

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10149

Held _____ December 17, _____ 20____ 2024

The Etna Township Board of Trustees met on Tuesday, December 17, 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
- c. Invocation
- d. Pledge of Allegiance

2. Adoption of Agenda

Motion to adopt the agenda as amended

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

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

Trustee Evans had a few questions regarding the agenda. Trustee Evans would like clarification on the items of update on health and vision or reassigning of duties, this is not being transparent. Also, Trustee Evans believes the draft minutes and payment lists should be included in the agenda packet. Action items should also come after public comments.

Motion to amend the agenda to add COTA bussing discussion under new business, Zoning Commission Chair refusal to follow ORC, Scannell, lack of Diligent implementation, Christmas lunch for employees, and discussion on the portalet by Trustee Evans

Moved by: Mark Evans

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

No Vote 0-0

Motion fails due to a lack of second.

Motion to amend the agenda to add COTA bussing discussion under Item J under new business

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

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

Carried 3-0

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Trustee McKee is unsure why COTA is being added as COTA is not in Etma Township. Trustee Evans stated he discovered Trustee Burkholder's statement to the zoning commission on November 12th, that we are working cooperatively to get COTA into the county and thus the township. Trustee Evans is concerned discussions are being conducted without board authority and input.

Motion to move the adoption on the meeting minutes and the presentation until after public comments

Moved by: Mark Evans

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

No vote 0-0

The motion fails due to a lack of second.

Discussion - Trustee Burkholder stated for the record items Trustee Evans questioned health insurance and reassigning duties were requested by Trustee Evans in an email dated November 28, 2024. Trustee Evans would also like on the record those items were requested for the December 3, 2024, meeting and were ignored by Trustee Burkholder.

3. Adoption of Meeting Minutes

a. Minutes - September 3, 2024, Regular Meeting

September 17, 2024, Regular Meeting
November 19, 2024, Special Meeting
December 3, 2024, Regular Meeting

Motion to adopt the September 3, 2024, Regular Meeting Minutes

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

[T-2024-09-03 Draft Minutes 5.doc](#)

Motion to table to allow proper time to review

Moved by: Mark Evans

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

No Vote 0-0

Motion fails due to a lack of second.

Motion to table the September 17, 2024, Regular Meeting Minutes

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

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

Carried 3-0

[T-2024-09-17 Draft Minutes.doc](#)

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Enna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3393 FORM NO. 10149

Held December 17, 20 2024

Motion to table the November 19, 2024, Special Meeting Minutes

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes Gary Burkholder and Rozland McKee-Flax

No Mark Evans

Carried 2-1

[T-2024-11-19 Draft Minutes.doc](#)

Motion to table the December 3, 2024, Regular Meeting Minutes

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes Gary Burkholder and Rozland McKee-Flax

No Mark Evans

Carried 2-1

[T-2024-12-03 Draft Minutes.doc](#)

4. Presentation

Chris Kerby

Mr. Kerby presented the fiscal officer with a spreadsheet that showed an estimated temporary budget for 2025. There is only anywhere between 30% and 50% of each fund code. Mr. Kerby stated a lot more information will need to be gathered in order to put together the annual budget which is due on March 31 st. There has been a resolution created. The total is now \$3.2 million but will be closer to \$11 or \$12 million before the final budget is completed. Trustee Evans questioned if corrections had been made since the last meeting on the budget. Mr. Kerby stated there were a few, especially on the park. Mr. Kerby and the fiscal officer are looking at the JEDD accounts to see what the final revenue will be at the end of the year to get an accurate count for the annual budget. Trustee Burkholder stated the budget is a certificate of estimated resource which is actual carryover from the previous year plus what you estimate as revenues coming in. There is an automatic increase that has been approved for township trustees and the fiscal officer’s salaries. Trustee McKee is comfortable with the temporary budget and believes the board needs to move forward.

a. ARPA Funds

[Resolution to Amend 2024 Appropriations Dec 2024.pdf](#)

Mr. Kerby stated all ARPA funds need to be appropriated by December 31, 2024. The funds do not have to be spent, and the township has until the end of next year to actually spend them. The UAN balance for the ARPA fund and the separate bank account that was created did not match. The one bank account of \$85,000 will need to be closed plus put it into the regular general account. Everything will balance completely then. Previously funds were appropriated, but not all funds. The resolution 2024-065 will appropriate the remaining funds. Trustee Evans is concerned by acting without all the information.

Motion to approved Resolution 2024-065 Appropriation of ARPA Funds

Moved by: Rozland McKee-Flax

Seconded by: Gary Burkholder

Yes Gary Burkholder and Rozland McKee-Flax

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No Mark Evans

Carried 2-1

b. Resolution 2024-064 the Etna Township 2025 temporary budget.

