



## RECORD OF PROCEEDINGS

*Minutes of* **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*  
*Held* **5181 NORTHWEST PARKWAY, HILLIARD, OHIO**  
**December 1, 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**  
**Robbie Thomas, Cemetery Sexton/Road Superintendent**  
**Jamie Miles, Fiscal Officer**  
**Bobby Fisher, Hilliard Police Chief**

### **AGENDA ADDITIONS**

Mrs. Fisher requested to add an agenda addition for the firewall for the Fire Department storage building.

### **PUBLIC PARTICIPATION**

Mr. Jeffrey Gergel, Hilliard resident, wished everyone a Merry Christmas and Happy New Year and thanked the Township for their service.

### **Approval of Trustee Meeting Minutes for 11/03/2020**

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on November 3, 2020.

Vote: Buck-Yes Earman- Yes Roberts- Yes

Motion passed - #201201.01

### **Approval of Special Trustee Meeting Minutes for 11/03/2020**

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on November 3, 2020.

Vote: Buck-Yes Earman- Yes Roberts- Yes

Motion passed - #201201.02

### **POLICE DEPARTMENT**

Chief Fisher reported that operations have buckled down a bit with the increase in COVID-19, the Department has been a bit more responsive regarding our activity. Mr. Earman asked how many police employees were out due to COVID. Mr. Fisher stated that one employee is currently out due to exposure from a family member. Mr. Buck congratulated Chief Fisher on the significant arrests that were made. Chief Fisher reported that the SIU team has been working on the case for about seven to eight months with several other organizations and it resulted in a few good arrests.

### **FIRE DEPARTMENT**

Chief Warren requested approval to purchase AED's for Hilliard Police vehicles. This is a joint project between the City and the Township and was budgeted to happen this year using police levy funds. Both entities will purchase AEDs to outfit all police vehicles which will ultimately benefit the community. Chief Warren noted that this is his last scheduled public meeting as Fire Chief. He stated that it is great to be the predecessor of Chief Baird and the successor to Chief Kaufman and Chief Long who ultimately set this organization up for success for myself and Chief Baird.



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Collectively the decisions the Board has made, and the support staff all had one mission and ultimately that is the community. And whenever you have that vision that is good. He thanked the Board for the awesome opportunity to serve as Fire Chief and looks forward to serving as Battalion Chief. He wished Chief Baird and Chief Wells the best as they are going to be fantastic.

### **Approval of AED Purchase**

Motion by Mr. Earman, seconded by Mr. Buck, for approval to purchase fifteen AEDs in the amount of \$18,825.00 as budgeted for Hilliard police vehicles.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.03

### **CEMETERY & ROAD DEPARTMENT**

Mr. Thomas requested approval of a grave buyback request received from Linda and Ron Crum. He reported that he has been researching alternative salt suppliers. For sixteen dollars less per ton, American Rock will also deliver the salt and it is state term pricing. Mr. Thomas has also contacted ODOT and is waiting to hear back from them. Mr. Thomas asked the Board if they were ok with using other salt vendors. Mr. Earman said it sounds good to him. Mr. Buck is concerned that they do not run out of salt. Mr. Buck said that his problem is unfortunately he has had a whole lot more experience than Mr. Thomas, and he has gone through many times where they (suppliers) do not have salt for you. Mr. Buck said whatever Mr. Thomas thinks will work to go ahead and do it. Mr. Roberts echoed Mr. Buck's concerns and just wants to make sure they can supply our needs. Mr. Thomas assured the Board that he would continue to maintain a good relationship with the Franklin County Engineers and use them for salt, but this new supplier would be in addition to.

### **Approval of Crum Grave Buy Back**

Motion by Mr. Earman, seconded by Mr. Buck, to approve a grave buy back requested by Linda and Ron Crum originally purchased on August 28, 2003 for \$1,000.00 (Section D, Lot 237, Graves 3&4).

Vote: Buck- Yes Earman-Yes Roberts- Yes

Motion passed - #201201.04

### **FISCAL OFFICE**

Mrs. Miles provided the November credit card transaction reporting to Mr. Roberts and he has already reviewed and signed the attestation letter and returned the packet. Mrs. Miles requested to remove Item c. on the agenda and requested approval of the following items:

### **Approval to Amend 2020 Permanent Appropriations**

Motion by Mr. Earman, seconded by Mr. Buck, for the approval to Amend Permanent Appropriations for 2020 totaling \$22,988,380 to account for the fourth and final distribution of CARES Act funds.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.05

### **Approval of 2021 Permanent Appropriations**

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the 2021 Permanent Appropriations totaling \$19,990,200.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.06

### **Approval of 2021 Wages Exhibit**

Motion by Mr. Earman, seconded by Mr. Buck, for approval of the 2021 Wages Exhibit which is a 2% increase for non-bargained staff effective January 4, 2021.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.07



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

Motion by Mr. Buck, seconded by Mr. Earman, 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 Fire Chief effective January 4, 2021 at 0800 hrs.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.08

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

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Jason Wells, the Individual Presently Employed as the Norwich Township Assistant Fire Chief effective January 4, 2021 at 0800 hrs.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.09

