

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

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

Held May 20, 20 2025

The Etna Township Board of Trustees met on Tuesday, May 20, 2025, in the Etna Township Administration Building to conduct a regular meeting. The meeting was called to order at 6:00 p.m. by Trustee Burkholder.

Roll call showed Trustees Mark Evans, Gary Burkholder, Rozland McKee-Flax, and Fiscal Officer Jackie Cotugno present.

Other present: Bill Spurgeon

I. Opening

- a. Call to order
- b. Invocation
- c. The Pledge of Allegiance
- d. Roll Call

II. Adoption of Agenda

Trustee McKee moved to adopt the agenda. The motion was seconded by Trustee Burkholder.

Discussion: Trustee Evans stated that when the agenda came out, there were a few items that he had requested, which were added, but not in totality.

The roll call was as follows: Evans, no; Mr. Burkholder, yes; Ms. McKee, yes; passed 2-1.

Trustee Evans moved to add to the agenda a discussion on the sheriff's contract and targeted traffic enforcement. Trustee Evans stated that the board needs to discuss the censure of Mrs. McKee for the open meeting violation. Trustee Evans asked for a discussion on the zoning enforcement concern. Trustee Evans requested a discussion regarding the administrator's refusal to meet with him for a brief 30-minute meeting. Trustee Evans stated that the administrator refuses to work with all trustees equally. Trustee Evans stated that he had requested an executive session to discuss items in private, but they were refused. Trustee Evans stated that he had spoken with someone who said Trustee Burkholder is still refusing to provide the call logs that were public records. Trustee Burkholder stated that Trustee Evans can make a motion to add items. Trustee Evans stated that he is making a motion to add the item for the investigation of over \$15,000 fraud and improper reimbursement by Mr. Rogers to himself. Trustee Evans moved to add the prosecutor request to deal with the limitation of public comments and the Summit Road concern. He would like to add the road flooding concern and a prosecutor request on where the farmer needs to act on Tollgate Road. Trustee Evans asked for ODOT grant reports. He asked for the public records requests that are being withheld by Ms. Cotugno and Mr. Burkholder. Trustee Evans asked for a discussion on why they are not receiving written reports from the zoning department or the administrative report. He asked for a discussion on the fiscal officer's action of adding unauthorized people to the insurance and the documents that have been requested. Trustee Evans asked for the plumbing repair at the hall to be on the agenda. He stated that the plumber will be coming the next day. Trustee Evans stated there should be a discussion on the road department equipment. He stated the need for a discussion on Pike Street. There was no second to the motion. Motion failed due to a lack of second.

III. Adoption of Minutes  
a. April 30, 2025, Special Meeting Minutes

Trustee McKee moved to adopt the minutes of the April 30, 2025, meeting. The motion was seconded by Trustee Burkholder.

Discussion: Trustee Evans stated that there has been an ongoing issue with the lack of proper review of the minutes in their creation. Trustee Evans stated that he will be voting no on these and all future minutes until the board is interested in providing correct meeting minutes, which are the official record of the meeting. Trustee Evans stated that he has repeatedly made the board aware of serious errors. He stated that he had been ignored, and the incorrect minutes had been shoved through. Trustee Evans stated that 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. He stated that once there is a willing and competent board, he will move to provide the corrections needed. Trustee Evans asked that the statement be placed with this motion and the minutes with his "no" votes.

The roll call was as follows: Evans, no; Burkholder, yes; and McKee, yes; passed 2-1.

RECORD OF PROCEEDINGS

Etna Township Board of Trustees Regular Meeting

Held May 20, 2025

IV. Public Comments (Limit of 3 minutes per person)

**Litichia McIntyre** – 15 3<sup>rd</sup> Avenue SW – Ms. McIntyre stated that the administrator is doing a great job and trying to catch up with everything. She asked on behalf of the zoning board if the zoning consultant would be adopted. Ms. McIntyre volunteered to help with a community event for fireworks and an event for a movie. Ms. McIntyre offered her assistance in reaching out to leads and acquiring community sponsors.

**Tia Raver** – 9305 Summit Road – Ms. Raver stated that she had come before the board before and asked about the Reynoldsburg takeover of Summit Road; she was told that she would get answers at a later date. Ms. Raver stated that someone came to her house to notify her of the proposed renovations to Summit Road by the City of Reynoldsburg. Ms. Raver stated that no one had said anything about this and that it takes up a lot of room on her property. She stated that she did not buy her house to be a part of Reynoldsburg, but a part of Etna. Ms. Raver stated that she did not get answers from the township trustees and that the information should be from Etna. Ms. Raver stated that the trustees represent the people of Etna and not Etna Township. She stated that it was the residents' tax money that was paying for this stuff. Ms. Raver stated that Reynoldsburg asked for a levy for the school down the road because they do not have enough money but questioned how they have money for the road renovations. She asked if she would be compensated for the land they are taking in front of her house.

