



**RECORD OF PROCEEDINGS**

*Minutes of* **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*  
**5181 NORTHWEST PARKWAY, HILLIARD, OHIO**  
*Held* **January 9, 2014**

The meeting was called to order by Chairman Larry Earman.

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

Also Present - **Bob Kaufman, Fire Chief**  
**Jeff Warren, Assistant Fire Chief**  
**Steve Montgomery, Roads/Cemetery Dept.**  
**Kate Cavanaugh, Township Administrator**

**Election of 2014 Chairman**

Motion by Mr. Earman, seconded by Mr. Buck, to nominate Tim Roberts as Chairman of the Norwich Township Board of Trustees for 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.01

**Election of 2014 Vice-Chairman**

Motion by Mr. Earman, seconded by Mr. Roberts, to nominate Chuck Buck as Vice-Chairman of the Norwich Township Board of Trustees for 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.02

**AGENDA ADDITIONS** – None

**PUBLIC PARTICIPATION** - None

**Approval of Trustee Meeting Minutes for 12/17/13**

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting of December 17, 2013.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.03

**POLICE DEPARTMENT**

Chief Francis reported that there will be a 24/7 presence in the building to monitor security cameras and alarms as of January 13<sup>th</sup>. A recognition luncheon for the Communication Center will be held on Monday, January 13<sup>th</sup>, all are invited. Traffic enforcement efforts continue along Fishinger Road and speeds are down significantly.

**FIRE DEPARTMENT**

Chief Kaufman submitted his letter of retirement to the Board. Chief Warren reported that the water damage in the Fiscal Office and Administrative area has been minimized. Koorsen will be out Monday to test the sprinkler system. Chief Warren discussed the need to replace the Department's outdated EMS software. He presented the quote from iPCR for EMS documentation software and requested approval to move forward with the purchase.

**Approval to Accept iPCR Quote for EMS Software**

Motion by Mr. Earman, seconded by Mr. Buck, for approval to accept the quote from iPCR for EMS documentation software.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.04



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**Approval to Accept Chief Kaufman Retirement**

Motion by Mr. Earman, seconded by Mr. Buck, to reluctantly accept the retirement of Fire Chief Bob Kaufman effective March 7, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.05

**CEMETERY & ROAD DEPARTMENT**

Mr. Montgomery reported that the snow and cold have put a dent in the salt supply. It has been restocked and ready for the next round. The Department will be back to full staffing on February 1.

**FISCAL OFFICE**

Mrs. Miles reported that the Fiscal Year 2013 has been closed out and 2014 is operational. Reporting to the Auditor of State has been submitted and the monthly/year end internal reporting will be forthcoming.

**TOWNSHIP ADMINISTRATION**

Ms. Cavanaugh recommended implementing a time system using IPAD technology at the Cemetery location. This recommendation is in response to previous requests that have been made. The estimated cost is \$500. The Board unanimously agreed to move forward with the purchase. The following items were requested for Board approval:

**Approval of 2014 Trustee Meeting Schedule**

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the 2014 Trustee Meeting Schedule which is set for the first and third Tuesday of each month at 12 noon and 6:00 pm respectively.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.06

**Approval of Battalion Chief Employment Agreement-Kienzle**

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Ted A. Kienzle, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.07

**Approval of Battalion Chief Employment Agreement-Russell**

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Joseph V. Russell III, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.08

**Approval of Battalion Chief Employment Agreement-Young**

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Gregory Young, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140109.09



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Held **January 9, 2014**

**Approval to Accept Mutters Lawn Service Proposal**

Motion by Mr. Buck, seconded by Mr. Earman, for approval to accept the 2014 lawn care services proposal submitted by Mutters Lawn Service at the same rates as 2013 and including the \$25 per month fee for pond maintenance.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #140109.10

**TRUSTEE-OLD BUSINESS** - none

**TRUSTEE-NEW BUSINESS**

Mr. Buck thanked Mr. Earman for his leadership throughout the past year.

**EXECUTIVE SESSION**

Motion by Mr. Buck, seconded by Mr. Earman, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, dismissal, discipline and promotion of a public employee.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #140109.11

Motion by Mr. Earman, seconded by Mr. Buck to adjourn from executive session back into regular session at 2:10 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #140109.12

**Approval to Appoint Jeff Warren to Fire Chief**

Motion by Mr. Earman, seconded by Mr. Buck, for approval to appoint Assistant Fire Chief Jeff Warren to Fire Chief upon retirement of Bob Kaufman effective March 7, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #140109.13

**Approval to Promote Firefighters Davis, Sweigart, Warren to Lieutenant**

Motion by Mr. Buck, seconded by Mr. Earman, for approval to promote Firefighter Brian Davis, Lamar Sweigart, and Rick Warren to the rank of Lieutenant in a roving capacity.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #140109.14

Motion by Mr. Earman, seconded by Mr. Buck, to adjourn from regular session at 2:15 pm.

  
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Timothy Roberts, Chairman

  
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Jamie Miles, Fiscal Officer