the Commissioners. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed whether there is a conflict of interest and who could serve in the future when there is an open seat. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

**Star Account**

Trustee Evans moved to remove Trustee McKee’s authorization on the Township Star Account. The motion was seconded by Trustee McKee. Discussion: This is the investment savings account. Trustee McKee is no longer the president of the board. The Trustees discussed whether the account needs to have two signatures. The motion passed by unanimous affirmative vote.

**Prosecutor’s Office and Other Legal Counsel**

Trustee Evans moved that the President of the Board be the singular contact with the Licking County Prosecutor’s Office and all outside counsel unless specifically authorized by the President and that all Trustees are to be copied on all Prosecutor and counsel communications. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed the Prosecutor’s office representing the entire Board of Trustees and all three Trustees are equal. The Prosecutor’s office requests a single point of contact with all Trustees be included in all the communications. The President, Trustee Burkholder, will work out the other departments who contact the Prosecutor’s office. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

**Authorizing Representatives Concerning Records – Trebel Aggregation Agreement**

**Resolution 24-01-02-04:** Trustee Evans moved Resolution Authorizing Representatives Concerning Records of the Trebel Aggregation Agreement as presented. The motion was seconded by Trustee McKee. Discussion: Trustee Evans explained this was reviewed by the Prosecutor’s office and provided background on previously attempting to obtain records. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

**Township Key Lockbox**

Trustee Evans moved to require staff and officials to disclose the locations of the township lockbox of keys immediately, the Administrator shall have the lockbox installed to its previous location, provide inventory of all contained keys; and provide list of individuals with keys; the access code to be provided to Fiscal Officer; and access code shall be available to all Trustees and Administrator. The motion was seconded by Trustee McKee. Discussion: Trustee Evans discussed the removal of the lockbox and access for all of the Trustees. Trustee McKee explained that she has never had to use the lockbox or have keys. The motion passed by unanimous affirmative vote.

**Original Township Security NVR and SD Cards**

Trustee Evans moved to direct the staff and officials to disclose the location of Video Security NVR originally installed on October 2022 along with the camera SD cards, to direct the Administrator to preserve all video security footage on the township hall system, and any video records requested as a public record request on the garage video security system; and the Original Township Hall NVR and SD cards shall be produced and secured by the Fiscal Officer. The motion was seconded by Trustee McKee. Discussion: Trustee McKee explained that Trustee Johnson made it clear that he removed the NVR and secured it, Trustee McKee never had the NVR. The Trustees discussed the NVR and needing to know where it is located. Trustee Burkholder will work with the Township Administrator regarding the NVR. This motion does not modify the current Records Retention Schedule but to preserve the data. The motion passed by unanimous affirmative vote.

**Legal Records and Communications**

Trustee Evans moved to authorize all Trustees access to legal records and communications from the Prosecutor and all outside counsel with the exception of any Fiscal Officer privileged legal records or communications. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed the Fiscal Officer is a separate elected office. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

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Administrator's Written Report

Trustee Evans moved to direct the Administrator to provide the Board and Fiscal Officer a written Administrator's report the Wednesday prior to a regular meeting. Should additional items or information be added before the meeting, a written report addendum shall be provided to the Board and Fiscal Officer in advance of the meeting. The motion was seconded by Trustee McKee. Discussion: Trustee Evans feels this is a good practice versus oral reports so all elected officials are aware of what will be discussed during the meeting. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

Dynamic Networks

Trustee Evans moved to direct the Administrator to implement document sharing, working files, shared calendars and programs; to direct the Administrator to verify all township computers, data, data storage, systems, programs and emails are being properly backed-up; authorize and provide each Trustee read-only access to all Township emails and cloud storage, excluding Trustees and Fiscal Officer email and cloud storage; to remove the previous authorization providing all email access by Mrs. McKee and Mrs. Hanson; and designate authorized representatives to Dynamic Networks as the President and Vice-President. The motion was seconded by Trustee McKee. Discussion: Trustee McKee clarified that she never had access to all emails, Mrs. Hanson as the Township Administrator had access. The Trustees discussed the prior board action and who should have access to the computers and emails along with Attorney Client Privilege documents. Trustee Burkholder is willing to re-visit any of these policies that need to be fine-tuned in the future with the Board working together with the Township Administrator. Nita Hanson explained the only access was to fill public records request searches. Nita Hanson is the back up to the township secretary email. The motion passed by unanimous affirmative vote.

Streamline Video Security Production

Trustee Evans moved to remove Brosius, Johnson, and Griggs as the intermediary for any video security record access or production. Access and requested records to be produced normally. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed the legal counsel was needed prior to the township hiring an Administrator. The motion passed by unanimous affirmative vote.

File Passwords with Fiscal Officer

Trustee Evans moved that all township hall employees (Administrator, Secretary, Zoning Inspector, and Assistant Zoning Inspector) and elected or appointed officials shall provide logins and passwords within five business days to the Fiscal Officer of all systems, programs, equipment they are in control of, have access to, or have knowledge of; the logins and passwords shall be maintained by the Fiscal Officer. Any change to a password or login shall be provided to the Fiscal Officer within three business days; access to logins and passwords are permitted by the Trustees with the Fiscal Officer maintaining a log of those provided any login and /or passwords. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed passwords, security created with passwords, and Ohio Revised Code. Procedures need to be in place if an employee has an accident. The Trustees discussed who has passwords and backup process. The Employee Handbook specifies the passwords to be filed with the Fiscal Officer. Trustee Burkholder supports this motion this evening but is willing to re-visit this issue because of IT security. These passwords should not be transmitted via email. Trustee Burkholder will work on implementing this policy. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

Interior Township Hall Office Lights

Trustee Evans moved to require the township hall office lights to remain on when open to the public and during work hours. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed having the office lights on. The Trustees discussed when staff has a medical condition that can be discussed. The motion passed by unanimous affirmative vote.

Pausing Working hours for the Assistant Zoning Inspector

Trustee Burkholder moved to table the motion pausing working hours for the Assistant Zoning Inspector. The motion was seconded by Trustee McKee and passed by unanimous affirmative vote.

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### **Townhall Video Security System**

Trustee Evans moved the following regarding the townhall video security systems. Naming the Administrator and President as an authorized representative to State Security, to direct the Administrator to notify State Security to pause procurement or installation of the township hall security system authorized in January 2023, the Administrator is directed to determine and report why the second security system was not installed and if the original system can simply be reinstalled, and the Administrator is directed to obtain costs to place additional cameras in the public areas of the township hall. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed coordination with the President and the Township Administrator. The Trustees discussed the security system not being installed. Trustee Evans has spoken with the original installer of the security system. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

### **Setting Agenda Creation Procedure**

Trustee Evans moved the following as presented, one through seven. The motion was seconded by Trustee McKee. Discussion: Trustee Burkholder read the seven items as follows: To direct the administrator to compile the Trustee meeting agendas with oversight and direction by the President, draft agenda items shall be provided to the full board and Fiscal Officer by the Administrator the Monday of the week prior to the regular meeting, other Trustees and the Fiscal Officer shall forward to the Administrator and President agenda additions requested, along with a narrative and /or documentation by 5:00 p.m. the Wednesday prior to the regular meeting. The Administrator shall then compile and finalize the meeting agenda; the Administrator shall distribute the agenda, meeting packet and Administrator's report to the full board, Fiscal Officer and public by noon Friday, the meeting packet shall contain all relevant meeting information and supporting material in a single packet and/or file, the President may alter agenda creation schedule as required, the Administrator is directed to create and maintain agenda templates or lists for all regular Trustee meetings for the following twelve months and begin to populate those agendas with the routine or know items for consideration. There will be a draft agenda for the Administrator to start to build the agendas. This will take some time to fully implement. Per Ohio Revised Code does not require an agenda unless it is a Special Meeting requiring the 24-hour prior notice. This is to provide information to the residents and staff. This allows everyone to see what is on the agenda. The motion passed by unanimous affirmative vote.

