

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

Held August 5, 20 2025

The Etna Township Board of Trustees met on Tuesday, August 5, 2025, in the Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018 for the purpose of conducting a regular meeting. The meeting was called to order at 6:00 PM by Gary Burkholder.

Trustees Present

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Trustees Absent

Others in Attendance

Holly Palumbo and Jackie Cotugno

1. Opening

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

2. Adoption of Agenda

Motion to adopt the agenda as presented

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

Yes Gary Burkholder and Rozland McKee-Flax  
No Mark Evans

Carried 2-1

Discussion - Trustee Evans questioned why the executive session was removed then replaced. Trustee Evans believes there are still items not being properly addressed.

Motion to amend agenda to add CRG Schuster Way dedication, Mechanic Street, Mink and Palmer intersection, discussion on public records request, discussion on BZA checklist, master calendar, procedural manual, and change in Trustee duties.

Moved by: Mark Evans

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

Fails due to lack of second. 0-0

3. Presentation

- a. MKSK - High Point Park 90% Construction Document Set 6:10 p.m.  
250801 HIGH-POINT-PARK-90%CD.pdf

Amy Kaye Taylor and Tim Schmalenberger with MKSK presented the High Point Park updated construction plans. Ms. Taylor went over items that were on the plans. The picnic tables will be replaced to include umbrellas. There will be ADA features throughout the park. Also, the parking lot will be restriped to make it ADA compliant. The shrubs will be removed and replaced. Near the gazebo, outlets will be added to accommodate for food trucks and for holiday lighting. Trustee McKee questioned where the dog waste station would be located since it is currently near the gazebo. Ms. Taylor stated it would be at the south side across from the stairs. It will be located away from the entrance and the picnic area. Trustee McKee suggested having colorful flowers added in addition to the shrubs. Ms. Taylor stated she has planned for perennials for easy maintenance.

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There are two proposed handicap spots, one at the east side and one on the north side. There will not be any on the south side due to not having access.

Trustee Evans is concerned with the cost of the project without having a significant change. Trustee Evans would like to have seen a playground added. He believes there are other priorities within the township.

Trustee Burkholder stated the playground would have cost an additional \$130,000. Trustee Burkholder announced the township was awarded another \$79,000 from the Licking Park District. Trustee Burkholder mentioned the new park will cost between \$17 and \$70 million. The new park is still in progress.

Trustee McKee stated this is a historical park at the end of a historical highway and is in favor of the project.

Motion to approve the 90% construction plans as presented and to continue to move forward with the project.

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes Gary Burkholder and Rozland McKee-Flax  
No Mark Evans

Carried 2-1

Trustee McKee asked for Trustee Burkholder to explain the grants and money for the project. Trustee Burkholder stated the township was awarded \$150,000 from the Ohio Capital Budget, \$125,000 would be coming from the New Community Authority, and \$79,000 from the Licking Park District. Trustee Burkholder also stated there is a possibility of going back to the New Community Authority to request another \$130,000. This would leave a balance of \$165,000. Trustee Evans stated with the New Community Authority, you can only spend the funds once and it was created for the new park.

4. Adoption of Meeting Minutes

a. Minutes - May 20, 2025, regular meeting  
July 1, 2025, regular meeting

T-2025-05-20 Draft Minutes.doc

T-2025-07-01 Draft Minutes.doc

Motion to adopt the May 20, 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

Trustee Evans asked for his statement to be added in its entirety. The statement reads "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

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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 adopt the July 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

Trustee Burkholder stated Trustee Evans read the same statement as in the May, 20,2025, minutes adoption.

Public Comments

5.

Tia Raver - 9305 Summit Road - Mrs. Raver stated if the minutes need to be corrected, they should be corrected. Mrs. Raver would like to ask why is the push for the Pike Street Park, but the township is unsure of the Pike Street project. Mrs. Raver also believes \$600,000 is a lot to spend on a park and believes it is not being thought through. Mrs. Raver suggested the road be built and improved then worry about the park.

Joan Burns - 10650 Mink Street - A resident spoke of their concern with intersection at Palmer/Mink Street. The resident spoke an accident that happened on May 23, 2019, which an individual was killed. The resident suggested having a flashing stop sign.

Larissa Pickering 12857 Palmer Road - Mrs. Pickering spoke of the dangerous intersection of Palmer Road and Mink Street. Mrs. Pickering stated she was at an accident scene where the driver stated they could not see due to the grass being too high. The intersection has been dangerous since the warehouses were built. Mrs. Pickering believes this needs to be a roundabout.

