



RECORD OF PROCEEDINGS

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

4283 DAVIDSON ROAD, HILLIARD, OHIO

Held **November 17, 2008**

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

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

FIRE DEPARTMENT

Chief Long requested approval to purchase new EMS response kits for the medics. The initial cost is \$5,387; however a grant reimbursement in the amount of \$3,500 has been awarded to the Township. Chief Long reported that plans are moving forward for the move to the new building.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that with the engineering help of Mike Johnson, they had put together a brine system for less than \$800. The system was put in operation today to treat the roads. The system is equipped with a 220 gallon tank and can be filled at a cost of \$25.00 per load. Mr. Montgomery noted that based upon feedback from the County Engineer's, he will continue to calibrate the system and expects that all Township roads can be treated with two loads. Mr. Cope noted that this pretreatment is perfect for today's snow squall and it cost the Township pennies to do so.

FISCAL OFFICE

The Board discussed the proposed 2009 budget and reviewed potential cost saving items. Mr. Buck requested Mrs. Miles to provide a plan to support the additional previously approved part time fiscal office position. Chief Long reviewed the cost segments of the Mt. Carmel physical fitness program and fielded questions from the Board. In an attempt to measure the effectiveness of the program, the Board requested results of the program as well as a participation count. The Board asked to review this data prior to entering into a contract for 2009. Mr. Cope asked that the program be competitively bid and requested a charted graph of employee years of service.

JOINT SAFETY BUILDING

The Board approved JSSB change orders totaling \$23,858.51. Mr. McDermitt reported that in conjunction with Altman, an agreement has been reached that the substantial completion date will be no later than December 15th, 2008. Life Safety is expected to take place next week. The Fire Department side of the building is 99% complete and is ready for the furniture to be delivered on December 1st.

TOWNSHIP ADMINISTRATION

Mr. Warner reported that Robbie Thomas has obtained his CDL and has successfully completed his six-month probationary period. The Board approved removing Robbie Thomas from probationary



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employment status and authorized a 5% step increase in pay effective November 17, 2008. Mr. Warner reported that based upon recommendation from our Fire Prevention Bureau, he has been working on gathering quotes to add a fire alarm system for the Cemetery office. He noted that this expense has not been included in the current 2009 budget proposal. The Board agreed that this should be added for 2009. Mr. Warner noted that he received a meeting request from Mr. Fraker to discuss plans for the sidewalk easement. Mr. Warner is scheduled to meet with Mr. Fraker on Wednesday and welcomed anyone from the Board to attend.

TRUSTEE-OLD BUSINESS

Mr. Earman requested Mr. Warner to follow up with the Franklin County Board of Health regarding their October commitment to coordinate a plan to bring better communication to the Township about reportable events.

TRUSTEE-NEW BUSINESS

Mr. Buck advised that he has had discussions with Brown Township Trustee Williams regarding late payment for contracted fire services. Trustee Williams was unaware that payment had not been received and indicated that he would follow up with his Board. Mr. Cope asked that the Township commit to buying locally. Chief Long noted that this was a general operating practice and that suppliers would be reviewed.

Approval of Trustee Meeting Minutes for 11/3/08

Motion by Mr. Cope, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for November 3, 2008. Unanimously approved. Motion passed. #081117.01

Approval to Purchase EMS Response Kits

Motion by Mr. Cope, seconded by Mr. Buck, to approve the purchase of EMS Response Kits which includes a pediatric kit at a cost of \$5,387. Unanimously approved. Motion passed. #081117.02

Approval of JSSB Change Order #s 01-18, 01-30, 01-52, 01-53, 02-07, 05-19, & 05-20

Motion by Mr. Cope, seconded by Mr. Buck, to approve the above referenced JSSB change orders totaling \$23,858.51. Unanimously approved. Motion passed. #081117.03

Approval of Probationary Status and Step Increase for Robbie Thomas

Motion by Mr. Buck, seconded by Mr. Cope, to approve removing Robbie Thomas from probationary status and authorizing a 5% step increase to \$15.75/hour effective November 17, 2008. Unanimously approved. Motion passed. #081117.04

Motion by Mr. Cope, seconded by Mr. Buck, to adjourn the regular meeting of November 17th at 7:55 pm.

Larry Earman, Chairman

Jamie Miles, Fiscal Officer