[2025 Etna Temporary Appropriations Budget.pdf](#)

[2025 Temporary Appropriations Budget.pdf](#)

Motion to adopt Resolution 2024-064 the Etna Township 2025 temporary budget.

Moved by: Rozland McKee-Flax

Seconded by: Gary Burkholder

Yes Gary Burkholder and Rozland McKee-Flax

No Mark Evans

Carried 2-1

5. Public Comments

Jeff Hall - 79 Roma Court - Solicitation is still a concern and Mr. Hall did not see it on the agenda. Trustee Burkholder stated the township will need to check with the prosecutor's office. Trustee Evans said according to the ORC the township can issue a resolution which would require registration and other requirements. Trustee McKee explained that according to the supreme court it does not prevent individuals from knocking at your door. Mr. Hall believes the township needs more sheriff visibility within the township.

Mark Evans - I am speaking as a resident because Mr. Burkholder and Mrs. McKee routinely silence any truth spoken on the board. Let's talk about that Employee Insurance Critical Concern

He and Mrs. McKee refused to allow discussion at our last regular meeting. Why would you do that? This is negatively affecting our employees and their spouses. It's time sensitive.

You two adjourned the meeting to shut down the concerns and ordered people out of the hall.

There's one trustee that cares about the employees, and it's not you two.

The Zoning Commission Chair's failure to follow the law

September 24th motion approved a zoning change

ORC states -- 5 days to transmit and 20-40 days for a public hearing. It's the law, not a suggestion.

It was willfully ignored repeatedly.

Zoning Commission Chair McIntyre refused to address the issue and actually smiled and smirked as I spoke on the issue.

Still no action. No oversight, no accountability

Mr. Olson of the commission, Mr. Holloway of the county commission reiterated the same requirements.

Let's go onto bussing. It's shocking to find Mr. Burkholder is "working cooperatively" to bring in COTA bussing

Found in the November 12th draft minutes of the zoning commission. His own words.

No board authority or public input

Day 351 of Mr. Burkholder's "Day One" Agenda

We have...

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Etna Township Board of Trustees Regular Meeting

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Held December 17, 20 2024

No Water District Accountability – Blocked

No accountability for the Energy Aggregator Trebel

No progress on Scannell quality-of-life impacts to Lynns Rd residents. You actually lied on this one to the board and residents and got caught:

No transparency, no organization.

Mr. Burkholder, you were sent the annexation agreement more than 4 times and still “didn’t have it”.

Diligent

You interfered with the proper implementation of the \$8000 a year software.

Mr. Burkholder you gleefully admit you haven’t signed in once after numerous requests.

Minutes are not being properly loaded.

You’ve prevented a proper rollout.

The software isn’t being used as designed.

You’ve both betrayed the residents and failed in most every aspect.

The residents deserve better.

Alicia Zacher - 79 Trail East - Ms. Zacher spoke of her concerns of Trustee Evans.

Ms. Zacher stated residents are sick of his behavior and believes Trustee Evans is the leader of the nightmare within Etna Township. Trustee Evans was asked if he used Julie Varian’s credentials to log into the bank account. To which Trustee Evans stated I have my own access. Ms. Zacher suggested Trustee Evans be removed from the fire board so that he may focus solely on the township.

Jon Hanson - 51 Ridgewood Drive - Mr. Hanson wished everyone a Merry Christmas and a Happy New Year. Mr. Hanson also wished continued prayers for Susan Bedsole. Mr. Hanson would like to know if Trustee Evans has used Julie Varian’s credentials, used Julie Varian’s credentials at Park National Bank, and would Julie Varian’s story differ from Trustee Evans. Trustee Evans replied, I have my own credentials, and I cannot speak for someone else. Mr. Hanson is still waiting for public records request from May. Mr. Hanson is making an official request for all outstanding records request for 2024.

Chuck Bundy - 10254 Tollgate Road - Mr. Bundy has concerns with COTA coming to Etna Township and would not be in favor of having COTA in Etna Township.

Steve Slyh - 1377 London Dale Pkwy - Mr. Slyh stated Trustee Evans was ready to target the previous township administrator before she had even started with the township. Mr. Slyh is willing to share text conversations between Trustee Evans and himself. Mr. Slyh does not agree with some things with Trustee Burkholder but feels he is professional. Mr. Slyh mentioned Trustee Evans wants transparency but will not answer questions.

Matthew Rausenberg - 46 Cedar Park Blvd - Mr. Rausenberg spoke on COTA. Mr. Rausenberg is not in favor of COTA but does believe Etna needs quality transit. Mr. Rausenberg stated there are jobs here that people cannot get to.

