

RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustees Regular Meeting

Meeting

GOVERNMENT FORMS & SUPPLIES 944-224-3339 FORM NO. 10148

Held May 7, 20 2024

The Etna Township Board of Trustees met on Tuesday, May 7, 2024, in the Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018 for the purpose of conducting a regular meeting. The meeting was called to order at 6:00 PM by Gary Burkholder.

Trustees Present

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Trustees Absent

Others in Attendance

Holly Palumbo and Jackie Cotugno

1. Opening
 - a. Call to Order
 - b. Roll Call
Mark Evans present, Gary Burkholder present, Rozland McKee present.
 - c. Invocation
Litchia McIntyre gave the invocation.
 - d. Pledge of Allegiance
Gary Burkholder lead the pledge of allegiance.
2. Adoption of Agenda
Motion to adopt the agenda as presented.
Moved by: Mark Evans
Seconded by: Rozland McKee-Flax
Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax
Carried 3-0
3. Adoption of Meeting Minutes
Consent Action - Motion to adopt meeting minutes A through G as presented.
Moved by: Mark Evans
Seconded by: Gary Burkholder
Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax
Carried 3-0
 - a. Minutes - February 20, 2024 Regular
[February 20 2024 Etna Township BOT Amended.docx](#) 
 - b. Minutes - February 27, 2024 Special
[February 27 2024 Etna Township BOT Amended.docx](#) 
 - c. Minutes - March 5, 2024 Regular
[March 5 2024 Etna Township BOT Amended.docx](#) 
 - d. Minutes - March 19, 2024 Regular
[March 19 2024 Etna Township BOT Amended.docx](#) 
 - e. Minutes - April 3, 2024 Special

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[April 3 2024 Etna Township BOT amended.docx](#) 

f. Minutes - April 16, 2024 Special
[Trustee minutes 2024-04-16 Special .docx](#) 

g. Minutes - April 16, 2024 Regular
[April 16 2024 Etna Township BOT.docx](#) 

4. Public Comments
Bruce Hennick - Indicated issues with the trash service WinWaste. Stated he didn't get his trash out until after noon. WinWaste said there was no trash out at 11:48am when they came by and had a photo. He saw a truck go by at 3:10pm. Was told there would be a charge if they came out. Complained that the armature loading is leaving debris and employee dismissed. Trustee Evans indicated he would contact WinWaste to verify when they attempted trash pickup.

Shelly Marie Ipacs - Read an email previously sent to the trustees in support of Ryan Davis on the BZA.

John Kennard - Was concerned about the cost of the existing park renovation. Voiced his concern that having a food truck Friday would cost the township.

Michelle Lynn Christy - Asked for accountability.

5. Reports
a. Road Department
Pavement Management Group, Paving, Loop Rd Update
[2024 LoopRd Cul-De-Sac Layout-02.pdf](#) 

Trustee Evans will work with Pavement Management Group to determine the suggested paving schedule for 2024. Trustee Evans will work with Pavement Technologies to determine what roads paved in 2023 would be treated.

Trustee Evans indicated the county engineer provided an estimate for a full "T" turn-around at over \$100,000. The existing turn around or buildup of the berm may be possible to use.

Motion to approve Mark Evans to seek opinion from Prosecutor regarding right of way, turn-around and increased berm on Loop Rd.

Moved by: Gary Burkholder
Seconded by: Mark Evans

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

b. Zoning Department
c. Storm Water
d. Parks

6. Old Business
a. Diligent Community Update

Trustee Evans indicated that the new agenda and meeting software is being slowly rolled out and that this meeting's agenda and material packet was produced using the software. It has already provided the transparency to the public that's been lacking.

