

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

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

Held April 15, 2025

The Etna Township Board of Trustees met on Tuesday, April 15, 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, Rozland McKee-Flax, and Mark Evans

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

Motion to change the limit on debate in accordance with Robert's Rules of Order (section 43, paragraph 16), one speech and three minutes per speech for all trustees.

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

Discussion - Trustee Evans stated that the board members want to limit his speech. Trustee Evans stated that the other trustees do not want to have the truth discussed and exposed. Trustee Evans stated that there are attempts to silence him online. Trustee Evans noted the lack of live streaming, social media and items on the agenda as silencing any information to the public. Trustee Evans stated that Trustee Burkholder and Trustee McKee deny agenda items that are needed and violate the Ohio Revised Code.

Motion to amend the agenda to add items that were refused: OTARMA risk assessment, limitation of public comments at special meetings, emergency access on Runkle Dr, Summit Rd and Reynoldsburg Road authority road expansion, ODOT grant reports, the planner position on Indeed, the comprehensive plan, the password system, change of trustee duties, liquor permit, the key lockbox, TIRC resignation and appointment.

Moved by: Mark Evans

Motion failed due to lack of second

Discussion - Trustee Evans stated that the other trustees do not want to talk about any of the issues here.

3. Adoption of Meeting Minutes

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11.

Minutes - February 18, 2025, Regular Meeting
March 25, 2025, Special Meeting
April 1, 2025, Regular Meeting

[T-2025-02-18 Draft Minutes.doc](#)

[T-2025-03-25 Special Draft Minutes.doc](#)

[T-2025-04-01 Draft Minutes.doc](#)

Motion to adopt the February 18, 2025, Regular 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 asked that his entire statement be placed in each of the motions in the minutes.

“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.”

Motion to approve the March 25, 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 that his same statement be included with this motion.

“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

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forward.”

Motion to approve the April 1, 2025, Regular 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 that his entire statement on the first set of minutes be included in this motion because it is applicable.

“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 Burkholder cited Robert's Rules of Order, section 43, paragraph 20. Trustee Burkholder stated remarks should be confined to the question before them and addressed conduct at meetings.

4. Presentation

a. Jim Roberts Southwest Licking Community Water and Sewer District (McKee)

Director of Licking County Water District - Trustee McKee requested the presentation. Mr. Roberts gave update on projects.

Stated the change in name to Licking Regional Water District.
Wagram wastewater facility started construction October 2023 and will finish 2026. It is a \$85 million plant which is more than preliminary planning costs due to EPA requirements. Mr. Roberts stated specific changes that resulted in price increases. Funding for the project is primarily through tap and capacity fees, and capital recovery fees.

The Refugee Rd lift station and relief sewer project is near completion. Capital recovery fees will pay for the project costing \$2.7 million. The project is designed to alleviate sanitary sewer capacity for the Gale Rd and Wagram plants.

Pataskala corporate park sanitary sewer project is substantially complete. The project began in October 2023 and will serve both Pataskala and Etna corporate parks. Project costs are just under \$16 million. A \$4,175 million grant from Ohio Department of Development Water and Wastewater Infrastructure Program and capital recovery fees will contribute to the cost. The National Rd Wellfield project is projected to be complete in spring of

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2026 with a year of construction. Contract A is about \$4 million, and contract B is about \$5 million.

The Wagram plant will take some flow away from the Gale Environmental Control Facility. The Gale facility will be expanded and is being designed through 2025. Provided information about what the project involves.

The Pike Street upgrade involves water lines that are in the way of expansion. Issues are being worked through, and bidding is scheduled for early 2026.

They have spent a good amount of money on a master plan for the district. The plan has been used to make priority decisions on projects. Their mantra is development pays for development. They are cautious about spending and have a goal of not burdening residents with costs tied to projects outside of the Etna area. The Legacy district will be served by the Wagram plant. Financial consultants are helping funding come together.

Trustee Evans requested a summary of the court filing for the name change.

Mr. Roberts noted expanded service areas and an expanded number of board members. Mr. Roberts stated that going from three to five board members is more efficient and avoids quorum issues.

Trustee Evans stated a lack of updates from their representative to the board and inquired about Rob Platt.

