

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 502-224-3339 FORM NO. 10148

Held

August 1920 25

**Etna Township, Licking County
Etna Township Board of Trustee
Regular Meeting
Tuesday, August 19, 2025**

The Etna Township Board of Trustees met in the Etna Township Hall, 81 Liberty Street, Etna, Ohio, 43018 in a regular trustee meeting. The meeting was called to order by Gary Burkholder.

Trustees Present: Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Also in Attendance: Jackie Cotugno, Fiscal Officer

1. Opening

a. Call to Order b. Roll Call c. Invocation d. Pledge of Allegiance

2. Adoption of the Agenda

Moved by: Rozland McKee-Flax to adopt the agenda

Second by: Gary Burkholder

Trustee Evans requested that a separate section be added to the minutes to include presentation from other Chairs, the authorization for seeking advice, and lack of staff follow through. Trustee Burkholder commented about the checkbook push back, the secretary job description and advertising are of crucial importance

Moved by: Trustee Evans to amend the agenda with the attorney that was involved in the bank investigation and invite an attorney from Bricker/Graydon to publicly attend a future meeting to discuss the bank investigation, and the secretary job description.

Motion to amend failed due to a lack of second

Yes: Gary Burkholder, Rozland McKee-Flax

No: Mark Evans

Carried 2-1

3. Adoption of Minutes

Moved by: Gary Burkholder to adopt June 17, June 15 and August 5, 2025, minutes

Seconded by: Rozland McKee-Flax.

Trustee Evans stated there have been errors in the minutes and that he had not reviewed the minutes under consideration for adoption.

Yes: Burkholder, McKee-Flax

No: Mark Evans

Carried 2-1

4. Public Comments (limit of 3 minutes per person)

Tia Raver Zimmerman 93054 Summit Road SW - Commented on her objections to TIFs that allow for a 15–30-year tax abatement forcing the schools and other public services to seek additional funding from the community; claimed the board does not keep them informed and expressed objections to solar farms and Summit Road. She further commented that the meeting wouldn't be so long if the board would not interrupt each other and focus on the agenda.

Rachel Zelazny - Expressed concerns about the delay in BZA minutes and the lack of implementation of the BZA checklist.

Aleshia Zacher 79 Trail East– Today we spent 20 minutes to prayer and the pledge of allegiance, and why are all but one trustee placing their hand on their heart during the pledge? If a member of the board doesn't represent the flag and this township, then you should not be running for election or re-election.

Ryan Davis 8807 Watkins Road – Share that this Thursday in the town hall, the community authority will be meeting to review the high point park project, I would encourage every to come, hear the presentation, and be informed.

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Jon Hanson 51 Red Wood Drive – Reported that he would be adding all slides, text, messages, emails, etc., to his public records requests as well as a list of all other requests for public records made by others included attorney costs.

Mark Evans 91 Old Church – Trustee Evans took to the podium as a public speaker and expressed his concerns about the agenda, judges' beings asked to attend the community movie night and questioned why the board president had the BZA Chair present at the public comments and not add her to the agenda.

Phyllis Bundy 10254 Tollgate Road SW – Commented that there is some misinformation out there regarding the parks. It's been said that there are two grants for the parks. It was noted that Pike Street Park will be a "soft park" that will require ADA accommodations.

John Kenard 10785 Palmer Road – Shared that he liked to follow Trustee Evans from the podium because he removes his Trustee hat and puts on his public comment hat. He wished all the trustee candidates' good luck in the upcoming election.

5. Roads

- a. Ashley River Road Phase II (attachments)
- b. Columbia Road

Moved by: Trustee Burkholder to pass Resolution 2025-054 requesting engineering assistance for Columbia Road and Ashley River Road.