### **Sheriff Vehicle Routine Maintenance**

Trustee Evans moved to authorize Etna Township's Sheriff cruiser routine maintenance and repairs outside factory warranty at Maverick Motors upon approval by Administrator of up to \$1,000 each instance. The motion was seconded by Trustee McKee. Discussion: This is a separate authorization for vehicle maintenance such as brakes and oil changes. Nita Hanson suggested the motion be modified to permit the maintenance for other vendors and not specific to Maverick Motors. The Trustees discussed this modification. F/O Varian can do a blanket purchase order and a yearly amount would work better.

Trustee Burkholder moved to amend the motion to make this a blanket certificate for a thousand dollars per incident for up to twelve thousand dollars annually, as a blanket any vendor can be used as necessary. The motion was seconded by Trustee Evans. The amendment to the motion passed by unanimous affirmative vote.

The main motion as amended passed by unanimous affirmative vote.

### **Administrator**

Trustee Evans moved to direct the Administrator to create procedure manuals for department and positions tasks as listed by February 19<sup>th</sup> and present at the February 20, 2024 regular meeting. Key FOB Creation (townhall and garage). Providing a list of those with FOBs, checking access log to buildings, issuing and deleting access codes, provide a list of individuals with current codes, providing code access to township hall for outside group use, updating website, updating website calendar, streaming procedure, security camera system access, townhall and garage, alarm system access including disarming and arming procedures, townhall and garage, how to email distribution on the list-serve, turning on microphone system and audio recordings, process for legal notices, and new hire process. The motion was seconded by Trustee McKee.

Trustee Burkholder moved to amend that we have draft list or some ideas for discussion by February 19, 2024. The motion was seconded by Trustee Evans. Discussion: The Trustees discussed all the items and pressure being added onto the Township Administrator and being reasonable on the completion of the items. The Trustees discussed how important these are. The roll call on the amendment to the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

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Discussion: Nita Hanson discussed the outline and some of the items will need to be modified because some of the technologies have been changed.

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

Trustee Evans moved to direct the Administrator to begin live streaming and archiving all Township meetings (Trustees, Zoning, BZA, and Committees). The motion was seconded by Trustee McKee. Discussion: The Trustees discussed requiring the Township Administrator to attend all of the meetings and committees. The expectation of live streaming by staff was discussed. Technology upgrading was discussed. This will be a work in progress. Nita Hanson explained the current streaming process is directed from her township cell phone. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

Trustee Evans moved to direct the Administrator to file with the Fiscal Officer the Annual Inventory by January 8, 2024, per O.R.C. 505.04. The motion was seconded by Trustee McKee. Discussion: The inventory has been filed with F/O Varian. F/O Varian needs to provide an update on the equipment under the Fiscal Office. The motion passed by unanimous affirmative vote.

Trustee Burkholder moved to direct the Administrator to have township related meetings such as JEDZ, JEDD, NCA, and all township public committee meetings on the public township calendar maintained on the website. The motion was seconded by Trustee Evans. Discussion: The Trustees discussed which meeting should be on the township calendar such as JEDD Boards. The motion passed by unanimous affirmative vote.

Trustee Burkholder moved to direct the Administrator to create and maintain a Master Internal Calendar for the township including all township deadlines, action dates, important dates, expiring terms, and other such matters required for proper administration of the township. The motion was seconded by Trustee Evans. Discussion: The Trustees discussed this calendar is an internal calendar. Nita Hanson explained the existing internal calendar that has been created. Trustee Burkholder will work with Nita Hanson on this calendar. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

Trustee Evans moved to direct the Administrator to immediately comply with all public record requests for the video security records from the township security system as requested in the public records request. The motion was seconded by Trustee McKee. Discussion: Trustee Evans feels this is necessary. Trustee McKee discussed the video security and access if there is an incident and not for surveillance. Trustee Evans explained this is about public records. The roll call on the motion was as follows: Evans, yes; Burkholder, yes; and McKee, no; motion passed 2-1.

