

**RECORD OF PROCEEDINGS**

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

*4164 AVERY ROAD, HILLIARD, OHIO*

*Held*

**JANUARY 22, 2007**

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The meeting was called to order by Mr. Larry Earman, Chair.

Roll Call – **Mr. Larry Earman, Chair - Present**  
**Mr. Chuck Buck, Trustee - Present**  
**Mr. Jim Rice, Trustee – Present**

Also Present - **Dave Long, Fire Chief**  
**Bob Kaufman, Asst Fire Chief**  
**Steve Montgomery, Cemetery Sexton**

**4812 BELL ANN/LOCAL WASTE**

Steve Montgomery indicated that Local Waste is not willing to do anything for the resident. The Road Dept. will get the damage fixed for the resident.

**6161 HAYDEN RUN DRAINAGE ISSUES**

Steve Montgomery met with Ms. Juanita Huffman to evaluate drainage issues. It was determined that the cause was due to area construction. Upon completion, the problems should cease. Steve noted that Clover Groff was experiencing similar drainage issues.

**CEMETERY TREE & BRUSH REMOVAL**

Mr. Buck is in the process of following up with Ahlum & Arbor regarding their bid for the completion of this work.

**CEMETERY POLICY/FEEES**

Item tabled for further review of the recommendations prepared by Loveland & Brossius.

**LAND PURCHASE**

Chief Long confirmed that he was awaiting the final details of the lot split.

**DESIGN & CONSTRUCTION SCHEDULE – JOINT SAFETY BLDG.**

According to Chief Long need to address how to incorporate Hilliard's approval process into the design and construction phase of the safety facility. The approximate completion date of the completion of the safety facility is October 2008.

**EQUIPMENT DELIVERY – ENGINE AND MEDIC**

Chief Long confirmed that the new fire engine is still scheduled for delivery in mid-February. In addition, the medic is still scheduled for delivery approximately February 12<sup>th</sup>. Meeting scheduled for February 1<sup>st</sup> at 9:00 am to tour the Sutphen plant.

**SERVICE AWARDS – FIRE**

Chief Long present Firefighter, Larry Cordial, with a certificate of service recognition to honor his twenty years of service.

**RES. 07-04 Authorization to Hire A Temporary Position to Support The Fiscal Office in Payroll and Payables Activities**

Motion by Mr. Buck, seconded by Mr. Rice, to approve the hiring of a temporary support position to assist in Fiscal Office activities.

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**RES. 07-05 Authorization to Establish A Chase Credit Card Account For Official Township Use**

Motion by Mr. Rice, seconded by Mr. Buck, to close all Chase VISA accounts in the name of Norwich Township Trustees. Approval to enter into a credit agreement with Chase Financial Services to establish a Chase Credit Card account in the amount of \$10,000 for official Township use.

**RES. 79-06 Amend Approval of Non-Uniformed Employees Pay Increases**

Motion by Mr. Rice, seconded by Mr. Buck, to amend the previously issued hourly wage increases as follows: Montgomery 2007 = \$29.30. Amendment due to keying error. Motion passed.

**COBRA UPDATES**

Jamie Miles tabled for further evaluation and review.

**EMPLOYEE HANDBOOK – NON-UNIFORMED EMPLOYEES**

According to Mr. Buck, the project is in progress and he expected the handbook to be completed during the first quarter of 2007.

**RES. 07-06 Prior Approval of Non-Uniformed Worker's Compensation Claims**

Motion by Mr. Buck, seconded by Mr. Rice to require that all non-uniformed worker's compensation claims must be approved by all three trustees prior to any claim being certified. Motion passed.

**RES. 07-07 Approval to Adjust February 19<sup>TH</sup> Regular Scheduled Meeting**

Motion by Mr. Buck, seconded by Mr. Rice to adjust the regularly scheduled meeting on February 19<sup>th</sup> to begin at 5:30 pm to enable the Trustees to attend the Lincoln Reagan dinner at 6:30 pm.

**HILLIARD RECREATION & PARKS COMMISSION**

Mr. Buck confirmed that a meeting has been scheduled for January 25<sup>th</sup> at 7:00 pm to discuss Weaver Park.

**HILLIARD CITY COUNCIL**

Mr. Earman confirmed that the Trustees would be attending tonight's Hilliard City Council meeting for the presentation by Meacham and Apel of the joint safety building.

Motion by Mr. Buck to recess to Hilliard City Council then further onto Brown Township for the annual meeting scheduled for 7:30 pm.

**Meeting of January 22, 2007 adjourned at approximately 8:45 pm.**

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**Mr. Larry Earman, Chairman**

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**Jamie Miles, Fiscal Officer**