6. Administrator’s Report

- a. Road repair

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Ethna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 101-18

Held December 17, 20 2024

Road Repair.pdf

Motion to authorize payment to spend up to \$3,500 with Paul Brown Concrete Inc. in Thornville Ohio for materials needed on a driveway approach.

Moved by: Gary Burkholder

Seconded by: Mark Evans

Yes Gary Burkholder and Rozland McKee-Flax

No Mark Evans

Carried 2-1

Discussion - The work that will need to be completed is for labor and materials to tear out around a catch basin and drive approach. Trustee Evans questioned if the work is needed right now and also, why were there not other bids sought. Trustee Burkholder stated the issue was brought to him by the road superintendent. The road superintendent would like to have this done before the end of the year. Trustee Evans believes the responsibility for maintenance of the sidewalks, curbs, and gutters fall on the property owner. Trustee Burkholder has spoken with our road superintendent and the maintenance for the curb and gutter are the responsibility of the township.

7. Old Business

- a. Motion to put the town hall space study out to bid.
(Table 11/5/2024 not removed from the table at the 12/3/2024 meeting)

Trustee Evans stated Roberts Rule 17-8 states that if an item is tabled but not taken up at the next meeting the item dies. Trustee Evans questioned why it is continually being added to the agenda. Trustee Burkholder stated it will be removed from the agenda.

Resolution 2024-57 Proposal for Space Planning Conceptual Design Cost Budgeting.pdf 

8. New Business

- a. Sheriff contract expiration
Trustee Evans has concerns over the sheriff's contract. The township should be getting the base coverage along with extras. Trustee Evans is concerned that the township is not receiving the extras. Trustee Burkholder stated the contract is up at the end of 2025 but can be amended. Trustee Burkholder suggested putting a list of items and having an open work session with the township administrator or with the sheriff. Trustee Burkholder also suggested Trustee Evans bring an amendment back to the board for discussion. Trustee McKee does agree on a work session since some items have changed.

- b. Dental insurance renewal

#7187 Public Employees Benefit Association (PEBA) - 2025 NON-EHB (fillable) (1).pdf 

Trustee Evans stated there has been an increase in the dental insurance that he believes needs to be voted on by the board rather than just letting it increase. The policy cannot be changed for any elected official.
Motion to approve the renewal with the cost increase at the same benefits

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

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

Carried 3-0

- c. Update health and vision insurance
Vision Insurance

The vision insurance needs to be renewed at the same cost.

Health Insurance

Trustee Evans stated in 2015 the board passed a renewal of the health insurance policy with the caveat that the spouse, if they have separate health covers or health coverage available, that they would be charged \$400 to bring their spouse onto the township policy. Trustee Evans discussed with the township administrator that was tied to that renewal as it was written. That didn't obligate any of the other policies that were renewed without that policy moving forward. Trustee Burkholder would like to know if anyone has been charged the fee and how does it apply to children. Trustee Evans stated it does not apply to children. Trustee Burkholder has had conversations with the township administrator regarding single plans versus family plans. It was not required or necessary to make a decision necessarily at this meeting. Trustee McKee is not in favor of moving forward until the board has more information as this can be costly to the township with all the other projects the township has going on.

Motion to approve the vision insurance for renewal

Moved by: Mark Evans
Seconded by: Gary Burkholder

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

Carried 3-0

Motion to formally state that the prior 2015 policy, having employees pay \$400 per month for spousal coverage when they have the option of outside coverage is not applicable.

Moved by: Mark Evans

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

No Vote 0-0

The motion fails for lack of second

- d. Prosecutor's opinions authorization
 Trustee Evans stated these were items he had requested for the December 3rd meeting. Some items that need to go to the prosecutors are public records requests. Trustee Burkholder asked Trustee Evans if he had a motion, but Trustee Evans believes there needs to be a resolution. There was no action taken.

- e. Reassign duties

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

Held December 17, 2020 2024

- f. Discussion on zoning enforcement and the zoning department
Trustee Burkholder did not want to add this to the agenda due to Trustee Evans behavior. Trustee Burkholder stated Trustee Evans did not have all the facts regarding the zoning commission. Trustee Evans stated the discussion is for the zoning enforcement and the zoning department, not the zoning commission. Trustee Evans is concerned that old cases are just closed and believes there needs to be a full review of them. Trustee Evans stated Trustee Burkholder is over the zoning department and the department has no oversight. Trustee Evans stated he along with Mr. Olsen and Mr. Holloway that the ORC is not being followed. Trustee Evans was forwarded a copy of the minutes, but nothing else. Trustee Evans feels Trustee Burkholder still does not understand the process. Trustee Evans also stated Mr. Holloway sent in a concern and Ms. McIntyre responded in an inappropriate way. Trustee Burkholder stated he was at the zoning commission meeting, and it was voted to send to the trustees. Trustee Burkholder explained there was no text sent to the trustees because there was no text to be sent. Trustee Evans stated Mr. Holloway suggested a resolution because the zoning chair is not handling it properly.
- g. Extension of Township's in-house planning and zoning consultant.
Motion to approve the extension of the in-house planning and zoning consultant.