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







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- b. TPA - 629 Grant Update
[Grant Funding Global Way.pdf](#) 
- Trustee Burkholder indicated the attorneys recommended providing the grant funds to the developer.
- Trustee Evans indicated his concern that the funds requested may have been for previously granted reimbursements on the same road. The developer previously indicated they wanted to use the funds for landscaping which would be a future use, and not a proper reimbursement. Trustee Evans will pull together some information for the next meeting to make a determination.
- c. Township Administrator Profile
[Etna Township Position Profile Final.pdf](#) 
- Trustee McKee-Flax complained the Mr. Carlisle's photos were removed as well as the former administrator, Nita Hanson's photo.
- Trustee Evans indicated he suggested they be removed because of the past improper actions of Mr. Carlisle including his suing of the Water District and failure to produce public records. Trustee Evans said he was opposed to Mrs. Hanson being in the photo due to her threat to sue the township.
- Trustee Burkholder said he was supportive of the tweaks.
 Motion to approve township administrator profile posting.
- Moved by:* Gary Burkholder
Seconded by: Mark Evans
- Yes Gary Burkholder and Mark Evans
 No Rozland McKee-Flax
- Carried 2-1
- d. MORPC Intern Update
- Trustee Burkholder said the intern will start at MORPC on 4/14/24 and will be at the township starting 4/15/24.
- Trustee Evans indicated he set up an email and will send it to her this week. The laptop she will use needs to be configured. She will use Mr. Johnson's old laptop.
7. New Business
- a. Etna-Reynoldsburg Joint Economic Development District #1 -4 and 7; Agreements for Clerk and Secretarial Services
[Albers and Albers Etna-Reynoldsburg JEDD.pdf](#) 
- [Resolution 15-12-22-01.pdf](#) 
- [Resolution 15-12-22-02.pdf](#) 
- [Resolution 17-08-07-01.pdf](#) 
- [Resolution 19-05-07-07.pdf](#) 
- [Resolution 21-04-28-01.pdf](#) 
- Motion to approve Etna-Reynoldsburg Joint Economic Development District #1 -4 and 7; Agreement(s) for Clerk and Secretarial Services with changes to the date of 2023 to 2024 and authorizing the Board President to sign the agreements outside the meeting.

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Trustee Evans questioned who provided the service previously. Trustee McKee said Albers & Albers did it. This will be a savings.

Moved by: Gary Burkholder

Seconded by: Mark Evans

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

Carried 3-0

b. Zoning office desk system purchase

[Etna Township - Version 4.pdf](#)

[rendering.pdf](#)

[EST-018084.pdf](#)

[color design desktop and blue.png](#)

[sapphire-cubicle-fabric-and-laminate-guide-3.pdf](#)

Motion to approve purchase of zoning office desks from Skutchi Designs as presented with Trustee Evans authorized to sign and submit purchase order.

Trustee Evans indicated the desks are needed to provide proper workspaces for employees. You cannot attract a qualified zoning inspector in the current office. The office is disorganized, and it does not have the space to work.

Trustee McKee was concerned about the price and asked for three estimates.

Trustee Evans said the price was less than the second video security system installed and that he contacted several vendors.

Trustee Burkholder said while he wasn't against the idea, it was too soon and he had concerns about accommodating residents and the noise with multiple desks.

Trustee Evans said the panels are sound absorbent, the zoning office can only be configured a certain way and he went through the firm's design team to ensure proper space for the design. He indicated we cannot continue to delay on needed items.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes Mark Evans

No Gary Burkholder and Rozland McKee-Flax

Fails 1-2

c. Health Insurance Plan

[2024 Medical Comparison - Etna Twp \(Licking\).pdf](#)

[sales SB1040.pdf](#)

Trustee Evans indicated the original Anthem renewal was 50% higher. The new broker got a reduction to a 22% increase. Shopping around, the Aetna plan provided significant savings with comparable service providers.

Trustee McKee asked if it was checked if staff's current doctor's were in network. Trustee Evans indicated everyone received an email with lick for them to check and asked for anyone with an upcoming procedure.

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Held

May 7,

20

2024

Motion to approve the health care plan from Aetna starting June 1, 2024 as presented with Trustee Evans authorized to sign any required paperwork outside the meeting.

Moved by: Mark Evans

Seconded by: Gary Burkholder

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

Carried 3-0

Motion to transition to a full HRA for all new employees in 2024, all existing employees starting in 2025, and all elected officials starting after their current terms end.

Moved by: Mark Evans

Seconded by: Gary Burkholder

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

Carried 3-0

d. Civic Plus Website Proposal Discussion

[Premium Website SOW \(1\).pdf](#) 

[Web Central - Standard Package \(01.31.2024\).pdf](#) 

[Web Central - Premium Package - East \(01.31.2024\).pdf](#) 

[Standard Website SOW.pdf](#) 

[Granicus Website Follow-Up.pdf](#) 

Trustee Burkholder indicated a need for a change in web designer. He said Civic Plus could accommodate multiple languages.

Trustee Evans said now is not the time to take on a website redesign and it takes a lot of staff input. He suggests finding a local WordPress designer to make the required minor changes and maintain. He has already put out some requests for this service. Trustee Evans is for continuing to search for the redesign firm for future use.

e. Food Truck Friday discussion

[food truck friday.pdf](#) 

Trustee Evans corrected the resident that stated the food trucks would cost the township. This event would be at no cost to the township with no minimum. He is suggesting once a month on a Friday between Memorial Day and Labor Day.

