



**RECORD OF PROCEEDINGS**

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

*4283 DAVIDSON ROAD, HILLIARD, OHIO*

*Held*

**December 1, 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 reported that the move to the new building was underway with furniture being delivered today and set up tomorrow. The computer systems are scheduled to be moved on Wednesday and it is expected that the fire companies will be taking runs out of the new building by Thursday.

**CEMETERY & ROAD DEPARTMENT**

Mr. Montgomery reported business as usual. As a follow up to Mr. Cope's inquiry, Mr. Montgomery reported that it takes approximately 500 gallons of brine to treat the Township.

**FISCAL OFFICE**

Mrs. Miles requested an increase in the 2008 General Fund appropriation to cover JSSB building construction expenses including changes orders through 10/31/08.

**JOINT SAFETY BUILDING**

Mr. McDermitt reported that the building construction is winding down with punch lists for the Township and police to be started. The state elevator inspection is forthcoming. Mr. McDermitt expects the final building inspection to take place tomorrow and the temporary occupancy permit to be issued.

**TOWNSHIP ADMINISTRATION**

Mr. Warner reported that due to the fact that no bids were received for the advertised fire Explorer, medic, and Cemetery truck, he is working on a resolution that will allow the Township to take part in internet auctions and expects to have this for adoption by the Board in January.

**TRUSTEE-NEW BUSINESS**

The Board approved the 2009 Temporary Appropriations and took action on other items for fiscal year 2009 including elected officials compensation and electing a Board chairman and vice-chairman.

**Approval of Trustee Meeting Minutes for 11/17/08**

Motion by Mr. Earman, seconded by Mr. Cope, for the approval of the Norwich Township Trustee meeting minutes for November 17, 2008. Unanimously approved. Motion passed. #081201.01



**RECORD OF PROCEEDINGS**

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

4283 DAVIDSON ROAD, HILLIARD, OHIO

*Held*

**December 1, 2008**

**Approval to Amend Permanent Appropriations for 2008**

Motion by Mr. Cope, seconded by Mr. Buck, to amend the permanent appropriations for 2008 by increasing the General Fund amount from \$9,935,800 to \$10,585,800. Unanimously approved. Motion passed. #081201.02

**Approval of 2009 Temporary Appropriations**

Motion by Mr. Cope, seconded by Mr. Buck, for the approval of the 2009 Temporary Appropriations totaling \$14,255,306. Unanimously approved. Motion passed. See attached for detail. #081201.03

**Approval to Pay Elected Officials In 2009**

Motion by Mr. Cope, seconded by Mr. Buck to pay the Township Trustees and Fiscal Officer on a monthly basis 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 detail. #081201.04

**Approval to Pay Fiscal Officer for Cemetery Deed Preparation**

Motion by Mr. Buck, seconded by Mr. Cope, for the approval to pay the Fiscal Officer \$250 for the preparation of cemetery deeds in 2009. Unanimously approved. Motion passed. #081201.05

**Election of 2009 Chair and Vice Chair**

Motion by Mr. Cope, seconded by Mr. Earman, to nominate Mr. Chuck Buck as Chairman and Mr. Larry Earman as Vice-Chairman of the Norwich Township Board of Trustees for 2009. Unanimously approved. Motion passed. #081201.06

**Executive Session**

Motion by Mr. Buck, seconded by Mr. Cope to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(4) for purposes of preparing for bargaining sessions with public employees concerning their compensation or other terms and conditions of employment. Roll call vote taken. Unanimously approved. Motion passed. No action taken during executive session. Motion by Mr. Cope, seconded by Mr. Buck, to adjourn from executive session at 2:05 pm with no further action. Unanimously approved. Motion passed.

Motion by Mr. Cope, seconded by Mr. Buck, to adjourn the regular meeting of December 1<sup>st</sup> at 2:05 pm.

Handwritten signature of Larry Earman in cursive script.

Larry Earman, Chairman

Handwritten signature of Jamie Miles in cursive script.

