



**RECORD OF PROCEEDINGS**

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

**4164 AVERY ROAD, HILLIARD, OHIO**

**Held**

**December 27, 2007**

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**  
**Dick McDermitt, Construction Manger**  
**Steve Montgomery, Roads/Cemetery Dept.**

**FIRE DEPARTMENT**

Chief Long reported that the property owner of 3588 Cemetery Road has been contacted and the Franklin County Board of Health has been contacted also.

**CEMETERY & ROADS DEPARTMENT**

Mr. Montgomery reported business as usual.

**HILLIARD POLICE REPORT**

Chief Garnett provided the statistical report for November and reported that it is business as usual as far as police is concerned.

**FISCAL OFFICE**

Mrs. Miles confirmed that trash exemption applications have been mailed out to all residents who were approved for a 2007 trash exemption. The deadline for these residences to file their trash exemption certificate is February 15, 2008.

**JOINT SAFETY BUILDING**

Mr. McDermitt reported that work is ongoing and estimates the weather has caused approximately a week delay but the time should be made up later on. The water tap was put in last Friday and now they are working to run the water line onto the property. The mechanical contractor has put the two fiberglass sump pits in. In addition, some structural steel has been set.

**TRUSTEE – OLD BUSINESS**

Mr. Earman reported that 64 applications were received for the Township Administrator position and the next step would be to conduct interviews which would be coordinated after today's meeting. Mr. Earman noted that the Board would probably be looking towards the end of January to fill the position.

Mr. Buck reported that he, Fire Chief Long, Lt. Manske, and Firefighter Beach met with Gary Powers and other representatives from Erickson to discuss the letter sent back in February. Mr. Buck noted that it is still up in the air about what type of compensation the Township is going to receive from Erickson and the City of Hilliard. Mr. Earman reported that he spoke with Gary Powers and they mutually agreed that the Board would plan to discuss accepting their compensation proposal at the January 3<sup>rd</sup> meeting. Mr. Earman noted that no previous action had been taken because there had never been anything formal to take action on. In addition, what has been proposed is a drop in the bucket in comparison to what revenues the Township is giving up, but, Erickson is still paying the



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taxes. Mr. Earman confirmed his understanding is that the City of Hilliard has granted a thirty year TIF and after thirty years there is potential that no tax dollars will be generated from this property.

**TRUSTEE – NEW BUSINESS**

**RES. 07-83 Approval To Establish A Video Service Provider Fee**

Motion by Mr. Buck, seconded by Mr. Rice, for the approval to establish a video service provider fee that is calculated by applying a video service provider fee percentage of three percent to the video service provider's gross revenues as defined in Section 1332.32(B) of the Video Law. Unanimously approved. Motion passed. See attached.

**RES. 07-84 Approval Of 2008 Temporary Appropriations**

Motion by Mr. Buck, seconded by Mr. Rice, for the approval of the 2008 Temporary Appropriations totaling \$13,123,550. Unanimously approved. Motion passed. See attached for detail.

**RES. 07-85 Approval To Pay Elected Officials In 2008**

Motion by Mr. Rice, seconded by Mr. Buck to pay the Township Trustees and Fiscal Officer in accordance with compensation established by Ohio Revised Code sections 505.24 and 507.09 for townships with a budget greater than \$10,000,000. Unanimously approved. Motion passed. See attached.

**RES. 07-86 Approval To Pay Fiscal Officer For Cemetery Deed Preparation**

Motion by Mr. Buck, Seconded by Mr. Rice, for the approval to pay the Fiscal Officer \$250 for the preparation of cemetery deeds in 2008. Unanimously approved. Motion passed. See attached.

**RES. 07-87 Approval Of Continuation Of United Healthcare Medical Coverage**

Motion by Mr. Buck, seconded by Mr. Rice, for the approval to continue medical insurance coverage for 2008 with United Healthcare. Unanimously approved. Motion passed. See attached.

**RES. 07-88 Approval To Provide Medical, Dental, Vision And Life Insurance To Newly Elected Officials**

Motion by Mr. Buck, seconded by Mr. Rice, for the approval to provide medical, dental, vision, and life insurance benefits to Trustee Cope and Fiscal Officer Miles. Unanimously approved. Motion passed. See attached.

