



Board of Trustees
ORGANIZATIONAL MEETING
TUESDAY, JANUARY 8TH, 2013 6:00 P.M.

Etna Township Community Center
81 Liberty Street, Etna, Ohio 43018
Telephone (740) 927-7717

Organizational Meeting Agenda

I. Opening;

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

II. Board Appointments;

- a. Nominate _____ for President. (No second is needed on the appointments.).
b. Nominate _____ for Vice-President.
c. Nominate _____ for Road supervisor.
d. Nominate _____ for Township Secretary supervisor.
e. Nominate _____ for Zoning Department supervisor.
f. Nominate _____ for Safety and FEMA officer.
g. Nominate _____ for Parks and Recreation Director and liaison to Parks committee.
h. Nominate _____ for Cemetery Director.
i. Nominate _____ for Communications and Public Relations Officer.
j. Nominate _____ for West Licking Fire District Board Representative.
k. Nominate _____ for Representative to MORPC Board.
l. Nominate _____ as Representative on PACC Economic Development Committee.
m. Nominate _____ as Representative to the Etna Township Economic Development Committee.
n. Nominate _____ as Trustee to approve Township Community Center requests.
o. Nominate _____ as liaison Trustee to the Board of Zoning Appeals.
p. Nominate _____ as liaison Trustee to the Zoning Commission.

III. Organizational Resolutions;

- a. Motion to adopt Robert's Rules of Order for meetings.
b. Motion to set the regular meetings for 2013 for the first Tuesday of the month at 7:00 p.m. and the third Saturday of the month at 9:00 a.m. The organizational meeting will be held Wednesday, January 7th, 2014 at 7:00 p.m. and the first regular meeting will be held the same day.
c. Motion to authorize the Fiscal Officer to use the Pataskala Standard and Newark Advocate (if necessary) as the designated media for public notices.
d. Motion to authorize the Fiscal Officer to invest inactive funds for Etna Township.
e. Motion to approve the signing of checks for payroll, regular monthly bills, and all previously approved expenditures outside of meetings.
f. Motion to continue the policy for mail collection, which the fiscal officer, trustees, Zoning Administrator, and township secretary are authorized to pick up the mail from the Etna Township post office box.
g. Motion to continue the one cell phone for 2013.
h. Motion to establish policy that any trustee and the zoning administrator may seek a legal opinion from the Licking County Prosecutor.
i. Motion to approve the annual fire extinguisher and smoke alarm test with Ohio Fire and Safety by the Safety Director.



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- j. Motion to approve payment of required fees and necessary expenses for elected officials to attend and participate in county, state, and national training conferences, seminars, and conventions.
- k. Motion to request the fiscal officer to certify all expenditures prior to making an order or contract by using a purchase order or blanket certificate entered upon the record for 2013.
- l. Motion to authorize the township Trustees and Fiscal Officer a spending allowance of \$2,500 per month for township purchases, to be used for needed items between meetings or for emergencies.
- m. Motion to set mileage reimbursement for 2013 at the current IRS rate at the time of the reimbursement request.
- n. Motion to contract with Health Consortium for random employee drug and alcohol testing for 2013 and for _____ to be the township representative.
- o. Motion to pay the trustees and fiscal officer on a salary basis, equal monthly payments to be paid at the first regular meeting of the month. The salary for Trustees: \$11,317.92, the salary for Fiscal Officer: \$19,806.00.
- p. Motion to pay all township employees every two weeks, the Wednesday following the end of the pay period.
- q. Motion to continue the number of work hours, rates of pay, number of employees and status. The rates of pay are as follows, Mike Waller \$27.75- F.T., Mark Smith \$18.10- F.T., Don Copley \$16.25 - F.T., Laura Brown \$15.75- F.T., Elizabeth Long \$10.00 P.T. and Zoning Administrator Chris Harkness Salaried at \$ 51,055.19 per year.
- r. Motion to continue annual employee evaluations/reviews including pay reviews.
- s. Motion to compensate the Zoning Commission and the Board of Zoning Appeals members \$_____ (\$45) per meeting and the chair person \$_____ (\$50) per meeting.
- t. Motion to approve expenditure for members of Zoning Board, Board of Zoning Appeals and other boards to attend necessary training conferences and seminars. Trustee approved meetings will be compensated with a meeting stipend of forty dollars (\$40.00) plus mileage expense.

IV. Move to adjourn the meeting.