

**RECORD OF PROCEEDINGS**

Minutes of

Meeting

Etna Township Board of Trustees Special Meeting

GOVERNMENT FORMS &amp; SUPPLIES 844-224-3339 FORM NO. 10148

Held December 30, 20 2024

The Etna Township Board of Trustees met on Monday, December 30, 2024, in the Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018 for the purpose of conducting a special 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. Pledge of Allegiance

**2. Adoption of Agenda**

Motion to adopt the agenda as presented

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

**Yes** Gary Burkholder and Rozland McKee-Flax  
**No** Mark Evans

**Carried 2-1**

Trustee Evans requested an item be added to the agenda and it was refused. Trustee Evans would like to discuss the refusal of the Zoning Commission Chair to follow the ORC. Trustee Burkholder stated he had had a discussion with the township administrator, and it was going to be a one item agenda. Trustee McKee reminded everyone that it was a special meeting, and we will need to stick to the agenda.

**Public Comments**

Shelley Marie Ipacs - 114 Royalty Drive - Mrs. Ipacs is grateful for the oversight of the funds. Mrs. Ipacs wishes the board to find a way to extend the contract. There is a healthy budget, and it is wise to invest in the position and consultant. Mrs. Ipacs does not believe a single inspector is capable of handling all the issues. She also stated that Licking Counties priorities are not always Etna's priorities. She did state the board is doing a great job watching over the funds.

**4. New Business**

- a. Planner Posting Approval and L.A Schultz & Associates LLC Contract Extension

[Township Planner Job Description 1-25.pdf](#) 

[Resolution 2024-67 Posting Approval and Extension of Contract \(1\).pdf](#) 

Motion to adopt resolution 2024-67 to approve the posting of the planner position for the township and the extension of the contract with L.A. Schultz & Associates LLC

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

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GOVERNMENT FORNIS & SUPPLIES 044-224-3398 FORM NO. 10148

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**Yes** Gary Burkholder  
**No** Mark Evans and Rozland McKee-Flax

**Fails 1-2**

Discussion - Trustee Evans briefly went over why the resolution is needed. The zoning inspector resigned in January. On February 20th two positions were approved to be advertised. The zoning inspector position and the director of planning and zoning administration. There were three experienced applicants that applied and withdrew their interest. The consultant was hired on June 18th as a temporary measure. Trustee Evans believes this is a manufactured emergency. Trustee Evans presented a resolution working with the administrator on changes to ensure it is carried out.

Motion to amend the resolution to the same resolution number 67 with the section 1 containing the 5 directives and then the section 2 with the changes there.

*Moved by:* Mark Evans

Motion failed due to lack of second

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

**No Vote 0-0**

Discussion - Trustee Evans stated he would not be in support of the original resolution as there is no provision to ensure the job will be posted. Trustee McKee would like to consider having a part-time employee to come and help out. Trustee McKee is seeing the administrative assistant help with the zoning office which is putting her behind on her work. Trustee McKee is not sure why the position needs to be full-time when the consultant was only working part time. Trustee McKee proposed hiring a consulting firm on an as needed basis along with a part-time employee. Trustee Burkholder disagrees with Trustee Evans' timeline. Trustee Burkholder gave some clarification, Trustee Evans had conversations with the township administrator on Friday and the language of the original resolution was worked out. Also, there was a community volunteer, but it was not related to zoning; it was to start the process of inventorying equipment. Trustee Burkholder stated the planner position is not only about processing permits and code enforcement. There is a tremendous need in the township. Text amendments and map amendments from 2015 that were never sent to the Licking County Planning Commission. The Licking County zoning map is not up to date.

Trustee Burkholder is in favor of the extension and also reminded Trustee Evans it was the consensus of the board to wait until the new administrator was on board before selecting a full-time planning consultant. There has been a delay in the process. If the contract is not extended there will be a great burden on the township. Trustee Evans stated the positions were approved to be posted on February 20th and should have been posted.

