



NORWICH TOWNSHIP

RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

April 1, 2014

The special planning meeting was called to order by Chairman Tim Roberts.

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

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

PLANNING MEETING

1. Cemetery
 - a. 5 Year Road Plan –Mr. Montgomery reviewed with the Board.
 - b. Manpower Addition – The Board agreed to authorize a one –time seasonal position for the period of May 1-October 31 for the purpose of string trimming and other duties as deemed necessary so that Cemetery Sexton can focus on CIMS mapping project.
 - c. CIMS, CDL update – The Board set the deadline of October 31, 2014 for the CIMS mapping project to be completed. In addition, Mr. Montgomery is to obtain his CDL certification within this same time period.
 - d. Supervisor Training – The Board directed Kate to send Robbie Thomas to supervisor training sometime in the fall 2014.
2. Township - General
 - a. Storage Facility – The Cemetery needs include storage for plow, salt boxes, three mowers, and new trailer, possible two deep bays. Ms. Cavanaugh will look into the cost to rent one or two storage units from the storage facility located at Scioto Darby and Dublin roads.
 - b. Office/meeting with Fair Board – The Board discussed some of the possible uses for such a facility and potential financial support.
 - c. Street lights, Security Cameras – The board requested Ms. Cavanaugh to obtain quote from AEP to add street lights. In addition, the Board requested Ms. Cavanaugh to follow up with Koorsen for a quote to enhance the security system at the Cemetery as well as the SSB front entrance and three EMS supply rooms.
 - d. Use of Meeting Space for Parties – The Board is in support of charging a nominal fee for the use of the meeting rooms when food is being served. Ms. Cavanaugh will put together an updated policy.
 - e. Cell Tower – The Board requested Mrs. Miles to follow up with the City of Hilliard regarding a written agreement for the cell tower.
 - f. Township E-mail Provider – A recommendation was made to switch the Township e-mail provider to Google mail. The cost of this change will be approximately \$3,000 plus the cost of the Network Manager’s time to program, implement, and train employees. The implementation period will be approximately 4-6 weeks. The Board wants to keep the norwichtownship.org domain name.



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3. JSSB Maintenance

- a. Repair, painting of Mayor's Court and halls etc. – The Board directed Ms. Cavanaugh to get the work completed as necessary to maintain the building.
- b. Carpet wear and staining – The Board directed to get replaced if needed.
- c. Chair Staining – The Board agreed to have a routine maintenance agreement set up to have the cleaning done on a regular basis.
- d. Miscellaneous - Ms. Cavanaugh will follow up with Mutters to get a quote for adding riprap to the pond in the back of the SSB. Chief Warren has a \$27,000 quote for the concrete work for the pump area at Station 81. Mr. Buck requested Chief Warren to take a look at the concrete work that was done last year at Station 83. In addition, Chief Warren will address the light poles at Station 83 and overhead lighting checks will be incorporated into the daily job checks. Ms. Cavanaugh will obtain a quote from Converse Electric to address the curb appeal lighting at Station 83.

4. Fire Department

- a. Miscellaneous – Marty Spencer has been tapped as the Optimist Firefighter of the Year. It was agreed that support needs to be maintained for any new stop lights to be Opticom compliant. Brown Township Open House is scheduled for April 12th. House inspections will be conducted by Chief Warren on May 6th, 7th, 8th; the Board is invited to attend.
- b. Vehicles – The refurbishing of Engine 83 is moving forward and the contract is expected to be awarded sometime in the second quarter. The new medic is expected to be ordered in the second quarter also. The new staff vehicles are expected to be delivered in April some time.
- c. Events – Mr. Buck to get with Ms. Cavanaugh to work on the front park dedication sign and to set a date for the dedication.
- d. Projects – Chief Warren is proceeding forward with the office renovation for the Fire Prevention Department, he has obtained a quote to complete the project for approximately \$10,000. The Board directed the administration to put together a plan for converting the Township meeting room into a copy center and formal meeting room.

Executive Session at 11:30 am-Motion by Mr. Buck, seconded by Mr. Roberts, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, compensation and promotion of a public employee.

Vote: Buck-Yes Earman-Yes Roberts-Yes


Motion passed - #140401.01SP

Motion to adjourn from Executive Session and from the Special Meeting at 11:55 am.

Vote: Buck-Yes Earman-Yes Roberts-Yes



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer