

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 944-224-3338 FORM NO. 101-148

Held _____ November 5, _____ 20____ 2024

The Etna Township Board of Trustees met on Tuesday, November 5, 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, Jackie Cotugno, and Susan Bedsole

1. Opening

- a. Call to Order
- b. Roll Call
- c. Invocation
Trustee McKee lead the invocation.
- d. Pledge of Allegiance

2. Adoption of Agenda

Motion to adopt the agenda as presented

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

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

Carried 3-0

Motion to amend the agenda to allow open interviews rather than going into executive session.

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

Yes Rozland McKee-Flax
No Gary Burkholder and Mark Evans

Falls 1-2

Discussion - Trustee McKee shared her concerns with previous recordings during executive session. She would like the public to be able to witness the interview process. Trustee Burkholder shares Trustee McKees concerns. However, there may be applicants who will feel more comfortable answering questions in executive session. Trustee Evans mentioned there were emails sent out to both trustees regarding the recording during executive sessions. Susan Bedsole will be a witness, and the interviews need to be in executive session because it is not fair to the applicants. Motion to amend the agenda to include Resolution 2024-060 Resolution to retain an independent contractor for the provision of fiscal services.

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

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

Carried 3-0

Discussion - There is a need for additional consulting for the preparation for the budget

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for 2025 and to close out the books for 2024. The UAN is a complicated system, and the current fiscal officer has only been on the job for a short time. The state auditor's office has a visiting fiscal officer. The price per hour is \$45.00. If additional time is required, the township administrator has authority to approve but not to exceed \$1,350.00. Trustee Evans tried to address concerns months ago. Trustee Evans stated the current fiscal officer was given a full transition with binders and the transition period started in November to April. Trustee Evans believes the previous fiscal officer was provided zero training and the current fiscal officer was provided training, but did not take advantage. Trustee McKee stated the previous board never blocked help from being provided to the previous fiscal officer. Susan Bedsole's focus is to do what is in the best interest of the township. The township is in need of resources to get what needs to be done. This is limited to a certain dollar amount. Jackie Cotugno is not sure what she is doing with the budget and would welcome the help. Ms. Cotugno has spoken with the township administrator.

Motion to amend agenda under new business to make the new administrator the point of contact for all vendors, outside counsel, TID, and Pike Street project. Also, the recent payroll issue.

Moved by: Mark Evans

Yes

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

Motion fails due to lack of second. 0-0

Discussion - Trustee Evans stated Trustee Burkholder does not want to relinquish control. Trustee Burkholder has asked everyone to add Susan Bedsole as a point of contact and Trustee Evans continues to make false statements that are detrimental to the township.

3. Adoption of Meeting Minutes

a. August 6, 2024, Regular Meeting

October 7, 2024, Special Meeting
 October 7, 2024, Emergency Meeting
 October 15, 2024, Regular Meeting
 October 25, 2024, Special Meeting

T-2024-08-06 Draft Final Minutes.doc [📎](#)

T-2024-10-07 Special Draft Minutes.docx.doc [📎](#)

T-2024-10-07-Emergency Meeting Draft Minutes.pdf.doc [📎](#)

T-2024-10-15 Draft Minutes.doc [📎](#)

T-2024-10-25 Special Draft Minutes.doc [📎](#)

Motion to table all minutes until the next regular trustee meeting.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes

Gary Burkholder and Mark Evans

No

Rozland McKee-Flax

Carried 2-1

Discussion - There are errors that have been transmitted to the administrator.

4.

Public Comments

Jon Hanson - Ridgewood Drive - Order was granted for reimbursement of all attorney's

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fees. The total fees are \$27,030.72. Trustee McKee asked for clarification that the township is to pay that amount. To which Mr. Hanson agreed.

Ryan Davis - 8807 Watkins Road - Mr. Davis would like to know what amount of time is enough time to approve minutes since they date back to August. Mr. Davis is glad that the fiscal officer is receiving help. Mr. Davis will be making a records request for emails. Trustee Evans would like to clarification on which emails. Trustee Burkholder advised Mr. Davis to send those requests to the new administrator.

John Kennard - 10785 Palmer Road - Would like to know who the boss of the board is. Mr. Kennard is still concerned with the road work that is being completed. I would like to know who the supervisor of the job is. There is still a car lot that has piles of material which Mr. Kennard later found out it's the blacktop processing spot for the road work.

5. **Executive Session - ORC 121.22(G)**
ORC 121.22(G)(1) To consider the employment, dismissal, or discipline of a public employee.

Motion to enter executive session under ORC 121.22(G)(1) To consider the employment, dismissal, or discipline of a public employee at 6:29 p.m.

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

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

Carried 3-0

All three trustees and the township administrator entered executive session.

Motion to exit executive session at 6:53 p.m.

Moved by: Mark Evans
Seconded by: Gary Burkholder

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

Carried 3-0

6. **Administrator Report**

[Administrator Report 11-5-24.pdf](#) 

Mrs. Bedsole gave a brief report on what positions were open on the JEDD and JEDZ boards. Ms. Bedsole mentioned a verbal report of Scannell. Progress has been made by meeting with counsel and what are some of the best steps to reaching a resolution.