Second by: Rozland McKee-Flax

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax **Carried 3-0**

Trustee Burkholder reported that Ashley River Road is the second phase of Drayton Hall that hasn't been completed, which will serve as the main entrance to the new park. We are bringing this forward because of the five-year capital improvement of the transportation plan and the need to get up-to-date pricing. Trustee Evans shared that the developer had already provided the costs, so why another estimate? Trustee Burkholder reported that the board should have its own cost estimate and not rely on the developers, thus giving us two estimates to compare. He further shared that Columbia Road at State Route 40 to Refugee Road has many safety issues; there is a 23-acre undeveloped parcel on this road. The estimate should include storm water, sidewalks, center turn lanes, and curbs. Safe Routes to School funding was available from ODOT that would be a part of the package. Trustee McKee agrees that this overall investment is a good one, however, believes that we should be focusing on the round-about study that is targeted for completion this year. Trustee Burkholder shared that getting estimates does not make this a "priority" for the township but being prepared is the best course. He further shared that they are looking at crash data and the amount of traffic utilizing these roads. The roundabout will cost millions of dollars and should therefore be included in the capital improvement plan.

c. Flashing Stop Sign

Mr. Copley, Road Superintendent, brought forward two quotes for a flashing/lighted stop sign for Mink and Palmer Roads. The signs are 36x36 in size, with solar panels, and flashing lights on both sides. (Peterson - \$7,514.20 and Granger - \$9,000), this does include shipping.

Moved by: Trustee McKee to approve the purchase of the flashing stop signs

Second by: Gary Burkholder

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax **Carried 3-0**

Trustee McKee suggested the board purchase an additional set of flashing stop signs as a back-up should there be any damage and/or replacement is needed. It the county is asked to replace a stop sign, they don't install the flashing signs, just the basic stop sign.

Moved by: Trustee McKee to amend the request to include an additional set of flashing stop signs.

Second by: Gary Burkholder

Yes: Gary Burkholder, Rozland McKee-Flax

No: Evans

Carried 2-1

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d. **Moved by Trustee Burkholder to approve a traffic study of the intersections of Palmer and Taylor Roads.**

Second by: Rozland McKee-Flax

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax **Carried 3-0**

There is an on-going traffic study with Reynoldsburg for Taylor Road and there is no current update on that study.

6. **Zoning**

a. Mr. Sabatino Reported that he recently purchased a property is required to have a secondary entrance/exit at the request of the fire department. There was a verbal agreement between the past owner and the residents that worked well. When the property was rezoned the exit/entrance off State Route 310 had to be changed. Trustee Burkholder suggested that a review of the zoning should be done since the fire department is requesting a change and the matter will need to be resubmitted for a formal process review.

b. Ted Walker, Zoning Inspector, shared that all public requests for records were completed and that he is unable to get the prosecutor's help without bringing a resolution from the township to the Board.

c. **Scannell Update** – Zoning Inspector Ted Walker reported that he met a representative from Scannell and the landscaper they contract with and agreed to the following: The trees along Tollgate Road will be replaced, the road right-away condition will be addressed and the swale on the eastside of the wall will be reconstructed/replaced according to the original plans and completed by September 30, 2025. Mr. Walker followed up with the Licking County Planning Commission, and they reported the swale is the only outstanding issue they have with Scannell. The Trustees were provided with the "as built" plans which will be compared to the current state of the wall that exists.

d. **Brandy Hill Real Estates** – The flooding of the pond is being addressed by Licking County Soil and Water, the HOA, and the Brandy Mill Estates management company. There was some concern that asphalt was causing the blockage, however it was later determined that it was a boulder. The pond also has some erosion, overgrowth, and lack of tree maintenance.

e. **Park** – Trustee Burkholder reported the township received grant from the Licking Park District for \$79,000. Currently, \$150,000 is awarded from the Ohio Capital Budget and another \$125,000 from the Etna New Community Authority. A resolution was passed to ask the New Community Authority for another \$135,000.

f. **Fence Damage on Mechanic Street**

Moved by: Trustee Evans to reimburse the owner of the property for the fence damage.

Second by: none

Motioned failed for a lack of second.

7. **Resolution 2025-051 - To prohibit campaigning on township property during the movie night event on August 31, 2025.**

Moved by: Gary Burkholder to bring resolution 2025-051 back to the Board for further discussion.

Second by: Mark Evans

Motion failed

Failed

Williams LLC Agreement –To Waive the attorney/client privilege regarding the prosecutor's opinion on the easement agreement and forward the redline version to Williams LLC for review.

Moved by: Gary Burkholder to waive the attorney-client privilege regarding the prosecutor's opinion on the Williams LLC pipeline easement agreement red line erosion for further review.

Second by: Mark Evans

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Trustee Burkholder spoke to the prosecutor regarding the Williams, LLC installing a gas line 24" in depth through the new park. The township has an agreement that involves some compensation and the impact of the pipeline installation would have on the development and park. The prosecuting attorney recommended that we only spend the money on the redline easement agreement with Williams LLC.

Moved by: Trustee Burkholder for the township to move forward with the pipeline project.

Second by: Rozland McKee-Flax

Yes: Evans, Burkholder, McKee-Flax

Carried 3-0

ICD Smart Printer and Supplies

Moved by: Mark Evans to purchase the ICD Smart Printer through the government program that includes a printer: \$1,535 (without supplies) and \$1,750 (with supplies).

Second by: Gary Burkholder

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax

Carried 3-0

Moved by: Mark Evans to install no solicitation signs at the road entrances into the township.

Second: none

Motion failed for lack of second

Failed

Resolution to authorize funding for Etna Township movie night to include the President, Vice President, Trustees' and Fiscal Officer to sign a check based on estimates for the event outside of a regular/special meeting. Approximate costs of the event were discussed.

Moved by: Trustee Evans to remove the word "approximately costs" from the resolution.

Second by: Gary Burkholder

Yes: Mark Evans

No: Gary Burkholder, Rozland McKee-Flax

Carried 1-2

Moved by: Trustee McKee to purchase insurance in the amount of \$500 for the movie night event.

Second by: Gary Burkholder

Yes: Gary Burkholder, Rozland McKee-Flax

No: Mark Evans

Carried 2-1

Moved by: Trustee McKee to permit the township road crew to work overtime on Sunday, August 31, 2025, for the movie night.

Second by: Gary Burkholder

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax

Carried 3-0

State Security

State Security will be managing the security systems for the township. The current software is outdated.

Second by: Rozland McKee-Flax

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax

Carried 3-0

Monthly Planner

Moved by: Gary Burkholder to engage MORPC regarding a planner's application

Second by: Mark Evans

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax

Carried 3-0

Drayton Hall has requested a memorandum of understanding from the township agreeing to finish Phase II of Ashley River Drive because they are unable to get a final plat from the County due to the unfinished section of the roadway.

Trustee Evans inquired about whether there was any consideration given to having an exit/entrance on State Route 40 and suggested that the prosecutor represent Etna

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Township Zoning Board of Appeals. It was reported that this request would require a resolution.

Resolution 2025-53 to request funding from the JEDZ II Board Funding for Pike Street

Moved by: Gary Burkholder to approve Resolution 2025-53

Second by: Mark Evans

The final estimated cost is improvement account and there is also a reallocation of the waste/sewer lines that is estimated at \$260. Regarding the easement costs of 3.2M that is coming from the New Ohio Planning Commission and our share of 1.1M. We need to pass a resolution requesting the money and if agreed to, it will be reimbursed.