Susan Bedsole stated the initial plan was to advertise in November and have someone hired in December. The resolution directs Mrs. Bedsole to run the interview process to hire for the position. Mrs. Bedsole also believes it needs to be a full-time position. Having someone there only three days a week is challenging for work to get done timely. Mrs. Bedsole highly encourages the passage of the resolution.

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Trustee McKee looked for clarification on some of the wording in the resolution regarding select staff. Mrs. Bedsole explained the process would be similar to the interviewing process of the road crew. Mrs. Bedsole has not selected the additional staff member. Trustee McKee is not against hiring a full-time employee and would like to keep that hiring process as clean as possible.

Trustee Burkholder stated with the extension of the contract it will give the township coverage until the position is filled. Trustee Evans has full confidence in Mrs. Bedsole, but it is his duty that this is carried out.

Trustee Evans is not in support of the current resolution. Trustee McKee stated Trustee Evans tried to redo the resolution to include other things. The resolution was not adopted.

## 5. Public Comments

Thaah Young - 9167 Taylor Road - Mrs. Young would like to speak on the Summit Road Crossing development coming soon. Trustee McKee stated with it being a special meeting the board cannot discuss the matter. Mrs. Young believes with the lack of a planner or consultant it does pertain to the special meeting. Mrs. Young is concerned they will not have enough information to make a good decision if they were handed a contract by Reynoldsburg. Mrs. Bedsole stated that after January 1st it will be challenging to meet the needs of developers.

Rachel Zelazny - 10141 Tollgate Road - Ms. Zelazny is disappointed for a special meeting to be called only for the resolution not to pass. The decision also affects the board of zoning appeals and the zoning commission. Ms. Zelazny would also like to know why it is such an issue to give help when it is needed.

Shelley Marie Ipacs - 114 Royalty Drive - Mrs. Ipacs suggested a 45-day contract extension which could save the township money and still possibly meet the timeline for hiring a planner. Mrs. Ipacs encouraged the board to keep brainstorming and keeping an open mind. Mrs. Ipacs also thanked the board for letting them provide input.

Thaah Young added that she appreciates the mayor of Reynoldsburg coming to speak however Mrs. Young believes the township does not have enough information about the project. The township does not have anyone looking over the complex agreements.

Alesia Zacher - 79 Trail East - Ms. Zacher questioned if the resolution had been revised as she thought the administrator was making the decision. Trustee Burkholder stated Trustee Evans offered to amend the resolution, but it failed. Both the original resolution and the amended resolution failed. Trustee McKee stated the failed resolution does not stop the board from posting the position.

Trustee Burkholder explained the township will not have any planning coverage until a planner is hired. Trustee McKee mentioned the county as a source. Trustee Burkholder advised the board that the county does not do our plan review, and they are short of planners as well.

Mrs. Bedsole, with board approval, if the resolution from February still stands, she will post the position.

Jon Hanson - 51 Ridgewood Drive - Mr. Hanson feels the only way Mr. Evans will be

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Enna Township Board of Trustees Special Meeting

GOVERNMENT FORMS & SUPPLIES 844-424-3338 FORM NO. 10148

Held December 30, 20 2024

happy is if he is to take care of everything.

**6. Announcement and Trustee Comments**

- a. Next Trustee Reorganizational Meeting, Tuesday, January 7, 2024, 6:00 p.m.  
Trustee McKee would like the planner position posted as soon as possible.
- b. Trustee regular meeting immediately following the reorganizational meeting on Tuesday, January 7, 2024.

**7. Adjournment**

Motion to adjourn 6:57 p.m.

*Moved by:* Gary Burkholder

*Seconded by:* Rozland McKee-Flax

- Yes Gary Burkholder and Rozland McKee-Flax
- No Mark Evans

**Carried 2-1**

  
Gary Burkholder, President

  
Jaqueline Cotugno, Fiscal Officer

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