**RES. 07-89 Approval To Obtain Bond For New Trustee**

Motion by Mr. Buck, seconded by Mr. Rice to obtain a bond for Trustee Cope in the amount of \$10,000. Unanimously approved. Motion passed. See attached.

**RES. 07-90 Approval To Execute OTARMA Contract For Insurance For 2008**

Motion by Mr. Buck, seconded by Mr. Rice, to resolve that the Fiscal Officer be authorized to contract with OTARMA for property, liability, and construction risk insurance for 2008. Unanimously approved. Motion passed. See attached.

**RES. 07-91 Approval Of Trustee Meeting Schedule For 2008**

Motion by Mr. Buck, seconded by Mr. Rice, to approve the regular scheduled meetings of the Norwich Township Trustees for 2008. Unanimously approved. Motion passed. See attached.



NORWICH TOWNSHIP

**RECORD OF PROCEEDINGS**

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*Held* **December 27, 2007**

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**RES. 07-92 Approval To Continue Fire Dept. Wellness Program**

Motion by Mr. Buck, seconded by Mr. Rice, to approve the continuance of the Fire Dept. wellness program at an approximate cost of \$104,000. Unanimously approved. Motion passed.

**RES. 07-93 Approval of Trustee Meeting Minutes for 12/10/07**

Motion by Mr. Rice, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for December 10, 2007. Unanimously approved. Motion passed. Mr. Earman noted that January 2, 2007 meeting has been changed to January 3, 2007.

**Meeting of December 27, 2007 adjourned at approximately 10:55 a.m.**

**Mr. Larry Earman, Chairman**

**Jamie Miles, Fiscal Officer**

**NORWICH TOWNSHIP  
RESOLUTION 07-83  
VIDEO SERVICE PROVIDER FEE**

Whereas, the Ohio General Assembly enacted Sections 1332.21 through 1332.34 of the Ohio Revised Code, effective September 24, 2007, to provide a statewide "uniform regulatory framework" for the provision of cable television and / or other video service (the "Video Law"); and

Whereas, under the Video Law a video service provider that is providing video service to subscribers in the Township pursuant to a state-issued video service authorization must pay the Township a video service provider fee ("VSP Fee") based on a percentage of the provider's gross revenues received from providing video service in the Township, not to exceed five percent (5%) of such gross revenues: and

Whereas, the Video Law requires that the percentage of gross revenues on which the VSP Fees are paid must be the same as the percentage of gross revenues that a cable operator pays pursuant to a franchise agreement that is in effect in the Township (the "VSP Fee Percentage"), which is currently three percent (3%), and

Whereas, the Video Law further requires the City to provide a video service provider with written notice of the VSP Fee Percentage within ten (10) days of receiving notice from the video service provider, pursuant to R.C. 1332.27(A), that it will begin offering service in the Township: and

Whereas, in order to provide timely notice to a video service provider of the VSP Fee Percentage, it is necessary for this Norwich Township Board of Trustees (i) to establish the VSP Fee Percentage; and (ii) to authorize the Fiscal Officer to provide the appropriate notice of the VSP Fee Percentage to a video service provider within ten (10) days of the Township receiving notice that a video service provider will begin service in the Township.

Now therefore, be it resolved, that this Norwich Township Board of Trustees hereby establishes a VSP Fee that is calculated by applying a VSP Fee Percentage of three percent (3%) to the video service provider's gross revenues as defined in Section 1332.32(B) of the Video Law. All video service providers and cable television operators providing video service in the Township shall apply the VSP Fee Percentage against gross revenues as defined in the Video Law. The VSP Fee shall be paid by each video service provider providing service in the Township on a quarterly basis not later than sixty (60) days after the end of each calendar quarter. R.C. 1332.32(A). The Fiscal Officer is authorized and directed to provide any video service provider with notice of the VSP Fee Percentage as determined by this Board of Trustees above, which notice shall be given by certified mail, upon receipt of notice from such video service provider that it will begin providing video service in Norwich Township pursuant to a state-issued video service authorization. That all formal actions of the Norwich Township Board of Trustees concerning and relating to the adoption of this resolution were adopted in an open meeting of the Board of Trustees, and all deliberations of this Board that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Moved by: Mr. Buck Voting:  
Second by: Mr. Rice

