



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **January 9, 2014**

The meeting was called to order by Chairman Larry Earman.

Roll Call - **Larry Earman, Chairman – Present**
Charles Wm. Buck, Vice-Chairman – Present
Timothy Roberts, Trustee – Present

Also Present - **Bob Kaufman, Fire Chief**
Jeff Warren, Assistant Fire Chief
Steve Montgomery, Roads/Cemetery Dept.
Kate Cavanaugh, Township Administrator

Election of 2014 Chairman

Motion by Mr. Earman, seconded by Mr. Buck, to nominate Tim Roberts as Chairman of the Norwich Township Board of Trustees for 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.01

Election of 2014 Vice-Chairman

Motion by Mr. Earman, seconded by Mr. Roberts, to nominate Chuck Buck as Vice-Chairman of the Norwich Township Board of Trustees for 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.02

AGENDA ADDITIONS – None

PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 12/17/13

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting of December 17, 2013.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.03

POLICE DEPARTMENT

Chief Francis reported that there will be a 24/7 presence in the building to monitor security cameras and alarms as of January 13th. A recognition luncheon for the Communication Center will be held on Monday, January 13th, all are invited. Traffic enforcement efforts continue along Fishinger Road and speeds are down significantly.

FIRE DEPARTMENT

Chief Kaufman submitted his letter of retirement to the Board. Chief Warren reported that the water damage in the Fiscal Office and Administrative area has been minimized. Koorsen will be out Monday to test the sprinkler system. Chief Warren discussed the need to replace the Department's outdated EMS software. He presented the quote from iPCR for EMS documentation software and requested approval to move forward with the purchase.

Approval to Accept iPCR Quote for EMS Software

Motion by Mr. Earman, seconded by Mr. Buck, for approval to accept the quote from iPCR for EMS documentation software.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.04



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **January 9, 2014**

Approval to Accept Chief Kaufman Retirement

Motion by Mr. Earman, seconded by Mr. Buck, to reluctantly accept the retirement of Fire Chief Bob Kaufman effective March 7, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.05

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the snow and cold have put a dent in the salt supply. It has been restocked and ready for the next round. The Department will be back to full staffing on February 1.

FISCAL OFFICE

Mrs. Miles reported that the Fiscal Year 2013 has been closed out and 2014 is operational. Reporting to the Auditor of State has been submitted and the monthly/year end internal reporting will be forthcoming.

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh recommended implementing a time system using IPAD technology at the Cemetery location. This recommendation is in response to previous requests that have been made. The estimated cost is \$500. The Board unanimously agreed to move forward with the purchase. The following items were requested for Board approval:

Approval of 2014 Trustee Meeting Schedule

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the 2014 Trustee Meeting Schedule which is set for the first and third Tuesday of each month at 12 noon and 6:00 pm respectively.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.06

Approval of Battalion Chief Employment Agreement-Kienzle

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Ted A. Kienzle, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.07

Approval of Battalion Chief Employment Agreement-Russell

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Joseph V. Russell III, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.08

Approval of Battalion Chief Employment Agreement-Young

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Gregory Young, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.09



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **January 9, 2014**

Approval to Accept Mutters Lawn Service Proposal

Motion by Mr. Buck, seconded by Mr. Earman, for approval to accept the 2014 lawn care services proposal submitted by Mutters Lawn Service at the same rates as 2013 and including the \$25 per month fee for pond maintenance.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.10

TRUSTEE-OLD BUSINESS - none

TRUSTEE-NEW BUSINESS

Mr. Buck thanked Mr. Earman for his leadership throughout the past year.

EXECUTIVE SESSION

Motion by Mr. Buck, seconded by Mr. Earman, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, dismissal, discipline and promotion of a public employee.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.11

Motion by Mr. Earman, seconded by Mr. Buck to adjourn from executive session back into regular session at 2:10 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.12

Approval to Appoint Jeff Warren to Fire Chief

Motion by Mr. Earman, seconded by Mr. Buck, for approval to appoint Assistant Fire Chief Jeff Warren to Fire Chief upon retirement of Bob Kaufman effective March 7, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.13

Approval to Promote Firefighters Davis, Sweigart, Warren to Lieutenant

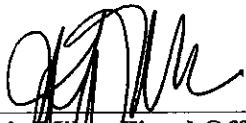
Motion by Mr. Buck, seconded by Mr. Earman, for approval to promote Firefighter Brian Davis, Lamar Sweigart, and Rick Warren to the rank of Lieutenant in a roving capacity.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.14

Motion by Mr. Earman, seconded by Mr. Buck, to adjourn from regular session at 2:15 pm.


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held **5181 NORTHWEST PARKWAY, HILLIARD, OHIO**
January 21, 2014

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice-Chairman – Absent
Larry Earman, Trustee – Present

Also Present - **Bob Kaufman, Fire Chief**
Jeff Warren, Assistant Fire Chief
Steve Montgomery, Roads/Cemetery Dept.
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS – None

Approval of Trustee Meeting Minutes for 1/9/14

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting of January 9, 2014.

Vote: Buck-Absent Earman-Yes Roberts-Yes

Motion passed - #140121.01

FIRE DEPARTMENT

Firefighters Brian Davis, Lamar Sweigart and Rick Warren were sworn in to the rank of Lieutenant in a roving capacity. Firefighter Jeff Morales was recognized for being named the Ohio Veterans of Foreign Wars Firefighter of the Year. He was awarded a \$300 charitable donation that will be made in his honor to the Hilliard Community Assistance Foundation. In addition, Firefighter Rob Spann was recognized for 31 years of service in the United States Army Reserve which he retired from earlier this month.

PUBLIC PARTICIPATION

Jim Ramsey of the Franklin County Engineer's Office addressed the Board on the National Pollutant Discharge Elimination System (NPDES) permit program and its requirements for the Township. As authorized by the Clean Water Act, the NPDES permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States. He noted that the County was wrapping up its second permit cycle and the requirements of the third permit cycle would get tighter. In addition, FCEO provides training that is required by all employees.

Fred Still, resident of Stonecross Lane and retired firefighter, asked Mr. Earman to justify the addition of six new management positions given that the recently passed fire levy was promoted as maintaining current levels of service. Mr. Earman clarified that there was not six new positions added, there was only one position added as part of Chief Kaufman's reorganization plan that began prior to the levy. Chief Kaufman explained that the three promoted Lieutenants were already serving in the capacity of lieutenants and receiving lieutenants pay approximately 86% of their time on duty. The three promoted lieutenants are expected to reduce the out of class costs as well as eliminate the inconsistency of the individual by switching between the role of firefighter and lieutenant. In addition, these three lieutenants will be tasked with additional responsibilities including the 55-and-over program, community relations, a policy committee and bike patrol. Mr. Still also asked how much the Township has spent on the recent settlement to a prospective employee. Mr. Earman stated that the terms could not be divulged and that the matter could not be discussed publicly at this time.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **January 21, 2014**

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery requested approval to buy back two graves.

Approval of Blythe Grave Buyback

Motion by Mr. Earman, seconded by Mr. Roberts to buy back cemetery graves 3 and 4, Lot 75 Section E from Rondel Blythe for \$1,000. The graves were originally purchased in 1999 for \$500 each.

Vote: Buck-Absent Earman-Yes Roberts-Yes

Motion passed - #140121.02

FISCAL OFFICE

Mr. Earman discussed the City of Hilliard's request for financial support to build a new communications tower that would be managed through a consortium. The Township would have access to use the tower. The initial cost to the Township is \$903,432.50. The Board approved payment.

Approval of New Communications Tower Payment

Motion by Mr. Earman, seconded by Mr. Roberts, to approve payment to the City of Hilliard for \$903,432.50 subject to negotiating a satisfactory written agreement with the City of Hilliard for the tower.

Vote: Buck-Absent Earman-Yes Roberts-Yes

Motion passed - #140121.03

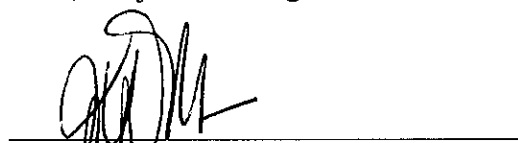
TOWNSHIP ADMINISTRATION – nothing to report

TRUSTEE-OLD BUSINESS - none

TRUSTEE-NEW BUSINESS - none

Motion by Mr. Earman, seconded by Mr. Roberts, to adjourn from regular session at 6:43 pm.


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **February 4, 2014**

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice-Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Bob Kaufman, Fire Chief**
Jeff Warren, Assistant Fire Chief
Steve Montgomery, Roads/Cemetery Dept.
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS – None
PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 1/21/14

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting of January 21, 2014.

Vote: Buck-Abstain Earman-Yes Roberts-Yes

Motion passed - #140204.01

HILLIARD POLICE DEPARTMENT

Deputy Chief Fisher reported that directed enforcement of traffic complaints continue in the Township; weather has limited some of this. The dispatch transition was gone very well, it has been a nice fit.

FIRE DEPARTMENT

Chief Kaufman reported that engine runs are up for January. The crews have done an excellent job keeping up with the snow removal given the busy month. Assistant Chief Warren reported that the crews are prepared for the snow tonight. He reported that there are approximately 3000 houses in our service area that are affected by the CSST gas lines. Efforts will be made to get a safety campaign flyer to these residents. Chief Kaufman's reception is scheduled for Friday, March 7th from 11am-1pm. The Department is partnering with the Hilliard Kiwanis to host a car seat and pancakes event on March 1st at Hilliard Memorial School.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that AEP has requested to place a pole and transformer in the Township's right of way on Birchwood Drive. This will allow ODOT needed access to lighting for a freeway sign. Mr. Montgomery has spoken with both Birchwood residents that would be most affected and they are good with the placement of the pole. The Board agreed that this could be done. In other matters, Mr. Montgomery reported that the Franklin County Engineer's Office had suspended salt pick-ups but has recently lifted the hold. The replacement street signs are ready to be put up as soon as the poles, which are on back order, arrive.

FISCAL OFFICE

Mrs. Miles requested the Board to approve an updated employment agreement for the Township Administrator effective January 1, 2013. This was to formalize the changes in the agreement for 2013.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** Meeting
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **February 4, 2014**

Approval of Township Administrator Employment Agreement

Motion by Mr. Earman, seconded by Mr. Roberts, to approve a Resolution Hiring and Establishing the Terms and Conditions of Employment for the Norwich Township Administrator effective January 1, 2013.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140204.02

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported that the newsletter is ready to go out; approximately 65 individuals have signed up for the e-newsletter.

TRUSTEE-OLD BUSINESS - none

TRUSTEE-NEW BUSINESS

Adoption of Grievance – Step 2

Motion by Mr. Earman, seconded by Mr. Buck, to formally adopt a grievance response regarding terms under Article XXVIII Section 3 of the current Local 1723 Contract.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140204.03

EXECUTIVE SESSION

Motion by Mr. Earman, seconded by Mr. Buck, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(5) to discuss matters required to be kept confidential by federal law and state statutes.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140204.04

Motion by Mr. Earman, seconded by Mr. Buck to adjourn from executive session and regular session at 1:25 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140204.05

Handwritten signature of Timothy Roberts in black ink.

Timothy Roberts, Chairman

Handwritten signature of Jamie Miles in black ink.

Jamie Miles, Fiscal Officer

RES# 140204.D3
**NORWICH TOWNSHIP
GRIEVANCE - STEP 2
RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES
FEBRUARY 4, 2014**

Whereas:

Firefighter Larry Cordial on January 6, 2014, filed a grievance of the terms under Article XXVIII Section 3 of the current Local 1723 contract to allow him to complete his annual physical and in addition test for the Level 1 standards and benchmarks for flexibility sit and reach, lower body strength leg press, upper body strength bench press and abdominal endurance curl up covered in Attachment D of the contract.

The grievance also requests the Township and Local 1723 renegotiate the term of this article to provide for a member on sick leave.

Whereas:

Article XXVIII Section 3 provides that a member must pass the annual physical. In addition, this section states that successful completion of the Level 1 standards in 2013, 2014, and 2015 will enable the member to receive compensation equal to thirty (30) hours of pay in January of the following year, based on the member's regular hourly rate as of December 31st.

Whereas:

Firefighter Cordial did not take the annual physical in 2013.

Whereas:

A Step 1 grievance meeting was held between Firefighter Cordial, Fire Chief Bob Kaufman, and Assistant Fire Chief Jeff Warren on January 6, 2014. The Step 1 response was written by Assistant Chief Warren on January 7, 2014, which denied the grievance.

Whereas:

Article XVIII of the contract requires the Fire Chief to respond in writing within seven (7) calendar days of receipt of the grievance. Technically this did not happen, since the response was only signed by Assistant Chief Warren.

