

RECORD OF PROCEEDINGS

Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10/148

Held March 18, 2025

The Etna Township Board of Trustees met on Tuesday, March 18, 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 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 presented

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 requested his comments to be verbatim they are as follows.

"My requests for agenda items continue to be ignored. Only rarely are they added but only after repeated requests and public pressure. We can expeditiously address the important and relevant concerns and issues. When I was president, I repeatedly asked for agenda items from the other two trustees. I only received three. One of which was to replace me as president and I put it on the agenda because we are all supposed to be equal."

Trustee Burkholder believes Trustee Evans is trying to weaponize the agenda. Trustee McKee stated the lockbox was removed from the wall due to security threats to the township.

Motion to amend the agenda with a list of twelve items and a change of Trustee duties.

Moved by: Mark Evans

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

Failed due to lack of second 0-0

3. Adoption of Meeting Minutes

- a. Minutes - February 4, 2025, Regular Meeting
February 11, 2025, Special Meeting
T-2025-02-04 Draft Minutes.doc
T-2025-02-11 Special Draft Minutes.doc

Motion to adopt the February 4, 2025, Regular Meeting Minutes as presented

Moved by: Rozland McKee-Flax

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Seconded by: Gary Burkholder

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

Discussion - Trustee Evans requested his comments to be verbatim they are as follows.

There has been an ongoing serious issue with a lack of proper review of the minutes and their creation. We are repeatedly told they are being reviewed by others when there are glaring errors still present, suggesting the reviews are not being done, or without care.

I will be voting NO on these and all future minutes until this board is interested in providing correct meeting minutes which are the official record of the meeting. I have repeatedly made the board aware of serious errors, including missing motions, wrong votes and even multiple 5 votes cast with non-board members showing to have voted, only to be ignored and incorrect minutes shoved through. Additionally, the Fiscal Officer is neglecting her duty to ensure the meeting minutes correctly reflect the meeting proceedings by certifying them when they are knowingly incorrect.

Once there is a willing and competent board, I will move to provide the corrections needed. I ask that this statement, in its entirety, be placed with each of these motions in the minutes with my NO votes now and moving forward.

Trustee McKee believes Trustee Evans needs to work with the administrative assistant on the minutes.

Motion to adopt the February 11, 2025, Special Meeting Minutes.

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 requested his comments to be verbatim they are as follows.

There has been an ongoing serious issue with a lack of proper review of the minutes and their creation. We are repeatedly told they are being reviewed by others when there are glaring errors still present, suggesting the reviews are not being done, or without care.

I will be voting NO on these and all future minutes until this board is interested in providing correct meeting minutes which are the official record of the meeting. I have repeatedly made the board aware of serious errors, including missing motions, wrong votes and even multiple 5 votes cast with non-board members showing to have voted, only to be ignored and incorrect minutes shoved through. Additionally, the Fiscal Officer is neglecting her duty to ensure the meeting minutes correctly reflect the meeting proceedings by certifying them when they are knowingly incorrect.

Once there is a willing and competent board, I will move to provide the corrections needed. I ask that this statement, in its entirety, be placed with each of these motions in the minutes with my NO votes now and moving forward.

4.

Presentation

Community Park Update

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Jim Dziatkowicz with the engineering firm EMH&T gave a presentation on the community park. Members of the park committee were also in attendance. There have been three meetings with the park committee. Good input has been received from community surveys. In December the committee held an open house. The committee is at the final stage of developing a final master plan. The next step would be meeting with the township administrator to consider costs. The project is just under 118 acres. There have been site visits. Access points, traffic circulation, both vehicle and pedestrian standpoints have been discussed.

5. Public Comments

Roxanna DiYanni - 15131 Palmer Road - Mrs. DiYanni thanked Ted Walker for a great example of enforcing violations with kindness and she was inspired by the invocation.

Matthew Rausenberg - 46 Cedar Park Blvd - Mr. Rausenberg was glad to see an update on the park but wishes the board would reconsider being against water. Mr. Rausenberg would like to know if the park plan took into account the possibility of a gas line running through the park. Mr. Rausenberg questioned the proposals for the township administrator and gave feedback regarding the live streaming proposal of the meetings.

Jon Hanson- 51 Ridgewood Drive - Mr. Hanson discussed the bank access investigation and believes Julie Varian needs to be investigated first if she had accessed the accounts six months after her authority ended. Mr. Hanson also stated the bank investigation needs to be moved up to the state or federal level. Mr. Hanson suggested not renewing the contract for X-Tek.

6. 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.

- a. Township Administrator
- b. Township Planner
- c. Clerical Assistance
- d. Compensation of a public employee

Trustee Evans requested his comments to be verbatim, they are as follows.

"Again, for transparency to the board and the public, the agenda item should only include the relevant portion of the ORC."

"Request the deputy be present in the conference room for my security due to the continued lack of security camera."

Motion to enter executive session per ORC 121.22(G) to discuss the appointment and compensation of public employment and the possible employment of a township planner, clerical assistant, and compensation of a public employee at 6:42 pm

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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Motion to exit executive session at 7:34 p.m.

