



Board of Trustees
ORGANIZATIONAL MEETING
TUESDAY, JANUARY 2, 2024 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 (No second is needed on the appointments)

- a. Nominate _____ for President.
b. Nominate _____ for Vice-President.
c. Nominate _____ for West Licking Fire District Board Representative.
d. Nominate _____ as Representative to MORPC Board.
e. Nominate _____ as Representative to CLOUT (Coalition of Large Urban Townships)

III. Township Administrator

- a. Motion for the Township Administrator to serve as the Road Supervisor, Secretary supervisor, Zoning supervisor, Communications and Public Relations Officer, Safety and FEMA officer, Parks and Recreation Director, Cemetery Director, representative for the Pataskala Chamber of Commerce, to approve Community Center Requests, liaison to the Board of Zoning Appeals and liaison to the Zoning Commission.

IV. Organizational Resolutions

- a. Motion to adopt Robert's Rules of Order for meetings.
b. Motion to set the regular meetings for 2024 for the first and third Tuesday of the month at 6:00 p.m. with the exception of Tuesday, March 19, 2024, the Presidential Primary to move the meeting to Wednesday, March 20, 2024 and Tuesday, November 5, 2024 the General Election to move the meeting to Wednesday, November 6, 2024. The organizational meeting will be held Tuesday, January 7, 2025, at 6:00 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 \$500 per month for office supplies, postal expenses, and emergencies between meetings and the road superintendent, Don Copley, a spending allowance of \$2,500 dollars for purchases between meetings with the approval of his Trustee appointed supervisor. The Township Administrator, Nita Hanson, a spending allowance of \$500 per month for office supplies, postal expenses, and emergencies between meetings.
f. Motion to set mileage reimbursement for 2024 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 2024 and for Don Copley 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 Bob Adkins, Laura Brown, Donald Copley, John Foster, Nita Hanson, Terry Holtz, Nathan Pack, and John Singleton. The part-time employee is 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, \$55 per meeting and the chairperson \$80 per meeting.
 - l.** Motion to approve the expenditure for members of Zoning Commission, Board of Zoning Appeals, and other boards to attend necessary training conferences and seminars. Trustee approved training conferences and seminars will be compensated with a meeting stipend of fifty dollars (\$55.00) plus mileage expense.
- V. Move to adjourn the meeting**