

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 944-324-3338 FORM NO. 10148

Held _____ July 16, _____ 20 _____ 2024

The Etna Township Board of Trustees met on Tuesday, July 16, 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 and Mark Evans

Trustees Absent

Rozland McKee-Flax

Others in Attendance

Jackie Cotugno and Don Copley

1. Opening

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

2. Adoption of Agenda

Motion to adopt the agenda as presented

Moved by: Mark Evans

Seconded by: Gary Burkholder

- Yes** Gary Burkholder
- No** Mark Evans

Fails 1-1

The adoption of the agenda failed by motion. Trustee Burkholder checked with the Licking County Prosecutors office for clarification on the next step. The township adopted Robert's Rule of order, however there is no provision in the ORC that requires having an agenda let alone adopting an agenda.

Trustee Evans motioned to amend the agenda to add agenda items: Desk system for zoning office, records request, prosecutor's opinion, passwords, Etna deputy evaluation, damage tire status, fireworks, procedural manuals, communication issues, water district: to request to add Jersey and Union Township.

Moved by: Mark Evans

Seconded by: Gary Burkholder

- Yes** Gary Burkholder and Mark Evans

Carried 2-0

Trustee Burkholder seconded the motion for discussion: Trustee Burkholder stated many of the items wanting to be added will be discussed under reports. Trustee Evans feels these topics can be handled quickly.

3. Adoption of Meeting Minutes

- a. Motion to table June 18, 2024, minutes
Motion to table the Minutes as presented

Moved by: Gary Burkholder

Seconded by: Mark Evans

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Yes Gary Burkholder and Mark Evans**Carried 2-0**

Trustee Evans stated the minutes are getting behind because they are being directed to be verbatim and should be done by summary. Trustee Burkholder mentioned the administrative assistant has not been directed to create the minutes verbatim. The administrative assistant is still trying to find the right balance with the new software.

4. Presentation

There was no presentation.

5. Public Comments

Jeff Johnson - 9173 Summit Road -Mr. Johnson discussed Lakeland Hills.

Jon Hanson - Mr. Hanson read from the Newark Advocate regarding an article about Trustee Evans. Trustee Evans responded by saying he was repeating Trustee McKee.

6. Reports

- a. Road Department
Lakeland Hills Pond

Trustee Evans listed ideas to keep the road from washing out which it has washed out again. One idea would be to put a culvert pipe under the road to help with the flow. Mr. Copley met with the county engineer and a few others. The idea is to put an overflow pipe on the other side of the street. Mr. Copley stated private lakes should not be the responsibility of the township. There have been no calculations that Mr. Johnson is aware of. Mr. Johnson stated that there have been many repairs done to help with the water overflow. Soil and Water has been out to the property.

Pike Street MORPC Funding

Trustee Burkholder gave an update on the funding for Pike Street. The request for additional funding for the 550ft gap that comes out on Pike Street had to be recalculated. Also, spoke on the streetlights and planting of trees. This is an additional cost of \$627,000. Trustee Evans is concerned the applications are not being handled properly. Trustee Burkholder shared the same concerns but worked with Bill Lozier and Tom Graham to get the application handled properly. Trustee Evans believes the public should be able to have input on the streetlights and overall design. Trustee Burkholder is in favor of an open house.

- b. Zoning Department
Scannell Update

Trustee Burkholder has a meeting scheduled with the township attorneys next Monday. Also, the planning and zoning consultant is working on getting detailed construction plans. Trustee Evans mentioned the Waddell property issues have not been addressed.

- c. Park Pond Update

Trustee Evans has spoken with the EPA and there is no permit required for maintenance, but it is recommended to dredge the pond.

Motion for approval for Trustee Evans to work with the prosecutor's

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[Etna Township Zoning Resolution Update.pdf](#)**8. New Business**

- a. Refuge Road - Motion to approve IGA modification and increased cost for ROW and roundabout stone change
- Trustee Burkholder stated Microsoft will not budge on the price for their portion of the ROW. The estimated cost is between \$95,000 and \$100,000. The cost will be split between Etna Township and the City of Pataskala. It will not exceed the amount from the state infrastructure bank. It appears to exceed the amount agreed upon with the IGA and the City of Pataskala and Etna Township. Trustee Evans and Trustee Burkholder discussed changing the stone at the roundabout on Mink St.
- Motion to agree to pay half the cost to replace the stone at the Mink Street roundabout.