Trustee McKee-Flax had questions if they would be local trucks.

Trustee Evans replied that the preference should be given for Etna based and then surrounding areas.

Trustee Burkholder said he was not opposed to the idea.

f. Trustee Work Session - Set Date/Topic

Trustee Burkholder asked for a work session on the comprehensive plan and developer presentation.

Trustee Evans said that we should focus on the comp plan since it's been so long in the works and many previous developers have been waiting for its completion. Trustee Burkholder said the comp plan should have taken 1 year but took 2 years due to consultant cancellations.

Trustee Evans would support a comp plan work session but not a

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8. Fiscal Officer Report
developer presentation. The work session will be scheduled in review with the consultant’s availability.

- a. Resolution 2024-024 to approve purchase orders
Motion to approve Resolution 2024-024 for purchase orders as presented.

Moved by: Mark Evans
Seconded by: Gary Burkholder

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

Carried 3-0

- b. Payment of bills
[May 7th Payments.pdf](#)

Motion to approve the payment of bills as shown on the payment listing.

Moved by: Mark Evans
Seconded by: Gary Burkholder

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

Carried 3-0

- c. Transfers
None

- d. Fiscal Officer Email

Jackie Cotugno indicated she wanted to use the fiscal@ email as the main email. Trustee Evans has discussed this with her and will get implemented.

- 9. 7:00PM Executive Session ORC 121.22(G)(1) To consider the appointment of a public employee or official. (Board of Zoning Appeals)
Motion to enter Executive Session per ORC 121.22(G)(1) To consider the appointment of a public employee or official at 7:10pm.

Moved by: Gary Burkholder
Seconded by: Mark Evans

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

Carried 3-0

Motion to exit Executive Session at 8:02pm

Moved by: Rozland McKee-Flax
Seconded by: Mark Evans

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

Carried 3-0

Motion to appoint Steve Holloway to the Board of Zoning Appeals for the unexpired term of Trent Stepp ending 12/31/2024

Moved by: Mark Evans
Seconded by: Rozland McKee-Flax

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Carried 3-0

Motion to appoint Jason Robinson to the Board of Zoning Appeals for the unexpired term of Kevin Newton ending 12/31/2025

Moved by: Mark Evans
Seconded by: Gary Burkholder

Yes Gary Burkholder and Mark Evans
No Rozland McKee-Flax

Carried 2-1

Motion to appoint Johnny Cremenans to the Board of Zoning Appeals as Alternate 1 for the unexpired term of Tom Hunt ending 12/31/2024

Moved by: Mark Evans
Seconded by: Gary Burkholder

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

Carried 3-0

Motion to appoint Ryan Davis to the Board of Zoning Appeals as Alternate 2 for the unexpired term ending 12/31/2024

Trustee Evans indicated his continued concern over Mr. Davis and is not supportive.

Moved by: Rozland McKee-Flax
Seconded by: Gary Burkholder

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

10. Post Public Comments

Ryan Davis - Thanks two of the board members for the appointment to the BZA and said he is supported on the NCA.

Johnny Cremenans - said he would not have had a conflict as a member of an HOA.

11. Announcement and Trustee Comments

a. Next Trustee Regular Meeting, Tuesday, May 21, 2024 at 6pm

b. Trustee Evans indicated he was concerned about the NCA attorney the township is paying for at near \$600 per hour, reducing the funds that could go to the benefit of the residents. Trustee Evans indicated his concern that issues such as Scannell and the effects on residents hasn't timely been addressed and urged no further delays. Trustee Evans was concerned about the lack of proper working area for the zoning intern and would not have voted to approve bringing in an intern if it was not going to be provided.

Trustee Burkholder spoke about a possible Records Commission meeting on July 8th.

c. Zoning Inspector position is open until filled. A copy of the job description is available on the website.

[Zoning-Inspector.pdf](#) 

12. Motion to Adjourn

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Motion to adjourn at 8:53pm

Moved by: Rozland McKee-Flax

Seconded by: Gary Burkholder

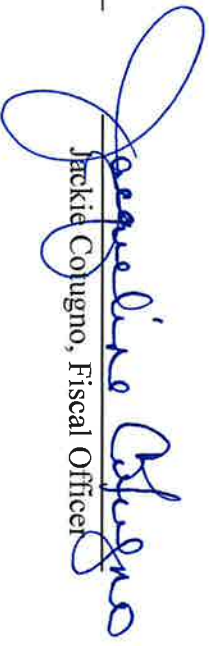
Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

Gary Burkholder, President



Jackie Colugno, Fiscal Officer



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