John Jones - 9946 Mink Street - Mr. Jones stated someone has called the Department of agriculture on his business. Mr. Jones informed the board he has passed all his inspections.

Judy Caimeyer - 29 Roma Court - Mrs. Caimeyer agrees with the residents that Palmer Road and Mink Street is a dangerous intersection. She believes that is an ideal place for a roundabout. Mrs. Caimeyer stated the comp plan is laughable and stated she was thrown off the committee for saying Mr. Lenner was incompetent.

Jon Hanson - Ridgewood Drive - Mr. Hanson stated he has heard there is a state auditor doing an investigation. Mr. Hanson suggested asking the state to get more involved, possibly putting individuals under oath. Mr. Hanson asked both Trustee Evans and Burkholder if they had signed in using Julie Varian's' credentials. Both answered no.

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Mark Evans - Mr. Evans - stated he must speak under public comments because the board continues to silence him. Mr. Evans stated Trustee McKee received an email several years ago regarding Mink and Palmer. He questioned why nothing was done.

Katie Moerch - 37 First Ave - Mrs. Moerch stated she has attended Trustee Evans forums where she was insulted by an elected official. She was told she was a liar. Mrs. Moerch stated it is unprofessional and appalling how a trustee would behave. Mrs. Moerch stated the environment is absolutely toxic.

John Carlisle - 6767 Palmer Road - Mr. Carlisle stated he has been investigated three times with no wrongdoings found in each investigation. Mr. Carlisle stated there needs to be a balance of housing and warehousing and he is not for warehouses. Mr. Carlisle stated the township needs help and the arguments are not helpful. Mr. Carlisle announced he will be running for trustee.

Jon Kennard - 10785 Palmer Road - Mr. Kennard stated Trustee Evans has done nothing in 3 1/2 months as president of the board. Mr. Kennard also stated Trustee Evans has not maintained the building. Mr. Kennard believes Trustee Evans has bad mouthed everyone.

Phylliss Bundy - 10254 Tollgate Road - Mrs. Bundy stated all the public comments have been nothing but campaigning. It should only be addressing issues of the township.

Alesia Zacher- 79 Trail East - Mrs. Zacher stated the board voted no to the Evans forum, but they continue. Mrs. Zacher also stated Mr. Evans bashes the police and campaigns during his forums. She believes Trustee Evans has not proven anything in three years but has created a division within the community. Mrs. stated the forums need to be shut down.

6. Reports

a.

Roads

Pike Street

Trustee Burkholder gave an update on Pike Street. He stated Pike Street is being coordinated with the improvement of the park.

Mink and Palmer

Trustee Burkholder has spoken with the county engineer for a possible temporary fix for the intersection. The county engineer is working with ODOT on a study for this intersection. Trustee Burkholder appreciates the suggestions of a flashing stop sign. The county engineer is looking at main intersections within the township and there is a comprehensive look at the state of Ohio. Trustee Evans stated he brought up flashing lights in 2023, but it was ignored. Trustee McKee stated there is an emergency grant the board can apply for with ODOT, but there is a process. In the meantime, Trustee McKee suggested installing flashing stop signs.

Motion to pay for the cost of the illuminated lights for a stop sign at Palmer on Mink through the county up to \$5,000

Moved by: Mark Evans

Abstain

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Failed due to a lack of second. 0-0

Motion to have the board look into the cost of having an illuminating stop sign at Palmer and Mink Road in the meantime until we can investigate getting a grant through ODOT that will work with the TID.



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

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

b. Zoning

1. JBW Emergency Entrance  
Trustee Evans stated this will need legal review because it is zoned as PMUD. Trustee Evans stated as a sitting board member he is refused records from the zoning inspector. Trustee Burkholder stated there have been numerous complaints from employees regarding Trustee Evans. Trustee Evans is requesting the PMUD zoning text. Trustee Evans stated it is an ongoing issue with employees withholding documents and records. A resident requested the zoning text for JBW at the meeting. It is the understanding of Trustee Burkholder as far as the emergency access, that was changed by the fire department. Trustee Burkholder has been unable to get ahold of Fire Marshal White. Trustee Burkholder will look into it further at the next TRC meeting.

c. Parks  
There were no new updates on the big park.

