



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

**Tuesday, June 4, 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 - Tuesday, May 21, 2024

**4. Public Comments**

Limit of 3 Minutes Per Person

**5. Reports**

- a. Road Department  
2024 Road Paving
- b. Zoning Department  
Board of Trustees hearing for the M-1 Text Amendment set for  
Wednesday, June 12, 2024 at 6:00 p.m.
- c. Storm Water
- d. Parks  
Park Committee meeting Thursday, June 13, 2024 at 6:00 p.m.

- e. JEDD and JEDZ first quarter 2024 Reports (McKee)  
Reimbursement policy for Etna Township

## 6. Old Business

- a. Resolution 2024-026 ODOT Grant Reimbursement to TPA Group (Tabled)
- b. Zoning Resolution Update Proposal - McBride Dale Clarion 5 - 7  
(Tabled)  
[Etna Township Zoning Resolution Update.pdf](#) 
- c. Resolution 2024-027 Pavement Technologies Inc. 2024 Road 8 - 12  
Preservation (Tabled)  
[2024-027 Resolution Pavement Technologies Inc.pdf](#)   
[2024 Etna Twp Proposal \(Gallons\).pdf](#)   
[2024 Etna Twp Proposal.pdf](#) 
- d. Resolution 2024-029 for contract in house Planning and Zoning Services (Tabled)
- e. Update on Health Insurance
- f. IT and Diligent Software Update

## 7. New Business

- a. Reynoldsburg Annexation
- b. Public Records
- c. Motion to modify employee handbook regarding employee vacation

## 8. Fiscal Officer Report

- a. Resolution 2024-028 to approve purchase orders
- b. Motion to ratify the payment of the bills as shown on payment listing
- c. Transfers

## 9. Public Comments

Limit 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.**

**11. Announcement and Trustee Comments**

- a. Trustee Special Meeting Wednesday, June 12, 2024  
6:00 p.m.
- b. Next Trustee Regular Meeting, Tuesday, June 18, 2024 at 6:00 p.m.
- c. Comprehensive Land Use Plan Work Session Wednesday, June 26, 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](http://www.etnatownship.com)

Phone:

740-927-7717

Email: [office@etnatownship.com](mailto: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.



April 2, 2024

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

Via Email - [gburkholder@etnatownship.com](mailto: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

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Gary Burkholder  
President, Board of Trustees  
Etna Township, OH

Date

**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:

Gary Burkholder, President      Mark Evans, Vice-President      Rozland McKee-Flax,  
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.

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**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:**

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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.

\_\_\_\_\_  
Jackie Cotugno, Fiscal Officer



# 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
<b>Total</b>			<b>2,540</b>	<b>\$74,930.00</b>

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](mailto:zhelm@pavetechinc.com)

# 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
<b>Total</b>			<b>63,500</b>	<b>\$74,930.00</b>

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](mailto:zhelm@pavetechinc.com)

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_

