

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Organizational Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held January 7, 20 2025

The Etna Township Board of Trustees met on Tuesday, January 7, 2025, in the Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018 for the purpose of conducting an organizational 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. Trustee Board Appointments (No second is needed for the nomination)**

**a. Nomination for Board President**

Trustee McKee nominated Trustee Burkholder as Board President. Trustee Evans nominated himself for Board President. Trustee Burkholder did not have a nominee. The vote was 2 to 1 in favor of Trustee Burkholder.

**b. Nomination for Board Vice President**

Trustee Burkholder nominated Trustee McKee for Board Vice President and Trustee Evans nominated himself for Board Vice President. The vote was 2 to 1 in favor of Trustee McKee.

**c. Nomination for West Licking Fire District Board Representative**

Trustee McKee nominated Trustee Burkholder, Trustee Evans nominated himself, and Trustee Burkholder nominated Trustee McKee for the West Licking Fire District Board Representative. Trustee Burkholder withdrew his nomination due to the responsibilities of the Board President. The vote was 2 to 1 in favor of Trustee McKee.

**d. Nomination for MORPC Board representative**

Trustee Evans nominated himself and Trustee McKee nominated Trustee Burkholder. The vote was 2 to 1 in favor of Trustee Burkholder.

**e. Nomination for CLOUT (Coalition of Large Urban Townships) representative**

Trustee Burkholder nominated Trustee McKee and Trustee Evans nominated himself. The vote was 2 to 1 in favor of Trustee McKee.

**3. Township Administrator**

a. **Motion for the Township Administrator to oversee the day-to-day operations on the township.**

*Moved by:* Rozland McKee-Flax

*Seconded by:* Gary Burkholder

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

#### 4. Organizational Resolutions

a. **Motion to adopt Robert's Rules of Order for meetings.**

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

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

**Motion to amend to include the most current version of Robert's Rules of Order revised.**

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

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

b. **Motion to set the regular meetings for 2025 for the first and third Tuesday of the month at 6:00 p.m. with the exception of Tuesday May 6, 2025, the Primary/Special Election to move to Wednesday May 7, 2025, and Tuesday November 4, 2025, General Election to Wednesday November 5, 2025. The organizational meeting will be held Tuesday, January 6, 2026, at 6:00 p.m. and the first regular meeting will be held immediately after the organizational meeting.**

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

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

c. **Motion to approve the signing of checks for payroll, regular monthly bills, and all previously approved expenditures and purchase orders outside of meetings.**

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

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

d. **Motion to approve payment of required fees and necessary expenses for elected officials to attend and participate in county, state, and national training conferences, seminars, and conventions.**

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

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

**Carried 3-0**

- e. **Motion to authorize the township Trustees and Fiscal Officer a spending allowance of \$1000 per month for necessary items, needed services, and emergencies between meetings and the road superintendent, Don Copley, a spending allowance of \$2,500 dollars for purchases between meetings with the approval of the Township Administrator. The Township Administrator, Susan Bedsole, a spending allowance of \$7500 per month for necessary expenditures.**

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

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

**Carried 3-0**

**Motion to amend the main motion to remove office supplies and postal expenses. Then to add necessary items and needed services between meetings. Also to remove the names of the township administrator and road superintendent. To add per month to the spending allowance.**

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

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

**Carried 3-0**

Trustee McKee suggested the spending allowance for both the township administrator and the road superintendent be adjusted to \$5000 each per month.

**Motion to amend the amended motion to adjust the spending allowance for both the township administrator and the road superintendent to \$5000 each per month.**

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

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

**Carried 2-1**

Trustee Evans is not in agreement to increase the road superintendents spending allowance.

- f. **Motion to set mileage reimbursement for 2025 at the current IRS rate at the time of the reimbursement request.**

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

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

**Carried 3-0**

g. **Motion to contract with Health Consortium for random employee drug and alcohol testing for 2025 and designating Susan Bedsole to be the township representative.**

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

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

**Carried 3-0**

h. **Motion to pay the Trustees and Fiscal Officer on a salary basis by salary according to the Ohio Revised Code, equal monthly payments are to be paid on the first day of the month.**

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

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

**Carried 3-0**

i. **Motion to pay all township employees every two weeks, the Friday following the end of the pay period.**

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

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

**Carried 3-0**

j. **Motion to continue the number of work hours, rates of pay, number of employees and status. The full-time employees are Bob Adkins, Holly Palumbo, Ted Walker, Donald Copley, Jonathan Dearman, Susan Bedsole, Terry Holtz, and Raymond Mitchell. Pay rates are as certified with the Fiscal Officer.**

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

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

**Carried 3-0**

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Trustee McKee suggested the administrative assistant to flex her time on weeks when there are board meetings. With board meetings that is putting the administrative assistant into overtime. Trustee Burkholder was in agreement. This will be forwarded to the township administrator.

- k. **Motion to compensate the Zoning Commission and the Board of Zoning Appeals members, \$55 per meeting and the chairperson \$85 per meeting.**

*Moved by:* Gary Burkholder

*Seconded by:* Mark Evans

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

**Carried 3-0**

Trustee Burkholder stated this will include alternates.

- l. **Motion to approve the expenditure for members of the Zoning Commission, Board of Zoning Appeals, and other boards to attend necessary training conferences and seminars. Trustee approved training conferences and seminars will be compensated with a meeting stipend of fifty dollars (\$50.00) plus mileage expense.**

*Moved by:* Gary Burkholder

*Seconded by:* Rozland McKee-Flax

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

**Carried 3-0**

Trustee Evans clarified the chairperson of the board will receive \$55.00.

Motion to approve \$10,000 per month expenditure for fuel in the road department with the approval of the township administrator

*Moved by:* Mark Evans

*Seconded by:* Rozland McKee-Flax

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

**Carried 3-0**

5. **Adjournment**

Motion to adjourn at 6:22 p.m.

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*Moved by:* Rozland McKee-Flax

*Seconded by:* Mark Evans

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.