7. Old Business

a. Prosecutor Opinions Update

Trustee Evans stated resolutions 2025-041 and 2025-042 are incorrect showing incorrect votes and not being filled out properly. The board agreed to have these resolutions corrected.

b. Movie Night (McKee)

Certificate of Insurance OTARMA Risk Review.pdf

Estimate 20253237 from Mr. Gaiene Room LLC OTARMA Risk Review.pdf

Trustee McKee gave an update on the movie night which will include food trucks. The Williams Company will sponsor a 250 drone light display. Movie Night will be held on August 31st starting at 3:00 p.m. with the movie and drone show starting at dusk. There will be live music as well. Trustee McKee has sent out emails requesting sponsorship. Trustee McKee is requesting additional funding from the board for face painting and live music. Mr. Sabatino has offered to sponsor the event in the amount of \$1,600. Pike Street Church has offered their parking lot for parking. There would need to be a shuttle service to transport individuals to the event. This will be included in the additional funding. The resolution authorizes the additional funding along with Trustee McKee and Fiscal Officer Jackie Cotugno to sign the checks needed outside of a meeting. The resolution was amended to include two trustee signatures along with the fiscal officer signature. Trustee McKee will follow up with the prosecutor and OTARMA regarding hold harmless agreements and liability insurance.

Motion to approve Resolution 2025-050 as amended.

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

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

Move to amend to still require two trustee signatures and the fiscal officer

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signature.

Moved by: Gary Burkholder

Seconded by: Rozland McKee-Flax

Yes

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

Motion to approve resolution 2025-051 prohibiting campaigning or electioneering during movie night

Moved by: Rozland McKee-Flax

Seconded by: Gary Burkholder

Trustee McKee has asked the board to not allow campaigning during the movie night as it is a family night. Trustee Evans disagrees with the resolution as it is not election day or an election place. Trustee Burkholder believes the resolution needs to be reviewed by the prosecutor. Trustee Burkholder agrees he does not want for it to become a distraction but is unsure if legally this can be done.

Motion to table to take it to the prosecutor.

Moved by: Gary Burkholder

Seconded by: Mark Evans

Yes

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

c.

Resolution 2025-039 Solicitor Regulation (Evans)

Resolution 25-039 Etna Township Solicitor Registration v4 clean.pdf

Motion to approve Resolution 2025-039 resolution to place restricting on door-to-door solicitation performed by transient vendors ("Vendors") pursuant to Ohio Revised Code Section 505.94

Moved by: Mark Evans

Seconded by: Rozland McKee-Flax

Yes

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

Discussion - Trustee Evans gave an update on resolution 2025-039 restricting solicitation. Trustee Evans has been working with the prosecutor on the final language of the resolution. The final steps were discussions on background checks. There have been modifications to the original proposal. There was a little bit of difficulty with the background checks. At first it was the sheriff's office but has been changed to the sheriff's office or any web check location. There has been an issue with the fee. The maximum fee that can be charged is \$150. The prosecutor stated the background check fee would need to be included in that fee. The created language is the fee is \$150 minus the fee for the sheriff's office background check for the BCI and the FBI, which would make it \$90. Other web check locations charge \$35-\$40. Trustee Evans stated there is a little difficulty with the BCI check that requires a reason code and it requires an ORC statute, the BCI allows no ORC, but it would actually be our ORC. The FBI is a little more problematic as there is no 505.94 code for that. Also, other jurisdictions have let the vendor figure it out.

Trustee Burkholder stated a resident inquired if the township could pass a resolution restricting soliciting throughout the township. Trustee Evans stated the ORC does not allow townships or entire neighborhoods to prohibit

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soliciting. Trustee Evans stated with no solicitation signs posted the solicitor would be in violation, which is a fourth level misdemeanor.

Trustee Burkholder questioned if the sheriff department is willing to enforce the resolution. Trustee Evans mentioned there is a new point person, Lt. Meek, and he has been very responsive. The ORC requires the township to notify the sheriff's office and prosecutor's office if the resolution passes.

The office staff would be responsible for issuing the permits and the sheriff's office would be responsible for enforcement. Trustee Evans has proposed a 180-day policy rather than a 90-day policy. The machines to print the ID cards are a little under a \$1,000. Trustee Burkholder stated he is not opposed to the idea, but he is concerned with the logistics.

Trustee Evans suggested the hours be October 1st to April 30th 10am to 6pm and May 1st to September 30th 10am to 7pm. The resolution does prohibit solicitation on holidays and Sunday. The township can provide "No Solicitation" clings or stickers, which would be paid for from the funds of the permits.

d. Secretary job description (Evans)

Secretary Job Description.pdf 

Trustee Evans believes the administrative assistant is in need of help and it needs to be a fulltime position. Trustee McKee believes until the toxicity is cleaned up the board should not hire additional help. Trustee McKee is still pushing to contract with Training Marbles.

