



**Etna Township, Licking County
Board of Trustees
Regular Meeting**

Tuesday, May 21, 2024 at 6:00 PM

Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018

Agenda

	Page
1. Opening	
a. Call to Order	
b. Roll Call	
c. Invocation	
d. Pledge of Allegiance	
2. Adoption of Agenda	
3. Adoption of Meeting Minutes	
a. Minutes - May 7, 2024	4 - 20
Board of Trustees - at 6 00 PM (10).pdf 	
4. Public Comments	
Limit of 3 Minutes Per Person	
5. Reports	
a. Road Department	
b. Zoning Department	
Board of Zoning Appeals hearing Wednesday, May 29, 2024	
c. Storm Water	
d. Parks	
e. Fire District	21
WLJFD Etna Report May 2024.pdf 	

- f. JEDD and JEDZ first quarter 2024 reports.
- g. Work session for proposed development presentation

6. Old Business

- a. Resolution 2024-026 ODOT Grant Reimbursement to TPA Group

7. New Business

- a. Zoning Resolution Update Proposal - McBride Dale Clarion 22 - 24
[Etna Township Zoning Resolution Update.pdf](#) 
- b. 2024 Road Paving - Engineering Assistance Request
- c. Resolution 2024-027 Pavement Technologies Inc. 2024 Road 25 - 29
Preservation
[2024 Etna Twp Proposal.docx](#)  [2024 Etna Twp Proposal \(Gallons\).docx](#)  [2024-027 Resolution Pavement Technologies Inc.docx](#) 
- d. Proposal for contract Zoning Inspector Services

8. Fiscal Officer Report

- a. Resolution 2024-025 to approve purchase orders
- b. Motion to pay the bills
- c. Transfers

9. Public Comments

Limits of 2 Minutes Per Person

10. Executive Session - ORC 121.22(G)

ORC 121.22(G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

ORC 121.22(G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

ORC 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance.

11. Announcements and Trustee Comments

- a. Next Trustee Regular Meeting, Tuesday, June 4, 2024
at 6:00 p.m

12. Adjournment

Trustees			Fiscal Officer
President Gary Burkholder	Vice President Mark Evans	Trustee Rozland McKee-Flax	Jackie Cotugno

Website: www.etnatownship.com

Phone:

740-927-7717

Email: office@etnatownship.com

If a meeting needs to be cancelled, it will be decided at least two hours prior to the meeting and notification will be placed on the calendar on the township website and emailed to the agenda list.

Etna Township, Licking County
RECORD OF PROCEEDINGS
Minutes
Board of Trustees

Tuesday, May 7, 2024

The Etna Township Board of Trustees met on Tuesday, May 7, 2024, in the Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018 for the purpose of conducting a regular meeting. The meeting was called to order at 6:00 PM by Gary Burkholder.

Trustees Present

Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Others in Attendance

Holly Palumbo and Jackie Cotugno

1. Opening

- a. Call to Order
- b. Roll Call
- c. Invocation
Litchia McIntyre gave the invocation.
- d. Pledge of Allegiance
Gary Burkholder lead the pledge of allegiance.

2. Adoption of Agenda

Motion to adopt the agenda as presented.

Moved by: Mark Evans

Seconded by: Rozland McKee-Flax

Yes Gary Burkholder, Mark Evans, and Rozland

McKee-Flax

Carried 3-0

3. Adoption of Meeting Minutes








Consent Action - Motion to adopt meeting minutes A through G as presented.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

- a. Minutes - February 20, 2024 Regular
[February 20 2024 Etna Township BOT Amended.docx](#) 
- b. Minutes - February 27, 2024 Special
[February 27 2024 Etna Township BOT Amended.docx](#) 
- c. Minutes - March 5, 2024 Regular
[March 5 2024 Etna Township BOT Amended.docx](#) 
- d. Minutes - March 19, 2024 Regular
[March 19 2024 Etna Township BOT Amended.docx](#) 
- e. Minutes - April 3, 2024 Special
[April 3 2024 Etna Township BOT amended.docx](#) 
- f. Minutes - April 16, 2024 Special
[Trustee minutes 2024-04-16 Special .docx](#) 
- g. Minutes - April 16, 2024 Regular
[April 16 2024 Etna Township BOT.docx](#) 

