

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10148

Held _____ 20 _____

attorney for handling. Mr. Hanson wants to make sure that a new request would not have to be filed because he asked for texts and not Facebook message. President Burkholder was not aware of any outstanding requests, but he would follow up with the fiscal officer. Mr. Hanson asked when the township was going to start handling message requests and why the need to send all requests through the attorney.

V. Old Business

a. Open seats JEDD, JEDZ, and TIRC

Trustee McKee noted that the spreadsheet of the positions and expiration dates of each needed to be included in the agenda packet and recommended that this matter be tabled until the next meeting. Trustee Evans shared that he provided a nominating list and that he would be willing to assist with the position openings. President Burkholder commented that Trustee Evans motion at the time was to allow him to speak with the attorneys and nothing had been done to date.

VI. New Business

a. Resolution 2025-072 – To reduce load limits on the roads listed

Moved by: Gary Burkholder to adopt Resolution 2025-072

Second by: Rozland McKee-Flax

Trustee Evans wanted to know if there had been a review of the roads list because some roads don't appear on the list provided. President Burkholder noted that Trustee Evan reviewed the list in 2022, 2023, 2024, and if there is an updated list he was not aware of it. President Burkholder noted in reviewing the sign list, it was discovered that our sign says the previous resolution set for this year was on November 15th and our signs in the township say November 1st. Our fiscal officer corrected this however we noted that this had been ongoing for years. Rather than replace every weight limit sign in the township, we retro dated the signs for November 1st, due to receiving applications for permits. If you would like to forward any information to update the list the board would welcome your input. We can make an amendment for approval today to keep the process moving. We issued the permits that came in before November 1st, because the previous resolution dates were from November 15th to April.

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

Moved by: Trustee Evan to add Prince Road (not drive), Button Bush Place, Buck Rush Drive, Ashley River Drive, Columbia Crossing Drive, Adrian Drive, Glen Crossing Drive, and follow up with the road superintendent for additional signs as required.

Second by: Gary Burkholder

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

b. Motion to purchase office furniture for zoning office

Moved by: Rozland McKee-Flax

Second by: Gary Burkholder

Trustee Evans asked what furniture was being purchased, why wasn't it provided earlier than today? President Burkholder shared that the fiscal officer provided the required information and there had been discussion on this before, and today we're moving forward to accommodate current and future staff. Trustee McKee noted that rolling file cabinets that fit under the desks can be purchased to accommodate the need.

Yes: Gary Burkholder, Rozland McKee-Flax

No: Mark Evans

Carried 2-1

c. Set budget workshop

Trustee Evan's recommended that the board bring in the newly elected trustees for the budget meeting prior to their term taking effect on January 1, 2026. President Burkholder shared that the board and newly elected board members would be invited, pending the Board of Election's final election count. Further discussion was held on whether November 18, 2025, at 5:00 p.m., would be an acceptable date and time.

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

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held _____

20 _____

d. **Sheriff Contract**

President Burkholder shared that no motion was needed as he had spoken with the Sheriff Department and was waiting for their response. Trustee Evan's reported that he received an email from Lt. Carson stating that he had not heard from anyone on the board, so he called him to discuss the contract. Lt. Carson had shared that he did want to have a discussion with the board. President Burkholder suggested that the trustees provide the fiscal officer with questions, concerns, etc., they would like to Lt. Carson to address at their meeting. Trustee Evans asked for a report on what we pay out for the Sheriff Department support which will be provided by the fiscal officer Monday, November 10, 2025.

VII. **Fiscal Officer Report**

a. **Resolution 2025-072 to approve purchase orders**

Moved by: Rozland McKee-Flax

Second by: Mark Evans

Trustee Evans asked if the purchase order for \$10,000 was previously approved or additional funds. Fiscal Officer Jackie Cotugno reported that it was previously approved, and it covered the cost of the employee handbook. Trustee Evans shared that he was working with the company on more changes that need to be made and hopefully he will have final draft this coming week.

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

Carried 3-0

b. **Motion to ratify the payment of the attached listed bills**

Moved by: Rozland McKee-Flax

Second by: Gary Burkholder

Trustee Evans asked why there were some missing numbers on the payment list. The fiscal officer reported that the missing numbers were for canceled items, and this process is set up by payroll.

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

Carried 3-0

- c. **Chief financial officer's certification** of local funds loan repayment letter prepared by Michael Miller with Verdantas for the Ohio Public Works Commission (OPWC), The application for Cumberland Crossing pertaining to what is the best combination of a local match and grant to score the most points as it changed this year because more money was authorized for townships and the best opportunity for getting funded for a project is if the township contribute \$302,880 in cash from the road and bridge fund and then request a loan at 0% for 15 years for the remainder of the project. Whenever there is an option to get loan funds which is part of their program that would score better than a grant. Mr. Miller worked at one time with the OPWC and has expertise in this area. A part of the application process must be done by Friday, November 7th, as those funds are available now. This will leverage the limited funds we have on the road/bridge fund because it will be repaid over a 15-year period with no interest paid on the loan. President Burkholder noted that even though we will be making payments, we are earning over 4 percent interest on the \$500,000 in our accounts. Trustee Evans noted that grant money is "free" money and it would be better than the 0% on the loan and financially does not make sense. President Burkholder reported that because it's a scoring and competitive process and there's no guarantee that you will get funded and believes that Mr. Miller's expertise in this area is valuable. Trustee Evans asked if we looked at the application for the last couple of years to see what was asked, approved, and rejected. President Burkholder noted that Mr. Miller does have the scoring sheet that changes from year to year and has made us aware of this and that some townships have already applied due to the application deadlines. President Burkholder and the road superintendent have been out to survey the roads for cracking and potholes in the subdivisions that will need milled down and new asphalt applied. Trustee Evans did not agree that the condition of the roads required "mill and fill" as this is the most expensive process and if we're getting grant money then you are offsetting that expense, but if you pay the full rate/amount and extend it out of 15 years, we will have other obligations coming up that will also require funding.

President Burkholder shared that Trustee Evans brought forth a proposal and the superintendent and previous administrator disagreed, however a decision was made

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10143

Held _____

20 _____

and with the consultant's expertise we will move forward.

VIII. Public Comments *(Limits of 2 minutes per person)*

Litichia McIntyre 15 Third Avenue SW – Congratulated the candidates in the running for trustee positions and was happy to see the board working together tonight in a positive manner.

IX. Announcements and Trustee Comments

Next Trustee meeting November 18, 2025, at 5:00 p.m. for the budget workshop
Zoning Commission meeting November 6, 2025, at 6:00 p.m.

Trustee Evans thanked everyone for voting and noted that the second seat is still open until the final count is reported by the Board of Elections. He criticized the zoning commission chair on how the meetings are conducted; no open discussions and recommended that others need to stay in their lane. He further commented that numerous items, projects, etc., have been ignored for years and things need to change. Trustee Evans claimed the BZA was not allowed to create their own agendas

Trustee Burkholder thanked the candidates for the board of trustees, congratulating the confirmed candidates, and that he was looking forward to the future of Etna Township. He also noted the information posted around the room pertaining to the park and future meetings for the residents to review and discuss the concepts presented to date.

X. Adjournment

Moved by: Mark Evans


Second by: Rozland McKee-Flax

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

Carried 3-0

Adjourned


 Gary Burkholder, President


 Jackie Cotugno, Fiscal Officer

All the resolutions presented are filed with the Fiscal Officer