



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 3, 2020**

The virtual regular meeting was called to order at 6:00 PM by Chairman Timothy Roberts.

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

Also Present - **Jamie Fisher, Township Administrator**
Jeff Warren, Fire Chief
Greg Young, Assistant Fire Chief
Jamie Miles, Fiscal Officer
Bobby Fisher, Hilliard Police Chief

Mr. Earman led the prayer and pledge.

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 10/05/2020

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on October 5, 2020.

Vote: Buck-Yes Earman-Abstain Roberts-Yes

Motion passed - #201103.03

Approval of Trustee Meeting Minutes for 10/06/2020

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on October 6, 2020.

Vote: Buck-Yes Earman-Abstain Roberts-Yes

Motion passed - #201103.04

Approval of Trustee Meeting Minutes for 10/06/2020

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on October 6, 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.05

Approval of Trustee Meeting Minutes for 10/13/2020

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on October 13, 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.06

Approval of Trustee Meeting Minutes for 10/20/2020

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on October 20, 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.07

POLICE DEPARTMENT

Chief Fisher reported that election day activities have been running smoothly. On behalf of the Police Department, Chief Fisher congratulated the forthcoming promotions.



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FIRE DEPARTMENT

Chief Warren requested approval of a new medic and explained that the switch to a heavy-duty chassis from a medium duty chassis is due to less maintenance issues and some more improvements. Chief Warren requested approval to purchase a Lifepak defibrillator with hands free CPR device. He noted that this is an unbudgeted item. Chief Warren requested approval of a conditional offer of employment to Phillip Englar. In addition, he requested approval of several departmental promotions of which he noted that the Battalion Chief promotion comes with its own work agreement unlike the other promotions that are covered by the bargaining unit. The two lieutenant promotions will be float positions and will move around as needed. Chief Warren requested to remove item H from the agenda. He reported that neither Dave nor Jake have fully executed their work agreements so no need to change anything formally. Warren asked to work with the assigned Board member to help get the work agreements signed and executed on behalf of the incoming Chief and Assistant Chief. Mr. Roberts will be happy to work with Chief Warren on this.

Approval of 2021 Horton Medic

Motion by Mr. Earman, seconded by Mr. Buck, for approval to purchase a 2021 F550 Horton Medic at a price of \$246,708 as budgeted in the 2020 capital budget. Additionally, to authorize the Fire Chief to execute all documents related to the purchase.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.08

Approval of Lifepak Defibrillator and CPR Device

Motion by Mr. Earman, seconded by Mr. Buck, for approval to purchase a Lifepak Defibrillator and Lucas Hands Free CPR device in the amount of \$55,684. This is an unbudgeted expense and CARES Act money will be used to make the purchase.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.09

Approval of Conditional Offer of Employment for Englar

Motion by Mr. Earman, seconded by Mr. Buck, for approval to extend a conditional offer of full-time employment to Phillip Englar effective December 1, 2020 at 0800 hours contingent upon successfully completion of the medical and physical, successful completion of the psychological evaluation, successful completion of the pre-employment drug screen and successful completion of the remainder of the full background check.

Vote: Buck- Yes Earman-Yes Roberts- Yes

Motion passed - #201103.10

Approval to Promote Lantz to Battalion Chief

Motion by Mr. Earman, seconded by Mr. Buck, for approval to promote Lieutenant Nick Lantz to the rank of Battalion Chief pending acceptance of the battalion chief work agreement effective January 4, 2021 at 0800 hours.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.11

Approval to Promote Eby to Captain

Motion by Mr. Earman, seconded by Mr. Buck, for approval to promote Lieutenant Eric Eby to the rank of Captain effective January 4, 2021 at 0800 hours.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.12



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Approval to Promote Pope to Lieutenant

Motion by Mr. Earman, seconded by Mr. Buck, for approval to promote Casey Pope to the rank of Lieutenant effective January 4, 2021 at 0800 hours. Casey is the highest-ranking member on the eligibility list.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.13

Approval to Promote Waples to Lieutenant

Motion by Mr. Earman, seconded by Mr. Buck, for approval to promote Justin Waples to the rank of Lieutenant effective January 4, 2021 at 0800 hours.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.14