**Katie Moersch**—37 1st Avenue SW—Ms. Moersch came to the meeting for the township employees working in the office and on the roads daily. Ms. Moersch stated that the employees have been forgotten in what is a hostile workplace. She stated that the employees who left were called terrible things and had to endure much. Ms. Moersch stated that the former employees had their reputations dragged through the mud. Ms. Moersch stated that instead of focusing on office furniture and files, the township should address a proper work environment without emails full of accusations, negativity, or hostility. Ms. Moersch stated that it is a work environment where a slip-up is broadcast over social media. She stated that one cannot talk to and treat people this way and expect them to come to work with a positive mental attitude. Ms. Moersch stated that trustees are elected to perform the task of oversight of the township offices; it is essentially a part-time position where you look at figures, contracts, quotes, numbers, and applications. She stated that it should be neutral and non-partisan. Ms. Moersch stated that the real work is happening behind the scenes by the township employees. She challenged the trustees to stick to the business at hand and not to rehash past events. Ms. Moersch stated that Trustee Burkholder has done a fantastic job of restoring civility during meetings but that it has not materialized for the staff. She stated that Trustee McKee is too smart to sit back and be quiet. She asked that the trustees let the administrator do his job and run the township. Ms. Moersch stated that Ms. Cotugno needs a financial secretary to handle financial administration for her to oversee and bring reports to the board. She stated that it should be run like a regular office.

**Jon Hanson** – Ridgewood Drive – Mr. Hanson wanted to follow up on what the other resident was saying. He stated that he had gone through the few public records requests that have been fulfilled; he noted that looking at Evans' emails to the employer, to the administrator, it is just a barrage. Mr. Hanson stated that Mr. Evans is targeting three employees and wants the same effect that he had last time. He stated that Mr. Evans has driven employees board members out. Mr. Hanson stated that the heart of performance and accomplishment is culture, and culture within a community is defined as how we see ourselves as an organization. Mr. Hanson stated that culture beats strategy every time. He felt the trustees fight for the next gotcha, mic drop, or any detail. Mr. Hanson stated that they have cowards with little emotional control, always afraid of being bested or embarrassed. Mr. Hanson stated that since 2024, Etna has subsidized actual dollars, roughly \$200,000, for bullying and an increasingly hostile work environment. He noted that another \$9,000 is being paid out for the last administrator that Mr. Evans pushed out. Mr. Hanson stated that Mr. Evans claims to have saved \$160,000 by what he did when he was confronted with the numbers, but that he has no receipts. Mr. Hanson stated that the \$160,000 spent is documented at the courthouse in the minutes of this township. He stated that to use Evans' term again, we get the culture, we practice, permit, and promote. He asked how long the residents will permit the blame, complain, and defend of the trustees and the hundreds of thousands spent on destroying Etna.

**Mark Evans** – Mr. Evans stated that he must speak as a resident because he is limited in the discussion on the board. He stated that, as they saw with the agenda items requested and the residents, this is the second time they have spoken to the board and been ignored. Mr. Evans noted that he had asked at the last meeting or the one before to have a prosecutor review the Summit Road, and that it was blocked by Ms. McKee and Mr. Burkholder. Mr. Evans emphasized that Reynoldsburg is moving forward. He stated that



RECORD OF PROCEEDINGS

Minutes of

Meeting

Elna Township Board of Trustees Regular Meeting

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

Held May 20, 20 2025

they are having people go out and say, this is what is going to happen, not what might happen if we were not cooperating with Elna Township. Mr. Evans stated that there is mismanagement and ignorance, and ignoring the issues by Ms. McKee and Mr. Burkholder is damaging the township and residents. He stated that he had asked for it to be on the agenda today, but that it was blocked again. He stated that he talked to another resident who said Mr. Burkholder had told her that Mr. Evans did not request multiple times for targeted traffic enforcement. Mr. Evans stated that Mr. Burkholder lied to that individual. Mr. Evans stated that regarding Mr. Hanson, he likes to throw a lot of lies. Mr. Evans stated that he had offered numerous times to debate him on anything, but that it had been refused. Mr. Evans addressed Diligent by saying that the \$8,000 a year system, which Mr. Burkholder refused to allow to be implemented, is not even being used. He stated that they just entered the second year of Diligent and cited \$16,000. Mr. Evans stated that he still cannot get records as a trustee and that he has had to put public records requests in, and they are still ignored by Ms. Cotugno, Mr. Burkholder, and Mr. Spurgeon. Mr. Evans asked why it is so difficult to do their jobs and follow the law. Mr. Evans stated that they have a zoning inspector who approves things that are not permitted and seeking legal opinions that aren't so. He stated that they have real issues here and that you see firsthand that Mr. Burkholder and Ms. McKee ignore.

**John Jones** – 9446 Mink Street – Mr. Jones asked the board if the problem with the outside storage has been put to bed. He noted that one of the board members shook his head 'no.' Mr. Jones stated that if the board member is not part of the solution, he must be part of the problem. Mr. Jones suggested people go to a Palaskala meeting; he stated that they are organized and that all of the people are there to answer questions. Mr. Jones stated that they have the police chief, the township administrator, the road crew, and everyone gets the chance to ask questions. He stated that it goes down the list, that they give you a chance to speak, and they comment on what you have to say. Mr. Jones feels it is embarrassing to come to Elna's meeting and have the board fight a war. He stated that a board member shouldn't have to get up and speak under public comments. He stated that there is either a problem or a solution and that he hopes, come election time, they fix it.

**Ashley King** – 75 Trail East – Ms. King wanted to address a couple of things. She stated that the reason why Elna is not getting communication from Reynoldsburg is that they see too much anger. Ms. King stated that the board cannot sit and shake their heads. She stated that as a resident, she would not come to the podium and attack another resident. Ms. King stated that the board is supposed to be professional. She stated that she is talking to one person; she feels that a management class might be in order for at least one trustee. She stated that complaining and posting on Facebook will not fix the issue.