Response to the Step 2 Grievance:

The Trustees response would have been to deny the grievance based upon the fact that Firefighter Cordial did not complete the annual physical and Level 1 standards and benchmark testing in calendar 2013 as required by the contract.

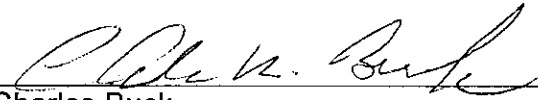
The response to the Step 1 of the grievance procedure was not followed in accordance with the contract, in that Fire Chief Kaufman did not sign the response within the seven days as required.

Therefore, the Trustees will reluctantly allow Firefighter Cordial to take the annual physical and Level 1 standards and benchmarks and should he pass, be paid the thirty (30) hours of pay. The physical must be completed within seven (7) calendar days from today, which is February 11, 2014.

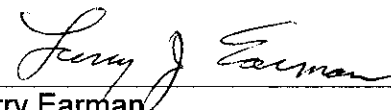
In regards to the request to renegotiate the contract to provide for the potential of a member being on sick leave during their birthday month, we hereby deny that request. The section

**NORWICH TOWNSHIP
GRIEVANCE - STEP 2
RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES
FEBRUARY 4, 2014**

covering the new additional pay incentive for being physically fit is clear that the member must satisfactorily complete the annual physical and Level 1 standards and benchmark testing in their birthday month. Any changes to the contract can be discussed during the negotiations of the next contract.



Charles Buck



Larry Earman



Timothy Roberts



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **February 18, 2014**

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice-Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Bob Kaufman, Fire Chief**
Jeff Warren, Assistant Fire Chief
Steve Montgomery, Roads/Cemetery Dept.
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS – None

PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 2/4/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting of February 4, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140218.01

FIRE DEPARTMENT

Assistant Chief Warren reported that orders have been placed for two replacement staff vehicles from the state bid contract. The new Citizens Police Academy has started. Firefighter Ricky Spangler was recognized for his ten years of service. He also reported on the progress being led by Lieutenant Warren with the bike patrol unit. He confirmed that the transition is going well and things are in place for Chief Kaufman to separate service. He invited all to attend Chief Kaufman's reception on March 7th at 11:00 am. Lieutenant Davis reported that the Senior Luncheon is going to move to every other month effective immediately. The next luncheon is scheduled for February 24th at 11 am.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the current salt supply would probably last through three more storms.

Approval of Wagner Grave Buyback

Motion by Mr. Earman, seconded by Mr. Buck, for approval to buy back cemetery graves 3 and 4, Lot 138 Section D from Howard and Marilyn Wagner. The graves were purchased for \$300 each.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140218.02

FISCAL OFFICE – Absent

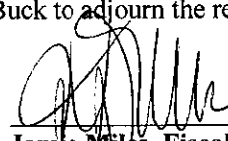
TOWNSHIP ADMINISTRATION – Nothing to report

TRUSTEE-OLD BUSINESS - none

TRUSTEE-NEW BUSINESS - none

Motion by Mr. Earman, seconded by Mr. Buck to adjourn the regular session at 6:25 pm.


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held ***5181 NORTHWEST PARKWAY, HILLIARD, OHIO***
March 18, 2014

The special meeting was called to order by Chairman Tim Roberts at 5:30 pm.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Absent
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Kate Cavanaugh, Township Administrator

Executive Session

Motion by Mr. Earman, seconded by Mr. Buck, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the employment of a public employee.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion by Mr. Earman, seconded by Mr. Buck, to adjourn from executive session and the special meeting at 5:55 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes



Timothy Roberts, Chairman



Kate Cavanaugh, Township Administrator



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held **5181 NORTHWEST PARKWAY, HILLIARD, OHIO**
March 18, 2014

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Trustee – Absent
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Steve Montgomery, Roads/Cemetery Dept.
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 02/18/14

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on February 18, 2014.

Vote: Roberts-Yes Earman-Yes Buck-absent

Motion passed - #140318.01

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Chief Warren reported that the recent drowning affected the whole department. Also the 2007 Engine broke down this week and the necessary motor replacement will amount to \$21,000, and will include a 2-yr. 100,000 mile warranty. The Fire Department will be using the spare engine while this repair takes place. The next Senior Lunch will be May 2. On April 10th, a modern fire attack class will be held, and the Mobile Fire Lab is scheduled for April 25th- April 27th. The recent Kiwanis Breakfast was a success, with \$1,380 being donated by the Kiwanis to the Fire Department for the purpose of obtaining two new pediatric training mannequins.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the Cemetery spring clean-up is underway and it looks much better. The supply of signs and parts is in and the sign replacement can begin when the post puller is received. He also mentioned that he had provided the roads priority list. Mr. Earman said that at the recent FCEO meeting, Dean Ringle had mentioned that bids will be in June. Mr. Montgomery added that the reason they had asked for lists early was that they are doing all of the Townships' list plus their own county roads.

FISCAL OFFICE - None

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh mentioned she had recently attended a webinar on the new EAP, LifeScope, and the program is basically the same as the previous EAP, with a few extras. Included is onsite crisis management.



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held ***5181 NORTHWEST PARKWAY, HILLIARD, OHIO***
March 18, 2014

TRUSTEE-OLD BUSINESS - Nothing to report.

TRUSTEE-NEW BUSINESS

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the new salary for Fire Chief Jeff Warren of \$110,475.20, effective March 7, 2014.

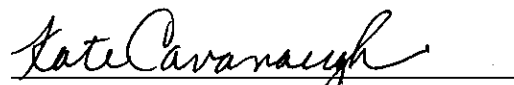
Vote: Roberts-Yes Earman-Yes Buck-absent

Motion passed - #140318.02

The regular meeting of March 25, 2014 adjourned at 6:14 PM.



Timothy Roberts, Chairman



Kate Cavanaugh, Township Administrator



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **April 1, 2014**

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Trustee – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION

Morgan Gierman, President of Timberbrook Homeowners Association, commended the Township's snow removal efforts. At their recent meeting, residents discussed concerns about the spacing of the school speed zones, Chief Francis will follow up with Mr. Gierman on this. In addition, Mr. Gierman will get with Ms. Cavanaugh regarding the nuisance property at 1418 Birchwood.

Corporal Scott Tipton and Deputy Cora Brunotte from the Franklin County Sheriff's Office addressed the outreach programs being offered by their office. The programs included Explorers Post, block watch, and women's self-defense. These services are being offered in addition to what the City of Hilliard Police Department provides. The Board conveyed their displeasure that the Franklin County Sheriff's office is pulling out of the Franklin County Fair this year and asked that this be conveyed to Sheriff Scott.

Approval of Trustee Meeting Minutes for 03/18/14

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on March 18, 2014.

Vote: Roberts-Yes Earman-Yes Buck-Abstain

Motion passed - #140401.01

POLICE DEPARTMENT

Chief Francis provided a summarized version of the 2014 Annual Report and recapped the highlights of the Township. He indicated that the COG is moving forward with presenting to Council a plan for Verizon to build the cell tower. Chief Francis indicated that any offset in money that is received would be forwarded onto the Township. Mr. Buck asked if once this tower is built will there be any additional capital purchases needed. Chief Francis stated that from a radio standpoint it would depend on what the Fire Department wants to do with the system; however, in the short term he is not aware of any additional capital purchases.

FIRE DEPARTMENT

Chief Warren reported that Brown Township is holding an Open House on April 12th to commemorate their 15th anniversary. House inspections will be held May 7th, 8th, and 9th at 10 am and Drug Free Workplace training is scheduled for this week. Engine 82 has been repaired and is back on the street. The new EMS reporting software is planned to go live on April 14th.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** Meeting
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **April 1, 2014**

Approval to Hire Grile as Battalion Chief

Motion by Mr. Roberts, seconded by Mr. Earman, to hire Chris Grile to the position of Battalion Chief effective April 21, 2014 contingent upon successfully passing a background check, physical exam, and drug test.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140401.02

CEMETERY & ROAD DEPARTMENT - None
FISCAL OFFICE - Nothing to report

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported that a number of nuisance property complaints have been received and she is following up on them. She requested the following legislative approvals.

Approval of Byrd Grave Buyback

Motion by Mr. Buck, seconded by Mr. Earman, for approval to buy back a cemetery grave from Susan Byrd for \$500 which is the original purchase price.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140401.03

Approval to Add a Cemetery Seasonal Position

Motion by Mr. Earman, seconded by Mr. Roberts, to add a one-time seasonal position at the Cemetery for the period of May 1- October 31, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140401.04

Approval of CIMS Mapping Project Deadline

Motion by Mr. Earman, seconded by Mr. Roberts, to approve the Cemetery CIMS mapping project to be completed by October 31, 2014.

Vote: Buck-No Earman-Yes Roberts-Yes

Motion passed - #140401.05

Approval of Goggle Mail System

Motion by Mr. Earman, seconded by Mr. Buck, to approve moving to the Google mail system for the entire Township.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140401.06

Approval of Fire Chief Contract

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Fire Chief Contract for Chief Warren as corrected as of April 1, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140401.07

TRUSTEE-OLD BUSINESS - Nothing to report

TRUSTEE-NEW BUSINESS - Nothing to report

The regular meeting of April 1, 2014 adjourned at 1:05 PM


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **April 1, 2014**

The special planning meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Trustee – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads/Cemetery Dept.

PLANNING MEETING

1. Cemetery
 - a. 5 Year Road Plan – Mr. Montgomery reviewed with the Board.
 - b. Manpower Addition – The Board agreed to authorize a one –time seasonal position for the period of May 1-October 31 for the purpose of string trimming and other duties as deemed necessary so that Cemetery Sexton can focus on CIMS mapping project.
 - c. CIMS, CDL update – The Board set the deadline of October 31, 2014 for the CIMS mapping project to be completed. In addition, Mr. Montgomery is to obtain his CDL certification within this same time period.
 - d. Supervisor Training – The Board directed Kate to send Robbie Thomas to supervisor training sometime in the fall 2014.
2. Township - General
 - a. Storage Facility – The Cemetery needs include storage for plow, salt boxes, three mowers, and new trailer, possible two deep bays. Ms. Cavanaugh will look into the cost to rent one or two storage units from the storage facility located at Scioto Darby and Dublin roads.
 - b. Office/meeting with Fair Board – The Board discussed some of the possible uses for such a facility and potential financial support.
 - c. Street lights, Security Cameras – The board requested Ms. Cavanaugh to obtain quote from AEP to add street lights. In addition, the Board requested Ms. Cavanaugh to follow up with Koorsen for a quote to enhance the security system at the Cemetery as well as the SSB front entrance and three EMS supply rooms.
 - d. Use of Meeting Space for Parties – The Board is in support of charging a nominal fee for the use of the meeting rooms when food is being served. Ms. Cavanaugh will put together an updated policy.
 - e. Cell Tower – The Board requested Mrs. Miles to follow up with the City of Hilliard regarding a written agreement for the cell tower.
 - f. Township E-mail Provider – A recommendation was made to switch the Township e-mail provider to Google mail. The cost of this change will be approximately \$3,000 plus the cost of the Network Manager's time to program, implement, and train employees. The implementation period will be approximately 4-6 weeks. The Board wants to keep the norwichtownship.org domain name.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **April 1, 2014**

3. JSSB Maintenance

- a. Repair, painting of Mayor's Court and halls etc. – The Board directed Ms. Cavanaugh to get the work completed as necessary to maintain the building.
- b. Carpet wear and staining – The Board directed to get replaced if needed.
- c. Chair Staining – The Board agreed to have a routine maintenance agreement set up to have the cleaning done on a regular basis.
- d. Miscellaneous - Ms. Cavanaugh will follow up with Mutters to get a quote for adding riprap to the pond in the back of the SSB. Chief Warren has a \$27,000 quote for the concrete work for the pump area at Station 81. Mr. Buck requested Chief Warren to take a look at the concrete work that was done last year at Station 83. In addition, Chief Warren will address the light poles at Station 83 and overhead lighting checks will be incorporated into the daily job checks. Ms. Cavanaugh will obtain a quote from Converse Electric to address the curb appeal lighting at Station 83.

4. Fire Department

- a. Miscellaneous – Marty Spencer has been tapped as the Optimist Firefighter of the Year. It was agreed that support needs to be maintained for any new stop lights to be Opticom compliant. Brown Township Open House is scheduled for April 12th. House inspections will be conducted by Chief Warren on May 6th, 7th, 8th; the Board is invited to attend.
- b. Vehicles – The refurbishing of Engine 83 is moving forward and the contract is expected to be awarded sometime in the second quarter. The new medic is expected to be ordered in the second quarter also. The new staff vehicles are expected to be delivered in April some time.
- c. Events – Mr. Buck to get with Ms. Cavanaugh to work on the front park dedication sign and to set a date for the dedication.
- d. Projects – Chief Warren is proceeding forward with the office renovation for the Fire Prevention Department, he has obtained a quote to complete the project for approximately \$10,000. The Board directed the administration to put together a plan for converting the Township meeting room into a copy center and formal meeting room.