Motion to approve Secretary job description and posting

*Moved by:* Mark Evans

**Abstain**

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

**Failed due to lack of second 0-0**

e. Set date for land use work session

Monday August 25, 2025, or Thursday August 28, 2025.

Motion to set date for Comprehensive Land Use work session for August 25th or August 28th.

*Moved by:* Gary Burkholder

*Seconded by:* Rozland McKee-Flax

**Yes**

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

**Carried 3-0**

Discussion - Trustee Burkholder stated the board needs to have a work session to move the plan forward. There have been many developers asking for a status update. There have been questions regarding density by Trustee Evans. Trustee Burkholder stated it has been two weeks and there have been no updates sent to Jim Lerner by Trustee Evans. Trustee Evans proposed having a meeting on August 28th, if all items cannot be discussed at the August 25th meeting. The meeting will be open to the public. Trustee Burkholder urged Trustee Evans to get in his requested changes. Once the Comprehensive Plan is adopted the next step would be to redo the Zoning Resolution. Trustee Evans does not want to have discussions or changes made behind the scenes.

8. New Business

a.

**Motion to enter into Executive Session under ORC 121.22 (G)(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.**

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USW Union Contract Update 7:30 p.m.

Motion to enter into Executive Session under ORC 121.22 (G)(4)  
Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment at 7:29 p.m.

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

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

Resolution 2025-047 Collective Bargaining Agreement.pdf

Resolution 2025-048 Collective Bargaining Agreement Wage Scale.pdf

Resolution 2025-049 Collective Bargaining Penalty.pdf

Motion to exit executive session at 8:29 p.m.

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

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

Motion to approve Resolution 2025-047 resolution concerning the collective bargaining agreement between Etna Township and United Steelworkers International Union Local 9110-10, serve number 2025-MED-03-0249

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

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

The agreement will be retroactive to July 1st.

Motion to approve Resolution 2025-048 resolution concerning bargaining unit members and their placement into a newly agreed upon wage scale pursuant to the collective bargaining agreement between Etna Township, United Steelworkers International Local 9110-10, serve number 2025-MED-03-0249

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

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

Resolution 2025-049 resolution concerning bargaining unit members and delayed wage payments and potential township penalties

Moved by: Mark Evans

Abstain Gary Burkholder, Mark Evans, and Rozland McKee-Flax  
Fails due to lack of second. 0-0

b. X-Tek Cancellation  
Motion to provide a 30-day cancellation notice



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

Yes Gary Burkholder and Rozland McKee-Flax  
No Mark Evans

Carried 2-1

Discussion - There will be a 30-day cancellation notice sent to X-Tek. Trustee Evans stated the other company has not been able to identify the deficiencies. Trustee Evans believes X-Tek has been very responsive and has fixed his issues. Trustee Evans questioned why Trustee Burkholder is sending emails to outside counsel for assistance when the prosecutor is free. Trustee Burkholder stated that in order to have the prosecutor review if the board must pass a resolution.

c. **Alphalink contract**

MSA Quote (1).pdf

Statement of Work (1).pdf

Master Services Agreement No Indemnification.pdf

**Motion to approve Alphalink contract and authorize the president to sign**

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 stated Alphalink is at a higher cost and requires a one-year contract versus a 30-day contract. Trustee Evans believes there were no deficiencies with X-Tek. Trustee Burkholder requested Trustee McKee to handle the cancellation letter and agreement. Trustee Burkholder mentioned the deficiencies are X-Tek does not get back with employees within a timely manner and communication as well.

d. **Bank investigation report**

**Motion to waive attorney/client privilege for the report, amended report, but not communications**

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

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

- 7.23.2025 Etna Township Investigation Report - Unauthorized Bank Acct Access Incident.pdf
- 7.23.2025 Etna Township Investigative Report - Unauthorized Bank Acct Access Incident (APPENDIX).pdf
- REDLINE.pdf

Trustee Evans questioned Trustee Burkholder if he directed the attorney on what to look at and what not to look at and report on.