4. Public Comments

Bruce Hennick - Indicated issues with the trash service WinWaste. Stated he didn't get his trash out until after noon. WinWaste said there was no

trash out at 11:48am when they came by and a photo was taken. He saw a truck go by at 3:10pm. Was told there would be a charge if they were to come back out. Made the board aware that the armature loading is leaving debris and employee dismissed. Trustee Evans indicated he would contact WinWaste to verify when they attempted trash pickup.

Shelly Marie Ipacs - Read an email previously sent to the trustees in support of Ryan Davis on the BZA.

John Kennard - Was concerned about the cost of the existing park renovation. Mr. Kennard felt that having a food truck Friday would cost the township.

Michelle Lynn Christy - Told the board if they were looking for accountability they need to look at the audience because those are the people that hold the board accountable.

5. Reports

- a. Road Department
Pavement Management Group, Paving, Loop Rd Update
[2024 LoopRd Cul-De-Sac Layout-02.pdf](#) 

Trustee Evans will work with Pavement Management Group to determine suggested paving schedule for 2024. Trustee Evans will work with Pavement Technologies to determine what roads paved in 2023 would be treated.

Trustee Evans indicated the county engineer provided an estimate for a full "T" turn-around at over \$100,000. The existing turn around or build up of the berm may be possible to use.

Motion to approve Trustee Evans to seek opinion from Prosecutor regarding right of way, turn-around and increased berm on Loop Rd.

Moved by: Gary Burkholder

Seconded by: Mark Evans

Yes Gary Burkholder, Mark Evans, and Rozland
McKee-Flax

Carried 3-0

b. Zoning Department

Trustee Burkholder submitted a proposal from McBride Dale regarding updating our zoning resolution, no action now. Recent map and zoning text changes have been forwarded to the Licking County Planning Department. The plan would be to update our entire zoning code. Trustee Evans indicated the comprehensive plan should be addressed first. Trustee Evans indicated our online text is out of date with outdated text from 2020. Evans added a disclaimer to the website zoning stating it is not up to date.

Trustee Evans indicated more needs to be forwarded to the outside zoning firm, McBride Dale, especially Scannell. McBride Dale's consultant indicated nothing besides the initial discussion has been done with Scannell. The consultant also requested that they receive better guidance and expectations when needing to address a concern. Trustee Evans brought up the property complaint regarding chickens and junk automobiles which was given to the firm but nothing was really done with the information. Trustee Evans indicated the zoning violations need to be written, not verbal. Scannell should be dealt with immediately. Trustee Burkholder agreed and stated he attempted contact with the county regarding as-builts and drainage along with a large amount of files.

Trustee Evans indicated he was working to get the zoning office more organized. Addressing this should be a priority. The Tollgate property was also discussed about a lack of violation enforcement. Concern remains about inaction and organization.

Mr. Jon Hanson interrupted the meeting and was ruled out of order. His interruption continued. Trustee Burkholder

reminded Mr. Hanson that there is another opportunity to comment at the end of the meeting.

c. Storm Water

Trustee Burkholder indicated there has been work with Soil and Water out at Haaf Farms. There are issues with the detention pond and buffering and unfortunately the Township owns the land. The developer has not responded to two meeting requests. Trustee Burkholder is requesting a report from Mr. Jarvis from Soil and Water. The mounding along 70 was never completed, trees are dying, and some trees were never planted.

Trustee Burkholder is still working with Storage facility on 40, the drainage still isn't correct.