Executive Session at 11:30 am—Motion by Mr. Buck, seconded by Mr. Roberts, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, compensation and promotion of a public employee.


Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140401.01SP

Motion to adjourn from Executive Session and from the Special Meeting at 11:55 am.

Vote: Buck-Yes Earman-Yes Roberts-Yes


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **April 15, 2014**

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Trustee – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Steve Montgomery, Roads/Cemetery Dept.

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION - None

Approval of Trustee Special Meeting Minutes for 04/01/14

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the special planning meeting on April 1, 2014.

Vote: Roberts-Yes Earman-Yes Buck-Yes

Motion passed - #140415.01

Approval of Trustee Meeting Minutes for 04/01/14

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on April 1, 2014.

Vote: Roberts-Yes Earman-Yes Buck-Yes

Motion passed - #140415.02

POLICE DEPARTMENT – Nothing to report

FIRE DEPARTMENT

A swearing in ceremony was held for Chief Warren. Chief Warren presented service awards to Firefighters Rob Young, Kyle Righter, and Shane Gavin. Inspector Scott Tigner was presented with a Commendation Award for his efforts in leading the Fire Prevention Bureau from November 2013-February 2014.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that all plot data has been exported and 26 plat maps have been submitted to Ramaker. A cost estimate for the mapping should be received soon. Replacement of the street signs is in progress, a few additional posts had to be ordered because they were not long enough.

FISCAL OFFICE

Authorization to Renegotiate UACC Advisory Agreement

Motion by Mr. Earman, seconded by Mr. Buck, to authorize the Fiscal Officer to renegotiate the investment advisor agreement with UACC.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140415.03

TOWNSHIP ADMINISTRATION

Mrs. Miles reported that treatment of the gypsy moth would begin in May or June. The affected areas of Norwich Township include Ridgewood and the streets west of the Scioto River. The treatment will be administered by low flying planes and the spray is not harmful to humans, animals, or plants. The



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **April 15, 2014**

treatment sterilizes the gypsy moth. Additional information is located in the front lobby and will be placed on our website by the end of this week.

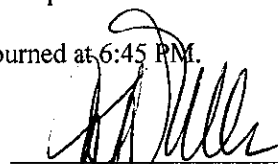
TRUSTEE-OLD BUSINESS

Mr. Buck explained that the need for the Brown Township fire levy is about fairness to all residents serviced by Norwich Township, if the levy is passed then Brown Township residents will be paying the same millage as Norwich Township residents. The Board agreed that if the levy is not successful the Board must strongly evaluate the service that Norwich Township is providing.

TRUSTEE-NEW BUSINESS – Nothing to report

The regular meeting of April 15, 2014 adjourned at 6:45 PM.


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **May 6, 2014**

The meeting was called to order by Vice Chairman Chuck Buck.

Roll Call - **Timothy Roberts, Chairman – Absent**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Steve Montgomery, Roads/Cemetery Dept.
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION

Local Waste representative, Eric Dehays, asked the Board to consider a proposed change in service pick up from Tuesday to Wednesday. According to Mr. Dehays, the change makes the most economical sense in order for Local Waste to begin providing service to the City of Hilliard. The Board is not in support of this change. Mr. Buck requested that other alternatives be pursued rather than switching the day of pick up for the Township residents.

Approval of Trustee Meeting Minutes for 04/15/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on April 15, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Absent

Motion passed - #140506.01

POLICE DEPARTMENT

Chief Francis provided the annual report for 2013 and the first quarter report for 2014. Calls for service appear consistent and the Department continues to work speed control on Fishinger Road. In observance of the Police Officer's Memorial, the annual sunset service will be held on May 15th at 7:00 pm. The proposed COIRS COG agreement with the City of Hilliard was discussed. Chief Francis confirmed that the \$250,000 fee to have a seat on the COG has been paid by Hilliard. The cost to build the shell of the tower is projected to be \$290,000. The cost to expand the radio system including its purchase and installation is projected to be \$1.8 million. If the City of Hilliard comes to an agreement with Verizon, then Verizon will build the tower and the City of Hilliard will share the cost savings related to the \$290,000 evenly with the Township. Mr. Buck proposed setting up a meeting to strengthen the relationship between the Township and the Hilliard Police Department.

FIRE DEPARTMENT

Chief Warren reported that there are three applicants for the upcoming promotional test for the rank of captain. The Board will conduct their interviews prior to the next noon Trustee meeting.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery requested a timeframe for the planting of trees at the Cemetery. Due to the timing, Mr. Buck instructed Mr. Montgomery to put together a total number of trees and plan to place an order for this Fall. The quoted cost for the CIMS data conversion and online set up is \$19,780 and the annual fee to maintain the system is \$2,225. Mr. Montgomery confirmed that he has provided the



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **May 6, 2014**

existing maps to Ramaker, however, he has a number of sections that he is still working on before he can turn those maps over to Ramaker. Mr. Montgomery confirmed that the project can be completed by the end of this October. The Board expects the project to be completed no later than the end of October. Mr. Montgomery reported that he would be down a man for about six weeks sometime in July due to a surgery. Ms. Cavanaugh discussed the advantages for hiring two seasonal positions for 20-25 hours per week in place of one position for 40 hours per week. This proposal would also allow for support during the six weeks that the employee is off for surgery. Mr. Earman called for a decision to be made on moving forward with the Cemetery project prior to rendering a decision on the two seasonal positions.

Approval of Two Cemetery Seasonal Positions

Motion by Mr. Buck to approve two one-time seasonal positions at 20-25 hours per week at the Cemetery. No second, motion failed.

Approval of CIMS Data Conversion Quote

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the \$19,780 initial cost and \$2,225 annual cost of the CIMS cemetery data conversion and online setup.

Vote: Buck-Yes Earman-Yes Roberts-Absent

Motion passed - #140506.02

Approval of Two Cemetery Seasonal Positions

Motion by Mr. Buck, seconded by Mr. Earman, to approve two one-time seasonal positions at 20-25 hours per week at the Cemetery.

Vote: Buck-Yes Earman-Yes Roberts-Absent

Motion passed - #140506.03

FISCAL OFFICE – Nothing to report

TOWNSHIP ADMINISTRATION

Adam Maynard, our IT rep with Rodgers Technologies, reported that the implementation of the iPCR project has gone very smoothly. The Google mail project is underway due to the fact that the current Bedrock e-mail system is not being supported. Ms. Cavanaugh requested the Board to render a formal decision regarding adding a new walkway from Trueman Boulevard to Schirtzinger Road. There are no known requests from Ridgewood residents for this walkway.

Oppose Trueman Boulevard Walkway

Motion by Mr. Earman, seconded by Mr. Buck, to oppose adding a walkway from Trueman Boulevard to Schirtzinger Road.

Vote: Buck-Yes Earman-Yes Roberts-Absent

Motion passed - #140506.04

TRUSTEE-OLD BUSINESS

Approval of Battalion Chief Employment Agreement-Grile

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Christopher Grile, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Absent

Motion passed - #140520.05



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **May 6, 2014**

TRUSTEE-NEW BUSINESS – Nothing to report

Approval to Nominate SWACO Representative

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Approving the Nomination of Tim Guyton as the Representative of the Franklin County Townships on the SWACO Board of Trustees.

Vote: Buck-Yes Earman-Yes Roberts-Absent

Motion passed - #140506.06

The regular meeting of May 6, 2014 adjourned at 12:55 PM.



Timothy Roberts, Chairman



Janis Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **May 20, 2014**

The meeting was called to order by Vice Chairman Chuck Buck.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Steve Montgomery, Roads/Cemetery Dept.
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION

Jerry Baum, representative of the Hilliard Optimist, presented Firefighter Marty Spencer with The Firefighter of the Year Award.

Approval of Trustee Meeting Minutes for 05/06/14

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on May 6, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Abstain

Motion passed - #140520.01

POLICE DEPARTMENT

Chief Francis provided a recap of the swearing in ceremony held earlier for the City of Hilliard's first two female supervisors, Suzy Muraco and Natalie Rylie.

FIRE DEPARTMENT

A swearing in ceremony was held for Battalion Chief Grile. Chief Warren confirmed that Battalion Chief Grile would be moving to 3 unit and Battalion Chief Young would be coming to 40 hours over the next few weeks.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the Memorial Day service would be held at 11:00 am on Monday (May 26th). Mr. Earman reviewed the costs of the 2014 Road projects, however, no action was taken for approval. Per Mr. Buck's request, Mr. Montgomery will get the spring street sweeping scheduled as soon as possible.

FISCAL OFFICE – Nothing to report

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported that the condenser installation at Station 83 was completed today. The hole in the irrigation system is scheduled to be repaired next Tuesday. Ms. Cavanaugh requested action from the Board on a number of items including a legal retainer. According to Mr. Buck the retainer is to look at options for transferring the Brown Township portion that was recently annexed into Hilliard as it relates to fire safety services.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **May 20, 2014**

Approval of Legal Retainer

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Retaining Wanda L. Carter and the Firm of Newhouse, Prophater, Letcher & Moots, LLC.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.02

Approval to Declare 3776 Braidwood Drive a Nuisance

Motion by Mr. Earman, seconded by Mr. Buck, for approval to declare 3776 Braidwood Drive a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.03

Approval to Declare 3784 Ridgewood Drive a Nuisance

Motion by Mr. Earman, seconded by Mr. Buck, for approval to declare 3784 Ridgewood Drive a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.04

Approval to Declare 3980 Schirtzinger Road a Nuisance

Motion by Mr. Earman, seconded by Mr. Buck, for approval to declare 3980 Schirtzinger Road a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.06

Approval to Declare 4055-4075 Dublin Road a Nuisance

Motion by Mr. Earman, seconded by Mr. Buck, for approval to declare 4055-4075 Dublin Road a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.07

Approval to Declare 3845 Dublin Road a Nuisance

Motion by Mr. Earman, seconded by Mr. Buck, for approval to declare 3845 Dublin Road a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.08

Approval to COIRS COG Agreement

Motion by Mr. Earman, seconded by Mr. Roberts, for approval an Agreement between the City of Hilliard, Ohio and The Norwich Township Board of Trustees for Use of the COIRS Communication System.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.09

TRUSTEE-OLD BUSINESS

Eric Dehays of Local Waste asked the Board to support a change in waste pick up for the unincorporated areas of the Township from Tuesdays to Wednesdays. The change would be effective the first week of July and Mr. Dehays would ensure that all residents are notified by letter. In addition, signage will be placed throughout the Township. He confirmed Local Waste would forgo any fee increases up to \$3.00 if SWACO were to increase their fees. Mr. Dehays confirmed that Local Waste is the only locally owned waste hauler remaining in Franklin County.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **May 20, 2014**

Approval of Change in Local Waste Pick Up Day

Motion by Mr. Earman, seconded by Mr. Buck, for approval to move the trash pickup day to Wednesdays for the unincorporated areas of the Township.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.10

TRUSTEE-NEW BUSINESS

The Board discussed the failure of the Brown Township fire levy that was placed on the May ballot. As of January 2014, Brown Township is in violation of their contract and it is not fair to Hilliard and Norwich Township residents. Mr. Earman stated that the Board is frustrated but serious. There are many issues that need to be resolved. We must make sure that Brown Elementary, Bradley High School, and the recently annexed Heritage Preserve are protected. Mr. Buck is hopeful that Brown Township's leadership will come up with a solution to the problem. All options need to be pursued.

Approval to Provide Notice of Cancellation of Brown Township Fire Contracted Service

Motion by Mr. Earman, seconded by Mr. Buck, for approval to give notice to Brown Township that effective midnight, May 31, 2015, Norwich Township will cease to provide fire protection and emergency medical services to Brown Township.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.11

Approval of Donation to Hilliard Area July 4th Boosters, Inc.

Motion by Mr. Earman, seconded by Mr. Roberts, to donate \$1,500 to the Hilliard Area July 4th Boosters, Inc. for the parade planning and preparation.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140520.12

The regular meeting of May 20, 2014 adjourned at 6:45 PM.

Timothy Roberts, Chairman

Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **June 3, 2014**

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Steve Montgomery, Roads/Cemetery Dept.
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION – None

Approval of Trustee Meeting Minutes for 05/20/14

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on May 20, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140603.01

POLICE DEPARTMENT

Deputy Chief Fisher invited all to attend the summer public forum Kickoff to Kick Out Crooks from 7-9 pm. He reported on recent organizational changes which includes the hiring of four new police officers. In addition, a retirement ceremony is scheduled for this Friday at 2 pm for Detective Cunningham. Traffic enforcement within the Township continues; there were 17 traffic citations and 11 warnings issued for the month (May).

