

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

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

Held March 4, 20 2025

The Etna Township Board of Trustees met on Tuesday, March 4, 2025, 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
- d. 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

Motion to amend agenda to move Township Administrator to Item A under new business

Moved by: Rozland McKee-Flax

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

Failed due to lack of second. 0-0

Trustee Evans stated if Diligent was set up properly there would be minimum amendments to the agenda.

Motion to add Live stream to G in new business and H Prosecutor's Opinion regarding zoning certificate for certificate of occupancy

Moved by: Mark Evans

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

Failed due to lack of second 0-0

Discussion - Trustee Evans finds it shocking the board will not allow simple items to be discussed on important matters.

Held _____ March 4, _____ 20____ 2025

Motion to amend agenda to add request for Prosecutor's Opinion on the certificate of occupancy

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

Discussion - Trustee Burkholder requested Trustee Evans to supply in written format the questions that will need to go to the prosecutor's office for their opinion.

3. Adoption of Meeting Minutes

a. Minutes - January 21, 2025, Regular Meeting

T-2025-01-21 Draft Minutes.doc 

Motion to adopt the Minutes as presented

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes
No

Gary Burkholder and Rozland McKee-Flax
Mark Evans

Carried 2-1

Discussion - Trustee Evans reviewed the minutes to find there were missing votes, duplicate votes and numerous voting errors. There were missing motions and missing amendments to the motions. Trustee Evans sent his corrections. Trustee Burkholder stated he has reviewed the minutes and there are issues with Diligent. Trustee Burkholder believes this is obstructive behavior by Trustee Evans.

4. Public Comments

Scott Meszaros - 88 Lakeview Dr - Mr. Meszaros had a concern over a social media post. Mr. Meszaros spoke with Trustee-Evans over coffee. Mr. Meszaros handed the board documents regarding the social media post. Trustee Burkholder did inform Mr. Meszaros that Trustee Evans likes to make accusations on social media. Mr. Meszaros would like to know the process for requesting public records.

Rachel Zelazny - 10141 Tollgate Rd SW - Ms. Zelazny read a report of her background issues on her property and the neighboring property. Ms. Zelazny stated the property owner continues to build and occupy buildings without the proper authorization. Ms. Zelazny is frustrated with the lack of response from Etna Zoning. She would like to know when there will be movement instead of just empathy.

Jon Hanson - Ridgewood Dr - Mr. Hanson spoke of his open records requests with no response. Mr. Hanson believes most of the requests should come from Trustee Evans. Mr. Hanson stated direct actions from Trustee Evans has cost the township \$160,000. Most of the township employees have left because of Trustee Evans.

Phyllis Bundy - 10254 Tollgate Rd - Mrs. Bundy echoed what Ms. Zelazny stated.

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10748

Held March 4, 20 2025

Mrs. Bundy believes it is ridiculous that property owners need to take pictures of their pins on their property. Mrs. Bundy also let the board know the speed limit sign needs to be replaced on her road.

5. 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
Township Planner

Motion to go into executive session per Ohio Revised Code 121.22 (G) to consider the employment and compensation of several possible public employees. Susan Bedsole will be invited into executive session along with deputy Babcock at 6:27 p.m.

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 7:47 p.m.

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

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

Carried 3-0

6. Old Business

- a. Resolution to adopt final 2025 budget
[2025 Etna Annual Appropriations Budget.doc](#) 
[2025 Budget Summary.pdf](#) 
[2025 Annual Appropriations Budget.pdf](#) 
[Resolution 2025-009.pdf](#) 

Motion to adopt Resolution 2025-009 the Township Annual Appropriation Resolution, that will be for the year ending on December 31, 2025. Be it resolved by the Board of Trustees of Etna Township, Licking County, Ohio, to provide for current expenses and other expenditures of said Board of Trustees during the fiscal year ending December 31, 2025, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for an during said fiscal year as follows, and declaring it an emergency, and that appropriated

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

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

Held March 4, 20 2025

value, total appropriations for 2025, will be \$6,972,190.