Mr. Roberts shared that Mr. Platt's contract will end at the end of April.

b. **Alphalink - IT Presentation (McKee)**

[Master Services Agreement.pdf](#)

[MSA Quote.pdf](#)

[Statement of Work.pdf](#)

Trustee McKee introduced Alphalink. Trustee McKee emphasized issues with access and security of emails which demonstrates need for Alphalink.

John Carson, Alphalink - 4324 Wesleyan Church - 1496 W Main St - Alphalink specializes in small and medium cities and townships. Some examples of clients are the City of Newark, the City of Zanesville, the City of Marietta, the Village of Hebron, and the Village of Buckeye Lake. Mr. Carson is here to answer any questions the board may have.

Trustee Evans noted the company's inactive social media presence and asked about Mr. Carson's familiarity with Bill Spurgeon.

Mr. Carson stated their priority of marketing by word of mouth, radio, and direct mail. He noted being in business for 41 years. Mr. Carson shared that he has worked with Mr. Spurgeon in the past.

Trustee McKee noted the company's expanded services, beyond email.

Mr. Carson stated the company provides hosting voice-over phone services, coordinates internet service providers, web design, web hosting, a cybersecurity subscription, and employee training, among other services. Mr. Carson described the 24-7 security operations.

Trustee Evans asked if Mr. Carson had reviewed Etna's current system and if there were any deficiencies.

Mr. Carson said they had reviewed the system but had not looked for deficiencies. He noted that the system is basic.

Trustee McKee stated the possibility of smart boards and screens in the town hall. Trustee McKee noted the consideration for a voice activated system mounted on the wall.

Bryce Luckie - 1491 S Belvoir Blvd. - works remotely from Cleveland and has

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been with AlphaLink for four years. Mr. Luckie described the meeting equipment and its ease of streaming to outlets.

Trustee McKee asked for clarification on the Township telephones.

Mr. Luckie described the flexibility and possible phone options provided by the company.

5. Public Comments

Christy Meade - 245 Hillview Dr, 43068 - West Licking Historical Society - America 250, Resolution is for Etna Township to become an America 250 community. Ms. Meade stated there are guidelines and Etna has a connection to Paul Revere's ride through ancestry. Ms. Meade is present to answer questions about the resolution.

Mark Evans – Mr. Evans stated the board has to censor him. He noted the trustees adjourning to stop him from speaking. Mr. Eyan believes numerous agenda items were ignored and need to be addressed. Mr. Evans said there is mismanagement by the board. Mr. Evans cited the immediate special meetings following regular meetings. Mr. Evans stated that Trustees McKee and Burkholder blocked items that he tried to get addressed. Mr. Evans said there is uncalled for mismanagement and incompetence. Mr. Evans mentioned being recorded by Trustee McKee. Mr. Evans said the board tries to stop him from speaking because they are afraid of people knowing what is going on. Mr. Evans noted Trustee Burkholder's running for Clerk of Municipal Court and his refusal to answer publicly if he plans on holding both positions. Mr. Evans said there are attorneys who remain unanswered and court cases where attorneys do not show up. Mr. Evans referred to the Water Board Director and the lack of monthly reports. Mr. Evans said that Trustee Burkholder only puts items that he and Trustee McKee determine in discussions outside the meetings.

Trustee Burkholder noted that Mr. Evans went to the podium as a resident not as a trustee.

Rachel Zelazny - 10141 Tollgate Rd SW – Ms. Zelazny stated she received an email from the zoning inspector on March 7th with trustees copied which stated they had met with the owners of Chingle Caldo Concrete over four current violations, occupancy permit for the office, occupancy permit for the garage, the buffer and the outside storage. Ms. Zelazny cited a 3-17 deadline for a written design plan to meet the buffering requirements and remediate the issues of outdoor storage with a 4-15 deadline to complete the installation of the buffering materials and storage issues. Ms. Zelazny noted that as of 4-15 nothing has been done and there is not a case report. Ms. Zelazny asked when Etna will enforce the code and provided an email as a public record. Ms. Zelazny expressed frustrations with emails with Trustee McKee and emphasized what she feels the trustees should prioritize.

Jon Hanson - Ridgewood Dr - Mr. Hanson stated that one should assume they are being recorded when near Mr. Evans. Mr. Hanson stated that on etnatoday.com there are PDFs of public records from the case. Mr. Hanson said he signed an agreement with a prosecutor to try to move it to mediation. Mr. Hanson stated some things Mr. Evans says, "aren't so" and that he uses wedge issues to rile people up on social media. Mr. Hanson said a JEDDS for Drayton Hall and Sheetz would generate \$470,000 to \$500,000.

