

**RECORD OF PROCEEDINGS**

Minutes of

Meeting

Etna Township Trustees Special Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3398 FORM NO. 10148

Held April 3, 20 2024

**BOARD MEMBERS AND FISCAL OFFICER PRESENT:**

- Gary Burkholder President
- Mark Evans Vice-President
- Rozland McKee-Flax Trustee
- Jackie Cotugno Fiscal Officer

Minutes prepared by Mary-Margaret Scrimger of Minutes Solutions from a recording.

**1. CALL TO ORDER**

There being a quorum present, and the Members and the public having been given adequate and proper notice of the meeting, the Chair called the meeting to order. The Board said the invocation. The Board said the pledge of allegiance.

**2. ADOPTION OF THE AGENDA**

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to adopt the agenda for the April 3, 2024, meeting as presented. Motion unanimously carried.

**3. ADOPTION OF THE MEETING MINUTES**

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to adopt the minutes of the regular Board meeting held on February 5, 2024, and the special Board meeting held on March 19, 2024. Motion unanimously carried.

Mark Evans noted that the third-party minute-taking company is working on the outstanding minutes.

**4. PUBLIC COMMENTS**

Eric Rager noted that there was an issue with the bus coming down the road. He applied a temporary solution. The rain last night wiped out the temporary solution. He asked where the Township is in the process of applying a permanent solution. Mark Evans noted that this will be discussed later in the meeting.

John Kennard noted that the Township gas and electric issue is on the agenda. As the contract was extended last year, he asked if there would be a change. Mark Evans noted that this will be discussed later in the meeting.

**5. REPORTS**

- a. Road Department:

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On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve getting new tires for an amount not to exceed \$3,537.66 and \$1,665.12. Motion unanimously carried.

On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve the Roads Department supervisor, Bubba (Don Copley), to be authorized to purchase boots through his account for his crew. Motion unanimously carried.

Mark Evans noted that there was a need for tires. Two quotes were provided for two vehicles. These quotes were higher than expected because they did not reflect the state pricing. This will be amended.

He noted that, last year, the Board approved that the road crew be reimbursed \$250 per crew member for boots. There have been logistical issues and Mark Evans recommended that this be modified to go through the Road Department supervisor.

It was noted that the fire extinguisher evaluation has been outstanding. This is a priority to address.

Mark Evans noted the roads have been surveyed for pavement management. There should be a road condition outline in the near future.

b. Zoning: Gary Burkholder has met with McBride Dale regarding zoning and land use plan. This will be presented to the Board within the next month or so. Mark Evans voiced concern regarding lack of documentation for zoning violations and also lack of enforcement of zoning violations, including the Tollgate property. These should be handed over to the outside zoning firm of McBride Dale. This is connected to the issue of Etna not being in compliance for records management. It is important to ensure that documentation policies are followed. The specific building in question is a garage that likely does not have a permit. Gary Burkholder indicated that corrections need to be made at the county and we have to ensure these are completed and forwarded to the county. Mark Evans also indicated the temp-to-hire secretary has experience in iWork and we should utilize that to track interactions and information.

c. Storm Water: Gary Burkholder noted that storm water is a problem for the Township, specifically Tollgate Road. This is being addressed. The private pond at Brandy Mill Estates, which is a private pond, is leaking into the back yard of residents due to a blocked drain. This is being addressed by the HOA. This is taking time because of the expense associated.

d. Parks:

On a motion made by Rozland McKee-Flax, seconded by Gary Burkholder, it was resolved to approve Gary Burkholder to be the point person for the Parks. Motion unanimously carried.

Rozland McKee asked that Gary Burkholder take over supervising the Parks Department. (Rozland McKee-Flax was appointed over the Parks Department in January.)

The deed for Langel Park has been signed. There will be a \$440 charge associated, to be approved later tonight, regarding the pro-action of the property tax. The property is now formally owned by the Township.

6. OLD BUSINESS

a. Managed IT Services:

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On a motion made by Gary Burkholder, seconded by Mark Evans, it was resolved to approve adding Committee members to the Township email and purchasing a 365 account. Motion unanimously carried.

Mark Evans noted that this is being done to facilitate the sharing of information, access to SharePoint, improved record requests, etc.

b. Health Insurance: Mark Evans noted that the renewal rates for the current policy are being re-sent via email. This will be forwarded to the broker. The shopped-around policies have been collected. A presentation will occur once the current policy rates are received.

c. Township Gas and Electric Supplier Change:

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve entering into a supply agreement for gas and electric with DynEnergy and Symmetry through Aspen Energy as presented for an 18-month term. Motion unanimously carried.

This is not regarding the aggregation program for the entire Township but about the costs, streetlight programs in various neighborhoods, etc. Current rates are much lower than the Etna aggregation program. Mark Evans has researched aggregation programs. Like any resident, Etna can select a different supplier. With Treble, the current provider, electricity is 16% higher than market and gas is 20% higher than market. Mark Evans felt the Township has a fiduciary duty to find savings. Residents can go to the Apples to Apples state energy comparison site to find alternative suppliers.

d. Loop Road Turnaround: *ACTION – Mark Evans will send the communications to the engineering Department to Gary Burkholder so he can contact them regarding the Loop Road turnaround.*

Mark Evans has consulted with the engineer, who recommended a cul-de-sac, which was too expensive. He is waiting for more information from the engineer department. He asked Gary Burkholder to contact the engineer department regarding this. Temporary solutions have been put into place.