**Motion to amend to add to the waiver of attorney-client privilege on the reports, but also all attorney communications, including but not limited to**

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
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any limitations in scope, any limitations in report, any reference to not allowing it to be weaponized, and matters that shall not be looked into, including a trustee's call logs

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

Yes Mark Evans  
No Gary Burkholder and Rozland McKee-Flax

Fails 1-2

7.23.2025 Etna Township Investigation Report - Unauthorized Bank Acct Access Incident.pdf   
7.23.2025 Etna Township Investigative Report - Unauthorized Bank Acct Access Incident (APPENDIX).pdf   
REDLINE.pdf 

e. **New Community Authority - Request for High Point Park Funding**  
High Point Park NCA request August 2025.pdf   
**Motion to approve Resolution 2025-046 Resolution to request funding from the Etna Township New Community Authority in the amount of \$135,000**

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


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

Discussion - Trustee McKee sought clarification on where the money can be used. Trustee Evans stated it can be used for any project within the community. Trustee Burkholder stated in a previous NCA meeting some representatives on that board tried to say that it had to be used for the other park first, and then would waterfall onto anything else we wanted to do. It was corrected by the representatives from GROW Licking County that information was incorrect. Trustee Evans stated it could be used for development, sewer, water, roads, or anything. Trustee McKee stated the board is off setting the cost of the park by getting reimbursed.

f. **Resolution to request Pike Street funding from JEDZII**  
Trustee Burkholder stated this will be on the next agenda since he is waiting on more firm figures.  
**Motion to apply for \$94,077.11 reimbursement from the JEDZ board regarding the Refugee Road project payment**

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

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

g. Discussion - Trustee Evans questioned which economic district is the money being requested of. Trustee McKee stated it would be coming from JEDZ2.  
**Resolution 2025-045 Prosecutor's opinion, quiet title action, High Point Park, 950 Pike Street, Request for legal review of annexation agreement with Reynoldsburg**  
Resolution 2025-045 Prosecutor Opinion Requests 8-5-25.pdf 

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Annexation Agreement with Reynoldsburg.pdf 

**Motion to approve 2025-045 as amended**

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

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

Discussion - Trustee Evans questioned the request for legal review of the Reynoldsburg Annexation. Trustee Burkholder stated with the issues on Summit Road and who controls it he felt it would be wise to have it reviewed. Albers and Albers first drafted the annexation agreement.

**Motion to amend to add Resolution 2025-051, liability waivers, food truck, and review of drones.**

*Moved by:* Mark Evans  
*Seconded by:* Gary Burkholder

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

Trustee McKee questioned why the board is not seeking advice from Albers and Albers since they were the firm to draft the annexation. Trustee Burkholder stated he would like to see an independent review by the prosecutor. Trustee Evans stated the board moved away from Albers and Albers because there was a conflict of interest as they represented the JEDD boards and the township. Trustee Evans suggested seeking outside counsel if the prosecutor is unable to review the agreement.

**Motion to amend to make Trustee Burkholder the point person on Resolution 2025-045**

*Moved by:* Gary Burkholder  
*Seconded by:* Mark Evans

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

h. **Government Partnership Funding Award Agreement**

Govt Partnership Funding Award Agreement - Elna Twp - High Point Park 7-21-25.pdf 

There is not an actual deed to the park because it was part of an original plat back in the 1830's. Trustee Burkholder stated a quiet action title may not be needed. Trustee Burkholder went on to say the Licking Park District recently got an opinion from the Licking County Prosecutor's Office that they believe that the original plat, that there was a transfer from original owners of the ground. That satisfied the request from the Licking Park District that the township has control over the High Point Park. The granting agencies, ODNR and the Licking Park District are seeking clarification and further documentation. There was prosecutor's opinion for 1991, which was attached to the application. The Licking Park District is now satisfied. ODNR has not responded yet.

**Motion to accept and have the Board President sign the agreement**

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

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Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax  
Carried 3-0  
i. Refugee Road Reimbursement (McKee)  
Motion to request reimbursement for Refugee Road SIB Loan payment

Abstain Gary Burkholder, Mark Evans, and Rozland McKee-Flax  
0-0  
Refugee Road reimbursement was handled under New Business Item F.

9. Fiscal Officer Report  
a. Motion to set the post audit meeting with the auditors, date, time, regarding the post audit meeting.  
Motion to set meeting date of August 19, 2025, at 5:00 p.m. under ORC 121.22 (D)(2) An audit conference conducted by the auditor of state or independent certified public accountants with officials of the public office that is the subject of the audit.