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

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

7. Old Business

- a. Authorization for additional clerical help
Secretary Job Description.pdf

Motion to approve posting of full-time position for secretary using the submitted job description. Pay will range with experience between \$20-25 per hour. Trustee Evans will coordinate posting and advertising with responses shared with the full board.

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

Abstain Gary Burkholder, Mark Evans, and Rozland McKee-Flax
Motion was tabled. 0-0

Trustee McKee stated the position should be part-time and not full-time and should be temporary. Trustee McKee believes we do not have the work to justify the position. Trustee McKee believes once the administrator is hired, they can work with Holly to get her some help as far as time management. Trustee McKee feels the zoning department is need of extra help and the focus on getting Ted Walker would be better. Trustee McKee proposed getting someone to help the zoning department. Trustee Burkholder agrees with Trustee McKee.

Trustee Evans requested his comments to be verbatim, they are as follows. "This needs to be full time to complement the duties and demand on the administrative assistant along with dealing with the disarray of our current records, lack of procedures documented and increasing zoning work and resident population.

It would be helpful to possibly get someone with former legal secretarial work as they are typically thorough and precise.

Workstations as I had previously proposed can't continue to be ignored. The installation of proper desks in the zoning department and temporary offices in the meeting hall corners would provide the needed work areas immediately. We certainly are not going to attract any Planner or secretary without proper work stations/areas."

Motion to table Secretary position

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

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

b. Township Administrator search update

Resolution 2025-008 Interim Township Administrator Contract.pdf

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Exhibit I Management Advisory Group 2.pdf 
Resolution 2025-011 Township Administrator.pdf 
Executive Search Contract.docx 
Services.pdf 
Etna Township Recruitment Intake Form.docx 

Trustee McKee is in favor of the third candidate brought in by Management Advisory Group stated in the resolution with conditions.

Trustee Evans requested his comments to be verbatim, they are as follows.

"Concerned over the interim administrator contract not being handled properly. I believe we can save the funds with a change in trustee duties and proceed with Keller for the Administrator search.

By moving forward with Keller and suspending the interim administrator path, we will save \$14,000 per month. Which after two months, this would pay any fee to Keller upon a successful placement. They are only paid when placed. Plus they have a guarantee if they flame out in the first 120 days. "

Motion to adopt Resolution 2025-011 Township Administrator

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

Yes Gary Burkholder and Mark Evans
No Rozland McKee-Flax

Carried 2-1

Move to table the resolution until such time that the board has legal review with Ben Albrecht

Moved by: Gary Burkholder
Seconded by: Mark Evans

Yes Gary Burkholder and Mark Evans
No Rozland McKee-Flax

Carried 2-1

Motion to approve the Keller agreement with the approval of the prosecutor and forego the interim administrator.

Moved by: Mark Evans

Abstain Gary Burkholder, Mark Evans, and Rozland McKee-Flax
Motion failed due to lack of second.

c.

Trebel Contract (Evans was to forward info to Bryce)
Trebel EMA with Etna Township -Licking County-Fully Executed.pdf 

Trustee Evans requested his comments to be verbatim, they are as follows.
"I spoke to Bryce and Zach at the prosecutor's office and they had not received anything from the former administrator, which is disappointing. They were not even aware of any underlying contract. I am compiling all the relevant

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information for them in one package with a summary, all documents and details along with concerns and questions. I expect to have all the information to them next week. This will include the contract, the proposed new contract on the aggregation terms and the prior record requests that were never responded to."

Trustee Burkholder requested Trustee Evans copy the board when sending the information to the prosecutor's office.

d. Township Planner search update

[Keller Planner Search Email.pdf](#)

Trustee Evans requested his comments to be verbatim, they are as follows.
"Keller can also assist in this. I can set up a virtual meeting to discuss."

e. Discussion regarding garage repair, additional quotes (Evans had site visit 3/10) Update

[Garage Quote.pdf](#) [Comparison of Roof Quotes for Road Department Service Structure.pdf](#) [batman 25 roof etna twnshp mark evans.pdf](#) [NS-100 Specifications Package.pdf](#)

Motion to approve work with R&J Commercial Contracting as presented for a total of \$39,300 for the roof replacement on the Road Department service structure with Trustee Evans reviewing the contract with the prosecutor, with non-substantial changes being permitted to be made. This includes a 50% payment as deposit for special material order in the amount of \$19,650.

Moved by: Mark Evans
Seconded by: Gary Burkholder

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

Discussion - There will be an initial payment of half as some material will need to be special ordered. Trustee Evans described the contract, the warranty, and what type of material being used. There is a two-year labor warranty and a manufacturer warranty. If approved the contractor could start within three weeks.

f. New Community Authority - Intergovernmental approval (Information sent to the prosecutor)

[New Community Authority Intergovernmental.pdf](#)

Trustee Burkholder stated he has not received an update from the prosecutor.

g. Training for Zoning Commission and Board of Zoning Appeals

Trustee Burkholder gave an update on training provided by the OTA or through Bricker Graydon.

