



NORWICH TOWNSHIP

**RECORD OF PROCEEDINGS**

*Minutes of* **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*  
5181 NORTHWEST PARKWAY, HILLIARD, OHIO  
*Held* **April 17, 2012**

The meeting was called to order by Chairman Larry Earman.

Roll Call - **Charles Wm. Buck, Vice-Chairman – Present**  
**Larry Earman, Chairman – Present**  
**Timothy Roberts, Trustee - Present**

Also Present - **Bob Kaufman, Fire Chief**  
**John King, Battalion Chief**  
**Steve Montgomery, Roads/Cemetery Dept.**  
**Kate Cavanaugh, Township Administrator**

**PUBLIC PARTICIPATION** - none

**Approval of Trustee Meeting Minutes for 4/3/12**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting of April 3, 2012.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #120417.01

**HILLIARD POLICE DEPARTMENT**

Chief Francis provided the March 2012 and first quarter 2012 activity report. He reported that crashes were down seventeen percent and traffic enforcement was up. The top accident locations within the township are I-270, then Fishinger and Dublin Roads. Aggressive traffic control is a focus for the Department. Chief Francis reviewed his reorganization plans. Drug use has increased; in the past year the Fire Department responded to more than 80 overdose calls. The Police Department recently seized seventy grams of heroin. The reorganization changes will allow the Department to be more reactive to current issues. Chief Francis provided some samples of pole mounted displays. He is currently working on a plan for use of these displays.

**FIRE DEPARTMENT**

Chief Kaufman reported that Firefighter Eric Eby was recognized as Firefighter of the Year by the Optimist Club. Over 200 people attended the Pride and Ownership Conference which was hosted by Three Unit. Drug Free workplace training for employees started today. The borrowed Engine has been returned. May 1<sup>st</sup> is the scheduled Chief's dinner for the Citizens Police Academy; the Board is invited to attend.

**CEMETERY & ROAD DEPARTMENT**

Mr. Montgomery recommended approval of oversized headstones for the Headlee and Parson families. Following a brief discussion, the Board unanimously agreed to keep the painted edge lines along Schirtzinger Road. Mr. Montgomery has received a request from the owner of 3640 Schirtzinger Road to tie their aerator system into the storm water system located in the Township right of way. The Environmental Protection Agency has provided a Memo of



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Understanding to the homeowner. Ms. Cavanaugh will follow up with legal counsel regarding the written agreement for this. Mr. Montgomery requested approval of the 2012 Road Resurfacing projects. In addition to this list, there is curb replacement work that needs to be completed sometime this year.

**Approval of Headlee and Parson Grave Marker In Excess of Five Feet**

Motion by Mr. Earman, seconded by Mr. Roberts, for approval of two five foot fourteen inch headstones for the Headlee and Parson families which is in excess of the five foot limit at the Wesley Chapel Cemetery.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #120417.02

**Approval of 2012 Road Projects**

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the 2012 Road Projects at an estimated cost of \$115,571 with fifty percent appropriated from the Gas Tax Fund and fifty percent appropriated from the Motor Vehicle Fund.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #120417.03

**FISCAL OFFICE**

Mrs. Miles reported that House Bill 66-Fraud Hotline goes into effect on May 4, 2012. The bill requires that public offices make their current employees aware of the fraud reporting system and new employees must acknowledge notification of the system. The Township staff will be notified via a message on their pay stubs in addition to an e-mail. Going forward the notification will be incorporated within the employee handbook.

**TOWNSHIP ADMINISTRATION**

Ms. Cavanaugh reported on the Hilliard TV meeting. The program is no cost to participants and it would require minimal time. The Township would be responsible for topic ideas, then reviewing, editing, and approving the media segments. Ms. Cavanaugh reported that quotes were received from Mutters totaling \$4,155 and Darby Creek totaling \$2,905.08 for the replacement of dead trees at the Safety Services Building. She recommended the Board accept the quote from Darby Creek.

**Approval of EMS Service Notification to Franklin County Agricultural Society**

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval to submit notification to the Franklin County Agricultural Society of charges for EMS services beginning in 2013.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #120417.04

**Approval of Darby Creek Quote for Tree Replacement**

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval to accept the quote from Darby Creek totaling \$2,905.08 for the replacement of dead trees around the Safety Services Building.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #120417.05



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**Approval of Agreement with Emergency Medicine Physicians of Franklin County Ltd.**

Motion by Mr. Earman, seconded by Mr. Roberts, to authorize the Township Administrator to enter into an agreement with Emergency Medicine Physicians of Franklin County Ltd. for direction of EMS services.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #120417.06

**TRUSTEE-OLD BUSINESS** - none

**TRUSTEE-NEW BUSINESS**

Drew Boyer, Managing Partner of Parallel Equity Advisors Ltd., requested the Board to adopt the Retirement Plan Consultants 457 Plan as offered by his organization.

**Approval of RPC 457 Plan**

Motion by Mr. Buck, seconded by Mr. Roberts, to adopt Retirement Plan Consultants (RPC) 457 Plan as previously presented by Drew Boyer effective July 1, 2012.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #120417.07

The Board discussed bids received for IT services from Netwave and Ricoh Company. The matter was tabled for approval at the next meeting.

The regular meeting of April 17<sup>th</sup> adjourned at 7:20 pm.

Larry Earman, Chairman

Jamie Miles, Fiscal Officer