Trustee Evans asked if the HOA is responsible for maintenance. Trustee Burkholder confirmed and stated that is it costing them \$20,000 per year. There are issues with the swales and the two detention ponds not being connected. The temporary drainage pipe was never removed. No township funds are being expended. They are on a ditch petition, but the bonds were released. Investigative process will continue. Trustee Evans indicated the past lack of enforcement is coming to light now.

d. Parks

Trustee Burkholder met with Jim Dziatkowicz of EHMT for an update on the park. The house that is on park land was vandalized. The road crew boarded up the house and chained off the entrance. Trustee Burkholder indicated this should have been done years ago. Mr. Dziatkowicz will be contacting the existing Park Committee members and the recently appointed members. Once the survey results and data are back in they will be reviewed.

Trustee Burkholder indicated that HighPoint Park hasn't been updated since 1991 with only minimal maintenance

performed. A state capital grant was submitted. Planning funds have been expended.

Trustee Evans stated that the food truck proposal is at zero cost to the township, and there is no minimum contrary to the public comment made. This would be to bring people to the park and something good for the community if the board decides to move forward.

Trustee Burkholder mentioned contact with LCPC and legal counsel regarding the Langel Property purchase and the fact the developer's detention pond is on township property. There was some confusion about the language being submitted. Specific language needs to be included to ensure the township is not responsible for maintenance costs.

6. Old Business

a. Diligent Community Update

Trustee Evans indicated that the new agenda and meeting software is being slowly rolled out and that this meeting's agenda and material packet was produced using the software. It is providing useful information to the public.

b. TPA - 629 Grant Update

[Grant Funding Global Way.pdf](#) 

Trustee Burkholder indicated the attorneys recommended providing the grant funds to the developer.

Trustee Evans indicated his concern that the funds requested may have been for previously granted reimbursements on the same road. The developer previously indicated they wanted to use the funds for landscaping which would be a future use, and not a proper reimbursement. Trustee Evans will pull together some information for the next meeting to make a determination.

c. Township Administrator Profile

[Etna Township Position Profile Final.pdf](#) 

Trustee McKee was disappointed that the pictures of Mr. Carlisle were removed as well as the former administrator, Nita Hanson. Trustee McKee feels it was a personal vendetta on the behalf of Trustee Evans.

Trustee Evans indicated he suggested they be removed because of the past improper actions of Mr. Carlisle including his suing of the Water District and failure to produce public records. Trustee Evans said he was opposed to Mrs. Hanson being in the photo due to her threat to sue the township.

Trustee Burkholder said he was supportive of the tweaks. Trustee Burkholder did say that if the motion passes he will get the profile sent over to Management Advisory Group.

Motion to approve township administrator profile posting

Moved by: Gary Burkholder

Seconded by: Mark Evans

Yes Gary Burkholder and Mark Evans

No Rozland McKee-Flax

Carried 2-1

d. MORPC Intern Update

Trustee Burkholder said the intern will start at MORPC on 5/14/24 for orientation and will start at the township starting 5/15/24.

Trustee Evans indicated he set up an email and will send it to her this week. The laptop she will use needs to be configured. She will use Mr. Johnson's old laptop.

7. New Business

- a. Etna-Reynoldsburg Joint Economic Development District #1 - 4 and 7; Agreements for Clerk and Secretarial Services

[Albers and Albers Etna-Reynoldsburg JEDD.pdf](#)

[Resolution 15-12-22-01.pdf](#)

[Resolution 15-12-22-02.pdf](#)

[Resolution 17-08-07-01.pdf](#)

[Resolution 19-05-07-07.pdf](#)

[Resolution 21-04-28-01.pdf](#)

Motion to approve Etna-Reynoldsburg Joint Economic Development District #1 -4 and 7; Agreement(s) for Clerk and Secretarial Services with changes to the date of 2023 to 2024 and authorizing the Board President to sign the agreements outside the meeting.

Trustee Evans questioned who provided the service previously. Trustee McKee said Albers & Albers did it. This will be a savings.

Moved by: Gary Burkholder

Seconded by: Mark Evans

Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

- b. Zoning office desk system purchase

[Etna Township - Version 4.pdf](#)

[rendering.pdf](#)

[EST-018084.pdf](#)

[color design desktop and blue.png](#)

[sapphire-cubicle-fabric-and-laminate-guide-3.pdf](#)

Motion to approve purchase of zoning office desks from Skutchi Designs as presented with Trustee Evans authorized to sign and submit purchase order.