Jamie Miles, Fiscal Officer



**NORWICH TOWNSHIP  
TEMPORARY APPROPRIATIONS 2009**

	<u>Total</u>	<u>General</u>	<u>Fire</u>	<u>Motor Vehicle License</u>	<u>Gasoline Tax</u>	<u>Cemetery</u>	<u>Police</u>
<b>CASH &amp; INVESTMENT BEGINNING</b>	<u>\$12,840,714</u>	<u>\$2,539,375</u>	<u>\$9,467,899</u>	<u>\$31</u>	<u>\$409</u>	<u>\$32,384</u>	<u>\$800,615</u>
<b>REVENUE:</b>							
Real Estate Tax	8,079,885	1,280,882	6,483,410				315,593
Rollback, Homestead, Personal	1,146,106	179,593	920,734				45,779
Personal Property Tax	14,383	1,175	12,531				677
Personal Property Tax - Reimburse Fixed Rate	944,534	80,658	858,393				5,483
Personal Property Tax - Reimburse State	12,853	1,009	11,639				205
Tax Loss Reimbursement	81,393	6,910	73,710				773
Local Government Distribution	103,506	103,506					
Estate Tax	150,000	150,000					
Permissive MVL Tax	11,900			11,900			
Motor Vehicle License Fees	4,150			4,150			
Gasoline Tax	88,000				88,000		
Contracts for Fire Service - Brown Township	508,300		508,300				
Cemetery Fees	50,000					50,000	
Sale of Cemetery Lots	60,000					60,000	
Licenses, Permits and Fees	5,000		5,000				
Cable Franchise Fees	26,000	26,000					
Fines and Forfeitures	5,000						5,000
Rent Safety Building - Hilliard	340,000	340,000					
Rent Utilities Safety Building - Hilliard	66,704	66,704					
Sale of vehicles	45,000					45,000	
Donations - Erickson	60,000		60,000				
Interest	257,400	50,000	190,000	1,400	0		16,000
Transfers In General to Cemetery	302,000					302,000	
<b>Total Revenue</b>	<u>12,362,114</u>	<u>2,286,437</u>	<u>9,123,717</u>	<u>17,450</u>	<u>88,000</u>	<u>457,000</u>	<u>389,510</u>
<b>EXPENSES PAYROLL:</b>							
Salaries Trustees	61,800	61,800					
Salary Township Fiscal Officer	28,450	28,200				250	
Salary Township Fiscal Office Staff	35,360	35,360					
Salary Administrator	96,900	96,900					
Salary - Admin. Assistant	37,500	37,500					
Salaries Other - Fire	6,448,400		6,448,400				
Salaries Other - Fire Overtime	350,000		350,000				
Salaries Other - Fire Retirement	150,000		150,000				
Salary EMS Doctor	24,000		24,000				
Salaries Other - Cemetery & Roads	259,000					259,000	
Salaries Other - Cemetery & Roads - Overtime	27,000					27,000	
Ohio Public Employees Retirement System	79,766	36,366	3,360			40,040	
Medicare	109,013	3,767	101,100			4,147	
Ohio Police and Fire Pension Fund	1,667,616		1,667,616				
Medical / Hospitalization	1,178,818	92,200	1,042,800			43,818	
Life Insurance	24,720	1,030	22,660			1,030	
Dental Insurance	75,154	7,905	62,475			4,774	
Vision Insurance	19,570	3,090	14,420			2,060	
Other Insurance FSA Admin.	1,545	1,545					
Workers' Compensation	275,202	6,990	257,214			10,998	
Uniform, Tool and Equip Reimbursements	90,640		87,550			3,090	
Other Employee Fringe Benefits - Contingency	251,526	22,660	211,150			17,716	
	<u>11,291,981</u>	<u>435,313</u>	<u>10,442,744</u>	<u>0</u>	<u>0</u>	<u>413,923</u>	<u>0</u>