CEMETERY & ROAD DEPARTMENT

In Mr. Thomas' absence, Mrs. Fisher reported that the Board received a request to purchase two graves at the residential rate from a non-resident. This individual is a Columbus resident, and their mother and father are buried at Wesley Chapel. The requester was a Norwich Township resident for two years back in the 1980s. They purchased a home on Norwich Street from their mother, the home had been in the family for over forty years. The requester is a Vietnam Veteran and is aware that it is rare that exceptions are made. Earman is opposed to bending the rules in this case, we have two different rates, the individual has not been a taxpayer for more than 30 years and taxpayers support the cemetery. Mr. Buck and Mrs. Roberts agreed. Mrs. Fisher provided an update on the Cemetery project. She reported that the center plaza is almost complete, the pavers are laid almost to the bridge and the masonry work around the wishing well is in progress.

Denial of Residential Rate Grave Purchase

Motion by Mr. Earman, seconded by Mr. Buck, to deny the request to purchase two graves at the residential rate by a non-resident.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.15

FISCAL OFFICE

Mrs. Miles reported that the October credit card transaction reporting has been provided to Mr. Roberts for review and attestation. Mrs. Miles requested approval

Approval to Amend 2020 Permanent Appropriations

Motion by Mr. Earman, seconded by Mr. Buck, for the approval to amend the Permanent Appropriations for 2020 totaling \$22,970,380. The amendment is to account for the distribution of HB614 Coronavirus Relief Funds and the related appropriations.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.16

TOWNSHIP ADMINISTRATION

Mrs. Fisher requested approval of the Norwich Township Disaster Recovery Policy that defines the Township's IT infrastructure needs during a disaster. This policy was created to fulfill the auditing requirements for both the financial audit and IT audit. OTARMA and KLA Risk Consulting have reviewed the policy and have no changes. Mrs. Fisher recommends approval of this policy. Mrs. Fisher introduced Ray and Linda Hoetger who were in virtual attendance. The Hoetger's are advocates on behalf of the awareness of prostate cancer. The Township has issued a proclamation on



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behalf of the Hoetger's for several years now. Mrs. Fisher requested the Board to issue a Proclamation on behalf of the Hoetger's. Mrs. Hoetger thanked the Board for their support to bring awareness and education for prostate cancer. Mr. Hoetger recapped his eleven-year journey and emphasized the important of early detection. Mrs. Hoetger noted that as of October 22nd, the Governor has approved the license plates for prostate cancer, and they are in the process to collect the signatures needed for the BMV to begin printing the plates.

Approval of Disaster Recovery Policy

Motion by Mr. Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Disaster Recovery Policy that defines the Township's IT infrastructure and recovery needs during a disaster.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.17

Approval of Proclamation for Prostate Cancer Awareness Month

Motion by Mr. Mr. Earman, seconded by Mr. Buck, for the approval of a Proclamation declaring prostate cancer awareness in Norwich Township thus encouraging all men to learn the risks and to speak to their healthcare providers about screening for prostate cancer.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201103.17

TRUSTEE-OLD BUSINESS

Mr. Roberts reported that the Board had approved keeping the Safety Services Building closed for an additional two weeks. We are almost through that period. Mr. Roberts asked the Board to consider keeping the building closed through the end of November then reconsider the matter at the December 1st meeting. Mr. Earman said it was ok with him. Mr. Buck agreed. Mr. Roberts said that we will notify the City of the decision so they can plan for court and revisit the matter on December 1st. Mr. Earman sees no reason to go back to the once a month checks, he wants to continue to do twice a month checks. Mrs. Miles agreed. Mr. Roberts offered to step in to sign if needed.

TRUSTEE-NEW BUSINESS - None

Motioned by Mr. Earman, seconded by Mr. Buck, to adjourn from the regular meeting at 6:24 PM.

Vote: Earman- Yes Buck-Yes Roberts-Yes

Motion passed - 201103.18

Timothy Roberts, Chairman

Jamie Miles, Fiscal Officer