Trustee Evans indicated the desks are needed to provide proper work spaces for employees.

Trustee McKee was concerned about the price and asked for three estimates. Trustee McKee was also concerned that Trustee Evans did not shop around for other companies.

Trustee Evans said the price was less than the second video security system installed and that he contacted several vendors and received several cost estimates.

Trustee Burkholder said while he wasn't against the idea, it was too soon and he had concerns about accommodating residents and the noise with multiple desks.

Trustee Evans said the panels are sound absorbent, the zoning office can only be configured a certain way and he went through the firm's design team to ensure proper space for the design. Various layouts were considered before landing on the most appropriate. Trustee Evans feels this is an important issue to handle. Trustee Evans stated if he knew a proper work space wasn't going to be provided, he would not have voted to bring in the zoning intern.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes Mark Evans

No Gary Burkholder and Rozland McKee-Flax

Fails 1-2

- c. Health Insurance Plan
[2024 Medical Comparison - Etna Twp \(Licking\).pdf](#) 
[sales_SB1040.pdf](#) 

Trustee Evans indicated the original Anthem renewal was 50% higher. The new broker got a reduction to a 22%

increase. Shopping around, the Aetna plan provided significant savings with comparable service providers.

Trustee McKee asked if it was checked with other township staff if their current doctors were in network. Trustee Evans indicated everyone received an email with a link for them to check and asked for anyone with an upcoming procedure.

Motion to approve the health care plan from Aetna starting June 1, 2024 as presented with Trustee Evans authorized to sign any required paperwork outside the meeting.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

Motion to transition to a full HRA for all new employees in 2024, all existing employees starting in 2025, and all elected officials starting after their current terms end.

Trustee Evans said currently everyone receives a \$2700 HSA and the rest is covered by the HRA. The change to a straight HRA is beneficial to eliminate the dual funding of the deductible cost. Trustee Evans received a prosecutor's opinion that the HSA would be considered compensation and as such, cannot be changed for existing officials until their current term expires.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

d. Civic Plus Website Proposal Discussion

[Premium Website SOW \(1\).pdf](#) 

[Web Central - Standard Package \(01.31.2024\).pdf](#) 

[Web Central - Premium Package - East \(01.31.2024\).pdf](#) 

[Standard Website SOW.pdf](#) 

[Granicus Website Follow-Up.pdf](#) 

Trustee Burkholder indicated a need for a change in web designer. He said the Civic Plus could accommodate multiple languages.

Trustee Evans said now is not the time to take on a website redesign and it takes a lot of staff input. He suggests finding a local wordpress designer to make the required minor changes and maintain. He has already put out some requests for this service. Trustee Evans is for continuing to search for the redesign firm for future use.

Trustee McKee said we have a lot of projects going on right now in the township. Trustee McKee suggested that we slow down and stop spending money. Let's do small projects, but she is not opposed to the idea. Trustee McKee just feels now is not the right time.

e. Food Truck Friday discussion

[food truck friday.pdf](#) 

Trustee Evans corrected the resident that stated the food trucks would cost the township. This event would be at no cost to the township with no minimum. He is suggesting once a month on a Friday between Memorial Day and Labor Day.

Trustee McKee had questions if they would be local trucks. Trustee McKee also raised the concern of Trustee Evans putting out a survey via social media without the approval of the board. Trustee Burkholder said that not everything needs to go to the board for approval. Trustee Evans replied that the preference should be given for Etna based and then

surrounding areas and there is no need for approval of the board for discussions with residents. Trustee Burkholder said he was not opposed to the idea.

Trustee Burkholder said he thinks it is a good idea, but it's important to get some of the older projects taken care of, especially Scannell.

f. Trustee Work Session - Set Date/Topic

Trustee Burkholder asked for a work session on the comprehensive plan and developer presentation.

Trustee Evans said that we should focus on the comp plan since it's been so long in the works and many previous developers have been waiting for its completion. Trustee Burkholder said the comp plan should have taken 1 year but took 2 years due to consultant cancellations.