Phylliss Bundy - 10254 Tollgate Rd - Ms. Bundy asked about the status of the comprehensive plan. Ms. Bundy asked who the water and sewer reps were. Ms. Bundy stated that the Caldo site is moving slowly and that there is currently a partial wooden fence up. Ms. Bundy stated that this should have been remediated before this and that fines should be in place already.

Trustee Burkholder responded by naming Trent Stepp as the water and sewer rep. Trustee

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Burkholder stated that the board has reached out to the original vendor and that Mr. Spurgeon will be working on the comprehensive plan.

Rachel Zelazny - Ms. Zelazny stated she would like to take back her last minute because she had received an email from Ted (zoning official). Ms. Zelazny said the email stated that the fence and buffering had been installed. Ms. Zelazny stated the fence is not complete and not one tree has been installed. Ms. Zelazny questioned why occupancy certificates have been issued when the final plan has not been met.

Trustee McKee asked Mr. Walker, the zoning inspector, if the owner of the property had been getting notice.

Mr. Walker stated that in the code a property owner has the choice between installing a fence or a specific number of trees and shrubs.

Matthew Rosenberg - 43 Cedar Park Blvd - Mr. Rosenberg stated that he is glad a township administrator was hired. Mr. Rosenberg said there is a contract issue with our sheriff's deputy; he believes officers should patrol and not sit in on trustee executive sessions. Mr. Rosenberg appreciates the water board director and Alphalink coming in. Mr. Rosenberg cited the agenda item on purchasing new computers and suggested that some computers could potentially be freely updated instead. Mr. Rosenberg provided an alternate proposal for live streaming.

6. Reports

a.

Zoning

Report on Zoning Activity

[Permit Report March 2025.pdf](#)

[Code Enforcement Report.pdf](#)

Ted Walker - Gave update on two projects

Mr. Walker stated that he had met with the Caldo property owner six weeks prior. Mr. Walker had set a deadline for the violations which was 4-15. Mr. Walker stated that the terms were fulfilling buffering requirements and a certificate of occupancy. Mr. Walker cited the option of a fence or shrubs and trees as a buffering, per Etina code. The Caldo property owner chose a fence along one portion and already had adequate trees along the road. The Caldo property has applied for a storage building.

Scannell

Neville and Ted met with reps from Scannell. Scannell is ordering a survey to do as-builds for the entire wall on Lynns Rd and will survey the wall to make sure it is in compliance. They will compare the as-builds and the original plans, and the timeline is one month to 6 weeks to get that completed. The lights are coming from equipment, not the wall. To remediate this issue, they will be working with the tenant, not the developer. Mr. Walker promised more updates and quick action on the FedEx side.

Trustee Evans asked if the as-builds should have been submitted to the county. Ted Walker stated that the county had some as-builds but not all. According to Neville Watson, the county did not have as-builds of the swale in relation to the wall.

Trustee Evans asked about an accessory structure on Mink.

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Ted Walker stated that he will meet with McBride Dale to get through some of the projects that need special attention.

Trustee Evans asked about the timeline of receiving the permit.

Trustee Burkholder stated that the zoning resolution should be redone and that a \$75,000 proposal from McBride-Dale did not get passed by the board of trustees.

Trustee Evans stated that the zoning code book is knowingly wrong and incomplete and has been used to give opinion. Trustee Evans stated that the zoning inspector should be given support and that the zoning book should be corrected.

Trustee Burkholder stated that he worked with the in-house consultant to update the text and map amendments but didn't complete by the time his contract ended. Trustee Burkholder stated that the intern from last year had documented resolutions back to 2015.

b.

Roads

Maintenance and Assessment

Pike Street

Trustee Burkholder noted gas line relocation, trees, retaining walls, grants, and funding associated with Pike St. Trustee Evans addressed issues with a sewer discharge line on Pike St, which needed to be addressed prior to completion.

Road capital improvement plan

Trustee Evans stated that the board deals with the maintenance and assessment which will be part of the improvement plan. Trustee Burkholder asked Trustee Evans if he has the five-year capital improvement plan booklet. Trustee Evans stated that he has the booklet, but it hasn't been updated. Trustee Burkholder asked if it is back in the road department. Trustee Evans stated that it is not, but that he will give it to Mr. Copley. Trustee Evans stated that the information and charts weren't updated by the prior board and secretary, so he has worked to update it. Trustee Burkholder requested that the booklet is returned so they can make a copy of it. Trustee Burkholder stated that Ena did not receive the OPWC grant for Pike St.