**NORWICH TOWNSHIP  
TEMPORARY APPROPRIATIONS 2009**

	<u>Total</u>	<u>General</u>	<u>Fire</u>	<u>Motor Vehicle License</u>	<u>Gasoline Tax</u>	<u>Cemetery</u>	<u>Police</u>
<b>EXPENSES OTHER:</b>							
Accounting and Legal	56,050	36,050	20,000				
Auditing Services	5,000	5,000					
Uniform Accounting Network Fees	9,270	9,270					
Property Tax Collection Fees	171,000	61,000	105,000				5,000
Training Services	48,971	561	48,410				
Other Professional Services	33,690	23,690	10,000				
Repairs and Maintenance (Building)	159,660		40,000	17,450	74,400	27,810	
Repairs and Maintenance (Equipment)	80,000		80,000				
Travel and Meeting Expense	3,090	3,090					
Telephone	51,500	7,725	43,775				
Postage	4,120	4,120					
Postage Machine Rental	1,030	1,030					
Advertising	12,483	6,180	6,283				
Other - Communications, Printing and Advertisi	22,660	10,300	12,360				
Electricity	56,728	7,196	46,854			2,678	
Water and Sewage	16,860	1,799	11,971			3,090	
Natural Gas	50,319	6,117	40,082			4,120	
Other Utilities	79,064	66,704	9,270			3,090	
Contracted Service - Avalon	6,000	6,000					
Contracted Service - Netware	30,000	30,000					
Payment to Other Political Subdivision	3,090					3,090	
Payment to Other Political Subdivision (Police)	354,000						354,000
Property Insurance Premiums	33,090	2,060	30,000			1,030	
Liability Insurance Premiums	32,000	22,000	10,000				
Office Supplies	23,690	5,150	18,540				
Operating Supplies	63,600		50,000		13,600		
Operating Supplies - EMS	50,000		50,000				
Operating Supplies - Gas & Diesel	100,900		80,000			20,900	
Small Tools and Minor Equipment <\$1,000	15,000		15,000				
Small Tools and Minor Equipment >\$1,000	10,000		10,000				
Dues and Fees	14,626	3,090	11,536				
Contributions to Other Organizations	6,000	6,000					
Other - Other Expenses	2,060					2,060	
Contingency	28,794	20,554	8,240				
	<u>1,634,325</u>	<u>344,686</u>	<u>757,321</u>	<u>17,450</u>	<u>88,000</u>	<u>67,868</u>	<u>359,000</u>
<b>EXPENSES CAPITAL IMPROVEMENTS:</b>							
Land	20,000	20,000					
Buildings - JSSB	1,000,000	1,000,000					
Fire Alarm System	7,000					7,000	
	<u>1,027,000</u>	<u>1,020,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>0</u>
<b>TRANSFERS OUT:</b>							
Transfers Out General to Cemetery	302,000	302,000					
Transfers Out	<u>302,000</u>	<u>302,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>14,255,306</u>	<u>2,102,000</u>	<u>11,200,065</u>	<u>17,450</u>	<u>88,000</u>	<u>488,791</u>	<u>359,000</u>
<b>CURRENT REVENUE MINUS EXPENSES</b>	<u>(1,893,192)</u>	<u>184,437</u>	<u>(2,076,348)</u>	<u>0</u>	<u>0</u>	<u>(31,791)</u>	<u>30,510</u>
<b>CASH &amp; INVESTMENT BALANCE ENDING</b>	<u>\$10,947,522</u>	<u>\$2,723,813</u>	<u>\$7,391,550</u>	<u>\$31</u>	<u>\$409</u>	<u>\$593</u>	<u>\$831,125</u>
<b>SUMMARY:</b>							
PAYROLL	\$11,291,981	\$435,313	\$10,442,744	\$0	\$0	\$413,923	\$0
OTHER	1,634,325	344,686	757,321	17,450	88,000	67,868	359,000
CAPITAL IMPROVEMENTS	1,027,000	1,020,000	0	0	0	7,000	0
TRANSFERS OUT	302,000	302,000	0	0	0	0	0
TOTAL	<u>\$14,255,306</u>	<u>\$2,102,000</u>	<u>\$11,200,065</u>	<u>\$17,450</u>	<u>\$86,000</u>	<u>\$488,791</u>	<u>\$359,000</u>