**Alesia Zacher** – 79 Trail East, Elna – Ms. Zacher noted that two minutes before the meeting started, she saw Mr. Spurgeon get verbally attacked by Mr. Evans. She stated that Mr. Spurgeon responded by saying hello. Ms. Zacher said that the attack started before the meeting began. She stated that she respects that the meeting must be held with decorum, but that they can only do so much. Ms. Zacher stated that Mr. Evans has attacked everyone, the new crew, and its new tax. She noted that she had made a public records request on Holly, Ted, Mr. Spurgeon, and a whole bunch of other things. Ms. Zacher said that having seen the way Mr. Evans spoke to those people; she would not want to work for him. She hopes the public realizes that this is what they voted for, and to vote him out. She asked the board to limit Mr. Evans' talking because the agendas and things he talks about are redundant. She recommended that the movie in the park go on and noted that she likes the idea of fireworks.

**Leigh Jones** – 9446 Main Street – Ms. Jones stated that she works for her father at 9446 Main Street and that he has been in Elna for over 20 years running the business. She stated that somebody said something about them storing hazardous chemicals. Ms. Jones noted that they run a pool store and that if something needs to be addressed, somebody should contact them directly. Ms. Jones stated that there is another pool store across the street; she stated that they may not have the chemicals or business that she has. She noted that they have a bunch of stuff in their yard, that to her, is an outside storage problem. Ms. Jones stated that there is a Sheetz down the road that has things that they sell and car lots that have things that they have to sell. Ms. Jones stated that instead of attacking her dad's business, they need to take a look at the business he is bringing. She stated that they have customers from Hilliard, Whitehall, and all over that come to Elna and can-do other business in the area. Ms. Jones hopes that by the resolution, somebody can put an end to this, because it is not fair. She stated that they had to go through the health department, through Homeland Security, and through the fire department. Ms. Jones stated that they have done nothing different except to grow the business over the past 20 years. She stated that it is not fair for her dad to be part of this community and feel like he is being singled out.

**Ped Walker** – 14062 Sunlight Drive – Mr. Walker stated that he is speaking as a five-year resident; he has 12 grandchildren who live here, and he cares a lot about Elna Township. Mr. Walker stated that he wanted to read a poem. The title of the poem is "First They Came." Mr. Walker stated that everybody in the room has a right to be there. He stated that everybody has a right to speak and be treated with respect.

RECORD OF PROCEEDINGS

Finna Township Board of Trustees Regular Meeting

Held May 20, 2025

Mr. Walker stated that, as a resident, the township administrator, Bill Spurgeon, is one of the finest people he has ever worked with, and he has only known him for three weeks. He stated that Mr. Spurgeon is making a big difference but that he is being attacked. Mr. Walker emphasized that Mr. Spurgeon has a positive impact and isn't being supported; he asked who would speak for Mr. Spurgeon.

**Ryan Davis** – 8807 Watkins Road – Mr. Davis wanted to let people who are watching later know that Mr. Evans was shaking his head “no” when Mr. Walker was speaking highly of Mr. Spurgeon. Mr. Davis thought that was very sad. He stated that he wishes the mood would change instantly and that he can think of one person.

Trustee Burkholder stated that anyone can speak at the end of the meeting and thanked the audience for being more civil.

V. Administrator report

The township administrator, Mr. Spurgeon, stated that he had conducted weekly meetings with the staff. Mr. Spurgeon spoke well of the zoning official, Ted Walker. Mr. Spurgeon noted that Mr. Walker takes about 15 calls a day and 20 customer service contacts – walk-in and site visits a day. He stated that he issues about 10 permits weekly and has about 10 meetings in a month with other stakeholders. Mr.

Spurgeon stated that they have several high-profile properties, which they are going to discuss at a large stakeholder group that will be facilitated by the Licking County Planning Commission. Mr. Spurgeon noted the talk about outside storage. He stated that he had asked Mr. Walker to get an independent, third-party expert opinion, which they have acquired.

Mr. Spurgeon stated that he had met with the road superintendent, Don Copley, and spoke well of him. Mr. Spurgeon asked Mr. Copley to identify two top road priorities so there can be a replacement, paving, and maintenance schedule. He stated that they will develop a plan and bring it to the board with funding requirements. Mr. Spurgeon noted that Mr. Copley has his hands around the roof repair. He stated that they had met with the fiscal officer and had their hands around the parking lot resurfacing. Mr. Spurgeon asked Mr. Copley to look into a rolling stock replacement plan; he wants to avoid surprising the board with a high-cost item. Mr. Spurgeon fully supports Mr. Copley.

Mr. Spurgeon stated that he had met with the administrative assistant, Holly Palumbo. He spoke well of Ms. Palumbo. Mr. Spurgeon called her the flight controller; she catches all the phone calls, emails, agendas, minutes, and files. He stated that Ms. Palumbo does a great job and that she has his full support.

Mr. Spurgeon noted that the township's intern is comparing the land-use plans version six and seven. He wants to make sure all stakeholder comments are processed and considered. Mr. Spurgeon asked the intern to look into what the proper process to codify that final land-use plan which will drive into the zoning discussion. Mr. Spurgeon cited the Licking County Park District grant, capital works grant, and ODNR grant and stated that he is scheduled to work on it on Thursday.

Mr. Spurgeon stated that he has been out in the field trying to reestablish working relationships with Elna's key industry partners. He stated that he had gone to the prosecutor's office with the fiscal officer; he would have more on that. He stated that he and the fiscal officer, Jackie Cotugno, have worked hard to get the record requests out. Mr. Spurgeon sees this as an opportunity. He has heard a citizen comment about needing help and he won't disagree, but he wants to be professionally respectful of the fiscal officer's authority.