Chuck Buck  
Larry Earman  
Jim Rice

Yea  
Yea  
Yea

Adopted this 27th day of December, 2007

**NORWICH TOWNSHIP  
RESOLUTION 07-84  
TEMPORARY APPROPRIATIONS FOR 2008**

Whereas the Township anticipates having sufficient carry over funds and revenue in 2008 to operate the Township functions, and

Whereas the Ohio revised code requires the Township to appropriate funds prior to incurring expenses related to 2008,

Now therefore, be it resolved that the following temporary appropriations are approved for 2008:

	Total	Payroll & Benefits	Other	Capital Improvements	Transfers Out
General Fund	\$1,046,600	\$340,100	\$256,500	\$50,000	\$400,000
Fire District Fund	\$10,910,600	\$9,772,600	\$768,000	\$370,000	\$0
Police District Fund	\$326,900	\$0	\$326,900	\$0	\$0
Cemetery Fund	\$548,450	\$393,850	\$54,600	\$100,000	\$0
Gas Tax Fund	\$260,000	\$0	\$260,000	\$0	\$0
Motor Vehicle Fund	\$31,000	\$0	\$31,000	\$0	\$0
Merris Weiler Fund	\$0	\$0	\$0	\$0	\$0
Cemetery Bequest Fund	\$0	\$0	\$0	\$0	\$0
	<u>\$13,123,550</u>	<u>\$10,506,550</u>	<u>\$1,697,000</u>	<u>\$520,000</u>	<u>\$400,000</u>

Moved by:

Second by:

Mr. Buck  
Mr. Rice

Voting:

Chuck Buck Yea  
Larry Earman Yea  
Jim Rice Yea

Adopted this 27th day of December, 2007

**NORWICH TOWNSHIP  
RESOLUTION 07-85  
APPROVAL TO PAY ELECTED OFFICIALS IN 2008**

Whereas Mr. Buck and Mr. Earman continue in their elected positions as trustee in 2008, and

Whereas Mr. Michael Cope has been elected to serve as trustee beginning January 1, 2008, and

Whereas Ms. Jamie Miles has been elected to serve as Norwich Township Fiscal Officer, beginning in 2008, and

Whereas the Ohio Revised Code sections 505.24 and 507.09 specify the maximum salaries allowed for the positions of trustee and fiscal officer,

Now therefore, be it resolved that the salary for trustees be based upon the Ohio Revised Code for townships with a budget of greater than \$10,000,000 for 2008, and that they be paid for the maximum of 200 days, with payment made monthly in the amount of \$1,714.00.

And be it resolved that the salary for the Fiscal Officer be based upon the Ohio Revised Code for townships with a budget of greater than \$10,000,000 for 2008, which is \$28,176 per year.

Moved by:

Second by:

Mr. Rice  
Mr. Buck

Voting:

Chuck Buck Yea  
Larry Earman Yea  
Jim Rice Yea

Adopted this 27th day of December, 2007

**NORWICH TOWNSHIP  
RESOLUTION 07-86  
APPROVAL TO PAY FISCAL OFFICER FOR CEMETERY DEED PREPARATION**

Whereas the Norwich Township Fiscal Officer prepares the deeds for the sale of cemetery lots.

Now therefore, be it resolved that the Fiscal Officer be paid the amount of \$250 for preparation of cemetery deeds in 2008.

Moved by: Mr. Buck  
Second by: Mr. Rice

Voting:  
Chuck Buck Yea  
Larry Earman Yea  
Jim Rice Yea

Adopted this 27th day of December, 2007

**NORWICH TOWNSHIP  
RESOLUTION 07-87  
CONTINUATION OF UNITED HEALTH CARE MEDICAL COVERAGE**

Whereas Norwich Township has obtained two offers for medical insurance coverage effective February 1, 2008, through January 31, 2009, from the four companies requested to quote, and

Whereas United Health Care was the only company to respond with benefits equal to the current policy, and has agreed to remove the ACN (Chiropractic prior approval),

Now therefore, be it resolved that United Health Care be awarded the contract for medical insurance for the period from February 1, 2008, through January 31, 2009, at a cost of \$360.99 per month for employee only coverage and \$992.70 for family coverage, which is a 12.9% increase over the current cost.