FIRE DEPARTMENT

Chief Warren provided the Incident Report by Jurisdiction to the Board. He reported that the equipment donated by the Kiwanis is arriving this week. This afternoon Chief Warren will be honoring three Bradley High School students for their actions to rescue a woman from a burning car. Cosgray Road will be closing on June 5th for approximately sixty days. The front entrance of the Safety Service Building will be updated with combination police and fire signage. Chief Warren recapped the events of the recent Davis Road fire; all occupants were removed from the structure without harm.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery requested approval of the 2104 Road Projects totaling \$166,108.55. Mrs. Miles noted that the General Fund would need to provide for approximately \$90,000 of this cost because there is only \$78,000 available in the gas tax fund. Mr. Montgomery reported that the cost to purchase and install solar lights for the flagpole at the Cemetery is \$85 per unit. Mr. Montgomery will proceed forward with having the lights installed. He reported that there are two and possibly a third dying Ash trees in the right of way in Timberbrook that need to be removed. He will get some pricing to present to the Board.

Approval of 2014 Road Projects

Motion by Mr. Earman, seconded by Mr. Buck, for approval of the 2014 road projects.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140603.02



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **June 3, 2014**

Approval of General Fund Appropriation Transfer

Motion by Mr. Earman, seconded by Mr. Buck, for approval to transfer \$90,000 in appropriations from the General Fund Transfers Out to the General Fund Capital Outlay for the 2014 road projects.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140603.03

FISCAL OFFICE

Mrs. Miles reported that the 2015 Budget Hearing is scheduled for June 17th at 6:00 pm.

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh requested approval of the cultural arts center agreement. She reported that all of the nuisance properties from last meeting have been abated. Due to the number of phone calls received regarding the change in trash collection, she has requested Local Waste to get their signage out.

Approval of the Hilliard Community Foundation, Inc. Agreement

Motion by Mr. Earman, seconded by Mr. Roberts, for approval of an Agreement With The Board of Trustees Of Norwich Township and The Hilliard Community Foundation, Inc.

Vote: Buck-Abstain Earman-Yes Roberts-Yes

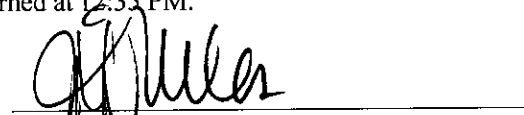
Motion passed - #140603.04

TRUSTEE-OLD BUSINESS - None

TRUSTEE-NEW BUSINESS - None

The regular meeting of June 3, 2014 adjourned at 12:35 PM.


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **June 17, 2014**

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS

Mr. Buck would like to have a follow up discussion regarding the recent Brown Township public meeting. He feels that we need to come up with some solutions and suggestions for moving forward. He also asked if the Township had any knowledge about the Calhoon property along Cemetery Road being used for a football field.

PUBLIC PARTICIPATION

Mr. Morgan Gierman, President of the Timberbrook Homeowners Association, thanked the Board for their attendance at the recent Brown Township public involvement meeting. He thinks that another meeting is warranted. He is appreciative of the Board's efforts in keeping in contact about the impact to Timberbrook and does not feel that the residents of Timberbrook are being forgotten.

Approval of Trustee Meeting Minutes for 06/03/14

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on June 3, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140617.01

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Chief Warren recognized Firefighter Mike Bidlack for his fifteen years of service to the department. Firefighter Brett Balyeat and Kevin Strawser were also recognized but were not in attendance. Chief Warren reported that the Heartland Project was very well attended and Chief Grile did an excellent job representing the Township. Chief Young has transitioned to his 40 hour position; he will be responsible for overseeing maintenance, special operations, and fire prevention. The captains' test is completed and Lieutenant Wells placed first and Lieutenant Baird placed second.

Mr. Earman requested Chief Warren to prepare a contingency plan (in case the Brown Township levy fails again in November). Mr. Earman stated that the number one goal is to ensure the community is protected. Mr. Buck requested that the 2015 Budget be placed on the Township's website. The Board publicly thanked Columbus Fire Chief Karry Ellis for his attendance at the recent Brown Township meeting; his input was valuable.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** Meeting

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

June 17, 2014

CEMETERY & ROAD DEPARTMENT

In Mr. Montgomery's absence, Ms. Cavanaugh reported that he is still awaiting quotes for the removal of the dead ash trees.

FISCAL OFFICE

Mrs. Miles presented the 2015 Fiscal Year Tax Budget totaling \$16,237,590 for discussion and approval. The budget is approximately \$1.5 million less than the current 2014 Budget. This decrease in large part is due to the radio communications tower that is in the 2014 budget. Mrs. Miles will follow up with Bob Apel to see if any restructuring plans for the conference room #1 can be incorporated into the meeting room project he is currently working on.

Approval of 2015 Fiscal Year Tax Budget

Motion by Mr. Earman, seconded by Mr. Buck, to approve the 2015 fiscal year tax budget which provides for a total fund expenditure budget of \$16,237,590.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140617.02

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported on the mosquito traps within the Township. She also reported that there was some discussion had at the recent SWACO meeting she attended about townships and other local municipalities coordinating routine E-waste collection events.

TRUSTEE-OLD BUSINESS

Mr. Earman reported that Home Depot did not approve their anticipated \$50,000 donation to the Hilliard Civic and Cultural Arts Center. The City of Hilliard has asked the Township to make an additional \$25,000 donation.

Approval of Hilliard Civic and Cultural Arts Center Donation

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval to make an additional \$25,000 donation to the Hilliard Civic and Cultural Arts Center payable to the City of Hilliard.

Vote: Buck-Abstain Earman-Yes Roberts-Yes

Motion passed - #140617.03

TRUSTEE-NEW BUSINESS - None

Motion by Mr. Earman, seconded by Mr. Buck to adjourn the regular meeting of June 3, 2014 adjourned at 12:35 PM.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Handwritten signature of Timothy Roberts in black ink.

Timothy Roberts, ChairmanHandwritten signature of Jamie Miles in black ink.

Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held ***July 1, 2014***

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice-Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator

AGENDA ADDITIONS

Mr. Buck would like the Cemetery crew to address several headstones that are leaning or have fallen over at Wesley Chapel Cemetery. In addition, Mr. Buck asked that the smaller dead trees be removed by the Cemetery crew. Ms. Cavanaugh will follow up with Mr. Montgomery.

PUBLIC PARTICIPATION

Susan Tilgner from the Franklin County Public Health Department presented an Investment Proposal to the Board. Ms. Tilgner reported that the Franklin County Public Health Department must become accredited by 2018 in order to not lose funding. In order to complete this process, she stated that Public Health needs to raise approximately \$957,000. This equates to roughly a \$9,000 increase to Norwich Township.

Approval of Trustee Meeting Minutes for 06/17/14

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on June 17, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140701.01

POLICE DEPARTMENT

Chief Francis reported that June was a quiet month.

FIRE DEPARTMENT

Chief Warren announced an upcoming small aircraft fire class is being held on July 14, 15, and 16 with two sessions per day. The department trailer was stolen from behind Station 82 on Walker Road. Preparations are underway for the upcoming July 4 holiday, including the parade and fireworks. The newly established Bike Patrol will be participating in the parade as well as on hand during the fireworks. Lt. Davis is finalizing the department plans for the Franklin County Fair, including interactive activities for kids and Senior Day. Chief Young reported on generator repairs to Engine 81 and the anti-freeze leak in Engine 83. Engine 83 is currently under warranty. Mr. Buck asked about getting this warranty extended. Chief Young is in the process of collecting state term bids for a new utility truck. The annual ground ladder testing took place last week. One ladder will need to be replaced.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **July 1, 2014**

CEMETERY & ROAD DEPARTMENT

Ms. Cavanaugh requested approval to buy back one grave. The solar lights were installed at Wesley Chapel Cemetery around the flag pole on June 24, 2014.

Approval of Clark Grave Buyback

Motion by Mr. Earman, seconded by Mr. Roberts to buy back cemetery grave 1, Lot 205, Section E from Marjorie C. Clark for \$500. The grave was originally purchased in 1996 for \$500.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140701.02

FISCAL OFFICE

Nothing to report.

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported on our on-site IT Services. Rodgers Technologies had taken over modem upgrades, Employee ID tags, CAD issues and the telephone system. Projects recently completed include iPCR, Google mail transition and Station 83 wireless access point. One server needs replaced. Ms. Cavanaugh received a quote from Dell Government Division for roughly \$4,400. Rogers Technologies suggested the Township order directly from the Dell Government website to save money. Rogers Technologies would install the server.

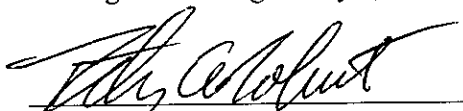
TRUSTEE-OLD BUSINESS


Nothing to report.

TRUSTEE-NEW BUSINESS

Nothing to report.

The regular meeting of July 1, 2014 adjourned at 12:29 PM.


Timothy Roberts, Chairman


Ellen Woodford, Assistant Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **July 15, 2014**

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present at 6:10 pm
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads/Cemetery Dept.

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 07/01/14

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on July 1, 2014.

Vote: Buck-Absent Earman-Yes Roberts-Yes

Motion passed - #140715.01

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Chief Warren recognized Firefighters Nathan Bidwell, Mitch Klosterman, and Josh Warren for their first year of service. Firefighters Shayne Harvey and Adam Peck were also recognized but were not in attendance.

6:10 pm – Trustee Buck arrived.

Chief Warren and State Fire Marshal Larry Flowers presented Mr. Robert Woodland and Mr. Robert Woodland Jr. with heroism awards for their bravery at the Davis Road house fire.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the first CIMS reporting packet has been received and the solar lights have been installed on the flag pole.

FISCAL OFFICE – Nothing to report

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh requested approval to make the intersection of Schirtzinger Road and Ridgewood Drive a four way stop. This was a recommendation made by the Franklin County Engineers Office based upon their data samples. A message board will be installed tomorrow notifying residents of the forthcoming change in traffic pattern. The Board noted that the change in days for trash collection service from Tuesdays to Wednesdays has been smooth and there have not been any complaints. The Board also discussed the pros and cons of Hilliard's new trash receptacles.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **July 15, 2014**

Approval of 4-Way Stop at Schirtzinger Road and Ridgewood Drive

Motion by Mr. Earman, seconded by Mr. Buck, for the approval to add stops signs on Schirtzinger Road to make the intersection at Schirtzinger Road and Ridgewood Drive a four way stop.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140715.02

TRUSTEE-OLD BUSINESS - None

TRUSTEE-NEW BUSINESS - None

Motion by Mr. Earman, seconded by Mr. Buck to adjourn the regular meeting of July 15, 2014 at 6:23 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **August 5, 2014**

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads Superintendent/Cemetery Sexton

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 03/18/14

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on March 18, 2014.

Vote: Buck-Abstain Earman-Yes Roberts-Yes

Motion passed - #140805.01

Approval of Trustee Meeting Minutes for 07/15/14

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on July 15, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140805.02

POLICE DEPARTMENT

Chief Francis provided the second quarter call summary and reported that there are some logistical differences in the figures due to how the calls are geographically coded now in comparison to last year. He reported that traffic enforcement continues at the newly installed four way stop of Schirtzinger Road and Ridgewood Drive; thirteen stops were made with warnings provided and enforcement will continue at the intersection. The Board discussed ways to increase awareness of the new stop signs. The Board agreed to place LED lighted stop signs at the intersection. Chief Francis recommends better pavement markings at the intersection. Trustee Roberts noted that this was in process. Chief Francis reported on his attendance at the July 25th COIRS board meeting, notably the State Auditor issued a clean bill of the COIRS systems. Verizon has been pulling permits which are a good indication that building of the tower is in the near future.

Approval of 4 LED Lighted Stop Signs at Schirtzinger Road and Ridgewood Drive

Motion by Mr. Earman, seconded by Mr. Buck, for the approval to place four LED lighted stop signs at the intersection of Schirtzinger Road and Ridgewood Drive.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140805.03

FIRE DEPARTMENT

Chief Warren provided the total incident by jurisdiction report and noted that for July, runs were down by 48 however runs are up for the year. There was a decrease in major heat related calls and calls for the fair. The Township had great exposure at the fair. The department focus for 2015 is



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held ***5181 NORTHWEST PARKWAY, HILLIARD, OHIO***
August 19, 2014

The meeting was called to order by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads Superintendent/Cemetery Sexton

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION

Boy Scout Troops 148 and 200 were in attendance as part of their Communications Merit Badge.

Approval of Trustee Meeting Minutes for 08/05/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on August 5, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140819.01

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Firefighter Jason Rausch was presented with a ten year service award. Chief Warren reported that Engine 81 has been returned for routine body work repair. As it relates to the (SSB) building marking project which is no cost to the Township, Chief Warren asked the Board to review and provide approval. Chief Warren provided a draft copy of the pumper refurbishment bid packet for review.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that a sturdy radar cage is too costly. Mr. Buck asked Mr. Montgomery to follow up with a local company on a fabricated cage. Steve will get cost and report back before proceeding. As it relates to the intersection of Ridgewood Drive and Schirtzinger Road, Mr. Montgomery reported that LED stop signs are available at state bid pricing. Mr. Earman stated that there has been misinformation about these signs because you can't see them two miles away as indicated by some residents. Mr. Roberts confirmed that these updated LED lights are not the old fashioned yellow flashing lights. Mr. Buck added that the lighting draws attention to the sign but does not illuminate the area. Mr. Montgomery confirmed that the output is the same because all signs use the same size LED bulb and the same number of bulbs. The Board agreed that the safety of the residents is the priority. Mr. Buck requested that actual pricing be gathered and to pursue fact finding a bit more. Mr. Montgomery confirmed that the stop bars have been placed at the intersection. Mr. Roberts requested Mr. Montgomery to get a count and cost to add stop bars to all intersections so there is a uniform look. Ms. Cavanaugh will request the County to place the message boards up again since school has started. In other matters, Mr. Montgomery will address the walkway at the entrances to Trueman Boulevard. He will also move forward with street sweeping along Ravenwood and Hansen Drives.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** Meeting
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held August 19, 2014

FISCAL OFFICE

Mrs. Miles reported that a redesigned township website with more functionality and updated coloring and appearance is in process thanks to Ellen's efforts.

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh recommended that the dedication of the Reflection Garden be planned for September 11th, prior to the First Responders Park ceremony. The Board agreed on this date; Ms. Cavanaugh will coordinate efforts with the City of Hilliard. Due to the number of mosquitos, Franklin County Public Health will be spraying in the Township tonight, weather permitting. Ms. Cavanaugh requested approval to declare 3344 Ridgewood a nuisance property.

Approval to Declare 3344 Ridgewood Drive a Nuisance

Motion by Mr. Earman, seconded by Mr. Buck, for approval to declare 3344 Ridgewood Drive a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140819.02

TRUSTEE-OLD BUSINESS - None


TRUSTEE-NEW BUSINESS - None

Motion by Mr. Earman, seconded by Mr. Buck to adjourn the regular meeting of August 19, 2014 at

~~7:40 pm.~~ 6:40 PM AS CORRECTED

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer

RESOLUTION NO. 140219.DN

**A RESOLUTION DECLARING THE PROPERTY OWNED BY BILLIE ROSNAGLE,
LOCATED AT 3344 RIDGEWOOD DRIVE, IN NORWICH TOWNSHIP, FRANKLIN
COUNTY, OHIO, A NUISANCE**

PREAMBLE

WHEREAS, the Norwich Township Board of Trustees (the "Board") has found the property owned by Billie Rosnagle, and located at 3344 Ridgewood Drive, Property #200-001757-00 (the "Property"), to be littered with nuisance i.e. weeds, uncontrolled vegetation, and other debris (the "Vegetation and Debris"); and

WHEREAS, pursuant to §505.87 of the Ohio Revised Code, the Board is authorized to determine that the maintenance of vegetation, debris, and junk vehicles upon a property constitutes a nuisance and order the property owner to remove such vegetation and debris within seven (7) days, and if the owner fails to remove the vegetation and debris or to make arrangements for the removal within the allotted time period, the Board may proceed to remove the vegetation and debris and enter the cost of such removal upon the tax duplicate for the property; and

WHEREAS, it is in the best interests of Norwich Township (the "Township") and its residents to proceed under §505.87 of the Ohio Revised Code in order to remove, or have removed, the Vegetation and Debris from the Property.

RESOLUTION

NOW THEREFORE, be it resolved by the Board of Trustees of Norwich Township, Franklin County, Ohio, that the following Resolution be, and it hereby is, adopted:

RESOLVED, that the Board has found that the property owned by Billie Rosnagle, and located at 3344 Ridgewood Drive, in Norwich Township, Franklin County, Ohio, is littered with nuisance i.e. weeds, uncontrolled vegetation, and other debris, and the Board hereby determines that the maintenance of the Vegetation and Debris on the Property constitutes a nuisance and, pursuant to Section 505.87 of the Ohio Revised Code, orders the following actions:

1. The Board orders the owner of the Property to remove the Vegetation and Debris or make arrangements for the removal within seven (7) days after receipt of notice of this Resolution;
2. The Board authorizes the Zoning Inspector or his/her designee to notify the record owner and lienholders of the Property as provided in §505.87(B) of the Ohio Revised Code;



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **September 2, 2014**

The meeting was called to order by Chairman Tim Roberts at 10:00 am.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads Superintendent/Cemetery Sexton

PLANNING MEETING

1. Township – General

- E-mail options - Ms. Cavanaugh confirmed that the changeover to Google mail has been successfully completed.
- Use of meeting space for parties – Ms. Cavanaugh recommended adopting some type of fee structure. The item was tabled by Ms. Cavanaugh for further review.
- Storage facility – The storage unit for the Cemetery is now available and Mr. Montgomery is planning to move items today; the trailer and plows will be stored in the 10'x 30' unit. The Fire Department could use an additional storage unit for the old engine and golf cart as well as some other minor equipment. Mr. Roberts and Chief Warren will pursue a discussion with the Agricultural Society about the possibility of purchasing land to build a storage facility.
- Office/meeting building with Fair Board – Mr. Buck confirmed that this would probably not be happening.
- Street lights, overhead lights, and security cameras – the Board directed Ms. Cavanaugh to find out how much it would cost for street lights and then pursue the issue from there. Chief Warren reported that the overhead lighting project is in process and will be completed this year, many of lights have been replaced with LED bulbs. Ms. Cavanaugh reported that a meeting is scheduled with Steve Mazer to learn about the Intelisys security system that is currently used by his organization; it may be an option to piggyback with the City. The idea is to expand the Township's security system for Stations 81, 82, 83, the cemetery, and the EMS rooms. Mr. Roberts stated that it made sense to follow up on this with the City. The Board requested Ms. Cavanaugh to get pricing for updated lighting at Station 83.
- IT Hours increase from 30-40 for special projects – A slight discussion was had. Mr. Earman requested a report of the number of weeks worked 40 hours for 2014. Mrs. Miles requested that the report include a listing of IT projects completed and the responsibilities that Mr. Maynard has taken on.
- Mrs. Miles recapped the 2014 capital items for the General Fund. Ms. Cavanaugh reported that she has not received any quotes for the pond rip rap, Mr. Buck stated that the quotes would be forthcoming anytime. Mrs. Miles reported that there is an urgent need to get the SSB copier and fax replaced. The copier is the original from when we moved into the new building back in 2008. ALT was out every day last week to try to service the unit. Mrs. Miles confirmed that there were funds available for the replacement. The Board authorized moving forward with the replacement



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **September 2, 2014**

immediately. Ms. Cavanaugh has already obtained quotes for a replacement purchase and lease option.

- Ms. Cavanaugh reviewed the 2015 General Fund capital items. Ms. Cavanaugh will obtain a quote for replacing the front area carpet with tile. Mr. Earman stated that the second server is to be purchased in 2015 as planned. Mr. Earman instructed Mrs. Miles to plan to present temporary appropriations for 2015. Mrs. Miles noted that for appropriations to be submitted as temporary they are to be for the first three months of 2015.

2. JSSB Maintenance

- Building construction changes – Chief Warren will meet with Deputy Chief Fisher to get an update on the reconstruction project. Mr. Earman advised that the Township would need to bid the project and the City would then reimburse the Township.
- Chair cleaning – Ms. Cavanaugh reported that a regularly maintenance schedule has begun for the cleaning of chairs (which are used daily in the meeting rooms).

3. Fire Department

- Chief Warren presented his 2015 capital items and projects for discussion by line item. Mr. Buck thinks that the intersection development project is the City's responsibility. As it relates to the smoke house, Mr. Earman recommends coming up with \$30,000 in donations, otherwise keep borrowing it. Mr. Buck wants the City to be asked to donate two additional bikes for the bike patrol. Chief Warren stated that the boat project is contingent upon the Brown Township levy passing.
- Lexipol policy system, LUCAS CPR, and EMS Vending – These three items are Chief Warren's top priorities for 2015.
- Hiring/Promotion Testing – Chief Warren wants to continue using the Ohio Fire Chiefs Association to do all assessments including the written test for the hiring list.

4. Cemetery/Roads

- Tree plantings and Von Jasinski memorial plaque – Due to other current projects, Mr. Montgomery reported that no tree plantings will be done this year. Mr. Montgomery has contact Mr. Von Jasinski about the memorial plaque but no return call has been received. He will follow up again with Mr. Von Jasinski.
- Stop bars for all Township roads – Mr. Montgomery reported that many of the Township's roads end on Franklin County jurisdiction. At most there are 55-60 stop bars that could be placed at \$150 per bar plus staff time. Mr. Roberts likes the idea of having the uniform look. Mr. Earman stated that the Board will revisit the matter for 2015.
- Schirtzinger Road berms – Mr. Montgomery reported that some sections of the berm will need to be hired out. Mr. Buck directed the Roads Department to make the emergency repairs now and get a quote for the rest of the work.
- Five Year Road Plan – Mr. Montgomery provided a 5 year projection. Mr. Earman stated that the appropriation is to be placed in the roads or cemetery funds and a transfer made from the General Fund (to cover the projected road costs).
- Supervisor training – Ms. Cavanaugh reported that she is working to re-schedule training for Robbie Thomas, it looks like the best program is a 4 - half day program that will be offered again in 2015.
- CIMS, CDL update – Mr. Montgomery reported that the CIMS project is moving along. He has obtained his written card for his CDL and will schedule an



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held ***5181 NORTHWEST PARKWAY, HILLIARD, OHIO***
September 2, 2014

appointment and get completed in the next couple of weeks. Ms. Cavanaugh asked if the cemetery sections could be relabeled so that there are not the same section letters. Mr. Montgomery stated that all deeds would have to be reissued. He will follow up with Rebecca for a recommendation on renaming the sections.

- Mr. Montgomery reviewed his capital items for 2014 and presented the capital items for 2015. He would like to replace the 2002 dump/plow truck with a same size or smaller truck. The truck has 35,000 miles on it but the salt has caused damage to the body of the truck. Mr. Buck stated that hours and usage are most important. Mr. Montgomery will look into a stainless steel replacement. In addition, Mr. Montgomery would like to replace the chain link fence and signage at the east entrance of the Cemetery.

Planning meeting break at 11:55 am to adjourn to regular meeting session

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION

Mr. Dan Mowery, resident of 3940 Ridgewood Drive, addressed the Board about the possibility of installing LED lighting at the intersection of Ridgewood Drive and Schirtzinger Road. Mr. Mowery stated that the addition of the stop bars and the reflective stop signs has now made the intersection complete. Mr. Mowery confirmed that he has not seen the LED stop sign on Reynolds Drive but he asked that the Board not install any traffic control LED signs at this intersection. Mr. Buck stated that the signs have not been approved yet and they have not been bought, he cautioned about putting misinformation out there. He further stated that the Trustees take the safety of its residents very serious. Chief Fisher is not aware of any blatant disregard for the intersection. Mr. Buck asked Mr. Mowery to follow up on the stop sign along Reynolds Drive. Mr. Mowery does not think the cost (of this signs) is worth it. Mr. Roberts said the matter was still up for discussion. Mr. Mowery would like to have officers out at the intersection during school hours. Mr. Earman stated that this is not possible; there are not enough resources for officers to be at every school in Hilliard.

Mr. Lou Bordo, resident of 4380 Schirtzinger Road, recalled one accident at the intersection of Ridgewood Drive and Schirtzinger Road and it was medical related. He believes that we need to give people time to get used to the new stop signs. He does not want the LED lighted signs and asked the Board not to install them.

Mrs. Ann Engle, resident of 4359 Schirtzinger Road, requested data on the number of accidents reported with the two existing stop signs. She would also like to know how many tickets have been written since the new stop signs have been placed. Chief Fisher will get this information to her; he noted that initially officers were writing warnings. Mrs. Engle requested that speed bumps be placed along Schirtzinger Road to cut down on speeding. Mr. Buck stated that studies have shown that speed bumps are ineffective. Mrs. Engle requested the data on speed bumps being ineffective. Mrs. Engle asked if there were cameras in the traffic control device on Schirtzinger and if not could one be installed to help enforce speed. Mr. Buck stated that the County has been petitioned at least four times to study the speed limit (along Schirtzinger Road). He noted that there is a lot of debate about whether traffic cameras are legal. Chief Fisher reported that there is a three prong approach to



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held ***September 2, 2014***

speeding; they are public awareness, engineering, and enforcement. Traffic enforcement is done as often as possible. Typical violators are the area residents.