Mr. Spurgeon addressed the deliverables from last week. He was asked to look into the sheriff's contract and noted that the agreement does not expire until 2026. The township can have dedicated deputies for about \$180 to \$200 per event. They still don't have to provide service; if nobody signs up for that overtime event, the township will not have service. Mr. Spurgeon said there is a way of increasing the odds of having service. He said that they could consider moving the meetings to Thursday night. For the officer on Tuesdays, he is suspect to call. On Thursday evenings they have two deputies, and they do their staffing based on statistics in the community.

Mr. Spurgeon stated that they have some IT quotes which were started by his predecessor. Mr. Spurgeon has quotes ready to go for internet, a modernized phone system, and 11 laptops. He noted the cost of the units. Mr. Spurgeon looked at fiber optics and has a quote but suggested they align that project with the Pike Street Improvement. Mr. Spurgeon stated that he had met with a vendor for live streaming of the town hall; the process is ongoing. Mr. Spurgeon addressed the security system. He met with the vendor, and it was determined to be secure from a permissions perspective. The administrative assistant has an auto log if she accesses it. Mr. Spurgeon asked to do a global review with the road department. He



RECORD OF PROCEEDINGS

Minutes of

Meeting

Etina Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10149

Held May 20, 20 2025

expressed that he likes having one vendor doing it all with limited permissions and auto logs when it is accessed.

Mr. Spurgeon stated that he was charged with the bank access investigation. He has reports from the service provider which has interviewed one person. The service provider asked Mr. Spurgeon to provide a list of contacts with about half a dozen more they would like to talk to. He provided information and they contacted one person; he said they will soon schedule the rest.

Mr. Spurgeon met with the labor attorney; they have contract agreements that are due July 31<sup>st</sup>. He had a nice conversation with the labor representative. He believes it will be a seamless process. Mr. Spurgeon had a meeting on High Point Park with MKSK and thanked the President for setting it up. He has a better understanding of the process. Per the health insurance, Mr. Spurgeon said it auto renews on June 1<sup>st</sup>, and he does not recommend any changes. He suggested that, based on last year's experience, there wasn't a lot of interest from vendors compared to the open market. He stated the need for a cultural assessment across the enterprise. He suggested bringing in a neutral third party to help get their hands around the workplace environment. He believes they are unhealthy, inefficient, and toxic. Mr. Spurgeon wanted to talk about clear lines of authority. Mr. Spurgeon stated that he has tried his very best to bring organizational best practices to better serve the community and the citizens of Etina Township. Mr. Spurgeon stated that if they cannot get their hands around behavior, this is his official notice, and he is resigning in 30 days. He stated that if the community gets a sense that they want to change and do a cultural assessment and issue a report with policies and enforcement, he will reconsider. Mr. Spurgeon wants to help but he cannot do it in the current environment. Mr. Spurgeon reiterated that this is his official notice. He described the assessment process. Mr. Spurgeon stated that he was humbled and privileged to be selected but that he wants to be fair to himself and the community.

Trustee Evans asked why the report was not provided in a written report so that he could prepare to ask questions. He stated that he had asked Mr. Spurgeon for a 30-minute meeting numerous times but was refused. He stated that he included Mr. Spurgeon in two meetings, including the risk assessment which Mr. Spurgeon had delegated to the road department. He stated that there are serious issues with the lack of dealing with the zoning inspector who is not enforcing zoning properly.

Trustee McKee stated that she would like to bring a motion to the table to hire an outsider to do the investigation to assess this office staff. Ms. McKee stated that this is part of the employee handbook and that the board is charged with making sure that their staff is working in a healthy environment.

Trustee McKee moved to hire an outside company to come in and to assess the situation. There was no second to the motion.

Discussion: Trustee Burkholder asked Mr. Spurgeon to bring forward a recommendation. He asked Mr. Spurgeon if he has some companies that he could present to perform those tasks. Mr. Spurgeon responded in the affirmative; he cited a company called "Training Marbles" who are subject matter experts. Mr. Spurgeon had used them with his previous employer as the human resources director. Trustee Burkholder asked if Mr. Spurgeon could provide a cost estimate. Trustee Burkholder stated that they need to act at their next meeting. He stated that from his perspective, it is needed and would be a step in the right direction. **Motion failed due to lack of second.**

Trustee Evans moved to direct the administrator to get an estimate from Training Marbles and bring it to the board at the next meeting. The motion was seconded by Trustee McKee. Trustee Evans stated that he did not second the previous motion because it was vague. He noted that he is aware of Training Marbles and believes their credentials are effective.

**The roll call was as follows: Evans, yes; McKee, yes; Burkholder, yes; passed 3-0.**

VI. Old Business

- a. **Resolution 2025-022 Resolution to submit the grant application to the Licking Park District for the High Point Park Improvement Project**

Trustee Burkholder moved Resolution to submit the grant application to the Licking Park District for the High Point Park Improvement Project. The motion was seconded by Trustee McKee.

