

RECORD OF PROCEEDINGS

Minutes of

Meeting



Etna Township, Licking Etna Township Board of Trustees Regular Meeting At 6:00 P.M.

Held _____ **Tuesday, June 2, 2026** _____ 20 _____

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: Jackie Cotugno, Fiscal Officer, Michael Clarey, Ted Walker

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

II. ADOPTION OF AGENDA

Moved by: Gary Burkholder

Second by: Rachel Zelazny

Yes: Rachel Zelazny, Gary Burkholder, John Carlisle

Carried 3-0

III. PUBLIC COMMENTS (3 MINUTES)

Rodney & Barbara Teague 14001 Sunladen Drive – Commented about a neighbor at 188 Georgian Drive is working on cars, has large industrial moving equipment on the property, and appears to be running a business at this location, however the owner lives at 7112 Briarcliff Road. The matter has been brought to the attention of the zoning inspector who served the individual with a notice, but nothing has been corrected. Trustee Burkholder requested a report from the zoning inspector at the next meeting for review.

IV. ADOPTION OF MINUTES

- a. Minutes May 26, 2026

Moved by: Gary Burkholder

Second by: Rachel Zelazny

Trustee Burkholder requested a correction be made to the minutes for MKSK that should have noted 3 change orders that were approved, the \$6,000 is correct for the removal of the water fountain, a deduct from the contract, other items such as additional asphalt for the multiuse path, and a premium charge on the standing themed roof. Also noted was the correct spelling of Mr. Lerner’s name.

Moved by: John Carlisle to table the minutes for corrections

Tabled

Second by: Gary Burkholder

Yes: Rachel Zelazny, Gary Burkholder, John Carlisle

V. OLD BUSINESS

- a. **MKSK and Park Discussion**

Tim Schmalenberger, MKSK Principal Planner, provided an update on the additional hours accumulated with the bid process and fee estimate.

- Trustee Carlisle asked about the June 2026 completion date and Mr. Schmalenberger stated that the overall project will be completed by the end of June 2026, but the signage is delayed.
- Questions brought forth about the bid documents and contract with MKSK in 2025, and item **increase in cost** “approval will be sought before additional fee dollars expended”.
- Mr. Schmalenberger shared that additional hours incurred resulted because of the township staff shortage and them serving a more administrative role in the project and the reason for the \$9,700 additional fees for the bid process.
- Discussion held on a notation in the bid documents that called for \$100 per day for liquidated damage and why this wasn’t noted in the contract with the township.
- Contract and bid were approved by the township on January 8th, 2026. Since that time the \$100 per day liquidated damages in the contract and if this drives the cost up this should have reduced our contract amount reduced and why wasn’t it noted in the original bid, and later

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Minutes of

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

Held _____ 20 _____

changed the \$100 per day liquidated damages to \$2.00 in late January 2026 because ORC 159 requires that liquidated damages be in any public contract. The question of whether this was noted in the bid or contract is not known. It was reported that the contractor didn't feel that this would be an issue on this project and therefore not documented as such.

- Construction observation services are monitoring the site but not inspecting it.

Moved by: Gary Burkholder to approve the change request as presented.”

Second by: Failed for lack of second

Moved by: John Carlisle to table the matter for additional clarification **Tabled**

Second by: Rachel Zelazny

Trustee Burkholder stated that the project is intentionally being delayed.

Yes: Rachel Zelazny, John Carlisle

No: Gary Burkholder **Carried 2-1**

b. **Mink/Prince Road**

Mr. Clarey asked that the matter be tabled, pending the appropriate background checks to be performed and additional information is gathered. **Tabled**

Moved by: Gary Burkholder

Second by: Rachel Zelazny

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

VI. NEW BUSINESS

a. **Builderscape 1ST payment due**

Moved by: Gary Burkholder

Second by: John Carlisle

Trustee Carlisle asked who the prevailing wage coordinator on the project and Trustee Burkholder shared that the documents were sent to the fiscal officer. It was noted that the prevailing wage matter is the responsibility of the township and is noted in the documents.