Held _____ March 18, _____ 20____ 2025

Trustee Evans requested his comments to be verbatim, they are as follows.
"We approved this last year. Why was it not implemented then? "

h. **Streamring Proposal (Evans)**

B&H Live Stream Quote.pdf @ Xtek ethernet run.pdf @ Evans Proposal to Purchase Live Stream Camera v2.pdf @

Motion to approve the purchase of the PTZOptics White Move 4k PTZ camera and small camera mount from B&H at a cost of \$1,457.19 and \$72.90 respectively plus any shipping, for Xtek to install the needed PoE ethernet cable and audio cable to the camera location with Trustee Evans handling the purchase and installation.

Moved by: Mark Evans

Seconded by: Rozland McKee-Flax

Yes Mark Evans
No Gary Burkholder and Rozland McKee-Flax

Fails 1-2

Discussion - Trustee Evans requested his comments to be verbatim they are as follows.

"The camera placement will be studied and will be presented for board approval at the next meeting."

Trustee McKee questioned if X-Tek would be doing the installation. Trustee Evans explained X-Tek would be installing the cameras. Trustee Evans discussed the options of the cameras. Trustee McKee would like to see if there are other vendors available.

i. **United Steel Worker contract negotiations**

Motion to appoint Trustee Evans as the lead contact with Ben Albrect, who has been dealing with negotiations previously and Trustee Evans to take the lead. Also to update the employee handbook until such time as a township administrator is hired. Then the township administrator will be the lead contact for the negotiations and the employee manual update.

Moved by: Gary Burkholder

Seconded by: Mark Evans

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

There have been some concerns with the employee handbook. Trustee Evans stated it has been difficult to receive a response from Ben Albrecht.

8. **New Business**

a. **Resolution 2025-014 Etna Crest Boulevard ODOT speed limit sign approval**

2025-014 Etna Crest ODOT Approval .pdf @

Motion to approve Resolution 2025-014 Etna Crest Boulevard ODOT speed limit sign

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

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

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Carried 3-0

b. Fire District update

Trustee McKee provided an update from the West Licking Joint Fire District.

9. Fiscal Officer Report

Appropriation Summary February 2025.pdf Bank Reconciliation Report February 2025.pdf Fund Summary February 2025.pdf Revenue Summary February 2025.pdf

a. Resolution 2025-015 to approve purchase orders

Resolution 2025-015 Authoring POs 3.18.2025 (1).pdf

Motion to approve purchase orders as presented

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

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

Carried 3-0

b. Diligent Invoice

Diligent Invoice.pdf

There was a discussion regarding a price increase for the Diligent software. There was a \$1,000 increase. The Fiscal Officer would like to know if the board would like to renew the software. Trustee Evans stated the system should be fully implemented but it is not. The invoice will be added to the April 1st meeting.

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

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

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

d. Transfers

There were no transfers.

The first half of the farm lease payment was received. The bank balance at the end of February was \$8.6 million, \$101,000 was received, and \$250,000 went out.

Motion to submit the Licking County Health Department Mosquito Vector-Borne Disease Control Program.

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

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

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Carried 3-0

10. Public Comments

Ryan Davis - 8807 Watkins Road - Mr. Davis stated things need to change within the township.

Jon Hanson - 51 Ridgewood Drive - Mr. Hanson suggested getting away from X-Tek.

11. Announcement and Trustee Comments

- a. Next Trustee Regular Meeting, Tuesday, April 1, 2025, 6:00 p.m.
Trustee McKee stated the problem is trust with Trustee Evans. Trustee Evans has administrative passwords that he should not have and has weaponized the cameras and now there are issues with the emails.

Trustee Evans requested his comments to be verbatim, they are as follows.

First, if I am silenced or cut off as you have done repeatedly Mr. Burkholder, I will be speaking under all public comments from here on until we get a new board, or your inappropriate conduct ceases. With that....

- 1. Change in trustee duties.
 - a. Mr. Burkholder has time and time again shown he cannot properly handle matters nor communicate properly. The latest if the liquor permit debacle.
 - b. I will be proposing a slew of changes so that we can finally properly and timely address township matters, large and small.
- 4. Zoning enforcement. Discussion and requested update.
- 5. Records consultant progress. No update in over 6 months.
- 6. Road maintenance and assessment. Not preparing will hurt us.
- 7. Liquor Permit. Discussion and explanation as to what happened.
- 8. Key lockbox location. Repeatedly asked for.
- 9. Public records fulfillment. Now we are being sued.
- 10. Prosecutor requests. Update and new requests.
- 11. TIRC resignation and appointment.
- 12. Bank access "Investigation". I have not been contacted, no information on the attorney review information, not request for evidence and facts has been made showing the truth that I did not access the bank system, it was the prior fiscal officer as she admitted to Mr. Burkholder on 12/13.

12. Adjournment

Motion to adjourn at 8:37 p.m.

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

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

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Gary Burkholder, President


Jacqueline Colugno, Fiscal Officer

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