7. **New Business**

- a. Request from Liquor Control Division Regarding Nirvana Café Liquor License Application

[Nirvana Cafe Liquor License Application.pdf](#) 

Motion to request a public hearing from the Liquor Control Division Regarding Nirvana Café Liquor License Application

Moved by: Mark Evans

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Seconded by: Gary Burkholder

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

Carried 3-0

Discussion - Trustee Evans would like to know what will be going in the space next to Starbucks. There is speculation that it would be a Jersey Mike's. Mrs. Bedsole stated it is best to look at the township as a whole when someone is requesting a liquor license and there is no harm in requesting a hearing. Mrs. Bedsole did look up Nirvana Cafe as a whole, but did not see where they are operating as a Jersey Mike's.

b. Resolution 2024-55 to reduce load limits on certain streets in Enna Township, Licking County Ohio

Resolution 2024-55 Reduce Load Limits on Certain Streets.pdf 


Motion to adopt Resolution 2024-55 to reduce load limits on certain streets in Enna Township, Licking County Ohio

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

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

Carried 3-0

Discussion - Trustee Evans requested an updated list of roads. Mrs. Bedsole will get with the road department for additional roads that may need to be added. This list is the most accurate according to the road department.

c. Resolution 2024-56 Hiring a Full-Time Road Department Employee
Resolution 2024-56 To Hire a Road Department Employee.pdf 


Resolution 2024-56 Hiring a Full-Time Road Department Employee

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

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

Carried 3-0

Discussion - Trustee Burkholder read the resolution. The township wishes to hire Raymond Mitchell. Section six of the resolution shall be omitted.

d. Resolution 2024-57 Approving a Proposal from App Architecture for Space Planning and Conceptual Design
Resolution 2024-57 Proposal for Space Planning Conceptual Design Cost Budgeting.pdf 

Motion to adopt Resolution 2024-57 Approving a Proposal from App Architecture for Space Planning and Conceptual Design

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

Yes Gary Burkholder
No Mark Evans and Rozland McKee-Flax

Fails 1-2

Discussion - Trustee McKee would like to know if this is to add onto

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the building. Trustee Burkholder stated it is a space study and not a design. The project could be two or four years away. It is just a planning document. Trustee McKee suggested converting the garage into office spaces. Trustee Burkholder stated that could be a short-term fix. The current office spaces are too small. These are only preliminary discussions. Trustee Evans does not believe this is the time for this since the administrator has just started. This does require input from staff, and it should be put out to bid. Trustee Burkholder said it is not a rush project. Trustee McKee suggested creating a resolution that states if the job is \$5,000 or more there will need to be at least three bids.

Motion to put out to bid a space use study for the town hall

Moved by: Mark Evans

Seconded by: Gary Burkholder

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

No vote 0-0

Discussion - Trustee Evans moved to put out to bid a space study for the town hall. Trustee Evans then wanted to withdraw his motion. Trustee Burkholder stated it cannot be withdrawn due to the fact there was a second. Mrs. Bedsole's recommendation would be to look at state term contracts. Trustee Evans moved to table the discussion to allow the board to figure out the process.

Motion to table by Trustee Evans

Moved by: Mark Evans

Seconded by: Gary Burkholder

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

Carried 3-0

- e. Rep New Community Authority for the High Point Park Improvement Project solution 2024-58 Requesting Funding from the Etna Township Resolution [2024-58 High Point Park NCA request.pdf](#) 📎

Motion to adopt Resolution 2024-58 Requesting Funding from the Etna Township New Community Authority for the High Point Park Improvement Project

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

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

Carried 3-0

Discussion - The request for funds is a total of \$125,000. Trustee Evans would like to know why the board would not request \$417,000 from the NCA. Trustee Burkholder felt it was more appropriate to request that amount and not drain the NCA. Trustee McKee stated with the Licking County Park grant the funds can be used yearly or they can accumulate. Drishya Dhital has also been working on applying for grants. Trustee Evans mentioned there are other park grants available through the OPWC as well.

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Ethra Township Board of Trustees Regular Meeting

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8. Fiscal Officer Report

- a. JEDD and JEDZ Fiscal Report
The township received \$136,492.35 from the JEDD and JEDZ boards.

- b. Resolution 2024-59 Approving Purchase Orders
Resolution 2024-59 Authorizing POs.pdf 
Motion to approve purchase orders as presented

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

Carried

The township will get another position with MORPC due to the growth of the township.

- c. Request to Ratify the Payment of Bills as Shown on the Payment Listing

Motion to Ratify the Payment of Bills as Shown on the Payment Listing

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

Carried

Trustee Evans has requested the payment list be added to the Diligent software. Trustee Evans and Trustee Burkholder requested the remaining amount on the Bricker Graydon purchase order. Trustee Burkholder would like a status update on all open purchase orders.

9. Executive Session - ORC 121.22(G)

ORC 121.22(G)(1) To consider appointments to the JEDD and JEDZ Boards.

Motion to enter executive session at 7:33 p.m. under ORC 121.22(G)(1) To consider appointments to the JEDD and JEDZ Boards.

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

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

Carried 3-0

Motion to exit executive session at 8:21 p.m.

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

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

Carried 3-0

10. Public Comments

Shelly Marie Ipacs - 114 Royalty Drive - Ms. Ipacs thanked Jackie Cotugno for all her hard work.

11. Announcement and Trustee Comments

Trustee Evans reminded audience the Pike Street comments are due by November 19, 2024. Trustee Evans is concerned with Trustee Burkholder making changes without the board's approval. Trustee Evans believes there is a lack of oversight. The issue of payroll not being processed on time was mentioned by Trustee Evans. Trustee Burkholder stated Trustee Evans continues to not follow the handbook by continuing to

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attack people. The fiscal officer stated there were no overdraft fees received by any employee. All employees were paid on Friday.

- a. Next Trustee Regular Meeting, Tuesday, November 19, 2024, 6pm
- b. Trustee Special Meeting - Budget Workshop, November 26, 2024, 6pm

12. Adjournment

Motion to adjourn at 8:30 p.m:

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

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

Carried 3-0

 
 Gary Burkholder, President Jacqueline Cotugno, Fiscal Officer

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