Mink Street Application

[Mink Street Email.pdf](#) 

Trustee Burkholder stated that an application has been submitted by the Licking County Transportation Improvement District regarding a study of Mink Street on possible improvements. Trustee Burkholder stated that the application was initiated by the Licking County Port Authority, recommended to the TID, and submitted by Bill Lozier. Trustee Evans asked if the residents of Mink Street have been notified and recommended a letter be sent to residents to provide opportunity for input.

ODOT Salt Contract

[ODOT Road Salt Contract.pdf](#) 

Mr. Copley stated that he needs the trustees to sign the letter so he can send it out.

MowerMax Saw

[MowerMax Saw Quote.pdf](#) 

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Motion to approve the purchase of the MowerMax Saw Quote

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

Yes Gary Burkholder and Mark Evans
No Rozland McKee-Flax

Carried 2-1

Discussion -
(1.11) MowerMax Saw
MowerMax Saw Quote.pdf

Trustee Evans stated that the saw is needed and that trees overhanging the streets are causing damage. Trustee Evans suggested they reach out to communities to notify them that they can prune their own trees if they prefer. Trustee Evans stated that the cost is \$20,135.75, which is part of the state bid ODOT contract. Trustee Evans stated that he had reviewed different products with Mr. Copley and the supplier to determine the appropriate equipment. Trustee Evans clarified that it is the Gen 3 attachment. Trustee McKee clarified that it is an attachment to cut back trees. Trustee McKee asked if the attachment could be rented instead of purchased, so as to avoid the \$20,000 sum. Trustee Evans stated that the process shouldn't be delayed and noted the cost associated with hiring someone to do the job.

Motion to approve [ODOT Road Salt Contract] so that the trustees can sign

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

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

Trustee Evans asked if they are selecting the tonnage. Trustee Evans concluded that it is the same as last year based on Mr. Copley's response.

Motion for Trustee Evans to deal with the maintenance and assessment of the 2025 road maintenance

Moved by: Mark Evans
Seconded by: Gary Burkholder

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

Trustee Evans stated that he has tried to get road maintenance and an assessment on the agenda prior and delays have caused contractors to ask what is being done. Trustee Evans said he can go through it based on prior assessment and submit a recommendation. Trustee Burkholder stated that Trustee Evans has done it before. Trustee Burkholder said he talked to Mr. Copley and suggested he talk to Mr. Evans about a recommendation based on ratings and a capital improvement plan. Trustee Burkholder asked what was being proposed. Trustee Evans stated that he needs authority and that he would submit it to the board. Trustee Evans stated that there cannot be delays like previously.

Trustee McKee asked how soon this has to be completed and stated that the new administrator will work closely with the road crew. Trustee Evans stated that most entities complete this in February and March but that they can have it within the next couple weeks. Trustee Evans reiterated that he tried to address this on March 18th and was refused.

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c.

Records Commission

Records Management Update

Trustee Burkholder gave an update on records management. Trustee Burkholder noted the fiscal officer's office was being cleaned up.

Trustee McKee stated that it has been long enough and that a new person should be hired or the current should come back in. Trustee McKee stated that it should have been completed already.

Trustee Evans stated that he wanted a change in trustee duties to help with oversight and supervision. Trustee Evans stated that they shouldn't have been instructed to begin on the conference room, but the working files in the zoning office. Trustee Evans cited a problem with oversight and supervision. Trustee Evans stated that the McBride-Dale zoning consultants have complained about not having specific directives and it is the same issue here.

Trustee Burkholder stated that this was off topic. Trustee Evans stated that nothing gets done due to mismanagement.

7. Old Business

a.