Mr. Mowery feels the stop bars created a major difference. As an observer, he thinks traffic has been reduced by the four way stop because it is no longer beneficial for drivers to cut thru Schirtzinger rather they are going thru the 20 mph school zone. Mr. Buck noted that the Franklin County Engineers are looking at a study of a 4-way stop at Stellar Drive and Schirtzinger Road.

Approval of Trustee meeting minutes for 8/19/2014 tabled by Mrs. Miles.

Mr. Eric Dehays, representative from Local Waste Services, was in attendance to follow up on any issues with the change in the collection day or service. Mr. Roberts reported that there were no known issues; the transition seemed to go smoothly. Mr. Dehays stated that there is a provision in the consortium that provides for a two year contract extension which would extend the price out thru 2015. He provided the rates to the Board for consideration.

POLICE DEPARTMENT

Deputy Chief Fisher reported that September is distracted driving awareness month and officers are on the lookout for these drivers, the Department will be doing some enforcement blitzes throughout the month. The 9/11 program and dedication of the Reflection Garden out front will be held on September 11th beginning at 6:00 pm.

FIRE DEPARTMENT

Chief Warren reported that he has been working with legal counsel and expects to have the final bid documents for the pumper refurbishment this week.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the sign replacement project will be completed within the next 4-5 weeks. He has obtained a quote from Contract Sweepers for \$955 and will proceed with having them complete the street sweeping.

FISCAL OFFICE

Mrs. Miles reported that the 2015 Official Certificate of Estimated Resources has been received and will be placed on the next agenda for approval.

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh extended a thank you to Office Slone for her efforts in coordinating the invitation for the 9/11 program. Ms. Cavanaugh requested approval to declare 3737 Dublin Road a nuisance property.

Approval to Declare 3737 Dublin Road a Nuisance

Motion by Mr. Earman, seconded by Mr. Buck, for approval to declare 3737 Dublin Road a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140902.01

TRUSTEE-OLD BUSINESS - None



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **September 2, 2014**

TRUSTEE-NEW BUSINESS - None

Mr. Earman stated that the Board would continue to their planning meeting and no further action is expected. Planning session resumed.

5. Additional Capital Items for 2015

- Repair, painting Mayors Court – Ms. Cavanaugh reported that this needs to be done but will hold off on doing it until it is known when the building reconstruction project is to begin.
- Carpet wear and staining – was previously discussed above.
- Vehicles – no items discussed
- Other – the next planning meeting was scheduled for November 11, 2014 at 10 a.m.

6. Executive Session at 1:40 pm-Motion by Mr. Earman, seconded by Mr. Buck, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, compensation and promotion of a public employee.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140902.02

Motion by Mr. Earman, seconded by Mr. Buck to adjourn from Executive Session and the regular meeting of September 2, 2014 at 2:10 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140902.03


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **September 16, 2014**

The meeting was called to order by Chairman Tim Roberts at 6:00 pm.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads Superintendent/Cemetery Sexton

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION

Members of Boy Scout Troop 148 were in attendance as part of their Communications Merit Badge.

Approval of Trustee Meeting Minutes for 08/19/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on August 19, 2014 with a correction to the adjournment time of 6:40 pm not 7:40 pm as prepared.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140916.01

Approval of Trustee Meeting Minutes for 09/02/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on September 2, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140916.03

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Chief Warren requested approval of a resolution to competitively bid the refurbishing project of Engine 83. He reported that a water rescue training program would be held tomorrow and the second Learn and Burn is scheduled for Friday, September 19th. He made the Board aware of his upcoming vacation plans and reported that attendance at the Old Hilliardfest was great.

Approval of A Resolution To Competitively Bid The Refurbishing Of A Fire Apparatus

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a Resolution to Competitively Bid the Refurbishing of a Fire Apparatus.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140916.02

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the Franklin County Engineer's is not allowing any salt pick-ups until after their salt contract is resolved. Given the anticipated salt shortage, the contract is in limbo. Local jurisdictions may be rationed a percentage of their usage. Currently the Township has 40 tons on hand. Mr. Montgomery reported that John Miles may not be able to return to work due to a health matter.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **September 16, 2014**

FISCAL OFFICE

Mrs. Miles requested approval of the 2015 real estate tax estimates. Mrs. Miles requested approval of the updated costs for contracted police service from the City of Hilliard totaling approximately \$417,601 which represents a 4.3 percent increase from the 2014 costs. Lastly, Mrs. Miles provided a quote for the replacement of the executive chairs used in the Trustee meeting room.

Approval to Accept the Amounts & Rates Authorizing the Necessary Tax Levies

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the Franklin County Auditor.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140916.04

Approval of 2015 Police Costs Outlined in Exhibit A

Motion by Mr. Earman, seconded by Mr. Buck, for approval of the updated costs outlined in Exhibit A totaling \$417,601.72 for contracted police services with the City of Hilliard for 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed -#140916.05

Approval to Replace Meeting Room Executive Chairs

Motion by Mr. Buck, seconded by Mr. Earman, for approval to replace the three executive chairs in the Trustee meeting room at a cost of approximately \$780.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed -#140916.06

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported that 3737 Dublin Road has been cleaned up. In addition, Franklin County Public Health has inspected 3845 Dublin Road and they are moving forward with a number of action items. All employees have completed the health questionnaire.

TRUSTEE-OLD BUSINESS - None

TRUSTEE-NEW BUSINESS - None

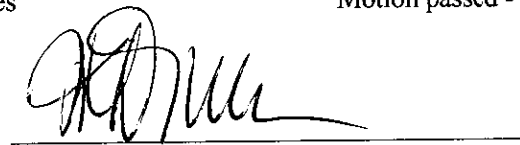
Motion by Mr. Earman, seconded by Mr. Buck to adjourn the regular meeting of September 16, 2014 at 6:15 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140916.07



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held ***5181 NORTHWEST PARKWAY, HILLIARD, OHIO***
October 7, 2014

The meeting was called to order by Chairman Tim Roberts at 12:00 pm.

Roll Call - **Timothy Roberts, Chairman – Present**
 Charles Wm. Buck, Vice Chairman – Present
 Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
 Greg Young, Battalion Chief
 Kate Cavanaugh, Township Administrator
 Steve Montgomery, Roads Superintendent/Cemetery Sexton

AGENDA ADDITIONS

Mr. Buck would like to discuss the violation letter from Paul Eberts sent to a resident.

PUBLIC PARTICIPATION

A resident of Saturn Road was concerned about the status of the road resurfacing, the road appears to have become a gravel road. Mr. Montgomery explained that due to the rain last week, there is still a topcoat of slurry sealing to be completed. Once this is done, it will look like the section of Ridgewood that was just completed.

Approval of Trustee Meeting Minutes for 09/16/14

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on September 16, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141007.01

POLICE DEPARTMENT

Chief Francis reported that September was quiet, there were two theft reports, one fraud report, and two overdoses and one untimely death on Cosgray Road. Trick or Treat is scheduled for October 30th from 6-8 pm, police patrols will be out in full force. The next COIRS Executive meeting is scheduled for October 24th at 9:30 am, if the Township would like to attend. Verizon is awaiting one final legal review and construction can begin on the communication tower; building permits have been pulled and the contractor is ready to go.

FIRE DEPARTMENT

Chief Warren reported that the Utility truck has been delivered, striped, and placed in service. There was a tour bus fire on the freeway, no one was hurt but it was a total loss. In addition, the Main Street bakery fire was a total loss and the investigation is ongoing. He requested the Board to review and give consent to the training agreement for the five out buildings that are being demolished at Glenmont. October is Fire Prevention month and already 900 students have been trained. A smoke detector campaign is underway, the Fire Department is focusing on housing areas built before 1992 when hard wiring of smoke detectors became mandated. Fire Marshal Manske reported that inspection fees are up approximately 300% this year compared to last year. The increase is due to building construction. Chief Warren reported that the increase in inspections is being handled thru efficiencies. Mr. Buck would like to know why he has not been receiving the reports from Fire Prevention that he previously requested. Chief Warren thought that these reports had been sent, he will get the matter addressed.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **October 7, 2014**

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the cemetery mapping project is approximately 95% complete, there are a couple of areas that are a real problem. There is one day of slurry seal to be completed as soon as the weather allows and the road projects will be completed. Most of the work completed by Strawser looks good except for Danford Square which is a problem that is being addressed with Strawser and Mark Mullenax. The street resurfacing application used this year is not what Mr. Earman remembers agreeing to. Mr. Montgomery confirmed that this application was what Prairie Township did that he went out and inspected. It is a cheaper alternative to the mill and fill application; he thinks it will do what was intended. Mr. Buck feels that the contractor needs to do a better job with cleaning up after themselves.

FISCAL OFFICE

Mrs. Miles reported that the September Financial report should be sent by the end of the week and it includes information on the recent estate tax that was received. It will also provide an update on the EMS billing revenue.

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported that if the Township chooses to install light poles in an area where there is proper voltage, then AEP will install the light poles and maintain them for \$15 per month. Before moving forward, Mr. Earman recommends developing a policy for what criteria is required of residents who want to submit a request for a light pole. Mr. Buck wants to look at all intersections and requested that a newsletter article be placed about the light poles being considered. In response to a violation letter received by a resident from Paul Eberts with Franklin County Zoning regarding a 16 inch by 16 inch sign, Mr. Buck is frustrated that the Township has some bad properties that need serious attention, he is not happy that this is where Zoning chooses to spend their time. Ms. Cavanaugh suspects that the violation letter is the result of another property complaint in the area and while the inspection officer was out they drove around to see if there were any other violations. Mr. Earman thinks it makes sense what they are doing when they are out in the area looking for other possible things. According to Mr. Buck if the policy is changing then we need to know. Ms. Cavanaugh will set up a meeting for the Board with the Zoning Department.

PUBLIC PARTICIPATION - Late attendee

Mr. Gary Joiner with the Ohio Public Entity Consortium requested that the Board accept a no obligation proposal (for healthcare coverage). As an advocate for public entities for this state, Mr. Joiner feels it is warranted. According to Mr. Joiner, Ohio Public Entity Consortium is located in Plain City, has a staff of 17 and has relationships with Medical Mutual, UHC, Aetna, Delta Dental, Hartford and Standard Life Insurance. Ms. Cavanaugh reported that she had been in contact with Mr. Joiner and told him that once the renewal rates from the Township's current carrier were received she would follow up with Mr. Joiner if warranted. Mr. Joiner stated that the reason for his immediacy is that he can give a 2.5% premium reduction which equates to approximately \$27,000-\$28,000 cost reduction. The Board will discuss the matter with Ms. Cavanaugh and get back to Mr. Joiner.

TRUSTEE-OLD BUSINESS

In light of the recent Northwest News article that cited the potential consequences of the Brown Township levy failure as being murky, the Board agreed that the Township's intentions are very clear.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **October 7, 2014**

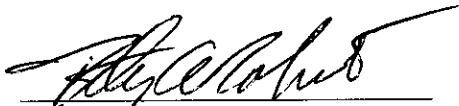
Mr. Earman confirmed that fire service will be maintained until May 31, 2015. Mr. Buck further confirmed that the Township will not renegotiate the contract, no mutual aid will be provided, and no per run charge will be accepted. With other service providers quoting a million dollars more a year, it appears that the best option is to pass the fire levy according to Mr. Roberts. The Board requested that Ms. Cavanaugh and Chief Warren send a letter once again confirming these details to the Brown Township Trustees prior to their Thursday meeting.

TRUSTEE-NEW BUSINESS - None

Motion by Mr. Earman, seconded by Mr. Buck to adjourn the regular meeting of October 7, 2014 at 12:45 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141007.02



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 4, 2014**

The meeting was called to order by Chairman Tim Roberts at 12:00 pm.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads Superintendent/Cemetery Sexton

AGENDA ADDITIONS

Chief Warren would like to add an EMS billing discussion.

