

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Special Meeting
GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held February 11, 20 2025

The Etna Township Board of Trustees met on Tuesday, February 11, 2025, 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 4:00 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. 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

The budget workshop was moved ahead of the Township Administrator interviews to allow Susan Bedsole to be a part of the interview process.

3. Budget Workshop

Mr. Kerby explained how he got the numbers for the budget. Mr. Kerby used the revenue status from 2024 to calculate what the estimated revenue would be for this year. Mr. Kerby then used the fund status report from 2024 to see what the carryover was. He then put those numbers on the next to the last line of each fund code, so that is where he got the revenue side. Mr. Kerby then took the appropriation status from 2024, reviewed what was spent last year in each fund code. Mr. Kerby knows electric will go up by around 28% and natural gas went up about 18%. Mr. Kerby added items such as a new truck for the road department and a new roof for the garage. Some numbers need to be adjusted and there is plenty of room for adjustment. Medical insurance will have a 20% increase and incidental insurance will increase by 15%. Trustee Evans questioned how the HSA figure was achieved. Mr. Kerby looked at the budget and only about 50% to 60% was used so he kept the amount the same. There was money saved using the HRA. The election expenses were removed from the budget. The travel and meeting expenses fund was increased to \$12,000. Mr. Kerby suggests public records training and ethics training. There was a huge drop in the funds used for advertising. Mr. Kerby suggested dropping it from \$42,000 to \$3,000. Property insurance premiums will probably go up 15-20%. Trustee Evans believes the lighting district needs to be a separate line item since it needs to go to the auditor. The compensation for board and commission members were increased since the board voted to pay alternates for meetings they attend. Other salaries were increased to \$20,000 with the anticipation of a college intern. The HRA category will reflect \$7,500. The township maintenance fund was doubled from \$30,000 to \$60,000.

Trustee Evans would like to have the UAN set-up to where the board has read only access. The contracted services-sheriff fund was increased to \$420,000. Trash collection fund was zeroed out since the township will not be paying for residents' trash service any longer. The Cemetery Repair and Maintenance fund was raised to \$50,000. The board questioned under Health Districts what "payment to another political subdivision" is related to. Mr. Kerby will print reports for the categories questioned. Capital Outlay was taken down to \$250,000.

Trustee Evans would like a thorough analysis completed of the budget categories as he feels some items have been miscategorized. Trustee Evans suggested upping the motor vehicle fund to \$200,000 to cover needed vehicles/equipment for the road department. Trustee Burkholder mentioned leasing as an option as well to help with cash flow. Mr. Kerby will print out the 2025 revenue status report that will tell the board how much funds are expected to come in and

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the total. Trustee Burkholder would like to get graphic representations of what the debt services will be like over the next 10-15 years. Trustee Evans would like to see a 3-5-year budget especially with contract negotiations.

Mr. Kerby will make the requested changes to the budget and get it back to the board by the first meeting in March.

4. **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.

Township Administrator Interviews

Motion to enter executive session at 5:15 p.m. under ORC 121.22 (G) (1) for the specific purpose of conducting interviews for the township administrator.

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 6:14 p.m.

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

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

5. **McBride Dale Invoice**
[McBride Dale Invoice.pdf](#) 

Motion to pay McBride Dale Clarion invoice

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

Yes Gary Burkholder, Mark Evans, Rozland McKee-Flax, **Carried 5-0**

Discussion - Trustee Evans questioned why the invoice had not been paid previously. The Fiscal Officer stated she was unsure why it had not been paid and that she did not have the invoice to pay. Trustee Burkholder clarified that all vendors have contact with the township administrator. Also, that all invoices need to be copied to the fiscal officer if the invoice is sent to another department.

6. **Public Comments**
There were no public comments. Trustee Burkholder thanked the Zoning Commission for their patience as the special meeting ran a little long.

7. **Adjournment**
Motion to adjourn at 6:17 p.m.
Moved by: Rozland McKee-Flax
Seconded by: Mark Evans

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

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Gary Burkholder, President


Jacqueline Colugno, Fiscal Officer

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