Lot split for Drayton Hall and Final Plat Language (David Hodge)

[0002-1004 Drayton Hall Plat 2-19-2025.pdf](#)

[Etna Township Park GIS Map and Survey Exhibit.pdf](#)

[Etna Township Lot Split Deed DRAFT 1 21 2025.pdf](#)

[Proposed Plat Note Language.pdf](#)

[SDF-23-2 Report and Agenda.pdf](#)

[Drayton Hall Plat.pdf](#)

[Drayton Hall Progress.pdf](#)

David Hodge - Attorney with Underhill and Hodge - 8000 Walton Pkwy, Suite 120, New Albany, 43054 - Mr. Hodge noted a lot split on public park property, which requires authorization of the zoning inspector to okay the lot split in OpenGov. Mr. Hodge noted all the documents he provided, and action needed to complete the lot split. Mr. Hodge noted the retention pond, constructed by Drayton Hall, is to be maintained by the property owners. If there is failure to maintain the pond, Etna can do maintenance and charge the property owner. Mr. Hodge stated that the plat note language needs to get revised and checked by various agencies.

Motion to approve all those requests as stated by Mr. David Hodge

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

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

Discussion - Trustee Evans stated that he had discussed concerns with Mr. Hodge regarding what the attorney had indicated to the board. Trustee Evans stated he is not confident that any concerns were brought to the outside attorney. Trustee Evans stated that how he responded left things open. Trustee Evans stated that Trustee Burkholder blocks access or response from outside council to anyone but himself. Trustee Evans is concerned about how the lot was split before. Trustee Evans asked who decides what maintenance is required.

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Mr. Hodge stated that there is plat notes associated with maintenance. Trustee Evans asked if there was a description of the maintenance. Mr. Hodge stated that he did not know. Trustee Evans stated that maintenance could be subjective and that it should be addressed. Mr. Hodge stated that it might be with the deed. Trustee Evans stated that the language is not specific enough to ensure a nice fishing pond is maintained. Mr. Hodge stated that the mechanisms are in place through mandatory oversight in the plat note and by the Licking County Engineer's Office and Soil and Water Conservation. Trustee McKee stated that mention of the fishing pond being well stocked was not in the documents. Trustee Evans said he wished to have spoken with their attorney. Mr. Hodge stated that those issues are out of his control and that everything has been reviewed carefully.

b. **Motion to approve Authorization for additional clerical help (Tabled 3/18/2025)**

[Secretary Job Description.pdf](#)

[Administrative Assistant Job Description.pdf.docx](#)

Motion to take off the table

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

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

Motion to approve Authorization for additional clerical help

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

Yes Mark Evans
No Gary Burkholder and Rozland McKee-Flax
Fails 1-2

Trustee McKee stated that a new administrator had been hired and that they could take inventory of the office work. Trustee McKee stated that as of now there is not a need to hire additional staff. Trustee Evans stated the challenges the office faces with the current staffing. Trustee Evans stated he believed Mr. Walker might be overwhelmed. Trustee Evans stated that an additional employee would allow Ms. Palumbo to aid Mr. Walker. Trustee Evans stated that he had evaluated the workplace and that this issue shouldn't be delayed. Trustee Burkholder stated that the new administrator would be starting in two weeks and has experience in HR.

c. **Prosecutor requests and responses - NCA Intergovernmental Agreement**

[Resolution 2025-013 Prosecutor Response.pdf](#)

Trustee Burkholder stated that they are dealing with public record requests and that it has taken a lot of time. Trustee Burkholder stated he is not bringing this forward for action.

Trustee Evans asked why delay this issue and stated a resolution needed to get through. Trustee Evans stated that Mr. Begany was supposed to get the legal documents giving control to expand their road, but the road superintendent was unaware of this responsibility. Trustee Evans stated that they needed a

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prosecutor's opinion and that the board had been limiting people at special meetings. Trustee Evans stated that he had spoken to attorneys who said you cannot limit them. Trustee Evans stated that there will be another lawsuit if it keeps up and called for all the records to be released.

d. **Trebel Contract**

[Trebel EMA with Elna Township -Licking County-Fully Executed.pdf](#) 

Trustee Evans stated that he is in contact with the prosecutor and that a complaint from the prosecutor was that the information provided wasn't inclusive. Trustee Evans stated that it includes records requests that have been refused. Trustee Evans stated that Trebel claims the contract and proposal are privileged. Trustee Evans believes they are not a good partner.

e. **Video Streaming**

[Evans Proposal to Purchase Live Stream Camera v2.pdf](#) 

[B&H Quote.pdf](#) 

[Re Elna Township PoE + capability.pdf](#) 

Trustee Evans stated that it would be at a cost of just over \$2,000. The camera was \$1,200 with the capability to follow speakers. The camera is point and zoom and could be changed based on the activity.