**7. NEW BUSINESS**

a. State Capital Budget Application:

On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was resolved to approve making a State Capital Budget application. Evans: Yes, Burkholder: Yes, McKee No. Motion carried.

Gary Burkholder noted that this is due to the state senator on April 8, 2024. There are potential upgrades that are needed for the main town park. It is possible to receive money from the NCA also; however, there is money from them that is for the new park. Rozland McKee-Flax noted concern that it may be conflicting to apply for money from the NCA for the 120 acre park as well as High Point Park. Gary Burkholder noted that the new park is going to take many years to develop. There will be many funding cycles that this park can get funding from. With High Point Park, it will become busier due to housing developments in the area and more public planning. Gary Burkholder highlighted High Point Park’s revitalization which would cost an estimated \$567,190 which would include a rehabilitation of the fence, redoing the walking path, converting the lighting to LED and painting the light posts, redoing the gazebo, removing dead vegetation, removing some concrete and less viable structures, rehabilitating the monuments, etc. It is possible that the state would cover 50% of this project. Gary Burkholder would like the Township to

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be more aggressively applying for grants. There was discussion regarding strategy and the possibility of applying for a grant to replace the gazebo roof. Finding multiple sources of funding for park projects would be ideal. Projects could occur in phases, which would be advisable considering it is dependent on grant funding. The intent is to create infrastructure for active transportation. The total budget for this improvement is \$567,000 and will improve the quality of life for citizens.

**b. Diligent Agreement Approval:**

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to approve the Diligent agreement for the agenda Board software. Motion unanimously carried.

On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was resolved that Mark Evans will coordinate training and be the signing authority for the new Diligent software. Motion unanimously carried.

Mark Evans noted that he has done significant research on this program. He noted that this allows the supporting documents to be attached to the agenda and builds the minutes. The cost is \$8,000 without the video component. Mark Evans suggested that the Township not proceed with the video component. With the volume of catch-up that needs to be done with records and the significant work the Board needs to do on zoning, this results in the need for efficiencies. Mark Evans has talked to others who use the software and how it has modernized their processes. This will improve communication. Rozland McKee-Flax had concerns regarding the annual cost. Mark Evans indicated the efficiency received allows the staff to address other needed items.

**c. Uniform Accounting Network (UAN) Access:**

On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to provide read-only access to the Board and staff. Motion unanimously carried.

Mark Evans noted that this was brought up approximately a year ago. There will need to be a central server for this. It will allow better access to information. Mark Evans will investigate costs associated with the server. The Board discussed back-ups and the use of the server.

**d. Resolution 2024-020:**

On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve resolution 2024-020, disposal of inventory, an office chair. Motion unanimously carried.

Recently, the chair for the zoning officer was replaced. The old one is damaged beyond repair. The Board would like to go through inventory and address selling and throwing out unused objects.

**e. Office Supply Account:**

On a motion made by Mark Evans, seconded by Gary Burkholder, it was resolved to create an office supply charge account for invoice or charge with Staples and Office Depot/Office Max. Motion unanimously carried.

This account will allow for easier ability to purchase basic supplies. The fiscal officer will establish this.

f. Comprehensive Land Use Plan: Gary Burkholder has been working with Jim Lenner on creating a comprehensive plan. This should be addressed by the end of the week and reviewed by the Board in the near future.

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## g. MORPC Intern:

On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was resolved to authorize the President of the Township Board of Trustees to interview a MORPC Intern and to bring the prospective intern for an interview at the next Board meeting. Motion unanimously carried.

Rozland McKee-Flax noted that this is an excellent investment for the Township and will be helpful for the selected candidate. The cost is approximately \$16/hr. Duration will likely be from May until the end of August. Mark Evans voiced concern that there is no Zoning Department, which may be challenging for an intern.

8. FISCAL OFFICER REPORT

## a. Resolution 2024-21:

On a motion made by Mark Evans, seconded by Rozland McKee-Flax, it was resolved to approve resolution 2024-21 to approve purchase orders. Motion unanimously carried.

## b. Ratify Payment:

On a motion made by Gary Burkholder, seconded by Rozland McKee-Flax, it was resolved to ratify the payment of the bills as shown on the payment listing. Motion unanimously carried.

## c. New Fiscal Officer Onboarding: The new officer was welcomed to the Township.

9. POST PUBLIC COMMENT

Rachel Zelazny asked for information regarding the Zoning Department. Gary Burkholder noted that the firm will be used for some more complicated matters. She noted concern that there is a concrete company that has water leakage that is impacting her well water. She just wants her water to be clean. Gary Burkholder noted that this case has been going for some time and the violation is being investigated. Rachel Zelazny noted that each year it is becoming a larger problem. This is also resulting in water in her basement, which has never happened before. Gary Burkholder asked that she continue to document what is occurring. Mark Evans suggested using the firm for this matter.

Shelly Marie thanked the Board for getting zoning help. She noted that the zoning intern may be helpful to create zoning processes.

Steven Wood asked if the MKSK will be the project manager for the park. Gary Burkholder noted that they would be the urban planners. Steve Wood then asked if there will be local businesses used for the project. Gary Burkholder said the Township has a preference for local businesses.

Chuck Bundy noted that the Board is overwhelmed and he can see the Board working to make improvements.

Latichia McIntyre thanked the Board for supporting the easter egg hunt. She noted that she is also happy that the electricity issues are being addressed in the park and that the Board is modernizing their processes.

There was discussion regarding the email and IT upgrades.