Discussion: Trustee McKee stated that she has a concern with the resolution due to the three different resolutions on it. She stated that they should not be put as one resolution. Ms. McKee cited each of the different grants and funding amounts. Trustee McKee stated that if you subtract the grants out of \$567,700, which is the total that supposedly costs to have the park across the road be updated and new

Held \_\_\_\_\_ May 20, \_\_\_\_\_ 20 \_\_\_\_\_ 2025

shrubs and just anything that they have decided they want to do over there with that park. She stated that it will leave them a balance of a little bit over \$300-something thousand. Trustee McKee stated that his needs to be done on a separate resolution because of that, because Trustee Burkholder will now ask the board for a total of \$300-something thousand. She stated that passing this resolution with all of it in there says that they will go ahead and support passing that balance. Trustee McKee does not support that. Trustee Evans explained where the statements versus actions are listed. Trustee Evans suggested that with Mr. Spurgeon's resignation, they should avoid using his name on the grant application. He stated that any of the "whereas" is informational and nonbinding. Trustee McKee stated that she would like to see them all separated so that they can be referred to in the future. Trustee Evans stated that the whole purpose of the "whereas" is to provide background for the resolution; he noted that it doesn't matter what is put in the "whereas" because it is strictly informational. Trustee Burkholder stated that he agrees with Mr. Evans that the application requires a different contact person. He noted that from hearing Mr. Spurgeon's comments, his resignation is conditional upon if they move forward with a firm to restore civility or have a cultural assessment. Trustee Burkholder stated that the \$567,000 is the actual project cost estimate for the entire park, including construction documents, the planning, and other services provided. He stated that the "where-as" is justification for why they are asking for the \$79,000 and the \$150,000. Trustee Burkholder noted that it has already been approved by the board to make the application by resolution and that was awarded from the state capital budget. He stated that the \$125,000 was a request from the New Community Authority for improvements. The township has already committed additional money to assist with the grants and get the projects started. Trustee Burkholder noted that it has been stated to the New Community Authority that as they put together the capital stack, they may be coming back for additional monies. Trustee Burkholder described the funding sources and amounts from the Ohio Department of Natural Resources and the Licking Park District; his approach is to get various funding sources so they can reduce the amount coming from the general fund. Trustee Burkholder noted that for the Township's new park (between 310 and Smoke Road), they have already approved and allocated \$50,000 for the contract that is ending. He stated that the Park District reimburses up to 50% of the match, meaning that there are components of the park district that are well over \$160,000. Trustee Burkholder described the reimbursement requirements. Trustee McKee asked about the public meeting for residents to come speak on the park. Trustee Burkholder stated that he had met with MKSK the Friday before and that MKSK was completing preliminary surveying of the park. Before the official surveyor, they came out to get some of the grades so the walking paths can be ADA compliant. Trustee McKee clarified that the Licking Park District application was not sent out when they had the intern last year. Trustee Burkholder stated that the former intern had worked on it but that it needs to be a resolution, not just a motion. Trustee Evans was concerned about the timeline. He pointed out that Trustee Burkholder exceeded the two minutes but that he is silenced when he speaks over. He stated that when he talks about the impact on Summit Road and the other ones, he is silenced.

**The roll call was as follows: Evans, yes; McKee, yes; Burkholder, yes; passed 3-0.**

Trustee McKee asked the township administrator, Mr. Spurgeon, if he had met with someone today in regard to the park. Mr. Spurgeon responded with a yes and stated that the board president was kind enough to help onboard a lot of information. He set up something with MKSK to pass on institutional knowledge and he was taken from start to finish. Mr. Spurgeon has one source of documentation. He has focused on deliverables for the township. He now understands the process, timeline, and public information meeting process. Amy Kaye, with MKSK, will reach out with the proposed date for a public meeting. Trustee Burkholder stated that it was discussed last Friday, he hopes that they can get some availability from the board. Trustee Evans addressed setting dates for public input; he wanted to talk about using the mailer to inform people. He noted the difference with email and stated how many people attended the comprehensive plan meeting last year. Trustee Evans believes it is not reaching the public; he stated that in Liberty Township they had to rent a different space due to the number of attendees. He wants to coordinate with WIN Waste before setting dates. Trustee McKee agreed that they need to get information out to the public regarding the meeting on a particular date. She would like to give notice through WIN waste, as the service is part of the Township's contract. Trustee Burkholder was not opposed to the idea and stated that he will talk with the administrator, though it needs to be done soon as it needs to go out to bid very soon.

**b. Comprehensive Land Use Plan (Set date for finalizing work session)**

Trustee Burkholder moved to discuss the Comprehensive Land Use Plan. The motion was seconded by Trustee McKee.

Discussion: Trustee Evans stated that the last action was June of 2024 when an incorrect map was hung around the hall. He stated that there had been nothing done since then. Trustee Evans expressed that he would like a different vendor to come in and do the comprehensive land use plan. He stated that there is



RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3838 FORM NO. 10148

Held

May 20,

20

2025

no real consideration about what type of impact density will have. Trustee Evans believes that the comprehensive plan that went through violated the Open Meetings Act because there were no minutes provided. Trustee Evans spoke with Planning Next and noted that they are willing to come in and clean it up and do what is necessary. He does not believe they should move forward and thought Planning Next could take what they have used and move forward. Trustee Burkholder stated that they had talked about Trustee Evans working with the previous administrator to get a proposal from Planning Next. Trustee Burkholder stated that he agrees there are some changes that need to be made and that the current intern is working on those. They did get a copy of Trustee Evans' concerns and corrections from Jim Lenner, with Neighborhood Strategies. Trustee Evans stated that his concerns they received were just rudimentary review, it did not list his concerns about density and concerns about changing into different districts. He believes that the planned residential conservation district is still the best for this area. Trustee Evans stated that the vendor knew priorities from the township, but he had issues working with them but is willing to move forward. Trustee Burkholder stated that it was contingent upon the administrator. Trustee Evans and Burkholder disagreed. Trustee Evans stated that to get a quote from Planning Next, they need to know what they want to do; Planning Next can come in and discuss with them. He stated that the original quote was to come in and have a work session to determine if the current plan needs to be revamped or tweaked. Trustee Evans stated that the current manager has thrown out the current plan and didn't discuss new boundaries. He stated that he has no problem contacting Planning Next but that it needs to be dealt with properly. Trustee Evans stated that the exposure of not following the Open Meetings Act with the prior vendor could render it null and void; going with the new vendor will take care of that issue. Trustee Evans stated that a full comprehensive plan should take six to eight months, and the current plan has taken three years.