Motion to approve the purchase of the live streaming camera minus the board that was previously proposed and listed in the B&H quote to allow for plug and play live streaming of all our township meetings.

Moved by: Mark Evans

f. **Public Records Update**

Trustee Burkholder underlined the work to get back into public records updates.

Trustee Evans asked when his request would be fulfilled. Ms. Cotugno stated that they had sent a letter the other day.

Trustee Evans stated that it was on one video and that he has numerous requests for documents.

g. **Town Hall Maintenance: Doors, cupola, lighting, concrete repair, bathroom drainage, exterior envelope maintenance, and front of building striping.**

Motion to have Mr. Evans take on the hall maintenance

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes Gary Burkholder and Rozland McKee-Flax
No Mark Evans

Carried 2-1

Discussion - Trustee Evans asked if he would be allowed to do it. Trustee Evans stated that the roof repair hadn't been addressed for over a year and that Trustee Burkholder had known about it. Trustee Evans stated that he brought bids to have the roof fixed but that it was refused from the agenda and delayed. Trustee Evans stated that people are frustrated and that he is frustrated that his proposals are blocked. Trustee Evans cited plumbing issues and coordination between plumbing and the Pike St project. Trustee Burkholder stated that he recalled a vendor coming in with an assessment of the building.

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Trustee Burkholder stated that Trustee Evans had asked questions to the vendor.

h.

Investigation information

Trustee Burkholder stated that he had spoken with legal counsel and that they will be conducting interviews soon.

Trustee Evans stated that he had been pushing for this to be discussed. Trustee Evans stated that the investigation should include the former fiscal officer not paying employees.

Trustee Burkholder stated that it wasn't appropriate to talk about the investigation.

Trustee Evans stated that the former fiscal officer had called Trustee Burkholder on December 13th, but that Trustee Burkholder's call log hasn't been released. Trustee Evans stated that the former fiscal officer had been helping Ms. Cotugno and that Ms. Cotugno failed to release requested records about prior access. Trustee Evans stated that the bank needs to send a code to operate the app and that he was two hours away from the IP address.

8. New Business

a.

Approval of employee time off

Time Off Request.pdf

Vacation Request Ted Walker.pdf

Motion to approve time off as requested

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes

Gary Burkholder, Rozland McKee-Flax, and Mark Evans

Carried 3-0

Discussion - Trustee Evans asked if they are going to work on the procedure manual and make sure people can take care of duties while they're gone.

b.

Diligent Software (Auto Renewal Due April 2nd)

Discussion - Trustee Evans stated that they don't have a master calendar and that they miss dates. Trustee Evans shared the auto renewal and pricing of the contract with Diligent. Trustee Evans asked if they will be using the system. Trustee Evans noted the price of the program and the features that are not being implemented. Trustee Evans stated that problems Elna has with the program are not experienced by other entities that utilize it. Trustee Evans pointed out the self-serve email service. Trustee Evans stated that Trustee Burkholder has not overseen employees to deal with the software. Trustee Evans noted that he has not had control. Ms. Palumbo stated that she had problems with roll call in Diligent, causing her to write them on paper.

Ms. Cotugno stated that the last bill was \$8,400. Trustee Evans stated that the last meeting Ms. Cotugno said the price was \$9,000 but that the tax should be removed.

Trustee Evans stated that there is not an updated invoice because the individual is on medical leave.

c.

Plumbing Invoice Discount

Discussion - Trustee McKee stated that they are a government entity and not to ask a company they are doing business for a discount. Trustee McKee cited

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Ohio Revised Code 102.03.

Trustee Evans stated that he had come to town hall on a Sunday for plumbing issues. Trustee Evans stated that there are no vendor lists. Trustee Evans stated that he did not ask for a discount but that it was given to everybody.

Trustee McKee responded by saying Trustee Evans did not say that on Facebook.

d. **Motion to purchase laptops**

Discussion - Trustee Burkholder suggested they work with Mr. Spurgeon and not take action. Trustee Evans asked if there was a computer for the former administrator. Ms. Cotugno said there was a computer. Ms. Palumbo stated that it only works when on a charger. Trustee Evans asked if it had been looked at by IT.

e. **America 250-Ohio communities/Buckeye Train (McKee)**

[AM 250-OH Municipal Resolution UPDATED.docx](#) 

Motion to approve the America 250 Ohio Communities/Buckeye Train

Moved by: Mark Evans

Seconded by: Rozland McKee-Flax

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

Discussion - Trustee McKee read the resolution and asked that Christy Meade be the liaison for Etna Township.
Christy Meade - President of Ohio Historic Society- Ms. Meade stated that they would need to form a committee but only after the resolution has been accepted. Ms. Meade asked that questions be directed to her the following day so she can get additional information.