Moved by: Gary Burkholder

Seconded by: Mark Evans

Yes Gary Burkholder
No Mark Evans and Rozland McKee-Flax

Falls 1-2

Trustee Burkholder has spoken with the administrator regarding advertising for a full-time position at the first of the year. It is at the recommendation of the administrator to extend the consultant's contract for 90 days. There are many open projects within the township where expertise is needed. Trustee Evans shared that the position has been needed to be filled all year and the board approved advertising for the position in February. Trustee Evans would be supportive of the extension if it was accompanied by a position to post, to interview, to fill in a timely manner. Trustee Evans will be voting no.

- h. High Point Park application - Licking County Park District

[Licking Park District Final Application.pdf](#)

[History Document.pdf](#)

Motion to authorize the township administrator to submit an application to the Licking County Park District for the High Point application for High Point Park.

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

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

Carried 3-0

There was no discussion.

- i. Proposal gas furnace town hall office area.

[Proposal - Etna Township - small furnace.pdf](#)

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Ethra Township Board of Trustees Regular Meeting


GOVERNMENT FORMS & SUPPLIES 844-224-3393 FORM NO. 10148

Held December 17, 20 2024

j. The blower did not seize up, but the capacitor was damaged causing some of the and the furnace to shut down. The technician did not recommend replacing the furnace at this time. Trustee Evans is still concerned about not getting more than one estimate.

COTA bussing discussion
Trustee Evans' concern is Trustee Burkholder is working on other ongoing projects including collaboration with COTA to expand transit services into Licking County. Trustee Burkholder refuted Trustee Evans claims by stated the collaboration is a workforce program transit workforce program by Mid-Ohio Regional Planning Commission, the Licking County Commissioners, the Columbus Partnership, Franklin County, and the City of Columbus. Trustee Burkholder stated it is a falsehood to accuse him of making decisions behind the scenes.

9. Fiscal Officer Report

a. Resolution 2024-066 to approve purchase orders
[Resolution 2024-066 Authoring POs 12.17.2024 \(1\).pdf](#) 
Motion to approve purchase orders as presented

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

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

Carried 3-0

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

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

Carried 3-0

c. Transfers
Motion to transfer ARPA funds to General Funds in the amount of \$85,159.07

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

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

Discussion - Trustee Evans questioned why the transfer is being done verbally and why there are no account numbers. Trustee Evans believes it should be documented. Mr. Kerby stated it in UAN, but normally it is just a roll call vote.
The bank balance at the end of November is \$8.743 million, outstanding payments were \$661,000, paid out \$795,000, and received \$74,787.16 at the end of November.

10. Public Comments

Matthew Rausenberg - 46 Cedar Park Blvd - Mr. Rausenberg read from the zoning commission minutes that were addressed earlier in the meeting. This was to give clarification for the COTA information given by Trustee Burkholder to the zoning commission.

11. Announcement and Trustee Comments

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Meeting

Enna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 944-224-3338 FORM NO. 101-48

Held December 17, 20 2024

- a. Next Trustee Regular Meeting, Tuesday, January 7, 2025, 6:00 p.m.
- b. Board of Zoning Appeals and Zoning Commission seats
The board will be making appointments to the Board of Zoning Appeals and the Zoning Commission at the next regular meeting.

Trustee McKee clarified to the residents regarding the sheriff incident with Trustee Burkholder. At the time of the meeting with MORPC Trustee McKee was the chair. MORPC meets with townships all over Ohio. The meeting was not considered a public meeting. At the time Trustee Burkholder was not on the board. Trustee Burkholder left after the sheriff arrived. Trustee McKee asked Trustee Evans to refrain from going on Facebook to bad mouth the fiscal officer and Litichia McIntyre. Trustee McKee stated all the members she has appointed to the JEDD boards have been professional and well qualified. Trustee McKee appreciates Trustee Burkholder for being the chair of the board and he has brought some stability, but he can only do so much.

Trustee Evans stated what he says he can prove. Trustee Evans believes the fiscal officer lied regarding the issue with the employee checks that it was the bank's fault. Trustee Evans believes the zoning commission chair is not following the law.

Trustee Burkholder stated he has spent many hours in the town hall working with staff. The township has had a total personnel changeover. Trustee Burkholder stated staff left because of the harassing behavior of Trustee Evans and Trustee Evans is impossible to work with. Trustee Burkholder tries to run the meetings as smoothly as possible.

12. Adjournment

Motion to adjourn at 8:04

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.