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

b. **Liquor Permit Loves Travel Shop**

Moved by: Gary Burkholder requested a 30-day extension

Second by: John Carlisle

Trustee Carlisle noted that per Liquor Control the township can ask for a 1-time 3-day extension. Trustee Burkholder suggested the township perform their due diligence with the Licking County Sheriff before approval. The administrator, Michael Clarey, will follow up and report his findings.

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

c. **Motion to approve \$25,000 for McBride Dale**

Moved by: Gary Burkholder

Second by: Rachel Zelazny

Discussion held as to whether there is another company closer to us that can provide township with the services needed. It was suggested that the board look at the New Community Legal Authority Counsel who is local and hired by the township on another occasion.

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

d. **Comprehensive Plan Committee**

Trustee Zelazny shared that she had reached out with the current list of steering committee volunteers as well as current residents that have volunteered.

Moved by: Rachel Zelazny to keep the following volunteers on the committee:

- Jeff Hall, Roger Harvey, Roger Hubbell, Steve Perkins, Rick Cox, Jackie Cotugno, Bill Black, (3) representatives from the board (Jack Treinish, Kandy Engle, Trent Stepp) and add Christina Giesey, Stacy Purdon, Staci Kitchen. She further believes that members from the ZC, BZA and Board of Trustees should be on committee because they represent the township and part of the final decision-making process.

Second by: John Carlisle

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

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VII. FISCAL OFFICER REPORT

- a. Motion to Approve transfer of Appropriations for Office Salaries and Lawyer fees in the amount of \$100,000 to be moved Resolution 20: 05-
Moved by: Rachel Zelazny
Second by: John Carlisle
 Trustee Burkholder asked that the resolution to state the amount of money to be appropriated.
Yes: Rachel Zelazny, Gary Burkholder, John Carlisle **Carried 3-0**

- b. Motion to approve Resolution 2026-05- for the purchase orders
Moved by: Rachel Zelazny
Second by: Gary Burkholder
 Trustee Burkholder questioned the purchase order for Refugee Road and the 2nd payment.
Yes: Rachel Zelazny, Gary Burkholder, John Carlisle **Carried 3-0**

- c. Motion to ratify the payment of the above listed bills for June 2, 2026, as shown on the payment listing
Moved by: Gary Burkholder
Second by: Rachel Zelazny
 Trustee Burkholder asked about the Scan Works contract rate, and it was shared that the error was due to the number of boxes we submitted which increased the contract rate. However, the contract was approved for up to \$60,000, but Trustee Burkholder felt that the contract still should have come back to the township for another approval because the original contract says \$36,000. Trustee Carlisle noted that the invoice presented is for 90% of the contract and should not exceed the \$60,000 that was approved over and above the contract.
Yes: Rachel Zelazny, Gary Burkholder, John Carlisle **Carried 3-0**

- d. Ted Walker shared a request he received from a community resident in Russell Heights for engineering assistance for Mink and Windell Roads as it relates to the line of sight. Mr. Walker and Mr. Copley assessed the sight and determined that the roads involved are county roads, the township does not have jurisdiction, and the matter should be forwarded to the county by Trustees completing the appropriate form and making the request.
Moved by: John Carlisle to ask the county engineer to inspect the site
Second by: Gary Burkholder
Yes: Rachel Zelazny, Gary Burkholder, John Carlisle **Carried 3-0**

VIII. ANNOUNCEMENTS AND TRUSTEE COMMENTS (3 MINUTES PER TRUSTEE)

- Trustee Burkholder that the Pike Street project has had a setback of a week or more and will provide an update as more information is gathered.
- Trustee Carlisle shared that as resident of 757 Pike Stree is asking to have a driveway installed and to have it included in the project. Trustee Burkholder reported that he had met with the resident at 757 and 805 (potholes) to discuss their concerns. It was noted that no commitments can be made to this, plans would need to be reviewed and follow up with ODOT on the matter as well.
- Trustee Carlisle reported receiving a check from State Farm for the replacement of the stop sign in the amount \$214.38.

IX. ADJOURNMENT

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

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Adjourned at 7:22 P.M.



John Carlisle, President



Jackie Cotugno, Fiscal Officer

All Resolutions are filed with the Fiscal Officer