



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held **June 8, 2010**

The special planning meeting was called to order by Chairman Chuck Buck

Roll Call - **Charles Wm. Buck, Chair – Present**
Michael D. Cope, Vice-Chair – Present
Larry Earman, Trustee – Present

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

QUARTERLY PLANNING MEETING

1. January 12, 2009 Planning Meeting Review
 - a. Schirtzinger Road – Board of Health to establish rankings for sewer project
 - i. Holcomb Ditch Study still ongoing
 - ii. Continue minimum maintenance to ensure safety
 - b. Building Signage – arriving shortly; monument signage follow Northwest Parkway completion
2. Define what we want to achieve for and with the community
 - a. Focus on recycling efforts: newsletter, Safety Day, possible recycling day
3. Discuss how we can be a more cohesive organization
 - a. Clarity with e-mails; updated e-mail subject lines
 - b. All communications funneled through Twp Administrator
 - c. Board notification of fire scenes, building burns, news media reports
 - d. Fire/EMS 2009 report to be provided to Board
 - e. Employee illness/injury reported in Administrator weekly update
4. Review purchasing policy
 - a. Establish a local purchasing policy
 - b. Utilize Chamber Directory; Obtain Hilliard business listing
 - c. Create purchase order request form to include box noting that local contacts researched
5. Review hiring policies for full and part-time jobs
 - a. Hilliard area applicants
6. Establish a vacation/time off calendar
7. Discuss Township office hours
 - a. Evaluated change; will remain 8 am to 4 pm
 - b. Place “After Hours contact Comm. Center” signage on Twp Admin door
8. Discuss State Commission on Local Government Reform and Collaboration
 - a. Report continued to 9/1/10; deadline has passed for Board comment



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9. Discuss new Township logo
 - a. Obtain possible logos from Destination Hilliard logo campaign
 - b. Incorporate our services into logo
10. Discuss Township finances and timing of fire levy
 - a. Possible 2011, 2012 ballot; decision to be made by end of year
 - b. Financial projection for replacement of two most recent fire levies to be discussed at next planning meeting
11. Discuss ways to extend life of Wesley Chapel Cemetery, fee structure, and level of grounds maintenance
 - a. Provide estimate of remaining graves at present
 - b. Provide estimate of additional graves for King's Park
 - c. Prepare recommendation for cemetery fee increases for next planning meeting
 - d. Newsletter article to consider fee increases
 - e. Evaluate contracting out Cemetery mowing and weeding
12. Discuss waste disposal bid process and potential for a joint bid with Hilliard
 - a. Twp Administrator to create a bid package
 - b. No additional waste services necessary, but, maintain current contract requirements
13. Discuss how we handle return phone calls and e-mails
 - a. Add a "press 0" to voice mail greetings Township wide
 - b. Update e-mail service provider to incorporate out of office messaging
14. Discuss annual inventory and ORC 505.04
 - a. Annual inventory completed for insurance coverage
 - b. ORC requirement for reporting to Franklin County Engineer not practiced
15. Discuss Healthcare Reform Acts for 2010
 - a. Imposes excise tax on insurance plans with high premiums
 - b. Plans must cover adult children to age 26 effective 1/1/2011; UHC has already adopted this extension
 - c. W-2 Reporting of health coverage cost beginning 2011
 - d. IRS Form 1099 reporting for all services and property for individual and corporations beginning in 2012 (filed in 2013)
 - e. Very burdensome to Fiscal Office
16. Discuss TIFs
 - a. Anderson Meadows TIF review of 6/7 committee meeting
 - b. Pursue OTA/CLOUT for TIF legislative changes for townships
17. Discuss 2010 Road Projects
 - a. Board approval of 2010 road projects totaling \$118,192.20
18. Next planning meeting: October 4, 2010 immediately following regular meeting
 - a. Budget focused



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Approval of 2010 Road Projects

Motion by Mr. Earman, seconded by Mr. Cope, for the approval of the 2010 road projects totaling \$118,192.20. Unanimously approved. Motion passed. (Schedule attached)

#100608.01

Motion by Mr. Earman, seconded by Mr. Cope, to adjourn the special meeting of June 8th at 4:10 pm.

Charles Wm. Buck, Chairman

Jamie Niles, Fiscal Officer

NORWICH TOWNSHIP

APPLICATION S.Y. @ COST TOTAL

2010 RESURFACING

DANFORD SQUARE Twp. Road 0000 From: To:	Pavement Repair	4 @ \$250.00	\$1,000.00
MEADOW WOOD LANE Twp. Road 0000 From: Junction Willowcreek Drive To: Junction Spindler Road	2.0" Mill & Fill	2873 @ \$9.75	\$28,011.75
POSTE LANE Twp. Road 0000 From: To:	Pavement Repair	4 @ \$250.00	\$1,000.00
SATURN ROAD Twp. Road 0000 From: To:	Pavement Repair	8 @ \$250.00	\$2,000.00
SCHIRTZINGER ROAD Twp. Road 0000 From: To:	Pavement Repair	48 @ \$250.00	\$12,000.00
SPINDLER ROAD Twp. Road 0000 From: Junction Meadow Wood Lane To: 240' South of centerline Renner Road	2.0" Mill & Fill	2097 @ \$9.75	\$20,445.75
STELLAR DRIVE Twp. Road 0000 From: Pavement change 293' South of S. edge of pavement Schirtzinger Road To: South edge of pavement Schirtzinger Road	2.0" Mill & Fill	972 @ \$9.50	\$9,234.00
STONEY BRIDGE LANE Twp. Road 0000 From: To:	Pavement Repair	8 @ \$250.00	\$2,000.00
RESURFACING TOTAL :			\$75,691.50

NORWICH TOWNSHIP

APPLICATION S.Y. @ COST TOTAL

2010 CRACK SEAL & SLURRY SEAL

HICKORY HILL DRIVE Twp. Road 0000 From: West edge of pavement Valley Crest Drive To: West edge of pavement Spindler Road	Crack Seal Slurry Seal	7517 @ \$3.30	\$24,806.10
HICKORY HILL PLACE Twp. Road 0000 From: Cul de Sac To: South edge of pavement Hickory Hill Drive	Crack Seal Slurry Seal	1432 @ \$3.30	\$4,725.60
VALLEY CREST DRIVE Twp. Road 0000 From: North edge of pavement Renner Road To: West edge of pavement Spindler Road	Crack Seal Slurry Seal	3930 @ \$3.30	\$12,969.00
CRACK SEAL TOTAL :			\$42,500.70

GRAND TOTAL: \$118,192.20