## **505.24 Compensation of trustees.**

Each township trustee is entitled to compensation as follows:

(A) Except as otherwise provided in division (B) of this section, an amount for each day of service in the business of the township, to be paid from the township treasury as follows:

(1) In townships having a budget of fifty thousand dollars or less, twenty dollars per day for not more than two hundred days;

(2) In townships having a budget of more than fifty thousand but not more than one hundred thousand dollars, twenty-four dollars per day for not more than two hundred days;

(3) In townships having a budget of more than one hundred thousand but not more than two hundred fifty thousand dollars, twenty-eight dollars and fifty cents per day for not more than two hundred days;

(4) In townships having a budget of more than two hundred fifty thousand but not more than five hundred thousand dollars, thirty-three dollars per day for not more than two hundred days;

(5) In townships having a budget of more than five hundred thousand but not more than seven hundred fifty thousand dollars, thirty-five dollars per day for not more than two hundred days;

(6) In townships having a budget of more than seven hundred fifty thousand but not more than one million five hundred thousand dollars, forty dollars per day for not more than two hundred days;

(7) In townships having a budget of more than one million five hundred thousand but not more than three million five hundred thousand dollars, forty-four dollars per day for not more than two hundred days;

(8) In townships having a budget of more than three million five hundred thousand dollars but not more than six million dollars, forty-eight dollars per day for not more than two hundred days;

(9) In townships having a budget of more than six million dollars, fifty-two dollars per day for not more than two hundred days.

(B) Beginning in calendar year 1999, the amounts paid as specified in division (A) of this section shall be replaced by the following amounts:

(1) In calendar year 1999, the amounts specified in division (A) of this section increased by three per cent;

(2) In calendar year 2000, the amounts determined under division (B)(1) of this section increased by three per cent;

(3) In calendar year 2001, the amounts determined under division (B)(2) of this section increased by three per cent;

(4) In calendar year 2002, except in townships having a budget of more than six million dollars, the amounts determined under division (B)(3) of this section increased by three per cent; in townships having a budget of more than six million but not more than ten million dollars, seventy dollars per day for not more than two hundred days; and in townships having a budget of more than ten million dollars, ninety dollars per day for not more than two hundred days;

(5) In calendar years 2003 through 2008, the amounts determined under division (B) of this section for the immediately preceding calendar year increased by the lesser of the following:

(a) Three per cent;

(b) The percentage increase, if any, in the consumer price index over the twelve-month period that ends on the thirtieth day of September of the immediately preceding calendar year, rounded to the nearest one-tenth of one per cent;

(6) In calendar year 2009 and thereafter, the amount determined under division (B) of this section for calendar year 2008.

As used in division (B) of this section, "consumer price index" has the same meaning as in section 325.18 of the Revised Code.

(C) Whenever members of a board of township trustees are compensated per diem and not by annual salary, the board shall establish, by resolution, a method by which each member of the board shall periodically notify the township fiscal officer of the number of days spent in the service of the township and the kinds of services rendered on those days. The per diem compensation shall be paid from the township general fund or from other township funds in such proportions as the kinds of services performed may require. The notice shall be filed with the township fiscal officer and preserved for

inspection by any persons interested.

By unanimous vote, a board of township trustees may adopt a method of compensation consisting of an annual salary to be paid in equal monthly payments. If the office of trustee is held by more than one person during any calendar year, each person holding the office shall receive payments for only those months, and any fractions of those months, during which the person holds the office. The amount of the annual salary approved by the board shall be no more than the maximum amount that could be received annually by a trustee if the trustee were paid on a per diem basis as specified in this division, and shall be paid from the township general fund or from other township funds in such proportions as the board may specify by resolution. A board of township trustees that has adopted a salary method of compensation may return to a method of compensation on a per diem basis as specified in this division by a majority vote. Any change in the method of compensation shall be effective on the first day of January of the year following the year during which the board has voted to change the method of compensation.

