

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3358 FORM NO. 10148

Held

August 252025

**Etna Township, Licking County
Etna Township Board of Trustees
Special Meeting
August 25, 2025, At 5:00 P.M.**

Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018, Telephone (740-927-7717)

The Etna Township Board of Trustees met on Monday, August 25, 2025, in the Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018 for the purpose of conducting a special meeting. The meeting was called to order at 5:00 p.m. by Gary Burkholder.

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

Also in Attendance: Jackie Cotugno, Fiscal Officer and Holly Palumbo

I. Opening

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

II. Adoption of Agenda

Moved by: Gary Burkholder to adopt the agenda as presented

Second by: Rozland McKee-Flax

Trustee Evans commented that this special meeting was called without determining his availability.

Yes: Evans, Burkholder, McKee-Flax

Carried 3-0

III. Public Comments: (limit 3 minutes per person)

Trustee Evans requested that the issue of the 3-minute rule is not correct, and the board should clarify the matter.

Litichia McIntyre 15 Third Avenue SW – Commented that the zoning commission had lost an administrative assistant/clerk and whether they be appointed a new clerk or would zoning commission be required to take on these responsibilities. President Burkholder suggested that a new clerk should be appointed. Trustee Evans stated that we need two positions: administrative assistant and secretary, there is too much work placed on one administrative assistant. President Burkholder shared that he has made comments about the positions and let the record show, that the toxic work environment is the reason why this matter has not been resolved. Vice President McKee reported that the township did have an administrative assistant that did a good job but didn't have the support she needed.

Shelly Ipacs 114 Royalty Drive - Reported that she had a discussion with the JEDZ II and asked if the Board had read her comments a few months ago. It's great to have new people with fresh ideas that can make things happen, however, the ability to retain experienced and knowledgeable personnel is necessary. Trustee Evans asked Ms. Ipacs what court case she was referring to and what the challenge was to make a change in the agreement. Ms. Ipacs stated that this was her time, and inappropriate for him to interrupt or challenge any resident presenting at the podium. Ms. Ipacs did recall that the challenge occurred approximately three years ago. Trustee Evans noted that he waited for her comments with no interruptions and this is about providing accurate information, and this was the second time she mentioned it without providing a source. Ms. Ipacs stated that she did not have to have a source because she was commenting on issues noted in the township records.

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John Kenard 10785 Palmer Road – Every meeting is started with negativity and there is constant finger pointing and blaming others for the lack of getting things done in the township and office.

Chuck Bundy 10254 Tollgate Road SW – Jon Kenard 10785 Palmer Road – Reported that once we get through the Lord's Prayer and the pledge of allegiance Trustee Evans starts with the negativity. He repeatedly questions everyone's actions. It was bad when Trustee Evans called the Sheriff on a resident, although I was not present at the time, but I did see it on Facebook.

Mark Evans 91 Old Church - reported that the fiscal officer resigned at the first meeting when Vice President McKee and he were elected. This shows that the residents are making false accusations. Also, as noted, when someone makes a claim about a court case that's not been verified, it's taking the word of someone else and not factual. A challenge three years ago, "no," they did attempt to annex and encourage a vote from outside for the two warehouses, but I pushed back. I have always pushed for additional staff, and it's been blocked. I met with an individual today and there is no proper workstation for the Trustees. Regarding Mr. Kenard's comments about this weekend, he said it himself, "I don't know what happened" I wasn't there, that is clearly a false statement.

IV. New Business

a. Hiring an Administrative Assistant

Vice President McKee shared that Holly Palumbo did provide a notice of her termination and that it is the board's responsibility to provide a replacement. Trustee Evans shared that he had previously provided job descriptions for an administrative assistant and secretary as their duties will vary somewhat; he has pushed for a standard operating procedure (SOP); and the passwords have not been updated into one password at his request; President Burkholder shared that Trustee Evans was asked to work with the staff on the procedure manual and job descriptions and has failed to follow through; his request to change the passwords and share that information is a breach of cyber security as is threatening the administrative assistant with termination.

- b. Consideration of working with Dawson Careers – Not discussed
- c. Discussion of JEDD and JEDZ upcoming appointments – Not discussed

V. Public Comments (*limit 3 minutes per person*) – None

VI. Announcements and Trustee Comments - None

Moved by: Gary Burkholder to adjourn

Second by: Rozland McKee-Flax

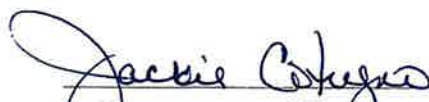
Yes: Burkholder, McKee-Flax

No: Mark Evans

Carried 2-1

Adjourned


Gary Burkholder, President


Jackie Cotugno, Fiscal Officer

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