Trustee Evans would support a comp plan work session but not a developer presentation. The work session will be scheduled in review with the consultants availability.

Trustee McKee does think it is a good idea to involve the developers in the work session.

8. Fiscal Officer Report

- a. Resolution 2024-024 to approve purchase orders
Motion to approve Resolution 2024-024 for purchase orders as presented.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes Gary Burkholder, Mark Evans, and Rozland

McKee-Flax

Carried 3-0

- b. Payment of bills

[May 7th Payments.pdf](#) 

Motion to approve the payment of bills as shown on the payment listing.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes Gary Burkholder, Mark Evans, and Rozland
McKee-Flax

Carried 3-0

- c. Transfers

There are no transfers.

- d. Fiscal Officer Email

Jackie Cotugno indicated she wanted to use the fiscal@ email as a licensed email. Trustee Evans has discussed this with her and will get implemented.

9. 7:00PM Executive Session ORC 121.22(G)(1) To consider the appointment of a public employee or official. (Board of Zoning Appeals)

Motion to enter Executive Session per ORC 121.22(G)(1) To consider the appointment of a public employee or official at 7:10pm.

Moved by: Gary Burkholder

Seconded by: Mark Evans

Yes Gary Burkholder, Mark Evans, and Rozland
McKee-Flax

Carried 3-0

Motion to exit Executive Session at 8:02pm

Moved by: Rozland McKee-Flax

Seconded by: Mark Evans

Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

Motion to appoint Steve Holloway to the Board of Zoning Appeals for the unexpired term of Trent Stepp ending 12/31/2024

Trustee McKee is in favor of the appointment of Steve Holloway and feels has the experience needed for the board.

Moved by: Mark Evans

Seconded by: Rozland McKee-Flax

Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

Motion to appoint Jason Robinson to the Board of Zoning Appeals for the unexpired term of Kevin Newton ending 12/31/2025

Trustee McKee voiced her concern for the lack of experience of Jason Robinson and feels he will not be a good fit for the board.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes Gary Burkholder and Mark Evans

No Rozland McKee-Flax

Carried 2-1

Motion to appoint Johnny Cremeans to the Board of Zoning Appeals as Alternate 1 for the unexpired term of Tom Hunt ending 12/31/2024

Trustee McKee stated Mr. Cremeans has a lot of experience and knowledge

with variances. She also mentioned him being a member of his HOA that would also bring knowledge to the board. Trustee Evans felt Mr. Cremeans would be a good fit for an alternate. Trustee Evans indicated that with Mr. Cremeans being on the board of his HOA, this could cause a conflict of interest.

Moved by: Mark Evans

Seconded by: Gary Burkholder

Yes Gary Burkholder, Mark Evans, and Rozland McKee-Flax

Carried 3-0

Motion to appoint Ryan Davis to the Board of Zoning Appeals as Alternate 2 for the unexpired term ending 12/31/2024

Trustee McKee indicated that Mr. Davis is very involved in the community and does attend township meetings regularly. She feels he will bring diversity to the board and with training will only get better.

Trustee Evans indicated his continued concern over Mr. Davis, Mr. Davis' issues on the NCA and is not supportive.

Moved by: Rozland McKee-Flax

Seconded by: Gary Burkholder

Yes Gary Burkholder and Rozland McKee-Flax

No Mark Evans

Carried 2-1

10. Post Public Comments

Ryan Davis - Thanked the majority of the board for his appointment to the Board of Zoning Appeals and said he is supported on the NCA.

Johnny Cremeans also thanked the board for their appointment to the Board of Zoning Appeals. Mr. Cremeans did state that it would not be a conflict of interest with his HOA and all Mr. Evans had to do was ask. Mr.

Cremeans stated it is hard to enforce zoning codes with no zoning inspector. Mr. Cremeans would also like to know the status of the Scannell project, because he feels he is getting the run around. Trustee Burkholder has a phone call into the Licking County Planning Commissions code compliance officer and has not yet heard back.

