



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **March 2, 2021**

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**
Dave Baird, Fire Chief
Jake Wells, 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 item under her section.

PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 02/02/2021

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on February 2, 2021.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #210302.01

POLICE DEPARTMENT

Chief Fisher reported that there has been very little activity in the Township, there have been only four reports for the last few months. A Renner Road resident was the victim of a burglary; she was distracted by one person while the other entered her home and took things.

FIRE DEPARTMENT

Chief Baird requested approval to purchase five replacement LifePaks. Currently all ALS equipment has a LifePak. The new equipment replaces seven- to ten-year-old equipment. Chief Baird requested approval to purchase the ESO Scheduler module. This new module will allow for accuracy in the reporting of details of calls for service. Chief Baird also noted that there have been several uses of the newly installed AEDs in the police cruisers. This investment is a great example of collaboration. He reported that there have been an unusual number of fires recently, thankfully there have been no injuries to staff, families, or pets.

Approval of Stryker LifePaks

Motion by Mr. Earman, seconded by Mr. Buck, for approval to purchase five LifePak 15s and necessary training accessories at a cost of \$99,064. This is a 2021 budgeted capital item.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #210302.02

Approval of ESO Scheduler Module

Motion by Mr. Buck, seconded by Mr. Earman, for approval to purchase the ESO Scheduling Module for \$4,185.00. This is an unbudgeted expense.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #210302.03



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CEMETERY & ROAD DEPARTMENT

Mr. Thomas reported that he has taken possession of the new lawn mowers, the new aerator will be delivered in two weeks and the new gators are scheduled to be delivered in May. With the past pummeling of snow, staff have been focusing on cleaning and maintenance and all vehicles are in working order. Mr. Thomas confirmed that there is (road) salt on the property.

FISCAL OFFICE

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

TOWNSHIP ADMINISTRATION

Mrs. Fisher presented the four agenda items for the cemetery expansion project. Mrs. Fisher requested approval of the agreement with SarahAnn's as received from Pete Griggs office. This agreement allows the site work to be completed to move the Veterans Memorial, four flag poles, two benches, and demo work of the existing sidewalks and footers. The work will be completed by Builderscape. Due to the award of the capital grant funding, Mrs. Fisher is ready to request approval of the Wesley Chapel Alternate #1. This is an additional cost to the Wesley Chapel Cemetery Expansion project bringing the contract total to \$1,315,883. Mrs. Fisher requested approval to add two bridge signs to prevent slips. Mrs. Fisher requested approval of two plaques, one 12 by 12 for the cold storage area and another 20 by 12 for the dedication of the cemetery project.

Mrs. Fisher's agenda addition is for the left-hand door of the C7 door at the SSB, it needs replacement. This is an emergency purchase.

Mrs. Fisher provided an update on the Fire Department Storage Building Project. She reported that the exterior siding, roofing, gutters, and downspouts are completed. The electrician, plumber, and HVAC contractors are working on their rough in on the interior. Classical hopes to insulate the walls at the end of next week or first of the following week. The remainder of the drywall and the steel liner panel will follow. The water service will be installed soon as well. Mr. Buck has been very pleased with the contractor's work; they have been out there working on some of the coldest days.

Mrs. Fisher reported that she spoke with Michelle Crandall about the Township joining the City's HiFi fiber network in 2021. The City anticipates fiber lines to be ran out to Station 82 in line with Brown Elementary within the next six months. Mrs. Fisher will schedule a meeting with Mrs. Crandall closer to the installation of the fiber lines.

Approval of SarahAnn's Learning Unlimited Agreement

Motion by Mr. Buck, seconded by Mr. Earman, for approval of an agreement with SarahAnn's Learning Unlimited and Norwich Township to remove the Veterans Memorial on SarahAnn's Learning Limited property and to allow the Township Administrator to sign the Agreement on behalf of the Township Board of Trustees.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #210302.04



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5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

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Approval of Wesley Chapel Alternate #1

Motion by Mr. Buck, seconded by Mr. Earman, for approval of Alternate #1 for the Wesley Chapel Cemetery Expansion Project to relocate the Veterans Memorial, totaling \$37,770.00.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed -#210302.05

Approval of Wesley Chapel Bridge Signs

Motion by Mr. Mr. Buck, seconded by Mr. Earman, for approval to purchase two bridge signs for the Wesley Chapel Cemetery Expansion Project through FastSigns, totaling \$175.44.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed -#210302.06

Approval of Wesley Chapel Plaques

Motion by Mr. Buck, seconded by Mr. Earman, for approval to purchase two bronze plaques and one plaque stand for the Wesley Chapel Cemetery Expansion Project through Capital Awards, totaling approximately \$1,800.00 which includes shipping costs.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed -#210302.07

Approval of SSB Door Replacement

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of an emergency purchase to replace door C7 at the SSB through All Ohio Doors totaling \$2,650, a split cost with the City of Hilliard.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed -#210302.08

TRUSTEE-OLD BUSINESS - None

TRUSTEE-NEW BUSINESS

Mr. Roberts requested to discuss a full wage rate study for staff positions. This was first discussed on a larger scale with Mrs. Fisher and Chief Baird and the pricing was significant. Mr. Roberts asked that the study be scaled back to consist of only non-collective bargaining and non-fire positions. Mr. Roberts proposed moving forward with the study.

Approval of Wage Rate Study

Motion by Mr. Roberts, seconded by Mr. Buck, for approval of a full wage rate study for all non-collective bargaining unit and non-fire department positions through Clemans Nelson totaling no more than \$6,930.00.

Vote: Buck-Yes Earman-No Roberts-Yes

Motion passed - #210302.09

On behalf of the Franklin County Sheriff's Office, Deputy Hamilton introduced himself and plans to attend the meetings on a regular basis.

Motioned by Mr. Buck, seconded by Mr. Roberts, to adjourn from the regular meeting at 6:19 PM.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - 210302.10

Timothy Roberts, Chairman

Jamie Miles, Fiscal Officer