Moved by:

Mr. Buck

Second by:

Mr. Rice

Voting:

Chuck Buck Yea  
Larry Earman Yea  
Jim Rice Yea

Adopted this 27th day of December, 2007



**NORWICH TOWNSHIP  
RESOLUTION 07-88  
APPROVAL TO PROVIDE MEDICAL, DENTAL, VISION AND LIFE INSURANCE  
TO NEWLY ELECTED OFFICIALS**

Whereas Mr. Michael Cope has been elected to serve as trustee beginning January 1, 2008, and

Whereas Ms. Jamie Miles has been elected to serve as Norwich Township Fiscal Officer, beginning in 2008,

Now therefore, be it resolved that medical dental, vision and life insurance benefits be provided to Mr. Cope and Ms. Miles.

Moved by: Mr. Buck  
Second by: Mr. Rice

Voting:  
Chuck Buck Yea  
Larry Earman Yea  
Jim Rice Yea

Adopted this 27th day of December, 2007

**NORWICH TOWNSHIP  
RESOLUTION 07-89  
APPROVAL OF OBTAINING BOND FOR NEW TRUSTEE**

Whereas Mr. Michael Cope has been elected to serve as trustee beginning January 1, 2008, and

Whereas, Norwich Township must bond Mr. Cope prior to his taking office,

Now therefore, be it resolved that the Fiscal Officer is instructed to obtain a bond for Mr. Cope in the amount of \$10,000.

Moved by: Mr. Buck  
Second by: Mr. Rice

Voting:  
Chuck Buck Yea  
Larry Earman Yea  
Jim Rice Yea

Adopted this 27th day of December, 2007

**NORWICH TOWNSHIP  
RESOLUTION 07-90  
APPROVAL TO EXECUTE OTARMA CONTRACT FOR INSURANCE FOR 2008**

Whereas Norwich Township has contracted with the Ohio Township Association Risk Management Authority (OTARMA) in the past, and

Whereas Norwich Township desires to continue to contract with OTARMA for property and liability and construction risk insurance, and

Whereas OTARMA has a program in place to pay for obtaining the driving records of the Township employees at no cost to the Township,

Now therefore, be it resolved that the Fiscal Officer be authorized to contract with OTARMA for property, liability and construction risk insurance for 2008,

And further resolved that the Fire Chief be authorized to obtain the driving records of all employee under the OTARMA program.

Moved by:

Second by:

Mr. Buck  
Mr. Rice

Voting:

Chuck Buck Yea  
Larry Earman Yea  
Jim Rice Yea

Adopted this 27th day of December, 2007

**NORWICH TOWNSHIP  
RESOLUTION 07-91  
APPROVAL OF TRUSTEE MEETING SCHEDULE FOR 2008**

Resolved that the schedule regularly scheduled meetings of the Norwich Township Trustees for 2008 be as follows:

03-Jan-2008	Monday	6:30 PM	
22-Jan-2008	Tuesday	6:30 PM	Monday is Martin Luther King, Jr. day
04-Feb-2008	Monday	12:00 noon	
19-Feb-2008	Tuesday	6:30 PM	Monday is President's day
03-Mar-2008	Monday	12:00 noon	
17-Mar-2008	Monday	6:30 PM	
07-Apr-2008	Monday	12:00 noon	
21-Apr-2008	Monday	6:30 PM	
05-May-2008	Monday	12:00 noon	
19-May-2008	Monday	6:30 PM	
02-Jun-2008	Monday	12:00 noon	
16-Jun-2008	Monday	6:30 PM	
07-Jul-2008	Monday	12:00 noon	
21-Jul-2008	Monday	6:30 PM	
04-Aug-2008	Monday	12:00 noon	
18-Aug-2008	Monday	6:30 PM	
02-Sep-2008	Tuesday	12:00 noon	Monday is Labor Day
15-Sep-2008	Monday	6:30 PM	
06-Oct-2008	Monday	12:00 noon	
20-Oct-2008	Monday	6:30 PM	
03-Nov-2008	Monday	12:00 noon	
17-Nov-2008	Monday	6:30 PM	
01-Dec-2008	Monday	12:00 noon	
15-Dec-2008	Monday	6:30 PM	

Moved by: Mr. Buck  
Second by: Mr. Rice

Voting:  
Chuck Buck Yea  
Larry Earman Yea  
Jim Rice Yea

Adopted this 27th day of December, 2007