11. Announcement and Trustee Comments

- a. Next Trustee Regular Meeting, Tuesday, May 21, 2024 at 6:00 p.m.
- b. Trustee Evans indicated he was concerned about the NCA attorney the township is paying for at near \$600 per hour, reducing the funds that could go to the benefit of the residents. Trustee Evans indicated his concern that issues such as Scannell and the effects on residents hasn't timely been addressed and urged no further delays. Trustee Evans was concerned about the lack of proper working area for the zoning intern and would not have voted to approve bringing in an intern if it was not going to be provided.

Trustee Burkholder spoke about a Records Commission meeting on July 8th.

Trustee Burkholder indicated the Pike Street improvement would likely have construction starting 4/2026. MKSK is working on the beautification aspect. Trustee Evans expressed concern the residents have still not had an open house presentation to get feedback. Rather it seems the design will be completed and just shown to the residents.

- c. Zoning Inspector position is open until filled. A copy of the job description is available on the website.

[Zoning-Inspector.pdf](#) 

12. Motion to Adjourn

Motion to adjourn at 8:53pm

Moved by: Rozland McKee-Flax

Seconded by: Gary Burkholder

Yes Gary Burkholder, Mark Evans, and Rozland
McKee-Flax

Carried 3-0

Gary Burkholder, President

Jackie Cotugno, Fiscal Officer

All the resolutions as presented are on file with the Fiscal Officer.

Draft



West Licking Joint Fire District Report - May 2024

WLJFD Meeting Date: May 9, 2024, 6pm

Report Date: May 15, 2024

The meeting packet was forwarded to the Etna Township Board of Trustees on May 7, 2024.

April Stats: Reported Fires 17; Good Intent Calls 76; EMS runs 548; Service Calls; 33; False Alarms 32; HazMat Incidents 20; Other 2.

There is a public open house at the new Station 404 at 8070 Taylor Rd., Reynoldsburg, OH on Sunday May 19th from 1-4pm.

The Board approved changes to the Fire Code Regulations & Fee Schedule.

The Board approved a new 3-year agreement for claims processing at a reduced rate of 3.75% versus the previous 6.5% fees paid.

Three new hires were approved due to a resignation, anticipated openings, injuries and to reduce overtime costs. The resignation was of a firefighter taking a position with Columbus FD. As a district, we are working hard to retain staff in the face of higher salaries elsewhere.

The Personnel Committee and Finance Committee, of which I am on both, will meet 5/16/24 starting at 8:30am with the Personnel Committee at Station 401, Finance Committee will follow. Discussions will include HR needs, administrative structure, budgets, and budget projections.

The next Regular Meeting scheduled is for Thursday, June 13, 2024 at 6pm.

Mark A. Evans

*Etna Township Representative, West Licking Joint Fire District Board
Vice-President, Etna Township Board of Trustees*



April 2, 2024

Gary Burkholder
President, Board of Trustees
Etna Township
81 Liberty Street
Etna, OH 43018

Via Email - gburkholder@etnatownship.com

RE: Zoning Resolution Update

Dear Mr. Burkholder:

Thank you for the opportunity to submit our proposal to assist Etna Township with an update to your Zoning Resolution. The planners of McBride Dale Clarion (MDC) have extensive experience in assisting local governments in the preparation of updated and new zoning codes throughout Ohio and across the Midwest. This includes zoning work for rural and suburban clients such as the Ohio communities of Clinton County, Delhi Township, West Chester Township, Washington Township, Fairfield, Franklin, and Hillsboro. We can be flexible to best meet your needs, but it is anticipated that the work would include the following tasks:

1. Project Initiation

- a.** This task will include a thorough review of the township's existing zoning regulations, recent development applications, board of zoning appeal requests and decisions, and any other applicable information identified by the township.
- b.** We will also review the township's comprehensive plan in order to identify recommendations contained in the plan that can be implemented through updates to the zoning resolution.
- c.** Public engagement during this phase will include a workshop with the zoning commission and/or board of trustees in order to better understand the township's goals for this update and to identify specific issues/concerns that will need to be addressed.
- d.** We recommend that the township either form a review committee to help guide the process or utilize the township's zoning commission or board of trustees as that committee. The purpose of the committee would be to gather informed individuals that can review and comment on the draft deliverables including the diagnosis and each draft module. People that are familiar with zoning and the township's processes and procedures should be prioritized for membership on the committee.