Moved by: Gary Burkholder**Yes****Abstain**

Gary Burkholder and Mark Evans

Quorum not met 0-0

- b. Employee Evaluations

Trustee Evans is concerned that employee evaluations have not been conducted. They are stated in the handbook to be conducted after the probationary period and then annually. Trustee Burkholder asked if they have been conducted within the last two years. Trustee Evans responded that the road crew has not had an evaluation this year nor last year.

- c. New Community Authority Update

Trustee Burkholder gave an update of the NCA meeting. Trustee Evans is concerned with the cost of the legal fees, being at \$500 an hour. The attorney is hired and paid for by the township.

- d. Motion to set special trustee meetings

Trustee Burkholder motioned to set three special trustee meetings for the purpose of interviewing for the township administrator position. The dates are as follows: Monday July 22nd at 5:30 p.m.; Wednesday July 24th at 5:30 p.m.; and Thursday July 25th at 5:30 p.m.

Motion to set three special trustee meetings for the purpose of interviewing candidates for the township administrator position

Moved by: Gary Burkholder*Seconded by:* Mark Evans**9. Fiscal Officer Report**

- a. Resolution 2024-035 to approve purchase orders
Motion to approve purchase orders as presented

Moved by: Gary Burkholder*Seconded by:* Mark Evans**Carried**

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

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting
GOVERNMENT FORMS & SUPPLIES 644-224-3398 FORM NO. 10149

Held July 16, 20 2024

Moved by: Gary Burkholder
Seconded by: Mark Evans

Yes Gary Burkholder and Mark Evans

Carried 2-0

Motion to stay with Julin and Grubb for state auditing

Moved by: Gary Burkholder
Seconded by: Mark Evans

Yes Gary Burkholder
No Mark Evans

Fails 1-1

The Fiscal Officer would like to stay with Julian and Grub for this year's audit. In 2025 the township will need to hire a different firm. Trustee Evans would like to go with a new firm. The Fiscal Officer will check with the state auditor's office on the next step since the motion failed.

c. Transfers
There are no transfers.

Motion to transfer the funds as presented

Carried

10. Post Public Comments

John Kennard - Palmer Road - Concerned over the finances of the township. Mr. Kennard has not seen a report on the finances. Mr. Kennard would like to see reports on what is in the checking account, what is being spent, and what is being brought in. Mr. Kennard is also concerned with the maintenance of the building.

11. Executive Session - ORC 121.22(G)

ORC 121.22(G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Motion to enter executive session at 7:22 p.m. per ORC 121.22 (G)(1) To consider the employment of a public employee.

Moved by: Gary Burkholder

Seconded by: Mark Evans

Motion to exit executive session at 7:36 p.m.

Moved by: Gary Burkholder

Seconded by: Mark Evans

a. Motion to hire Holly Palumbo as a full-time permanent employee.
The board voted by motion to hire Holly Palumbo as a full-time permanent employee. Mrs. Palumbo's salary will be \$25/hour with an official start date of Monday July 22, 2024.

Motion to hire Holly Palumbo as a full-time permanent employee.

Moved by: Gary Burkholder
Seconded by: Mark Evans

b. Zoning Inspector applications
The job description has been uploaded to Indeed. The board will look

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into other avenues to get the job posted. Trustee Evans request proper communication so that applicants do not pull their applications.

12. Announcement and Trustee Comments

Trustee Evans has several concerns which include a proper workstation for the zoning inspector, public records request turnaround, and responses from the prosecutor's opinion. Trustee Evans believes there needs to be an evaluation of the Etna deputies. Trustee Evans requested an update on the Refugee Road tire damage incident from Trustee Burkholder. Trustee Burkholder has not heard back from Miller Brothers. Trustee Evans gave an update on the fireworks.

Motion for Trustee Evans to follow up on the evaluation of the Etna deputies.

Moved by: Gary Burkholder

Seconded by: Mark Evans

Yes Gary Burkholder and Mark Evans

Carried 2-0

- a. Next Trustee Regular Meeting, Tuesday, August 6, 2024, at 6:00 P.M.
- b. BZA Public Hearing Wednesday July 17, 2024, at 6:00 P.M.
- c. New Community Authority meeting Tuesday, July 16, 2024, at 5:00 P.M.

13. Adjournment



Motion to adjourn at 7:52 p.m.

Moved by: Mark Evans

Seconded by: Gary Burkholder

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

Gary Burkholder, President

 
Jacqueline Cotugno, Fiscal Officer