Trustee Evans moved to direct the administrator to contact Planning Next regarding options and quotes. Trustee McKee stated that she wants to make the residents aware. She asked if Trustee Evans wanted to scripp what has already been put into the plan; would the second vendor come in and look over what has already been done and see if there are some changes that could happen. Trustee Evans believes the way forward is for Planning Next to come in and review what was done. He stated that most of the meetings that were done are lost. He suggested that what is done, take and modify if needed or totally change based on the opinion of Planning Next. Trustee Evans stated that each of the meetings was supposed to be recorded. Trustee McKee stated that she was told they were recorded. Trustee Evans stated that the recordings are not available and that he has asked for them routinely. Trustee Evans stated that all the committees must follow the Open Meetings Act, which includes minutes. He is concerned about the process because he has not received minutes. Trustee Evans suggested that they restart like they did with the zoning commission and have it done by the end of the year.

**The roll call was as follows: Burkholder, no; McKee, no; Evans, yes; failed 2-1.**

Trustee Burkholder moved to have Mr. Spurgeon get with Neighborhood Strategies and investigate if those recordings are available, and if so, that we moved forward with a work session to get this product finished. The motion was seconded by Trustee McKee.

Discussion: Trustee Burkholder stated that they have had many developers ask when this is going to be done. Trustee Burkholder stated that Mr. Spurgeon can follow up to make sure it is in line. Trustee Evans stated that he had contacted Planning Next with the administrator and that he had copied the full board. Trustee Evans stated Trustee Burkholder had told the owner of the property in January that he was getting another. He stated that they were getting another vendor because they didn't have confidence. He emphasized that they cannot just shove it through; if it goes through, it will be challenged because of the open meetings violation. Trustee Evans and Trustee McKee disagreed about the open meetings violation.

**The roll call was as follows: Evans, no; Burkholder, yes; McKee, yes; passed 2-1.**

**c. Open seats JEDD, JEDZ, and TIRC**

Trustee McKee moved to discuss the open seats and to discuss the TIRC seat. The motion was seconded by Trustee Burkholder.

Discussion: Trustee McKee stated that they had a JEDD board meeting last Friday in the town hall; because JEDD and JEDZs have continuous changes, it is a lot to understand. She stated that once you get into the board, you will understand some of the qualifications, some of the payments that must be made, and also the financial side of the JEDD and JEDZs. Trustee McKee asked that the trustee board keep some of the board members in those seats because one term does not provide enough education or understanding of how those boards work. She asked that herself, Jackie Cotugno, Necol Washington, and Shelley Marie Ipacs, to be reinstated on the board. Trustee Evans stated that, regarding Jackie Cotugno,

Held \_\_\_\_\_ May 20, \_\_\_\_\_ 2025  
20

that is still in violation of the requirements that the individual selected come from a nomination list of the businesses. Trustee Evans expressed concerns about proper notification of open meetings. Trustee Evans stated the need for a proper appointment process. Trustee Burkholder described the process further and asked that Mr. Spurgeon have the website updated. Trustee McKee stated that a member should be on several JEDD boards. She also suggested that John Carlisle be on a JEDD board.

**d. Set date for High Point Park Improvement Project Public Information Meeting**

Trustee Burkholder moved to direct the Township Administrator to send out a request to the trustees and to explore the advertising, to set up the date for a public information meeting and to get that advertised. The motion was seconded by Trustee McKee.

Discussion: Trustee Evans noted the six-week period required with Win Waste. Trustee Burkholder stated that the six-week period will not work due to public information meetings. Trustee Evans suggested that a post card to residents as advertisement would be best. A resident gave information about the mailing process.

**The roll call was as follows: Evans, no; Burkholder, yes; McKee, yes; passed 2-1.**

**VII. New Business**

**a. Resolution 2025-027 Compensating the former Township Administrator for unused vacation time.**

Moved by Trustee McKee. The motion was seconded by Trustee Burkholder.

Discussion: Trustee McKee stated that if the township tries to fight the compensation, they will pay more legal fees. Trustee Evans stated that he does not think it should be approved due to the former administrator not providing 60-day notice. Trustee Burkholder noted that the former administrator had an illness and that it was the moral thing to do. Trustee McKee noted the workload on the current township administrator.

**The roll call was as follows: Evans, no; Burkholder, yes; McKee, yes; passed 2-1.**

**b. Fireworks Display**

Moved by Trustee McKee. The motion was seconded by Trustee Evans.

Discussion: Trustee McKee noted that it was a discussion and that she wanted to find out if fireworks were a pleasure of the board. The proposed location was at the Columbia Golf Course. Trustee Evans objected to the location. Trustee Burkholder asked if there had been any efforts to reach out to other locations. Trustee McKee stated that the fireworks have already been at this location and that the land has been mapped out by the fire department. Trustee Evans noted possible other locations.

