

# RECORD OF PROCEEDINGS

Minutes of

Meeting

Held \_\_\_\_\_ 20 \_\_\_\_\_

**Tuesday, May 5, 2026**



**Etna Township, Licking  
Etna Township Board of Trustees  
Regular Meeting At 5:00 P.M.**

The Etna Township Board of Trustees met in the Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018 for the purpose of conducting a special meeting. The meeting was called to order by John Carlisle.

Trustees Present: Rachel Zelazny, Gary Burkholder, John Carlisle  
Also Present: Michael Clarey, Administrator, Jackie Cotugno, Fiscal Officer

**I. OPENING**

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

**II. ADOPTION OF AGENDA**

Moved by: Rachel Zelazny  
Second by: Gary Burkholder  
Yes: Rachel Zelazny, Gary Burkholder, John Carlisle  
**Carried 3-0**

**III. PUBLIC COMMENTS (3 MINUTES)**

**Mark Evans 90 Olde Church** – Commented on proper meeting procedures; Waiting on his request for public records; everyone on the board is violating the Ohio Public Records laws; Met with the State law investigators about the township coverups; where are the recycling funds; the board trustees should resign; and township videos are missing.

**Phyllis Bundy 10254 Tollgate Road** – Shared that she understands meeting delays and that she didn't have to cook dinner now.

**IV. ADOPTION OF MINUTES**

- a. Minutes from April 14, 2026
- b. Minutes from April 18, 2026
- c. Minutes from April 21, 2026

Moved by: Rachel Zelazny  
Second by: John Carlisle  
Yes: Rachel Zelazny, Gary Burkholder, John Carlisle  
**Carried 3-0**

**V. OLD BUSINESS**

a. **Administrative Assistant Job Update**  
Motion to hire Cynthia Ward for \$26.50 an hour as the Administrative Assistant for a 90-day probation vs the standard 1-year probationary period and perform the required new employee hiring requirements.

Moved by: Rachel Zelazny  
Second by: Gary Burkholder  
Yes: Rachel Zelazny, Gary Burkholder, John Carlisle  
**Carried 3-0**

Trustee Burkholder suggested that the hiring function be performed by resolution to document the hourly rates, probationary period, and conditions for each candidate.  
Moved by: Trustee Burkholder to vote on each candidate based on their own consciousness.  
Second by: Rachel Zelazny  
Trustee Zelazny asked for a resolution to be created for each candidate after the vote and brought forward to the next meeting.

Yes: Rachel Zelazny, Gary Burkholder, John Carlisle  
**Carried 3-0**

Motion to rehire Holly Polumbo for \$28 an hour as the Administrative Assistant for a 30-day probation period vs the standard 1-year and perform the required new employee hiring requirements.

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GOVERNMENT FORMS &amp; SUPPLIES 644-224-3338 FORM NO. 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

**Moved by:** Rachel Zelazny**Second by:** Failed for lack of second**Second Failed**

Trustee Burkholder moved to amend the 30-day probation period to a 90-day probation period.

**Yes:** Rachel Zelazny, John Carlisle**No:** Gary Burkholder**Carried 2-1**

Motion to hire Jackson Sager from MORPC for \$20 an hour as an intern and perform the new employee hiring requirements.

**Moved by:** Rachel Zelazny**Second by:** Gary Burkholder**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle**Carried 3-0****b. Digitize files**

Michael Clarey commented on the 3 quotes received and volume of documents to be digitized. Ms. Cotugno shared her comments on the discussions and meetings held with the different company quotes. There was a reduction in the costs to not digitize the files that can be shredded. A digitized listing will be provided to the township at the time of completion.

**Moved by:** Rachel Zelazny moved to approve \$60,000 for digitizing records.**Second by:** John Carlisle**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle**Carried 3-0****c. JEDD 1 and 2 appointments****Moved by:** John Carlisle to appoint Jon Hanson to JEDD 1 and 2 boards to complete the unexpired term on behalf of Rozland McKee-Flax.**Second by:** Rachel Zelazny

Trustee Burkholder will not support Mr. Hanson because of past legal matters and inquired about past names that were submitted. Mrs. Ipacs volunteered herself to for JEDD 1 and 2 boards as well.