Trustee Evans moved to direct our appointed Etna Township representative on the Southwest Licking Community Water and Sewer Board to submit a monthly written report to our board and attend in person at one regular meeting every quarter. The motion was seconded by Trustee McKee. Discussion: The Trustees discussed the importance because of all the activity going on in the township. Mr. Stepp provides written reports and updates. The request for a once a quarter in person report was discussed. The motion passed by unanimous affirmative vote.

Trustee McKee moved to begin the bid process for trash and recycling services. The motion was seconded by Trustee Evans. Discussion: The Trustees discussed whether this will be needed. There is an option for renewal of the current contract with a ten percent increase. Nita Hanson has not had the opportunity to analyze the numbers but did provide input on what services WIN Waste has provided over the past year. A review by the Prosecutor's office will be requested.

Trustee Evans moved to table until January 16, 2024. The motion was seconded by Trustee McKee and passed by unanimous affirmative vote.

Administrator Report

Nita Hanson reported John Singleton, Zoning Inspector, has resigned. Freddie Latella is the Assistant Zoning Inspector and has worked part time. Freddie Latella's availability was discussed and how many hours he can work and still be considered part-time. The Trustees discussed whether to post the position on indeed for a full-time Zoning Inspector and/or Zoning Administrator. The experience and knowledge that John Singleton had was discussed.



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Trustee Burkholder moved to continue the part-time employment with the Etna Township Part-time Zoning Inspector with the condition that we comply with the Human Resource regulation regarding part-time employment. The motion was seconded by Trustee Evans. Discussion: Freddie Latella does not need insurance benefits. The Township Administrator will work out how many hours will be needed. The motion passed by unanimous affirmative vote.

Trustee Burkholder will review the current Job Description for Zoning Inspector/Planner and discuss this more on January 16, 2024. The Trustees discussed what to advertise for and possibilities of revising the job description.

Trustee McKee moved to authorize Nita Hanson to purchase a twenty-dollar gift card from Sheetz and provide the gift card in one of the Etna Township bags for a door prize for the Licking County Township Association meeting on January 20, 2024. The motion was seconded by Trustee Evans and passed by unanimous affirmative vote.

Moo Moo Car Wash

Minimum of five washes a month. Six dollars for basic twelve dollars for a signature wash. 1,248 annually. Discussed washing them at the garage with the power washer. Trustee Evans explained they are going from the FOBs to an ap. The Trustees discussed another car wash in the area, Zoom. F/O Varian feels this will be fine for now regarding appropriations.

Trustee Burkholder moved to move forward with the proposal as presented by Township Administrator Hanson for Moo Moo Car Wash. Trustee Evans seconded the motion. Discussion the deputies use the car wash located in Newark. Typically the invoice is twenty-eight dollars a month. The motion passed by unanimous affirmative vote.

Fiscal Officer Report

Resolution 24-01-02-05: Trustee Evans moved resolution to approve the purchase orders as presented. The motion was seconded by Trustee Burkholder and passed by unanimous affirmative vote.

Trustee Evans moved to approve the payments as listed. The motion was seconded by Trustee Burkholder and passed by unanimous affirmative vote.

Announcement and Trustee Comments -

Trustee Evans discussed the resignation of the Zoning Inspector and complying to the Employee Handbook and following the proper procedure. At the next regular meeting on January 16, 2024 meeting the Solar Exclusionary Zone Resolution.

Trustee Burkholder discussed the upcoming Ohio Township Association Conference and following up on Scannell and issues on Mink Street.

Trustee McKee moved to adjourn at 8:59 p.m. The motion was seconded by Trustee Evans and passed by unanimous affirmative vote.

Gary Burkholder, President

Julie Varian, Fiscal Officer

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