Trustee Burkholder moved to direct the township administrator to work with Litichia McIntyre to identify a site, which will include the Cumberland Trail as a possibility, and to work with Trustee McKee. The motion was seconded by Trustee McKee.

**The roll call was as follows: Evans, yes; Burkholder, yes; McKee, yes; passed 3-0.**

**c. Shred-It Day**

Trustee Burkholder moved to discuss a "Shred-It Day." The motion was seconded by Trustee McKee.

Discussion: Trustee McKee noted a possible future timeline and suggested that it be shared with a canned food drive. She stated that a "Shred-It Day" is a nice alternative to paying the residents trash bill, which they had done prior. Trustee McKee stated that the date should be early fall and assumed that the location would be the town hall. Responding to Trustee Evans, Trustee Burkholder stated that he thinks the best practice is to work with the administrator as a collaborative effort.

**The roll call was as follows: Evans, yes; Burkholder, yes; McKee, yes; passed 3-0.**

**d. Mosquito Contract**



RECORD OF PROCEEDINGS

Minutes of

Meeting

Elma Township Board of Trustees Regular Meeting

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

Held May 20, 20 2025

Motion to increase the contract to \$6,000 and to appoint the Township Administrator and office staff as points of contact.

Trustee Burkholder moved to increase the contract to \$6,000 and to appoint the Township Administrator and office staff as a point of contact. The motion was seconded by Trustee McKee.

Discussion: Trustee McKee noted coordination with the administrative assistant and township administrator. Trustee Evans stated that they needed to approve the contract with the proper charges and questioned who is included in "office staff."

The roll call was as follows: Evans, no; Burkholder, yes; McKee, yes; passed 2-1.

d. Notification of Aggregation agreement to residents

Trustee Evans moved to discuss the notification of aggregation agreement to residents. The motion was seconded by Trustee McKee.

Discussion: Trustee Evans stated that the terms for the gas and electric are going up. The terms for the electric is higher than the Apples-to-Apples site. He noted that residents have been contacted about their aggregation terms ending. Trustee Evans and Burkholder discussed the method of informing residents about alternatives to the aggregator.

e. Liberty Christian Culvert

Trustee Burkholder moved to have the Township Administrator to work on this request. The motion was seconded by Trustee McKee.

Discussion: Trustee McKee noted that the church would probably have to make that request. Trustee Evans did not agree that the motion should be to have somebody else work on it. Trustee Evans noted the road agreement and safety. Trustee Evans' motion was to push it though and have them apply for a permit, but the township supplies the culvert and the stone.

The roll call was as follows: Evans, yes; Burkholder, yes; McKee, yes; passed 3-0.

Trustee Evans moved to amend the motion to approve it contingent up consistency with the policy. The motion was seconded by Trustee McKee.

Discussion: Trustee McKee noted that she supports the school and wants to ensure that the township is doing the right thing. Trustee McKee and Evans discussed the prosecutor's opinion.

The roll call was as follows: Evans, yes; Burkholder, yes; McKee, yes; passed 3-0.

VIII. Fiscal Officer Report

a. Resolution 2025-026 Resolution to approve purchase orders.

Trustee Evans moved the resolution 2025-026 to approve the purchase orders as presented. The motion was seconded by Trustee McKee.

Discussion: Trustee Evans asked if the I-Worq is for the existing zoning department or the new road department. Trustee Evans asked if they were moving forward with I-Worq. Trustee Burkholder suggested they hold until they get the zoning, the extra modules for the BZA, and the variances. Trustee Burkholder and McKee noted coordination and workload with the staff in relation to beginning I-Worq.

The roll call was as follows: Burkholder, yes; Evans, yes; McKee, yes; passed 3-0.

b. Motion to ratify the payment of the attached listed bills.

Trustee McKee moved to ratify the payment of the attached listed bills. The motion was seconded by Trustee Evans.

Discussion: Trustee Evans stated that the last bill he received was double the amount of payments. The fiscal officer, Jackie Cotugno, clarified the date. Trustee Evans stated that they are not using Diligent and cited a lack of transparency. Trustee Burkholder stated that he is not a fan of Diligent and asked about the

RECORD OF PROCEEDINGS

Etna Township Board of Trustees Regular Meeting

Held May 20, 20 2025

automatic renewal. Trustee Evans stated that he found Diligent to be simple and he is happy to work with it.

The roll call was as follows: Evans, yes; Burkholder, yes; McKee, yes; passed 3-0.

Trustee Burkholder moved to continue utilizing Diligent to work out the bugs and get the trustees to work with staff. The motion was seconded by Trustee McKee.

Discussion: Trustee Burkholder stated that Diligent should be used and problems corrected as long as the Township is paying for it. He stated the need for an updated website. The township administrator stated that the agenda for the 5-20 meeting was not posted to Diligent due to duress in the office. Trustee Evans was concerned about who made the decision to not do the agenda via Diligent.

The roll call was as follows: Evans, yes; Burkholder, yes; McKee, yes; passed 3-0.

c. Health Insurance Discussion

Ms. Cotugno stated that the health insurance is going up 45%; it will be the same HRA card. She suggested they use it month-to-month and revisit in a couple of months to find a better rate. Trustee Evans noted the number of claims as reason for the high rate and agreed to wait for a few months before reassessing. He inquired about the spousal policy. Jackie Cotugno reviewed the public records process and emphasized the need for a system.

