



RECORD OF PROCEEDINGS

*Minutes of* **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*  
5181 NORTHWEST PARKWAY, HILLIARD, OHIO  
*Held* **February 4, 2014**

---

The meeting was called to order by Chairman Tim Roberts.

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

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

**AGENDA ADDITIONS** – None

**PUBLIC PARTICIPATION** - None

**Approval of Trustee Meeting Minutes for 1/21/14**

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting of January 21, 2014.

Vote: Buck-Abstain Earman-Yes Roberts-Yes

Motion passed - #140204.01

**HILLIARD POLICE DEPARTMENT**

Deputy Chief Fisher reported that directed enforcement of traffic complaints continue in the Township; weather has limited some of this. The dispatch transition was gone very well, it has been a nice fit.

**FIRE DEPARTMENT**

Chief Kaufman reported that engine runs are up for January. The crews have done an excellent job keeping up with the snow removal given the busy month. Assistant Chief Warren reported that the crews are prepared for the snow tonight. He reported that there are approximately 3000 houses in our service area that are affected by the CSST gas lines. Efforts will be made to get a safety campaign flyer to these residents. Chief Kaufman's reception is scheduled for Friday, March 7<sup>th</sup> from a 1am-1 pm. The Department is partnering with the Hilliard Kiwanis to host a car seat and pancakes event on March 1<sup>st</sup> at Hilliard Memorial School.

**CEMETERY & ROAD DEPARTMENT**

Mr. Montgomery reported that AEP has requested to place a pole and transformer in the Township's right of way on Birchwood Drive. This will allow ODOT needed access to lighting for a freeway sign. Mr. Montgomery has spoken with both Birchwood residents that would be most affected and they are good with the placement of the pole. The Board agreed that this could be done. In other matters, Mr. Montgomery reported that the Franklin County Engineer's Office had suspended salt pick-ups but has recently lifted the hold. The replacement street signs are ready to be put up as soon as the poles, which are on back order, arrive.

**FISCAL OFFICE**

Mrs. Miles requested the Board to approve an updated employment agreement for the Township Administrator effective January 1, 2013. This was to formalize the changes in the agreement for 2013.



NORWICH TOWNSHIP

**RECORD OF PROCEEDINGS**

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

**5181 NORTHWEST PARKWAY, HILLIARD, OHIO**

**Held February 4, 2014**

**Approval of Township Administrator Employment Agreement**

Motion by Mr. Earman, seconded by Mr. Roberts, to approve a Resolution Hiring and Establishing the Terms and Conditions of Employment for the Norwich Township Administrator effective January 1, 2013.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140204.02

**TOWNSHIP ADMINISTRATION**

Ms. Cavanaugh reported that the newsletter is ready to go out; approximately 65 individuals have signed up for the e-newsletter.

**TRUSTEE-OLD BUSINESS** - none

**TRUSTEE-NEW BUSINESS**

**Adoption of Grievance – Step 2**

Motion by Mr. Earman, seconded by Mr. Buck, to formally adopt a grievance response regarding terms under Article XXVIII Section 3 of the current Local 1723 Contract.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140204.03

**EXECUTIVE SESSION**

Motion by Mr. Earman, seconded by Mr. Buck, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(5) to discuss matters required to be kept confidential by federal law and state statutes.

Vote: Buck-Yes Earman-Yes Roberts-Yes

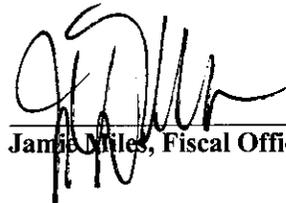
Motion passed - #140204.04

Motion by Mr. Earman, seconded by Mr. Buck to adjourn from executive session and regular session at 1:25 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140204.05

  
\_\_\_\_\_  
Timothy Roberts, Chairman

  
\_\_\_\_\_  
Jamie Miles, Fiscal Officer

RES# 1402014.D3  
**NORWICH TOWNSHIP  
GRIEVANCE - STEP 2  
RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES  
FEBRUARY 4, 2014**

**Whereas:**

Firefighter Larry Cordial on January 6, 2014, filed a grievance of the terms under Article XXVIII Section 3 of the current Local 1723 contract to allow him to complete his annual physical and in addition test for the Level 1 standards and benchmarks for flexibility sit and reach, lower body strength leg press, upper body strength bench press and abdominal endurance curl up covered in Attachment D of the contract.

The grievance also requests the Township and Local 1723 renegotiate the term of this article to provide for a member on sick leave.

**Whereas:**

Article XXVIII Section 3 provides that a member must pass the annual physical. In addition, this section states that successful completion of the Level 1 standards in 2013, 2014, and 2015 will enable the member to receive compensation equal to thirty (30) hours of pay in January of the following year, based on the member's regular hourly rate as of December 31st.

**Whereas:**

Firefighter Cordial did not take the annual physical in 2013.

**Whereas:**

A Step 1 grievance meeting was held between Firefighter Cordial, Fire Chief Bob Kaufman, and Assistant Fire Chief Jeff Warren on January 6, 2014. The Step 1 response was written by Assistant Chief Warren on January 7, 2014, which denied the grievance.

**Whereas:**

Article XVIII of the contract requires the Fire Chief to respond in writing within seven (7) calendar days of receipt of the grievance. Technically this did not happen, since the response was only signed by Assistant Chief Warren.

**Response to the Step 2 Grievance:**

The Trustees response would have been to deny the grievance based upon the fact that Firefighter Cordial did not complete the annual physical and Level 1 standards and benchmark testing in calendar 2013 as required by the contract.

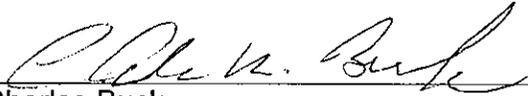
The response to the Step 1 of the grievance procedure was not followed in accordance with the contract, in that Fire Chief Kaufman did not sign the response within the seven days as required.

Therefore, the Trustees will reluctantly allow Firefighter Cordial to take the annual physical and Level 1 standards and benchmarks and should he pass, be paid the thirty (30) hours of pay. The physical must be completed within seven (7) calendar days from today, which is February 11, 2014.

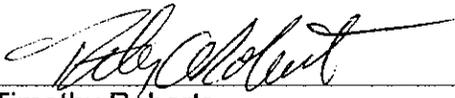
In regards to the request to renegotiate the contract to provide for the potential of a member being on sick leave during their birthday month, we hereby deny that request. The section

**NORWICH TOWNSHIP  
GRIEVANCE - STEP 2  
RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES  
FEBRUARY 4, 2014**

covering the new additional pay incentive for being physically fit is clear that the member must satisfactorily complete the annual physical and Level 1 standards and benchmark testing in their birthday month. Any changes to the contract can be discussed during the negotiations of the next contract.

  
\_\_\_\_\_  
Charles Buck

  
\_\_\_\_\_  
Larry Earman

  
\_\_\_\_\_  
Timothy Roberts