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

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

The audit meeting will be in executive session. The ORC that pertains to executive sessions from being prohibited from being a public meeting is within ORC 121.22 (D)(2) and states, "An audit conference conducted by the Auditor of State or independent certified public accountants with officials of the public office that is the subject of the audit is exempt from the requirements of the Open Meetings Act. Additionally, ORC § 117.26 complements this by clarifying that audit reports are not considered public records until they are certified by the Auditor of State.

b. Budget discussion  
Ms. Cotugno will be working with Mr. Kerby at the end of the month on the budget. At the beginning of September, she would like to have a work session. Ms. Cotugno would like to have the budget completed at the end of September early October.

c. Resolution 2025-044 to approve purchase orders  
Resolution to Approve Purchase Orders 07-15-2025 (5).pdf @

Motion to approve purchase orders as presented

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

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

Trustee Evans questioned the purchase order for Bricker Graydon for \$20,000. Ms. Cotugno stated there is \$34,000 left on the original purchase order. Trustee Burkholder wanted to make sure there were funds available if needed. Trustee Evans believes outside counsel is being used instead of the prosecutor's office. Trustee Burkholder stated the township uses outside counsel for their specialty and Etna Township is the only township in Licking County where a resolution is required to seek a legal opinion.



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Elma Township Board of Trustees Regular Meeting

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Motion to amend to remove the \$20,000 purchase order to Bricker Graydon

Moved by: Mark Evans

Abstain Gary Burkholder, Mark Evans, and Rozland McKee-Flax  
Fails due to lack of second 0-0

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

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

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

e. Motion to approve Resolution to transfer a total of \$90,000 from the General Fund to the Miscellaneous Debt Service Fund

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

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

[Resolution 2025-043 Transfer Funds.pdf](#)

The transfer is necessary to pay Transportation Improvement District..

There is a bank balance of \$10.3 million, \$191,000 in payments, and \$383,000 in receipts.

10. Public Comments

Phyllis Bundy - 10254 Tollgate - Mrs. Bundy stated the solicitor from Moxie followed her around until she went in her home. Mrs. Bundy suggested advertising the town hall meetings in the Winwaste advertisement.

T'haah Young - 9167 Taylor Road - Mrs. Young stated the annexation agreement is in the JEDD contract. Mrs. Young urged the board to look into the entire JEDD contract. Mrs. Young questioned the board if they had received a default notice from the City of Reynoldsburg.

Tia Raver -9305 Summit Road - Mrs. Raver would like permission from the board to install flashing stop signs up at Mink and Palmer. Mrs. Raver stated she can get the signs for \$500 to \$1,000 per sign.

Adrian Adams - 7913 National Road, SW #8 - Mr. Adams sent all trustees an email for the annexation agreement. Mr. Adams stated the notarizations were done incorrectly. The agreement is missing the notary block. According to ORC 147.55 and ORC 147.54. If the notary block is missing it makes the signature invalid.

Mark Evans - Mr. Evans voiced his concerns with the fiscal officer and attorney/client waiver.

RECORD OF PROCEEDINGS

Minutes of

Meeting

Etna Township Board of Trustees Regular Meeting

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

Held August 5, 20 2025

Mr. Evans stated there are many more issues not being addressed.

Katie Moerch - 37 First Ave - Mrs. Moerch stated there is one trustee determined to waste the public's time. The township is at a standstill because personal differences cannot be set aside. Mrs. Moerch stated there needs to be more personal responsibility rather than blaming a township trustee.

11. Announcement and Trustee Comments

- a. Next Trustee Regular Meeting, Tuesday, August 19, 2025, 6:00 p.m.  
Trustee Burkholder stated there will be an audi meeting at 5:00 p.m. on August 19th.

Trustee McKee is hopeful to get some of the vendors taken care of at the next meeting. She would also like the movie night to be a fun event.

Trustee Evans stated the roads are the primary responsibility of the township. Trustee Evans is concerned with employees not getting paid on time.

12. Adjournment

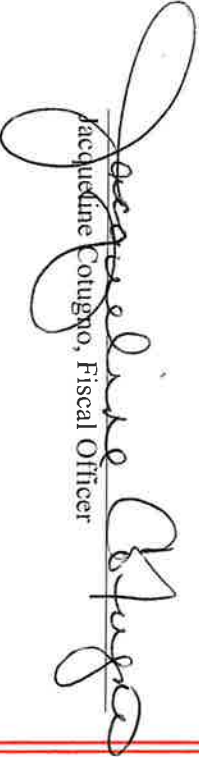
Motion to adjourn 9:45 pm

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

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

Carried 3-0

  
Gary Burkholder, President

  
Jacqueline Cotugno, Fiscal Officer

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