Moved by: Gary Burkholder
Seconded by: Mark Evans

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

Discussion - Trustee Evans reviewed changes that were to be made. Trustee Evans stated there were still errors. Trustee Evans believes there needs to be a 3-5-year budget. Ms. Cotugno stated she has not got to that part of the process. Trustee Burkholder stated the budget needs to be filed by March 31st. Chris Kerby was able to answer Trustee McKee's questions. Trustee Burkholder is in favor of passing the budget tonight with continued improvement. Trustee Burkholder informed the board there will be 1.4 million for Pike Street that the township will be responsible for.

b. Trebel Contract
Trebel EMA with Etna Township -Licking County-Fully Executed.pdf

Discussion - Trustee Evans had a meeting with Trebel to discuss some options. Trustee Evans believes they are pushing towards a three-year agreement to which he does not feel is appropriate. Terms were to be for 12, 15, or 24 with a 2% discount. Trustee Evans stated the option was for 12- and 15-month terms. Trustee Evans believes no action needs to be taken right now as rates are cheaper at the moment. Going with Trebel would be the more expensive option. Trustee Evans stated the proposed contract extension, and a limited agency authority document needs to be forwarded to the prosecutor's office for opinion. Trustee Evans will forward all the information to the prosecutor's office.

c. Discussion regarding garage repair, additional quotes
Garage Quote.pdf

Trustee Evans provided two quotes to the board for review. Trustee Evans has another contractor coming to give a quote on Monday and will have another quote. There is one contractor that participates in the state contract bidding. Trustee Evans will schedule a site visit.

d. MKSK High Point Park and Pike Street
Compensable Utility Impacts.pdf
25-0218-Etna Highpoint Park-Work Authorization Estimate-MKSK .pdf
Pike Street tree and wall options.pdf
MKSK Design Services 25 02-25.pdf

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

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

Held March 4, 20 2025

Trustee Burkholder suggested approving the quote for \$80,000. This quote is just for the planning documents. The state of Ohio would like the state capital paperwork to be completed by June of 2026.

There is another work authorization for \$30,000 to cover additional work that may need to be done.

Trustee Burkholder gave an update on the Pike Street project. Trustee Evans suggested to involve the Park Committee on the design of Pike Street.

Representatives from MKSK answered the questions from the board.

There board discussed the relocation of the waterline for Pike Street.

Motion to approve MKSK work authorization for \$80,000

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

Motion MKSK Design services in the amount of \$30,000

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

e.

Keller Farm Contract

Land Rent Contract.pdf @

Motion to have the board president sign the Keller Farm contract

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

7.

New Business

a.

Resolution 2025-008 Contract with Management Advisory Group - Interim Township Administrator

Exhibit 1 Management Advisory Group.pdf @

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 1014B

Held March 4, 2025

Motion to approve Resolution 2025-008 upon the approval of outside counsel from Ben Albrecht

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

Yes Gary Burkholder and Mark Evans
No Rozland McKee-Flax

Carried 2-1

Discussion - Trustee Evans raised questions regarding the contract for the interim administrator and suggested the contract be reviewed by the prosecutor's office. Some concerns were billing and concerns with caring the insurance. Susan Bedsole stated Management Advisory Group let the township know they offer interim services. Mrs. Bedsole was provided with a previous contract from another local entity. Mrs. Bedsole shared some of the concerns of Trustee Evans. It was recommended the contract be sent to Ben Albrecht for contract review.

b. New Community Authority - Intergovernmental approval
[New Community Authority Intergovernmental.pdf](#)

Trustee Burkholder gave a description of the agreement and suggested no action will be taken at the meeting. Trustee Evans suggested having a blanket resolution that could be filled out during the meeting if necessary.

Motion to approve Resolution 2025-013 requesting Prosecutor's Opinion for Certificate of Occupancy and NCA Intergovernmental contract

Moved by: Mark Evans
Seconded by: Gary Burkholder

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

Carried 3-0

c. Liberty Christian Touch-a-Truck Event
Touch-a-Truck Event is an event held at Liberty Christian. The school has asked the township to participate. The Road Department will have several vehicles on display. The event will be on Saturday May 3rd. This is not a community wide event; it is only for Liberty Christian.