Moved by: Gary Burkholder to approve Resolution 2025-53

Second by: Mark Evans

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax **Carried 3-0**

8. Fiscal Officer Report

a. Request to purchase lateral file cabinets

Moved by: Gary Burkholder

Second by: Rozland McKee-Flax

Yes: Gary Burkholder, Rozland McKee-Flax

No: Mark Evans

Carried 2-1

b. Contract with Chris Kerby

Moved by: Gary Burkholder to approve contract with Chris Kerby

Fiscal Officer Jackie Cotugno reported that Mr. Kerby was working with the township this year for \$5,000 ending in 2026 and there is \$2,000 balance on the original purchase order of \$3,600. The request is to cancel the previous purchase order for Mr. Kerby and move to a new purchase order for \$5K. The Board is dedicated to getting the budget right by utilizing best practices, continued learning, and making improvements to the overall budget.

Second by: Rozland McKee-Flax

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax **Carried 3-0**

c. Resolution 2025-052 to approve purchase orders

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax **Carried 3-0**

d. Motion to ratify the payment of bills as shown on the payment listing

Moved by: Gary Burkholder

Second by: Rozland McKee-Flax

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax **Carried 3-0**

e. Request to transfer the funds as presented

Moved by: Gary Burkholder to approve the transfer of funds

Second by: Rozland McKee-Flax

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax **Carried 3-0**

The Fiscal Officer reported that she received a check in the amount of \$149K from the JEDD I, JEDD II, JEDD III, JEDD IV, JEDD V. Currently there is \$10M in the account with receipts of \$208K and \$254K for last month. The Fiscal Officer is requesting to move 1M to an account that will generate a 4.5% earning rate.

The Fiscal Officer shared that all accounts are with The First National Bank, and we would be transferring money from one account to another. Trustee Burkholder recommended that the Fiscal Officer prepare the necessary information and bring this matter back to the next meeting.

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9. Public Comments (limit of 3 minutes per person)

Phyllis Bundy 10254 Tollgate Road SW – Commented that when a sitting trustee and a trustee running for office are mates it brings and possibly creates a different atmosphere and a concern about Facebook comments. Trustee Burkholder reported that he too was frustrated with the Facebook comments as well as the residents getting negative feedback.

Tia Raver Zimmerman 9305 Summit Road – Recommends that before the Board approves anymore abatements, TIFs, housing and warehouses, that they complete the comprehensive Plan.

Jon Hanson 51 Red Wood Drive – Shared he believes Trustee Evans lack of skill is the reason why he can't work with others and that he (Evans) personally wrote the document that Rachel Zelazny read from tonight.

Mark Evans 91 Old Church – Shared that he does work well with others and that he did not write the document Ms. Zelazny read from tonight and again expressed his dissatisfaction with the other trustees and staff.

Alecia Zacher 79 Trail East – Some of the things said here tonight are unfavorable and some I would agree with. We all have passions that we care about but if Trustee Evans can't place his right hand on his heart when addressing the American Flag, then we should ask ourselves if he's committed to the township, community, and Board. The community is aware of him pushing for Rachel Zelazny to be voted in as a trustee to back himself. Voting matters and I only hope that the community comes together on voting day.

Thaah Young 91672 Taylor Road – Wished to thank Trustee Evans for reaching out to Reynoldsburg committee regarding her driveway. Trustee Evans reported that Reynoldsburg wants to annex the property in, he pushed it through, but the Board wouldn't allow it because we don't have any leverage. He commented that this was in the JEDDs annexation agreement.

10. Announcements and Trustee Comments

Trustee McKee-Flax requested that the flyer for the community movie night be sent out.

Trustee Evans shared that he is holding a resident forum on Saturday, August 23, 2025, from 9-11.

Trustee Burkholder commented about the engineers being correct. He further reported that abatements were not addressed by this Board to date and some of the TIFs aren't implemented.

11. Adjournment

Moved by: Gary Burkholder to adjourn

Second by: Rozland McKee-Flax

Yes: Mark Evans, Gary Burkholder, Rozland McKee-Flax **Carried 3-0**

Adjourned at 8:48p.m.


Gary Burkholder, President


Jackie Cotugno, Fiscal Officer

All resolutions as presented are on file with the Fiscal Officer