**Yes:** Rachel Zelazny, John Carlisle**No:** Gary Burkholder**Carried 2-1****d. Mink/Prince Road No Parking Sign Update**

Mr. Walker reported that the trustees will be required to adopt a resolution specifying that the regulation of prohibited parking to be imposed and presented at the next meeting.

## VI. NEW BUSINESS

**a. Dave Olson Resolution 2026-05-05-01**

Trustee Carlisle recommended to table the matter until May 19, 2026

**Moved by:** Gary Burkholder**Second by:** Rachel Zelazny**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle

Tabled

**b. Mosquito Contract for 2026****Moved by:** Gary Burkholder to approve \$6,000 for the contract**Second by:** Rachel Zelazny**Yes:** Rachel Zelazny, Gary Burkholder**c. Communication & Administrative Policy Resolution 2026-05-05-02****Moved by:** Rachel Zelazny**Second by:** John Carlisle

Trustee Burkholder commented that the resolution as presented is too confining and the administrator manages the day-to-day office operations and does support the organizational structure as presented.

**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle**Carried 3-0****d. Cumberland Crossing Out for Bid**

**Moved by:** John Carlisle to accept bids up to June 16, 2026, regular meeting with bids opening at 6:30 P.M., with Ms. Cotugno as the contact person, with updates to the administrator.

**Second by:** Gary Burkholder**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle**Carried 3-0**

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- e. MKSK Contract – High Point Park  
**Moved by:** Gary Burkholder to adopt the addendum  
**Second by:** Rachel Zelazny  
 Trustee Zelazny asked for an explanation. Trustee Burkholder reported that MKSK had additional funding for changes to the park, creation of bid documents, managing the park project, and funds that were reallocated.  
**Moved by:** John Carlisle to table the matter  
**Second by:** Rachel Zelazny  
**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle  
**Tabled**
- f. Office Furniture and Office Equipment for Planner and Administrative Assistants  
**Moved by:** Rachel Zelazny  
**Second by:** John Carlisle  
 Trustee Burkholder requested a floor plan and asked about the purchase order for office furniture in 2025 versus office furniture request in 2026.  
**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle  
**Carried 3-0**
- g. Insurance switch to United Health Care from Aetna as of June 1, 2026  
**Moved by:** John Carlisle  
**Second by:** Rachel Zelazny  
**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle  
**Carried 3-0**
- h. Set Text Amendment Hearing  
**Moved by:** John Carlisle to table the matter.  
**Second by:** Rachel Zelazny  
 Mr. Walker will verify the timeline for a required meeting and update the board.  
**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle  
**Tabled**

## VII. FISCAL OFFICER REPORT

- a. Motion to approve Resolution 2026-05-05-03 for the purchase orders  
**Moved by:** Rachel Zelazny  
**Second by:** John Carlisle  
 Trustee Burkholder inquired about capital improvement for Pike Street funds and process thereof.  
**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle  
**Carried 3-0**
- b. Ms. Colugno requested a purchase order for Bricker/Graydon and Trustee Carlisle approved the purchase order for \$100,000.  
**Moved by:** Gary Burkholder  
**Second by:** John Carlisle  
**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle  
**Carried 3-0**
- c. Motion to ratify the payment of the above listed bills for May 5, 2026, as shown on the payment listing.  
**Moved by:** Rachel Zelazny  
**Second by:** Gary Burkholder  
**Yes:** Rachel Zelazny, Gary Burkholder, John Carlisle  
**Carried 3-0**

## VIII. ANNOUNCEMENTS AND TRUSTEE COMMENTS

- Trustee Burkholder shared that he participated in the walk-through with other city officials for Drayton Hall Project and noted that there are some existing issues that still need to be addressed.
- The community events meeting was held with plans for a community celebration with opening of High Point Park on August 1, 2026, “Etna Celebrates America’s 250<sup>th</sup> Birthday and creating a time capsule at the town hall.
- Meeting with Jim Lerner from Neighborhood Strategies to revisit the Comprehensive Plan
- She and Michael met with the school stakeholders regarding the “Safe After School” program.

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### IX. ADJOURNMENT

Moved by: Rachel Zelazny

Second by: Gary Burkholder

Yes: Rachel Zelazny, Gary Burkholder, John Carlsie

Carried 3-0

Adjourned at 8:24 P.M.

  
John Carlsie, President

  
Jackie Conigno, Fiscal Officer

*All Resolutions are filed with the Fiscal Officer*