



**RECORD OF PROCEEDINGS**

*Minutes of* **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*  
**5181 NORTHWEST PARKWAY, HILLIARD, OHIO**  
*Held* **December 18, 2018**

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The meeting was called to order at 6:00 pm by Chairman Larry Earman.

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

Also Present - **Jamie Fisher, Township Administrator**  
**Jeff Warren, Fire Chief**  
**Greg Young, Assistant Fire Chief**  
**Robbie Thomas, Cemetery Sexton/Road Superintendent**  
**Jamie Miles, Fiscal Officer**

**AGENDA ADDITIONS** - None

**FIRE CHIEFS COMMENDATION**

Chief Warren presented the Fire Chiefs Commendation to Firefighter Mike Armstrong for his timely and effective efforts in saving his neighbor, Dan Nance, who was in cardiac arrest.

**PUBLIC PARTICIPATION** - None

**Approval of Trustee Meeting Minutes for 12/04/2018**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on December 4, 2018.

Vote: Buck-Yes Earman- Yes Roberts- Yes

Motion passed - #181218.01

**POLICE DEPARTMENT**

Chief Fisher reported that the Shop With A Cop event was a great success. Thirteen well deserving kids were treated to a great time. All other business is as usual within the department.

**FIRE DEPARTMENT**

Chief Warren requested approval of the following employment agreements:

**Approval of Battalion Chief Employment Agreement-Kienzle**

Motion by Mr. Roberts, seconded by Mr. Buck, 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 - #181218.02

**Approval of Battalion Chief Employment Agreement-Russell**

Motion by Mr. Roberts, 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 -#181218.03



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**Approval of Battalion Chief Employment Agreement-Grile**

Motion by Mr. Roberts, 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-Yes

Motion passed - #181218.04

**Approval of Battalion Chief Employment Agreement-Baird**

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

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.05

**Approval of Battalion Chief Employment Agreement-Sweigart**

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

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.06

**Approval of Assistant Fire Chief Employment Agreement-Young**

Motion by Mr. Roberts, 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 Assistant Fire Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.07

Mrs. Miles requested approval of the work agreement for Chief Warren.

**Approval of Fire Chief Employment Agreement-Warren**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Jeff Warren, the Individual Presently Employed as the Norwich Township Fire Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.08

In other matters, Chief Warren reported that Brown Township is planning to make heating and cooling repairs to Station 82. Approximate cost is \$15,000 and the repairs will take place in April or May 2019. At this same time, it is planned to replace the carpet in the bunk rooms also.

**CEMETERY & ROAD DEPARTMENT**

Mr. Thomas reported that the drainage work along Saturn Road has been completed. The crew is currently placing insulation in the storage building.

**FISCAL OFFICE**

Mrs. Miles requested approval of the following items:





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**Approval of 2018 Permanent Appropriation Transfers**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the 2018 Permanent Appropriations intra-fund reallocations in the Fire District Fund and Fire Rescue, EMS Fund. There is no change in the total appropriation amount, the amendment is to account for subcategory reallocations within funds.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.09

**Approval of 2019 Permanent Appropriations**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the 2019 Permanent Appropriations totaling \$21,164,250.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.10

**Approval of 2019 Wages Exhibit**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval of the 2019 Wages Exhibit as detailed in the worksheet effective January 7, 2019.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.11

**Approval of Additional Vacation Hours for Township Administrator**

Motion by Mr. Roberts, seconded by Mr. Earman, to approve granting an additional 40 hours of vacation for the Township Administrator effective January 1, 2019.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.12

**TOWNSHIP ADMINISTRATION**

Mrs. Fisher requested approval of the following items.

**Approval to Conduct Internet Auctions**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval of a Resolution Declaring Intent to Conduct Internet Auctions for The Sale of Unneeded, Obsolete or Unfit Personal Property Including Motor Vehicles, of Norwich Township for the Calendar Year 2019.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.13

**Approval to Retain Brosius, Johnson, & Griggs LLC**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval of a Resolution Employing the Township's Attorneys, Brosius, Johnson, & Griggs LLC, on an Annual Basis for the Year 2019.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.14

**Approval to Retain Steptoe & Johnson, PLLC**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval of a Resolution Employing the Township's Attorneys, Steptoe & Johnson PLLC, on an Annual Basis for the Year 2019. Mrs. Fisher noted that the hourly rate for partner is \$250 and associate is \$200. Mrs. Fisher also confirmed that there was no response regarding litigation fees.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.15



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**Approval to Pay Fiscal Officer for Cemetery Deed Preparation**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval to pay the Fiscal Officer \$250 for the preparation of cemetery deeds in 2019.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.16

**Approval to Renew CLOUT Membership**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval to renew membership with CLOUT, part of the Ohio Township Association, in 2019.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.17

**Approval to Pay Elected Officials in 2019**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval to pay the Township Trustees and Fiscal Officer in 2019 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 - #181218.18

**Approval of 2019 Trustee Meeting Schedule**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the 2019 Trustee Meeting Schedule which is set for the first and third Tuesday of each month at 6:00 pm and noon respectively. Mr. Earman noted that there is no meeting scheduled for January 1, 2019 and the January 15, 2019 meeting will be at 6 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.19

**TRUSTEE-OLD BUSINESS** - None

**TRUSTEE-NEW BUSINESS**

**Election of 2019 Chairman**

Motion by Mr. Buck, seconded by Mr. Roberts, to nominate Larry Earman as Chairman of the Norwich Township Board of Trustees for 2019.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.20

**Election of 2019 Vice-Chairman**


Motion by Mr. Buck, seconded by Mr. Earman, to nominate Tim Roberts as Vice-Chairman of the Norwich Township Board of Trustees for 2019.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #181218.21

Motion by Mr. Roberts, seconded by Mr. Buck to adjourn from the regular meeting at 6.25 pm.  
Vote: Buck-Yes Earman-Yes Roberts-Yes

  
Larry Earman, Chairman

  
Jamie Miles, Fiscal Officer