2. Zoning Code Diagnosis and Proposed Zoning Resolution Outline

- a. Based on the information gathered from task one, MDC will begin drafting the zoning diagnosis and proposed outline to the updated zoning resolution.
- b. The diagnosis will identify ways in which the current regulations are ineffective or frustrating to use; ways to make the revised document more user-friendly; areas of the code that need substantial modification; and additional or revised regulations that would improve and simplify application processes.
- c. The proposed zoning resolution outline will identify recommendations for restructuring to make the document more user-friendly; organizational and format changes; and any existing regulations that are proposed to be removed along with new regulations that are proposed to be added.
- d. We recommend that the diagnosis be reviewed by the review committee and/or township staff, zoning commission, and the board of trustees to ensure that there is consensus on the proposed direction before drafting begins. Public input sessions could be held before or after the committee meetings in order to allow for questions and comments from non-committee members.

3. Drafting of the Updated Resolution

- a. Based on the findings from the diagnosis, we will start drafting the updated zoning resolution. We propose to draft the updated regulations in modules. This allows the committee to review and comment on each module individually. We propose to divide the resolution into the following modules:
 - i. **Module 1:** Zoning districts, uses, use standards, and use definitions
 - ii. **Module 2:** Dimensional and design regulations
 - iii. **Module 3:** Parking, landscaping, and buffering
 - iv. **Module 4:** Signage and lighting
 - v. **Module 5:** Administration and processes
 - vi. **Module 6:** Definitions and any remaining sections
- b. MDC will revise each module after receiving comments by the review committee and will incorporate each one into a consolidated draft zoning resolution. During this phase, MDC will also work with staff to update the zoning map (if necessary).
- c. Similarly to the diagnosis process, public input sessions could be held before or after the committee meetings in order to allow for questions and comments from non-committee members.

4. Adopt

- a. During task 4, MDC will finalize the consolidated draft of the updated zoning resolution and prepare for adoption proceedings.
- b. This phase will make sure that the entire zoning resolution is aligned and consistent. We will also finalize the code design including creating any final graphics, incorporating interactive elements, and finalizing section references.

- c. The final draft of the code should be reviewed by the committee prior to the adoption process in order to address any last minute questions or concerns.
- d. MDC will be available to present the updated code to all the review and approval bodies (zoning commission, county planning commission, and the board of trustees).
- e. Once adopted, MDC will provide a final electronic copy of the code, map (if applicable), and original copies of all graphics to township staff.

We propose to perform this work and invoice on an hourly basis, with a not-to-exceed amount of \$75,000 without approval from you. We will coordinate our work closely with you to manage tasks and the costs. Elizabeth "Liz" Fields will serve as the project manager and primary point of contact for this work. Her hourly rate is \$145. We will also utilize staff at lower hourly rates to assist as appropriate (rates range from \$55-\$95 per hour). Any reimbursable expenses such as copies or mileage will be invoiced to you directly at our cost. We will invoice you on a monthly basis. Payment is due upon receipt.

Thank you for your interest in working with us.

Sincerely,



C. Gregory Dale, FAICP

Authorized to Proceed

Gary Burkholder
President, Board of Trustees
Etna Township, OH

Date

Pavement Technology, Inc.

24144 Detroit Rd.
Westlake, Ohio 44145

Phone: 800-333-6309 440-892-1895
Fax: 440-892-0953

May 20, 2024

Mr. Mark Evans
Trustee
Etna Township
81 Liberty Street
PO Box 188
Etna, OH 43018-0188

Dear Board of Trustees:

We are pleased to offer our proposal to apply Reclamite® asphalt rejuvenator to the streets listed below.