Trustee Evans asked if Trustee McKee moved to amend the motion or if there was something in the resolution that appoints.
Ms. Meade stated that Trustee McKee had read the resolution.
Trustee McKee stated that the board would have to adopt it.
Trustee Evans clarified that the resolution was 2025-021.

Moved to appoint Christy Meade as the chair

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

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

9. **Fiscal Officer Report**

a. **Resolution 2025-020 to approve purchase orders**

[Resolution 2025-020 resolution \(1\).pdf](#) 

Motion to approve purchase orders as presented

Moved by: Rozland McKee-Flax

Seconded by: Mark Evans

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

Discussion - Trustee Evans asked Trustee McKee if she wanted to pay the \$25 increase for the PO.

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

RECORD OF PROCEEDINGS

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Etna Township Board of Trustees Regular Meeting

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

Held April 15, 20 2025

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

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

Discussion - Trustee Evans questioned the payment of \$220 for David Fulmer.. The Fiscal Officer stated that it is a reimbursement for the zoning board. The Fiscal Officer stated that two checks had been lost in the mail.

c. Health Insurance - Renewal June 1, 2025
The Fiscal Officer gave an update of renewal form.

d. OTARMA questions
The Fiscal Officer gave an update on OTARMA. Trustee Evans stated that the risk assessment needs to be completed.
Motion for Mr. Evans to deal with this issue

Moved by: Gary Burkholder
Seconded by: Mark Evans

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

e. Transfers
The Fiscal Officer reviewed the bank statement. Trustee Evans asked that the statements be included in the system, so they are available to the public. There were no transfers.

10. Public Comments
Ryan Davis - 8807 Watkins Road - Mr. Davis stated that he does not want to be engaged by Mr. Evans on Facebook debates. Mr. Davis underlined Trustee Evans' comment about not having control for three years. Mr. Davis stated that Trustee Evans is looking for someone who will give him control. Mr. Davis stated that he has a video of Trustee Evans "bragging and harassing and saying derogatory negative comments" to his fellow coworkers and staff. Mr. Davis stated that he would like Trustee Evans to provide the four proposals for streaming. Mr. Davis stated that he doesn't appreciate generalities and disagrees with Trustee Evans calling the other trustees corrupt. Mr. Davis mentioned the roof repair and the timeline of Trustee Burkholder's term.

Phyllis Bundy - 10254 Tollgate Road - Ms. Bundy stated that the speed limit sign on Tollgate will be moved and that people are speeding on Tollgate Rd. Ms. Bundy asked if she should contact the sheriff's office and was told she should. Ms. Bundy asked about whether citizens will be able to opt out of the township tree trimming along roads if they prune the tree themselves.

Nita Hanson - 51 Ridgewood Drive - Ms. Hanson stated that meeting after meeting she is discussed and accused. Ms. Hanson stated that she sits in the meetings as a concerned resident and property owner. Ms. Hanson stated that Mr. Evans needs to stop badmouthing her and other residents. Ms. Hanson asked, as a resident, to please keep her out of board discussions.

Jon Hanson - Ridgewood Drive - Mr. Hanson discussed his public records requests. Mr. Hanson stated that he would appreciate an email saying that they have been received. Mr. Hanson stated that 90% of requests are for Mr. Evans. Mr. Hanson noted \$200K which Trustee Evans is responsible for in legal fees. Mr. Hanson expressed his frustration with Trustee Evans.

RECORD OF PROCEEDINGS

Elma Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3336 FORM NO. 10148

Held April 15, 20 2025

Matthew Rausenberg - 43 Cedar Park Blvd - Matthew stated that a board functions as one unit. He stated that it is time the board functions as one for the residents. Matthew stated that he doesn't appreciate the digs at the staff and that the staff should be supported. Matthew stated that the residents should know if there will be a decision after two executive sessions.

Trustee Burkholder stated that there will not be any action taken on either of the items tonight.