Motion to participate in the Liberty Christian Touch-a-Truck event
Moved by: Mark Evans
Seconded by: Rozland McKee-Flax

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

Carried 3-0

d. Authorization for additional clerical help

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3336 FORM NO. 10148

Held March 4, 20 2025

e. Discussion - Trustee Burkholder has had inquiries regarding helping the township on a part-time basis. Trustee Evans believes the position needs to be advertised and believes both departments need help. Trustee Evans will provide a job description for the meeting. Mrs. Palumbo stated the position should start out part-time. Trustee McKee stated she believes it is a time management problem. Once the administrator is hired, they can help with that.

Resolution 2025-011 Township Administrator
Motion to approve resolution 2025-011

Moved by: Rozland McKee-Flax

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

Motion failed due to lack of second 0-0

f. Resolution 2025-012 Township Planner
Motion to table indefinitely

Moved by: Mark Evans
Seconded by: Gary Burkholder

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

Carried 3-0

Discussion - The item was tabled due to the applicant withdrawing their application.

8. Fiscal Officer Report

a. Resolution 2025-010 to approve purchase orders
Resolution 2025-010 Authoring POs 3.4.25 (1).pdf

Motion to approve purchase orders as presented

Moved by: Mark Evans
Seconded by: Gary Burkholder

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: Mark Evans
Seconded by: Gary Burkholder

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

Carried 3-0

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 944-424-3338 FORM NO. 10-148

Held March 4, 2025

Discussion - Trustee Evans questioned some of the payment amounts not being correct. The Fiscal Officer gave a summary of the bank accounts. There was a balance of \$8.791 million as of January 31st. Outstanding payments of \$57,000, payments of \$261,000, and \$215,000 were received.

Motion to amend payment listing as corrected

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

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

Carried 3-0

c. Transfers

Motion to transfer the funds as presented

Yes

There was no motion 0-0

There were no transfers.

9. Public Comments

Chuck Bundy - 10254 Tollgate Rd - Mr. Bundy questioned the township administrator position on whether it would be filled or not.

Matthew Rausenberg - 46 Cedar Park Blvd- Mr. Rausenberg questioned if the township is to pay the new administrator \$168,000 a year, will the township be getting the full 40 hours and will there be a time clock for verification. Mr. Rausenberg would also like to know why the second candidate was brought in two times but not chosen.

Adam Kelley - 8990 Smoke Road SW - Mr. Kelley sought clarification on Item G to the amended agenda.

Jon Hanson - Ridgewood Drive - Mr. Hanson would like to know who the consultant firm is and why they were not invited to the meeting.

Ryan Davis - 8807 Watkins Road - Mr. Davis stated the applicant for the planning position spent little time in executive session and believes his decision was not based on the facts of the position. Mr. Davis also stated the NCA were very happy to give money to the cause of the township.

Steve Perkins - 7352 Palmer Road - Mr. Perkins suggested the third candidate be the interim administrator.

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

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

Held March 4, 20 2025

10. Announcement and Trustee Comments

- a. Next Trustee Regular Meeting, Tuesday, March 18, 2025, 6:00 p.m. Zoning Commission will meet on 3/19/25 at 6pm on the public hearing for substantial text amendment.

Trustee McKee would like a status update on the investigation into the bank account. Trustee Burkholder stated the documents have been sent to Bricker Graydon.

Trustee Evans expressed his issues with the live streaming proposal, prosecutor's opinions on public records, and certificate of occupancy being ignored or mismanagement.


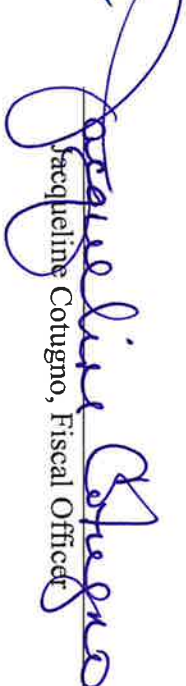
11. Adjournment

Motion to adjourn at 9:19 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.