



RECORD OF PROCEEDINGS

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

4164 AVERY ROAD, HILLIARD, OHIO

Held **MAY 19, 2008**

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

Roll Call - **Larry Earman, Chair – Present**
Mike Cope, Trustee – Present
Chuck Buck, Trustee – Present

Also Present - **Dave Long, Fire Chief**
Bob Kaufman, Asst. Fire Chief
Wayne Warner, Township Administrator
Dick McDermitt, Construction Manager
Steve Montgomery, Roads/Cemetery Dept.

Prayer and Pledge led by Mr. Cope.

AGENDA ADDITIONS

Mrs. Miles requested approval of the 4/7, 4/31, and 5/5/08 minutes. Mr. Buck asked the Board to discuss the annual donation to the Hilliard July 4th Boosters, Inc.

FIRE DEPARTMENT

Chief Long provided the Board with a revised burn permit policy that includes a specific timeline for clean up and a course of action if the deadlines are not met. There was discussion about a performance bond requirement in which Chief Long noted that most insurer's are not willing to provide coverage due to the conflict it would create to insure an individual for their own performance. In response to the question raised by Mr. Buck, Chief Long reported that the contract would be administered by the Safety and Training Officer. Lastly, Chief Long recognized Captain Greg Collier for twenty-five years of service with the Fire Department.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the contracted sweepers would be sweeping the curb and guttered streets of North Timberbrook and West Ridgewood on Tuesday, May 27th between 8 am and 4 pm. The Board asked that residents remove their cars from the roadways if possible.

Mr. Earman reported that Mr. Montgomery and Mr. Warner had conducted interviews for a new cemetery/road laborer. Mr. Cope noted that as indicated by the job posting, the new person would be required to obtain their CDL license within six months of employment. As clarification, Mr. Cope stated that we are hiring an extra person with the intent of getting two crews so that we can divide up the duties in the winter time and not run any one crew for as long of a period of time.



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JOINT SAFETY BUILDING

Mr. McDermitt reported the building is totally sheeted in, he expects to have ninety-five percent of the roof shingles on by the end of the week and the metal framing is almost complete. Mechanical contractors continue their work on the boilers in the basement. Work on the retention pond will begin this week also. Altman will be moving their offices into the bay area.

Mr. Earman provided a summary of JSSB change orders as of 5/19/08 and reported that upon approval of these change orders they represent less than a one percent increase. The Board discussed the change orders totaling \$88,015.42 and noted that these change orders did not include the landscape revisions, the handicap entrance to the fair grounds, removal of the moldy insulation, removal of the existing sidewalk, and steel changes, all of which will be forthcoming. The Board also discussed the process of approval for future change orders. Mr. Earman requested that as change orders are signed off on they be presented for approval by the Board at each meeting particularly those change orders that are over \$2,500.

NEW BUSINESS

Mr. Buck asked that Mr. Warner follow up with the Hansen Court property owner to verify that they keep up with the lawn maintenance because area neighbors can no longer do it.

OLD BUSINESS

Mr. Earman noted that the hearing on 3588 Cemetery Road is still schedule for June 2, 2008. Mr. Warner provided a progress update and the Board discussed the process going forward.

Approval to Adopt Residential Burn Permit Policy

Motion by Mr. Cope, seconded by Mr. Buck, to adopt the newly revised burn policy. Unanimously approved. Motion passed. #080519.01

Approval to Hire Road/Cemetery Laborer

Motion by Mr. Buck, seconded by Mr. Cope, to hire Robbie Thomas on an interim basis for a six month probationary period at fifteen dollars per hour. Unanimously approved. Motion passed. #080519.02

Approval of Trustee Meeting Minutes for 4/7/08, 4/21/08, and 5/5/08

Motion by Mr. Cope, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for April 7, April 21, and May 5, 2008. Unanimously approved. Motion passed. #080519.03

Approval to Accept JSSB Change Orders Thru 5/19/08

Motion by Mr. Cope, seconded by Mr. Buck, to accept the JSSB change orders totaling \$88,015.42. Unanimously approved. Motion passed. #080519.04

Approval to Accept JSSB RFP#13 CR01-13 Landscape Revisions

Motion by Mr. Buck, seconded by Mr. Cope, to approve RFP #13 Landscape Renovations proposal CR01-13 for \$6,741.86. Unanimously approved. Motion passed. #080519.05



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Approval of Donation to Hilliard July 4th Boosters, Inc.

Motion by Mr. Buck, seconded by Mr. Cope, to donate \$1,500 to the Hilliard July 4th Boosters for the parade planning and preparation. Unanimously approved. Motion passed. #080519.06

Adjournment

Motion by Mr. Cope, seconded by Mr. Buck to adjourn the meeting at 7:10 p.m. Unanimously approved. Motion passed. #080519.07

Handwritten signature of Larry Earman in cursive script.

Larry Earman, Chairman

Handwritten signature of Jamie L. Miles in cursive script.

Jamie L. Miles, Fiscal Officer