PUBLIC PARTICIPATION

Mr. Scott Rider, of Rider + Reinke Financial Group, reported that Anthem initially offered a 13% increase in the current healthcare premiums for 2015. Upon Mr. Rider negotiating with them, Anthem agreed to a 5% increase in premiums for 2015. If the Township is willing to switch healthcare providers, UnitedHealthcare (UHC) has offered an 18% decrease from current rates for 2015. According to Mr. Rider is this an unheard of offer. The Township's plan will remain the same, with a couple of minor changes in the coinsurance being 75/25 and the single out of pocket is \$6,000 versus \$6,350 with Anthem. In addition, if the Board is willing to change the 2015 renewal period to be October 2015 instead of January 2016, the UHC renewal for next year will not exceed a 7.9% increase in premium. The Affordable Care Act is driving this change in the renewal period due to fees that are effective October 2016. Mr. Rider further confirmed that there is no lasering of participants. He recommends that the Board adopt the change promptly.

Approval to Accept United Healthcare Quote for 2015 Healthcare Coverage

Motion by Mr. Buck, seconded by Mr. Earman, for the approval to accept UnitedHealthcare's quote to provide employer sponsored healthcare coverage to employees for 2015 and to agree to accept a renewal period of October 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141104.01

Approval of Trustee Meeting Minutes for 10/7/14

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on October 7, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141104.02

POLICE DEPARTMENT

Chief Francis reported that October was quiet, there were three reports. In addition, Halloween was extremely quiet, not a single call for service happened during the two hours of trick or treat. The bid walk thru for the cell tower site is underway. Bids are due within two weeks and the plan is for the cell tower to be up sometime in January (2015). He confirmed that the tower site is at Darby not Davidson. Chief Francis noted that the Police Department is participating in "Movember" which is a campaign to bring awareness to men's health and in support of testicular and prostate cancer.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 4, 2014**

FIRE DEPARTMENT

Battalion Chief Grile reported that EMS billing revenue is down approximately 20% for the year. Based upon his research into the matter, he has identified three factors that could be impacting this short fall. There has been a shift in run type from ALS 1 to BLS which has been driven by the increase in government audits. Secondly, the Township has experienced a shift from commercial payers to Medicare and Medicaid payers which is significant because Medicaid pays a fraction of the total billing. Lastly, the Township's collection rate has decrease from 49% to 41% and this appears to be a systemic problem greater than just Norwich Township, as other area departments are experiencing the same.

Battalion Chief Young reported that the sprinkler system is scheduled to be winterized this week. He also reported that the pond pump has been covered under warranty and the replacement pump is forthcoming.

Chief Warren reported that runs and transports are about the same as last year. He provided a recap of the two bids received for the 2003 Sutphen Pumper refurbishment project. He would like to recommend awarding the project to Sutphen which is the lowest and best bid. He plans to place this item on the agenda for approval at the November 18th trustee meeting.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery requested approval to purchase two graves back from Susan Prince that were originally purchased in 1993. He further reported that due to the salt shortage, the Franklin County Engineer's Office has notified us that this year's price is \$116.50 per ton versus \$53.68 per ton last year. In addition, all agencies will be rationed an amount. Mr. Montgomery will be attending the superintendents meeting on November 13th and will provide any updates.

Approval of Prince Grave Buyback

Motion by Mr. Buck, seconded by Mr. Earman, for the approval to buy back two graves from Susan Prince for \$500 each. The graves were originally purchased in 1993 for \$500 each.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141104.03

FISCAL OFFICE

Mrs. Miles requested approval of the 2015 dispatching services cost as outlined in Exhibit A totaling \$349,761 which is approximately a 2.6 % decrease in cost from 2014. The major factor in this decrease is to an increase in Dublin's total runs which decreased the Township's pro rata share.

Approval of 2015 Dispatching Costs Outlined in Exhibit A

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the updated costs outlined in Exhibit A totaling \$349,761 for contracted dispatching services with the City of Dublin for 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141104.04

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh extended a thank you to all employees for their willingness to get their healthcare questionnaires completed promptly which allowed the Township to obtain the quotes.

TRUSTEE-OLD BUSINESS - None

TRUSTEE-NEW BUSINESS - None



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held ***5181 NORTHWEST PARKWAY, HILLIARD, OHIO***
November 4, 2014

A special planning meeting will be held on November 11th at 10 am.

Motion by Mr. Earman, seconded by Mr. Buck to adjourn the regular meeting of November 4, 2014 at 12:35 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141104.05



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 11, 2014**

The special planning meeting was called to order by Chairman Tim Roberts at 10 am.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Trustee – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads/Cemetery Dept.

PLANNING MEETING

1. Safety Services Building (SSB) Remodel Project

- a. Deputy Chief Bobby Fisher and Mr. Bob Apel of Meacham and Apel Architects presented a draft of proposed changes to the Safety Services Building. Projected alteration costs total \$350,307 which does not include soft costs such as fees which are estimated at about \$28,000 according to Mr. Apel. In addition Mr. Apel confirmed that there is \$31,000 in contingency included in the cost. Build schedule is 3-4 months and the project will be ready to bid soon. The Board agreed to add ceramic tile in place of laminate flooring in the Rice room and also along the hallway in the front of the meeting rooms. Mr. Buck requested the amount of common area that is being used by the City.

Approval to Proceed with Meacham & Apel Architects

Motion by Mr. Earman, seconded by Mr. Buck, to engage Meacham & Apel Architects to design the Safety Services Building Remodel project per the Revised Space Allocation Study dated October 28, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141110.01

2. Cemetery/Roads

- a. Street Lights – Ms. Cavanaugh confirmed that AEP will put the light pole in and run the electric line if the light is in a location approved by them. The Township will be responsible for the approximately \$15 per month of electricity per light. Ms. Cavanaugh will verify if an upscale pole is available. The Board agreed to move forward with placing the inquiry form in the next newsletter.
- b. Tree Plantings/Von Jasinski Memorial Plaque – The Board agreed to move forward with decorative fencing at the front entrance of Wesley Chapel and then place a memorial plaque on the fencing. The Board agreed to place \$10,000 in the 2015 budget to be used for the fence, plaque, and tree plantings. The Board agreed not to place gates at the entrance.
- c. Franklin County Engineer's Office (FCEO) Discussion on Old Poste and Schirtzinger Road Berms – According to Mr. Montgomery, the issue with Old Poste Road is that the footings are being washed out around the tile. FCEO is to survey the area to determine whose right of way it is. The bigger matter relates back to Holcomb Ditch. The Board will discuss the matter this Thursday with Dean Ringle.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 11, 2014**

- i. Danford Square – According to Mr. Montgomery there was too much hand work that needed to be done on Danford Square. FCEO agrees that the work is not acceptable. The Board instructed the Fiscal Officer not to pay for any work related to Danford Square. Ms. Cavanaugh will send a letter notifying FCEO of this decision. Mr. Montgomery recommends completely tearing out Danford Square and rebuilding it. Mr. Earman agrees that it needs to be fixed properly. The Board agreed with Mr. Earman's recommendation to have a separate contract for Danford Square next year. If FCEO will not bid it separately, then the Township will bid the project.

Approval to not Pay for Danford Square Roadwork

Motion by Mr. Buck, seconded by Mr. Earman, to not make payment for Danford Square roadwork.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141110.02

- d. Five Year Road Plan – Mr. Montgomery estimates approximately \$15,000 in curb work that needs completed in Ridgewood next year. This cost is to be incorporated into the \$200,000 originally projected for 2015 road work.
 - e. CIMS, CDL Status Update – According to Mr. Montgomery, 97% of the CIMS mapping project is completed. The three remaining areas have very little or no records available. Mr. Montgomery has obtained his temporary CDL. He called on October 23, 2014 to schedule the driving test and the first available date is November 24, 2014. Ms. Cavanaugh reported that Robbie Thomas is going to change his CLD classification from a CDL-B to CDL-A which will allow him to pull the trailer behind the dump trucks. Currently there is only one employee who has this designation.
 - f. Well Update – The well pump needs to be replaced. The pump was purchased 2-3 years ago and it has rusted out due to the water quality. Mr. Montgomery is to verify that the pump is stainless steel.
 - g. Dump Truck Replacement – Mr. Buck wants to ponder the replacement truck purchase. Mr. Montgomery will follow up with Chief Warren to look into the state term pricing of a replacement truck.
 - h. Cemetery Prices – Mr. Buck requested Mr. Montgomery to research the cost of columbarium. Mr. Earman recommends looking at the price point for cremation burials versus plot burials.
3. JSSB – Further Discussion of Building Construction Changes – no additional discussion.
 4. Township – General
 - a. Use of Meeting Space for Parties – Ms. Cavanaugh proposed adopting a per hour fee for the use of the meeting rooms for private parties only. Civic meetings would continue to be free of charge. The Board agreed to adopt a rental charge of \$25 per room for up to three hours and then a \$25 per hour per room fee beyond three hours effective 2015. At this time, no change will be made to the collection proceed or amount of the security deposit which is currently \$200.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 11, 2014**

Approval to Adopt Meeting Room Rental Fee

Motion by Mr. Earman, seconded by Mr. Buck, to adopt a meeting room rental fee of \$25 per room section for events of up to three hours, then \$25.00 per hour per section after that effective January 1, 2015 for private parties only with the exception of funeral dinners which will be exempt from a rental charge.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141110.03

- b. Storage Facility Options – As directed Ms. Cavanaugh has obtained two bids to complete a land appraisal at a cost of \$1,500. Mr. Buck needs more time to consider the matter. Mr. Earman is against pursuing the matter. Mr. Roberts would like to revisit the rental option for now. The item was tabled.
- c. IT Hours – On behalf of the administrative staff, Ms. Cavanaugh requested the Board to consider increasing the number of contracted IT hours from 30 hours to 40 hours per week based upon the increased duties that Adam Maynard has taken on which has made the organization far more efficient. The increase will cost an additional \$20,000 annually. Chief Warren noted that the request is about Adam Maynard being the right person to fill the position rather than just an increase in IT support.

Approval to Increase Contracted IT Hours

Motion by Mr. Earman, seconded by Mr. Roberts, to approve an increase in IT hours from 30 per week to 40 per week subject to the IT person being Adam Maynard.

Vote: Buck-No Earman-Yes Roberts-Yes

Motion passed - #141110.04

- d. Trash Hauler Extension – Ms. Cavanaugh presented Local Waste's offer to extend our trash hauling service an additional two years through December 31 2017 at a cost of \$15.16 per month. The current contracted rate is \$14.44 per month.

Approval to Extend Local Waste Trash Service Contract through 12/31/17

Motion by Mr. Buck, seconded by Mr. Earman, to approve extending contracted trash hauler service with Local Waste through December 31, 2017 at a cost of \$15.16 per month for 2016 and 2017.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141110.05

- e. Concrete Slab Quotes – Ms. Cavanaugh provided two quotes to replace the concrete slab at Station 81. Both quotes were for approximately \$25,000. Chief Warren recommends having the work completed in spring 2015. Mr. Buck recommended bringing the project to the Board for approval at the beginning of the year (2015). The Board agreed that the project cost will be included in the 2015 budget.

5. Fire Department

- a. 2015 Anticipated Purchases – The Board reviewed the detailed list of prioritized purchases as submitted by Chief Warren. Mr. Earman feels that the Fire Fund needs to have a projected \$2 million surplus at a minimum for 2015. Mr. Earman recommends putting all the anticipated purchases in the 2015 budget then items will be eliminated as necessary to balance against the set surplus. As it relates to the bounce house, mascot, and Pumper and Patches, Mr. Earman suggested



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 11, 2014**

choosing to do one or two of these items in 2015 and the remaining in the following year.

- b. Fire Hydrants – Mr. Buck recommends that we begin charging for our services related to the maintenance of the fire hydrants which is the City of Hilliard's responsibility. Mr. Roberts will notify the City and Ms. Cavanaugh will also follow up with a written letter from the Board.
- c. Fee Structure – Mr. Earman directed Chief Warren to put together a fee structure increase and present it to the Board for adoption.
- 6. Additional Capital Items for 2015 – None discussed.
- 7. Additions
 - a. 2016 Payroll Calendar – Mrs. Miles reported that the Friday, January 1, 2016 pay date will be pushed forward to Monday, January 4, 2016. This is necessary to ensure that the 27 pay schedule remains in 2016 not 2015.
 - b. Travel Policy – Mrs. Miles will be forwarding an updated travel policy for review and approval by the Board to be effective January 1, 2015.
 - c. Cell Tower – A generator is being added at the cell tower site located at 4243 Dublin Road. Code requires the fence to be placed around the generator. The Board agrees that the fencing needs to be wood similar to the current fencing surrounding the cell tower.
 - d. Historical Society Donation – Tim Woodruff, President of the Historical Society submitted a written request seeking a donation from the Township. The Board agreed to table the matter until the 2015 budget has been formalized.
 - e. Dublin Road Saneholtz Property – Ms. Cavanaugh reported that a developer is interested in annexing the property into the City of Hilliard and building patio homes on the property.

