



**Board of Trustees**  
**ORGANIZATIONAL MEETING**  
**TUESDAY, JANUARY 5, 2021 7:00 P.M.**

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

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**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 Township Administrator 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 Trustee to approve Township Community Center requests.  
n. Nominate \_\_\_\_\_ as liaison Trustee to the Board of Zoning Appeals.  
o. 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 2021 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 Tuesday, January 4, 2022 at 7:00 p.m. and the first regular meeting will be held immediately after the organizational meeting.  
c. Motion to approve the signing of checks for payroll, regular monthly bills, and all previously approved expenditures and purchase orders outside of meetings.  
d. 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.  
e. 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.  
f. Motion to set mileage reimbursement for 2021 at the current IRS rate at the time of the reimbursement request.  
g. Motion to contract with Health Consortium for random employee drug and alcohol testing for 2021 and for \_\_\_\_\_ to be the township representative.



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- h.** Motion to pay the Trustees and Fiscal Officer on a salary basis by salary according to the Ohio Revised Code, equal monthly payments to be paid at the first regular meeting of the month.
- i.** Motion to pay all township employees every two weeks, the Wednesday following the end of the pay period.
- j.** Motion to continue the number of work hours, rates of pay, number of employees and status. The full time employees are Donald Copley, Brandon Hunt, Ethan Lorenz, Steven Shaloo, John Singleton, and Laura Brown. Part time employees Karla Somar, and Freddie Latella. Pay rates are as certified with the Fiscal Officer.
- k.** Motion to compensate the Zoning Commission and the Board of Zoning Appeals members, \$\_\_\_\_\_ (\$50) per meeting and the chair person \$\_\_\_\_\_ (\$75) per meeting.
- l.** 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 fifty dollars (\$50.00) plus mileage expense.

**IV. Move to adjourn the meeting**