IX. Public Comments (limit of 2 minutes per person)

Alesia Zacher – 79 Trail East – Ms. Zacher felt that the Trustees put too many items on the Township Administrator as a priority. She complemented the volume of work that Mr. Spurgeon has completed. Ms. Zacher cited the treatment of employees by Trustee Evans. She said that the board should change to keep Mr. Spurgeon on board.

Tia Raver – 9305 Summit Road – Ms. Raver suggested that the Township put out a six-month projection of what is on the list to involve residents. She asked where she could get information about the road expansion in her front yard. Trustee McKee stated that she agreed that a newsletter should be brought back and suggested that Ms. Raver be added to the email list. Ms. Raver stated that the township should consider a website coordinator.

Adam Kelley – 8990 Smoke Road – Mr. Kelley stated that communication should be better and suggested social media as a way to inform citizens. He stated that the township should hire more staff. Instead of a firework display, Mr. Kelley suggested a drone show. He addressed the email sent to the board about the pond next to his property.

Katie Moersch – 37 1st Avenue SW – Ms. Moersch noted the number of items passed off to the Township Administrator. She expressed concern for the office staff. Ms. Moersch stated that the administrative assistant works outside of office hours. She asked that the trustees take accountability for their actions. She stated that noise and light concerns from neighboring properties are her personal responsibility. Ms. Moersch noted how much the Township Administrator had accomplished in a short period of time.

Leigh Jones – 9446 Main Street – Ms. Jones stated that a newsletter was a good idea. The newsletter could provide when meetings are and if there is a change. She stated that she would like to know who is creating the issue with storage. She supported her dad's business which has been in the neighborhood for 20 years.

Litchia McIntyre – 15 3rd Avenue – Ms. McIntyre stated that the board should not use the word "try" and should "do" instead. Ms. McIntyre stated that, as an insurance agent herself, she agreed that the township should not bounce around providers. She stated that the township should do a workplace assessment to keep Mr. Spurgeon on board.

Mark Evans – Mr. Evans addressed the resident comments on bringing extra staff, citing that he had proposed bringing in a secretary. He stated that noise issues are a concern for the township. Mr. Evans stated that Trustee Burkholder's communication with the prosecutor without copying the full board was improper. Trustee Evans is concerned about zoning and setbacks. He was frustrated that he could not meet with Mr. Spurgeon.



RECORD OF PROCEEDINGS

Minutes of

Meeting

Elna Township Board of Trustees Regular Meeting

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

Held May 20, 20 2025

Craig Zacher – 79 Trail East – Mr. Zacher stated that Trustee Evans is attacking a fourth administrator. He expressed frustrations with Trustee Evans.

Jon Hanson – Ridgewood Drive – Mr. Hanson asked if the refreshments were put on the township credit card. Mr. Hanson felt Trustee Evans is disagreeable. He mentioned the August 6<sup>th</sup> video destruction and asked about the public records request.

Ashley King – 75 Trail East – Ms. King felt that Mr. Spurgeon is a brand-new employee and deserves more leniency. She noted the number of tasks that had been given to Mr. Spurgeon and stated that it is hard to understand the tasks and keep track.

X. Announcements and Trustee Comments (2 minutes per Trustee)

Trustee McKee stated that she has worked with Mr. Spurgeon and helped him put tasks in order. She showed her support for Mr. Spurgeon. Trustee McKee agreed that training and respect are needed for Mr. Spurgeon and the office staff. Trustee McKee was concerned about Trustee Evans’ monthly townhall meetings.

Trustee Ivans stated that Pike Street was blocked. He stated that documents are being kept from him. Trustee Evans stated that he has monthly meetings on the fourth Saturday of each month. He noted a Touch-A-Truck event. Trustee Evans stated that a Win Waste truck had broken down and that they were not able to collect all the waste. He cited issues with zoning enforcement. Trustee Evans stated that Mr. Spurgeon had refused to meet with him. Trustee Evans stated that he has not had power in the township, and issues are not due to him.

Trustee Burkholder stated that he had worked with Mr. Spurgeon and that not everything is expected to be done right away. He said that additional staff needs to be hired. The grants and public record requests are the priority. Trustee Burkholder stated that the township hired a consultant to work with Jackie Cotugno. He addressed the Summit Road issue and contacted the mayor. Trustee Burkholder addressed the storage concern.

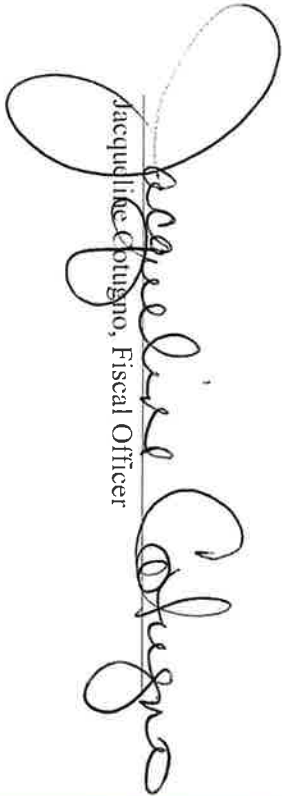
Next Trustee Meeting Tuesday, June 3, 2025, at 6:00 p.m.

XI. Adjournment

Trustee McKee moved to adjourn the meeting at 9:02 p.m. The motion was seconded by Trustee Evans.

The roll call was as follows: Evans, yes; Burkholder, yes; McKee, yes; passed 3-0.

  
Gary Burkholder, President

  
Jacqueline Cotugno, Fiscal Officer