Executive Session at 1:50 pm-Motion by Mr. Buck, seconded by Mr. Earman, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, compensation and promotion of a public employee and 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.

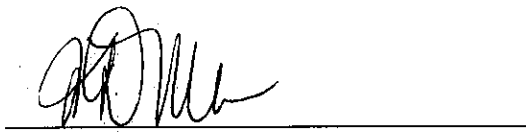
Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141110.06

Motion to adjourn from Executive Session and from the Special Meeting at 2:10 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes


 Timothy Roberts, Chairman


 Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 18, 2014**

The meeting was called to order by Chairman Tim Roberts at 6:00 pm.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads Superintendent/Cemetery Sexton

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 11/4/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on November 4, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141118.01

Approval of Trustee Meeting Minutes for 11/11/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on November 11, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141118.02

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Chief Warren presented a service award to Austin Miller in recognition of completing his first year of service. In addition, he presented 30 year service awards to Captain Mike Isham and Lieutenant Donnie Weaston. Chief Warren provided Brown Township's run summary to the Board and conveyed Brown Township's trustees thanks to the Board for their support of the recent levy. Lastly he requested approval to purchase a new medic.

Approval to Purchase Horton Medic

Motion by Mr. Earman, seconded by Mr. Buck, for the approval to place an order to purchase a new medic totaling \$238,425.26. Horton has had deliver issues but Chief Warren believes that they are committed to moving forward with an understanding of our position on the deliver time. Mr. Roberts requested that the Board be kept updated on the progress.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141118.03

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery requested approval to purchase six graves back from Carl and Martha Salyers that were originally purchased in 2007. He reported that the Franklin County Engineer's Office has allotted the Township 111 tons of salt for this winter season. At the superintendents meeting, there was discussion on ways to conserve salt including focusing on intersections, then trickle down on



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 18, 2014**

roads, and daylight salting rather than nighttime. Mr. Earman suggested looking at other alternative salt suppliers. Mr. Buck would like us to use up the allotment provided by the County then look at other options, he would like to see the salt barn completely filled. Mr. Montgomery would like to keep the salt barn about two thirds full so that salt is not lost to weather. Mr. Buck stated that there are ways to protect the salt using tarps. Mr. Buck will come up with a list of names of potential suppliers.

Approval of Salyers Grave Buyback

Motion by Mr. Buck, seconded by Mr. Earman, for the approval to buy back six graves originally purchased by Carl and Martha Salyers for \$500 each. The graves were originally purchased in 2007 for \$500 each.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141118.04

FISCAL OFFICE

Mrs. Miles reported that the redesigned Township website is scheduled to go live on November 25th. One of the biggest additions to the website is an interactive calendar that will allow for on-line registration of classes.

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported that FSA enrollment literature was sent today and informational meetings are scheduled for the first week of December for Township employees.

TRUSTEE-OLD BUSINESS

According to Mr. Montgomery, the cost to purchase a 7300 International dump truck and a 4300 International dump truck is roughly the same, about \$150,000. Mr. Montgomery would like to purchase a 4300 truck because it is under the CDL weight although it has less capacity hauling wise but the blade is a bit smaller in length and a little easier to handle. Mr. Buck reiterated that the Board recommended looking at Freightliner as a replacement. He recommended placing \$175,000 in the 2015 budget and tabled the matter for further research by Mr. Montgomery.

Mr. Earman reported that the farm bureau is looking to purchase an acre from the agricultural society to build their office. The Board agreed to notify the agricultural society that the Township is not interested in purchasing any land at this time. Mr. Buck requested that any future business with the agricultural society on behalf of the Township be conducted with an officer of the agricultural society. Mr. Buck further stated that members of the agricultural society are finding out tonight for the first time that the Township was interested in purchasing land but now is not.

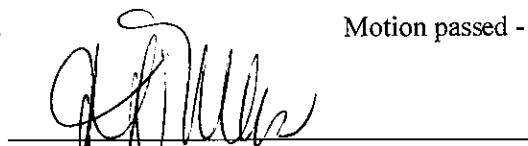
TRUSTEE-NEW BUSINESS – None

Motion by Mr. Earman, seconded by Mr. Buck to adjourn the regular meeting of November 18, 2014 at 6:25 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141118.05


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 25, 2014**

The special meeting was called to order by Chairman Tim Roberts at 10:00 am.

Roll Call - Timothy Roberts, Chairman – Present
Charles Wm. Buck, Vice Chairman – Absent
Larry Earman, Trustee – Present

Also Present - Kate Cavanaugh, Township Administrator
Jeff Warren, Fire Chief
Greg Young, Battalion Chief

Executive Session

Motion by Mr. Earman, seconded by Mr. Buck, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the employment and compensation of a public employee.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion by Mr. Earman, seconded by Mr. Buck, to adjourn from executive session at 11:25 am.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141125.01


The Board discussed various TIF related matters and requested an updated TIF report as soon as available. At this time, no donation for the historical society is to be included in the 2015 budget.

Motion by Mr. Buck, seconded by Mr. Earman to adjourn the special meeting of November 25, 2014 at 11:50 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141125.02


Timothy Roberts, Chairman


Kate Cavanaugh, Township Administrator
JAMIE MILES, FISCAL OFFICER



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **December 16, 2014**

The meeting was called to order by Chairman Tim Roberts at 6:00 pm.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice Chairman – Present
Larry Earman, Trustee – Present

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads Superintendent/Cemetery Sexton

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 11/18/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on November 18, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.01

Approval of Trustee Meeting Minutes for 11/25/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on November 25, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.02

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Chief Warren presented Firefighter Dusty King with the Fire Chief Commendation award for his actions related to the rescue of a three year old toddler. The Fire Chief Commendation award is peer nominated. In other matters, Chief Warren provided a report of the total incidents by jurisdiction and he requested to award the 2003 engine refurbishment project to Sutphen Corporation who was the lowest and best bid. Chief Warren is working to pull together better Columbus numbers and will report at a later date on the matter.

Approval to Award Engine Refurbishment to Sutphen Corporation

Motion by Mr. Earman, seconded by Mr. Buck, for the approval to award the 2003 engine refurbishment project totaling \$107,699.24 to Sutphen Corporation (which is the lowest and best bid received).

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.03

CEMETERY & ROAD DEPARTMENT

The Board discussed an e-mail received from Roseanna Davis regarding graves originally purchased in 1956 by her mother-in-law Mary Davis who is deceased. Mrs. Davis' husband, Dan Davis, was the executor of Mary Davis' estate. Dan Davis has passed away and there was nothing in the original estate to address the remaining two burial lots. Roseanna Davis would like to make sure that these graves can be used by someone in the Davis family. According to Ms. Cavanaugh, ORC 517.07



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held ***December 16, 2014***
5181 NORTHWEST PARKWAY, HILLIARD, OHIO

allows for a public notice to be placed asking for heirs to come forward. The Board agreed unanimously to move forward with placing a public notice for the graves.

FISCAL OFFICE

Mrs. Miles requested to amend the 2014 Permanent Appropriations to account for inter-fund transfers and to approve the 2015 Permanent Appropriations in the amount of \$17,326,345. She also requested approval of the updated Travel Procedures & Guidelines policy effective January 1, 2015.

Approval of 2014 Permanent Appropriation Transfers

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the 2014 Permanent Appropriations totaling \$17,743,210. There is no change in the total appropriation amount, the amendment is to account for subcategory transfers within funds.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.04

Approval of 2015 Permanent Appropriations

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the 2015 Permanent Appropriations totaling \$17,326,345.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.05

Approval of Travel Procedures & Guidelines

Motion by Mr. Earman, seconded by Mr. Buck, for approval to adopt the updated Travel Procedures & Guidelines policy effective January 1, 2015 which will completely replace section 2.5 Travel Policy of the current employee handbook.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.06

PUBLIC PARTICIPATION

On behalf of the City of Hilliard, Glen Dugger, attorney with FT Development addressed the Board about the annexation of the Saneholtz property from Norwich Township to the City of Hilliard. According to Mr. Dugger, FT Development is proposing to build about 20 homes valued at \$350,000 and up which is expected to net an increase in values of approximately \$10 million. Bob Webb Builders is interested. Mr. Dugger confirmed there will be no municipal TIFs proposed for this project. Assuming the Township is willing to support the annexation, then the process will take about six months, possibly begin to see dirt move first part of fourth quarter 2015 and houses up in the spring of 2016. The Board agreed that having the green house and junk vehicles removed is a priority. Mr. Dugger thought that the green house could be removed within the next 60-90 days; he is unsure of the vehicles. He also confirmed that the housing structures would be two story residents but nothing more. The Board agreed to support the annexation agreement.

Approval of Saneholtz Estate Annexation

Motion by Mr. Earman, seconded by Mr. Buck, for approval to accept the Saneholtz annexation agreement.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.07



RECORD OF PROCEEDINGS

Minutes of ***NORWICH TOWNSHIP BOARD OF TRUSTEES*** *Meeting*
Held ***5181 NORTHWEST PARKWAY, HILLIARD, OHIO***
December 16, 2014

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh requested approval of the following:

Approval to Conduct Internet Auctions

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a resolution declaring the Township's intent to conduct internet auctions for unneeded Township property including motor vehicles for the 2015 calendar year.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.08

Approval to Retain Brosius, Johnson, & Griggs LLC

Motion by Mr. Buck, seconded by Mr. Earman, for approval to retain Brosius, Johnson, & Griggs LLC to provide legal services to the Township in 2015 along with other legal counsel as needed. The hourly rate increase is \$10 for 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.09

Approval to Pay Fiscal Officer for Cemetery Deed Preparation

Motion by Mr. Earman, seconded by Mr. Buck, for approval to pay the Fiscal Officer \$250 for the preparation of cemetery deeds in 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.10

Approval to Renew CLOUT Membership

Motion by Mr. Earman, seconded by Mr. Buck, for approval to renew membership with CLOUT, part of the Ohio Township Association, in 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.11

Approval to Pay Elected Officials in 2015

Motion by Mr. Buck, seconded by Mr. Earman, for approval to pay the Township Trustees and Fiscal Officer on a monthly basis in accordance with compensation established by Ohio Revised Code sections 505.24 and 507.09 for townships with a budget greater than \$10 million.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.12

Approval to 2015, 2016 Mosquito Management Program

Motion by Mr. Buck, seconded by Mr. Earman, for approval to the Mosquito Management Program contract totaling \$4,990 each year for 2015 and 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.13

Approval of 2015 Trustee Meeting Schedule

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the 2015 Trustee Meeting Schedule which is set for the first and third Tuesday of each month at 12 noon and 6:00 pm respectively.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.14

Approval to Accept Mutters Lawn Service Proposal

Motion by Mr. Buck, seconded by Mr. Earman, for approval to accept the 2015 lawn care services proposal submitted by Mutters Lawn Service at the same rates as 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.15



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **December 16, 2014**

TRUSTEE-OLD BUSINESS

According to Mr. Montgomery, Danford Square residents are happy with the completed work except for one resident who would like to see the street completely repaved. The Board discussed the application used on the roads this year. Mr. Buck would like to revisit the discussion next year prior to making a decision on what type of application to be done. Mr. Earman recommended paying the remaining balance owed to the Franklin County Engineer's for the 2014 road work.

Approval to Pay Franklin County Engineers Road Work Invoice

Motion by Mr. Earman, seconded by Mr. Buck, for approval to pay (the Franklin County Engineers 2014 road work) invoice as presented in full.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.16

TRUSTEE-NEW BUSINESS

The Board discussed the preliminary plans for the Safety Services building (SSB) renovation project. They reviewed the proposal submitted by M + A Architects for architectural services for the SSB renovation project and agreed to accept. The address for the SSB needs to be updated and reference to the east wing needs to be removed from the proposal. The Board authorized moving forward with proposal.

Approval of Non-union 2015 Payroll Rates

Motion by Mr. Earman, seconded by Mr. Buck, for approval of the 2015 non-union wages as detailed in the worksheet effective the first pay period of 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.17

Approval to Accept M+A Architects Proposal

Motion by Mr. Earman, seconded by Mr. Buck, for approval to accept the proposal submitted by M+A Architects for the SSB renovation project.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.18

Election of 2015 Chairman

Motion by Mr. Earman, seconded by Mr. Buck, to nominate Tim Roberts as Chairman of the Norwich Township Board of Trustees for 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.19

Election of 2015 Vice-Chairman

Motion by Mr. Roberts, seconded by Mr. Earman, to nominate Chuck Buck as Vice-Chairman of the Norwich Township Board of Trustees for 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.20

Motion by Mr. Buck, seconded by Mr. Earman to adjourn the regular meeting of December 16, 2014 at 6:45 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.21


Timothy Roberts, Chairman


Jamie Miles, Fiscal Officer