Street	From	To	Square Yards	Amount
Palmer Rd	Mink St	Reynoldsburg Line	30,350	\$35,813.00
Etna Parkway	US 40	Refugee Rd	21,000	\$24,780.00
Heritage Dr	Global Way	Etna Parkway	12,150	\$14,337.00
Total			63,500	\$74,930.00

Our unit price of \$1.18 per square yard is inclusive of traffic control, notification of residents and all labor and material necessary to complete the work.

Actual field measurements will determine final quantities.

Thank you for your continued interest in pavement preservation with Reclamite.

Sincerely,

Zack Helm

Zack Helm
zhelm@pavetechinc.com

Accepted by: _____ Date _____

Pavement Technology, Inc.

24144 Detroit Rd.
Westlake, Ohio 44145

Phone: 800-333-6309 440-892-1895
Fax: 440-892-0953

May 20, 2024

Mr. Mark Evans
Trustee
Etna Township
81 Liberty Street
PO Box 188
Etna, OH 43018-0188

RE: Contract ID = CTR020379
State Contract Number = DOT101L25-14
INDEX Number = 101L-25
Name = Liquid Asphalt-Reclamite®

Dear Board of Trustees:

We are pleased to offer our proposal to apply Reclamite® asphalt rejuvenator to the streets listed below.

Street	From	To	Gallons	Amount
Palmer Rd	Mink St	Reynoldsburg Line	1,215	\$35,842.50
Etna Parkway	US 40	Refugee Rd	840	\$24,780.00
Heritage Dr	Global Way	Etna Parkway	485	\$14,307.50
Total			2,540	\$74,930.00

Work includes all labor and materials for application of the Reclamite® asphalt rejuvenating agent. Also included are the resident notification, pre and post cleaning of roads, MOT and proper supervision to insure work is in accordance with manufactures specification.

Quantities are based on the yardages provided by Etna Township, measurements will determine final billing quantities. Pricing will be based on the 101L-25 State Cooperative contract.

Thank you for your continued interest in pavement preservation with Reclamite®.

Sincerely,

Zack Helm

Zack Helm

Accepted by:

_____ Date _____

zhelm@pavetechinc.com

BOARD OF TRUSTEES
ETNA TOWNSHIP, LICKING COUNTY, OHIO

RESOLUTION: 2024-027

RESOLUTION TO AUTHORIZE ASPHALT REJUVINATOR AGREEMENT

The Board of Trustees of Etna Township, Licking County, Ohio met in regular session on May 21, 2024 at 81 Liberty Street with the following members present:

Rozland McKee, President Jeff Johnson, Vice-President Mark Evans, Trustee

Trustee EVANS moved the following:

WHEREAS, the Etna Township Board of Trustees (the "Board") has a responsibility to ensure the safety, health and welfare of the Township residents; and,

WHEREAS, the Board has a duty to maintain the township roads; and,

WHEREAS, an agreement for asphalt rejuvenator has been received by Trustee Evans; and,

WHEREAS, it is necessary to have work completed by a contractor that has specialized equipment for this type of project; and,

WHEREAS, after receiving a proposal, it is recommended that we contract with Pavement Technology, Inc. at an estimated cost of \$74,930.00.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF ETNA TOWNSHIP, LICKING COUNTY, OHIO, THAT THE FOLLOWING RESOLUTION BE AND IT HEREBY IS ADOPTED:

1. The Board of Trustees of Etna Township agrees to authorize Trustee Evans to sign the contract with Pavement Technology, Inc. at a cost of \$74,930.00.

This Resolution shall take effect at the earliest time provided by law.

Trustee _____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

YEAS: _____ * _____ *

NAYS: _____ * _____ *

The motion carried and the Resolution was adopted.

Attest: _____
Jackie Cotugno, Fiscal Officer

CERTIFICATE

State of Ohio, Licking County

I, the undersigned Fiscal Officer of Etna Township, Licking County, Ohio, hereby certify that the foregoing Resolution Number 2024-027 is a true and complete copy of the Resolution adopted by a majority of the full membership of the Board of Trustees of Etna Township at its regular meeting held on May 21, 2024 as was recorded in the official proceedings of the Board.