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

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Nicholas Lantz, the Individual Presently Employed as the Norwich Township Battalion Chief effective January 4, 2021 at 0800 hrs.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.10

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

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Jeffrey W. Warren, the Individual Presently Employed as the Norwich Township Battalion Chief effective January 4, 2021 at 0800 hrs.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.11

**TOWNSHIP ADMINISTRATION**

Mrs. Fisher requested approval of the following items:

**Approval to Conduct Internet Auctions**

Motion by Mr. Buck, seconded by Mr. Earman, 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 2021.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.12

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

Motion by Mr. Earman, 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 2021.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.13

**Approval to Retain Sybert, Rhoad, Lackey, & Swisher, LLC**

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Employing the Township's Attorneys, Sybert, Rhoad, Lackey, & Swisher, LLC, on an Annual Basis for the Year 2021.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.14



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### **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 2021.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.15

### **Approval to Pay Elected Officials in 2021**

Motion by Mr. Earman, seconded by Mr. Buck, for approval to pay the Township Trustees and Fiscal Officer in 2020 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 - #201201.16

### **Approval of 2021 Trustee Meeting Schedule**

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the 2021 Trustee Meeting Schedule which is set for the first Tuesday of each month at 6:00 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.17

Mrs. Fisher tabled Item G. She introduced Mark Bockrath with OHM to discuss the firewall change order. According to Mr. Bockrath the original building contract was for a fifty by one-hundred-foot building, which is five thousand square feet. Shortly after OHM got started there was a request to make the building larger. So, OHM added forty more square feet which was essentially two more bays. OHM moved forward with the process to approximately ninety percent completion. At this time, OHM presented the cost estimate near one million four hundred thousand dollars. In response to this estimate, the Township directed some value engineering to take place. During the value engineering the building got smaller, back to its original size and the parking lot was eliminated. Then right before going out to bid the building got bigger again. The issue at hand is that the State of Ohio requires fire suppression in these buildings if they are over five thousand square feet. The addition that was put on the building throughout the process pushed the building over five thousand square feet. So, our options are fire suppression which is very expensive as it requires a dedicated fire line and sprinklers. The cost would probably be north of one hundred fifty thousand dollars. The other option is to use the divider wall that is already in the plans, but we cannot use the metal liner. Instead, two sheets of drywall would be installed on either side of the wall, then this firewall must go up through the trusses. In essence creating two separate buildings under one roof which eliminates the need for fire suppression. This does not change the building only the finish of the divider wall. The contractor has submitted a change order to change the wall from a metal liner to drywall. Mr. Roberts asked if there was anything additional required of the building itself. Mr. Bockrath said yes that because of essentially having two buildings, it requires posts on either side of the wall and an additional truss which accounts for more than half of the change order cost. Mr. Earman stated that if his understanding is correct, then your firm submitted plans and specifications that were not to code. According to Mr. Bockrath, the deliverable per the contract was to deliver drawings for design build. Therefore, our drawings did not have to be stamped, they were for design intent. The contractor is responsible for stamped drawings that are code approved. Mr. Earman said that your plans and specifications did not include this. Mr. Bockrath confirmed that the plans did include the wall but unfortunately it did not include the two layers of drywall. Mr. Earman said it seems like it is your firm's mistake, it is why we hired a certified architect. Mr. Buck is pretty satisfied with the contractor; he is out there working on crappy days. Mr. Roberts stated that the Board would digest the



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information and then decide where we go from here. Mr. Buck asked Mr. Bockrath to follow up with the contractor at Wesley Chapel to put the silt fence back up so there are no issues with the EPA regarding silt running into the stream. Mr. Bockrath completely agrees and will contact Builderscape and make sure this is addressed. Mrs. Fisher asked Mr. Bockrath if he had any information from Classical on the firewall. Mr. Bockrath said that they threw out an early number without detail. He has requested the detail to ensure a complete understanding of where the costs are and that there is a credit for the sheet metal. Mr. Roberts asked that as soon as the detail is received to get it to Mrs. Fisher so she can share with the Board.

**TRUSTEE-OLD BUSINESS** - None

**TRUSTEE-NEW BUSINESS**

**Election of 2021 Chairman**

Motion by Mr. Buck, seconded by Mr. Earman, to nominate Tim Roberts as Chairman of the Norwich Township Board of Trustees for 2021.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.18

**Election of 2021 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 2021.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.19

**Approval to Increase Dental Payment Limit**

Motion by Mr. Earman, seconded by Mr. Buck, for approval to increase the dental payment limit per individual to \$1,500, this applies to all bargain and non-bargained employees with the exception of the four elected officials who will not qualify unless they are re-elected to their next term under Ohio law.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #201201.20

The Board formally recognized Chief Warren for his service as Fire Chief. As the Board looked on, Chief Baird arrived at Chief Warren's home and presented him the Fire Chiefs statue to commemorate his service.

Motioned by Mr. Earman, seconded by Mr. Buck, to adjourn from the regular meeting at 6:45 PM.

Vote: Earman- Yes Buck-Yes Roberts-Yes

Motion passed - 201201.21

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**Timothy Roberts, Chairman**

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**Jamie Miles, Fiscal Officer**