Effective Date: 09-05-2001; 12-20-2005



## **507.09 Compensation of fiscal officer.**

(A) Except as otherwise provided in division (D) of this section, the township fiscal officer shall be entitled to compensation as follows:

(1) In townships having a budget of fifty thousand dollars or less, three thousand five hundred dollars;

(2) In townships having a budget of more than fifty thousand but not more than one hundred thousand dollars, five thousand five hundred dollars;

(3) In townships having a budget of more than one hundred thousand but not more than two hundred fifty thousand dollars, seven thousand seven hundred dollars;

(4) In townships having a budget of more than two hundred fifty thousand but not more than five hundred thousand dollars, nine thousand nine hundred dollars;

(5) In townships having a budget of more than five hundred thousand but not more than seven hundred fifty thousand dollars, eleven thousand dollars;

(6) In townships having a budget of more than seven hundred fifty thousand but not more than one million five hundred thousand dollars, thirteen thousand two hundred dollars;

(7) In townships having a budget of more than one million five hundred thousand but not more than three million five hundred thousand dollars, fifteen thousand four hundred dollars;

(8) In townships having a budget of more than three million five hundred thousand dollars but not more than six million dollars, sixteen thousand five hundred dollars;

(9) In townships having a budget of more than six million dollars, seventeen thousand six hundred dollars.

(B) Any township fiscal officer may elect to receive less than the compensation the fiscal officer is entitled to under division (A) of this section. Any township fiscal officer electing to do this shall so notify the board of township trustees in writing, and the board shall include this notice in the minutes of its next board meeting.

(C) The compensation of the township fiscal officer shall be paid in equal monthly payments. If the office of township fiscal officer is held by more than one person during any calendar year, each person holding the office shall receive payments for only those

months, and any fractions of those months, during which the person holds the office.

(D) Beginning in calendar year 1999, the township fiscal officer shall be entitled to compensation as follows:

(1) In calendar year 1999, the compensation specified in division (A) of this section increased by three per cent;

(2) In calendar year 2000, the compensation determined under division (D)(1) of this section increased by three per cent;

(3) In calendar year 2001, the compensation determined under division (D)(2) of this section increased by three per cent;

(4) In calendar year 2002, except in townships having a budget of more than six million dollars, the compensation determined under division (D)(3) of this section increased by three per cent; in townships having a budget of more than six million but not more than ten million dollars, nineteen thousand eight hundred ten dollars; and in townships having a budget of more than ten million dollars, twenty thousand nine hundred dollars;

(5) In calendar year 2003, the compensation determined under division (D)(4) of this section increased by three per cent or the percentage increase in the consumer price index as described in division (D)(7)(b) of this section, whichever percentage is lower;

(6) In calendar year 2004, except in townships having a budget of more than six million dollars, the compensation determined under division (D)(5) of this section for the calendar year 2003 increased by three per cent or the percentage increase in the consumer price index as described in division (D)(7)(b) of this section, whichever percentage is lower; in townships having a budget of more than six million but not more than ten million dollars, twenty-two thousand eighty-seven dollars; and in townships having a budget of more than ten million dollars, twenty-five thousand five hundred fifty-three dollars;

(7) In calendar years 2005 through 2008, the compensation determined under division (D) of this section for the immediately preceding calendar year increased by the lesser of the following:

(a) Three per cent;

(b) The percentage increase, if any, in the consumer price index over the twelve-month period that ends on the thirtieth day of September of the immediately preceding calendar year, rounded to the nearest one-tenth of one per cent;

(8) In calendar year 2009 and thereafter, the amount determined under division (D) of this section for calendar year 2008.

As used in this division, "consumer price index" has the same meaning as in section 325.18 of the Revised Code.

Effective Date: 09-26-2003; 12-20-2005