Steve Mead - 245 Hillview Dr SW - Mr. Mead stated that he was disappointed the live streaming was not approved.

Craig Zacker - Trail East - Mr. Zacker stated that Mr. Evans ran for trustee with live streaming as a priority and asked where it was. Mr. Zacker spoke of the plumbing discount and noted the Mark Evans trustee Facebook page.

Mark Evans - Mr. Evans stated that he produces facts. Mr. Evans stated that he forwarded records requests to Mr. Davis. Mr. Evans stated that he has tried numerous times to buy a security system with a camera included. Mr. Evans stated that there are officers that can be directed for traffic enforcement, but it has been blocked by the other trustees. Mr. Evans stated that the minutes are not always correct. Mr. Evans stated that he worked well with the fire district because no one was breaking the law or concealing things. Mr. Evans stated that they are normal, competent people who aren't running for a higher office. Mr. Evans stated that they haven't had code enforcement. Mr. Evans noted a fence that had been installed without permits. Mr. Evans stated that Mr. Burkholder has not supported the staff and that he knew about the roof leak.

Trustee Burkholder stated that Trustee Evans spent three minutes at the podium as a resident.

Motion to terminate Indeed

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

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

Discussion - Trustee Evans stated that he tried to get this item on the agenda, but it was blocked by the other trustees. Trustee Evans stated that they cannot handle things properly. Trustee Evans stated that there is a password system. Trustee Evans stated that Trustee Burkholder signed the wrong minutes for February 21, 2024. Trustee Evans stated that they approved of the planner position which was withheld for over 300 days. Trustee Evans asked if the applications coming in were being reviewed. Trustee Burkholder stated that Trustee Evans was out of order.

The fiscal officer, Ms. Cotugno, stated that when she put in the name and password for Indeed, it asked for a six-digit code that was sent to Trustee Evans' phone. Ms. Cotugno stated that Trustee Evans had asked Holly if she was attempting to access Indeed. Trustee Evans mentioned Google Authenticator.

11. 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.

RECORD OF PROCEEDINGS

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Etna Township Board of Trustees Regular Meeting

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

Held April 15, 20 2025

Compensation of a public employee.

ORC 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiate with other political subdivisions respecting requests for economic development assistance.

Montrose Group

Economic Development

Motion to enter into executive session per Ohio revised code 121.22 g that has to do with the compensation of a public employee 8:40 p.m.

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes

Gary Burkholder, Rozland McKee-Flax, and Mark Evans

Carried 3-0

Motion to exit executive session at 8:47 p.m.

Moved by: Rozland McKee-Flax

Seconded by: Gary Burkholder

Yes

Gary Burkholder, Rozland McKee-Flax, and Mark Evans

Carried 3-0

12. Announcement and Trustee Comments

a. Next Trustee Regular Meeting, Wednesday, May 7, 2025, 6:00 p.m.

Discussion - Trustee McKee stated that a new administrator is starting in a couple weeks and wanted to discuss getting two new laptops. Trustee McKee stated that she would like to see a motion to approve the purchase of two new laptops.

Trustee Burkholder stated that he agrees but he does not want to do it under trustee comments or announcements. Trustee Burkholder stated that he wants to have a chat with Mr. Spurgeon once he gets on board.

Trustee McKee stated that she would like to put in protective measures for Trustee Evans who has said that he has been threatened.

Trustee Evans stated that he wanted a camera in the room. Trustee Evans mentioned his recording and stated that he is not holding up records. Trustee Evans said that he has asked for the prosecutor to review his and the township's records. Trustee Evans stated that there are lies by politically motivated people. Trustee Evans cited TIF and JEDD as being an additional \$3.6 million out of the school and \$1 million out of the fire department. Trustee Evans stated that the giveaways are putting the tax burden on residents. Trustee Evans stated that he wanted the abatement executive session to be held in public. Trustee Evans stated that the agenda is controlled.

13. Adjournment

Motion to adjourn at 8:58 p.m.

Moved by: Mark Evans

Seconded by: Rozland McKee-Flax

Yes

Gary Burkholder, Rozland McKee-Flax, and Mark Evans

RECORD OF PROCEEDINGS

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Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-5338 FORM NO. 10148

Held April 15, 2025

Carried 3-0

Gary Borkholder, President



Jacqueline Cotugno, Fiscal Officer



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