



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **November 11, 2014**

The special planning meeting was called to order by Chairman Tim Roberts at 10 am.

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

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

PLANNING MEETING

1. Safety Services Building (SSB) Remodel Project
 - a. Deputy Chief Bobby Fisher and Mr. Bob Apel of Meacham and Apel Architects presented a draft of proposed changes to the Safety Services Building. Projected alteration costs total \$350,307 which does not include soft costs such as fees which are estimated at about \$28,000 according to Mr. Apel. In addition Mr. Apel confirmed that there is \$31,000 in contingency included in the cost. Build schedule is 3-4 months and the project will be ready to bid soon. The Board agreed to add ceramic tile in place of laminate flooring in the Rice room and also along the hallway in the front of the meeting rooms. Mr. Buck requested the amount of common area that is being used by the City.

Approval to Proceed with Meacham & Apel Architects

Motion by Mr. Earman, seconded by Mr. Buck, to engage Meacham & Apel Architects to design the Safety Services Building Remodel project per the Revised Space Allocation Study dated October 28, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141110.01

2. Cemetery/Roads
 - a. Street Lights – Ms. Cavanaugh confirmed that AEP will put the light pole in and run the electric line if the light is in a location approved by them. The Township will be responsible for the approximately \$15 per month of electricity per light. Ms. Cavanaugh will verify if an upscale pole is available. The Board agreed to move forward with placing the inquiry form in the next newsletter.
 - b. Tree Plantings/Von Jasinski Memorial Plaque – The Board agreed to move forward with decorative fencing at the front entrance of Wesley Chapel and then place a memorial plaque on the fencing. The Board agreed to place \$10,000 in the 2015 budget to be used for the fence, plaque, and tree plantings. The Board agreed not to place gates at the entrance.
 - c. Franklin County Engineer's Office (FCEO) Discussion on Old Poste and Schirtzinger Road Berms – According to Mr. Montgomery, the issue with Old Poste Road is that the footings are being washed out around the tile. FCEO is to survey the area to determine whose right of way it is. The bigger matter relates back to Holcomb Ditch. The Board will discuss the matter this Thursday with Dean Ringle.



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- i. Danford Square – According to Mr. Montgomery there was too much hand work that needed to be done on Danford Square. FCEO agrees that the work is not acceptable. The Board instructed the Fiscal Officer not to pay for any work related to Danford Square. Ms. Cavanaugh will send a letter notifying FCEO of this decision. Mr. Montgomery recommends completely tearing out Danford Square and rebuilding it. Mr. Earman agrees that it needs to be fixed properly. The Board agreed with Mr. Earman’s recommendation to have a separate contract for Danford Square next year. If FCEO will not bid it separately, then the Township will bid the project.

Approval to not Pay for Danford Square Roadwork

Motion by Mr. Buck, seconded by Mr. Earman, to not make payment for Danford Square roadwork.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141110.02

- d. Five Year Road Plan – Mr. Montgomery estimates approximately \$15,000 in curb work that needs completed in Ridgewood next year. This cost is to be incorporated into the \$200,000 originally projected for 2015 road work.
 - e. CIMS, CDL Status Update – According to Mr. Montgomery, 97% of the CIMS mapping project is completed. The three remaining areas have very little or no records available. Mr. Montgomery has obtained his temporary CDL. He called on October 23, 2014 to schedule the driving test and the first available date is November 24, 2014. Ms. Cavanaugh reported that Robbie Thomas is going to change his CLD classification from a CDL-B to CDL-A which will allow him to pull the trailer behind the dump trucks. Currently there is only one employee who has this designation.
 - f. Well Update – The well pump needs to be replaced. The pump was purchased 2-3 years ago and it has rusted out due to the water quality. Mr. Montgomery is to verify that the pump is stainless steel.
 - g. Dump Truck Replacement – Mr. Buck wants to ponder the replacement truck purchase. Mr. Montgomery will follow up with Chief Warren to look into the state term pricing of a replacement truck.
 - h. Cemetery Prices – Mr. Buck requested Mr. Montgomery to research the cost of columbarium. Mr. Earman recommends looking at the price point for cremation burials versus plot burials.
3. JSSB – Further Discussion of Building Construction Changes – no additional discussion.
 4. Township – General
 - a. Use of Meeting Space for Parties – Ms. Cavanaugh proposed adopting a per hour fee for the use of the meeting rooms for private parties only. Civic meetings would continue to be free of charge. The Board agreed to adopt a rental charge of \$25 per room for up to three hours and then a \$25 per hour per room fee beyond three hours effective 2015. At this time, no change will be made to the collection proceed or amount of the security deposit which is currently \$200.



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Approval to Adopt Meeting Room Rental Fee

Motion by Mr. Earman, seconded by Mr. Buck, to adopt a meeting room rental fee of \$25 per room section for events of up to three hours, then \$25.00 per hour per section after that effective January 1, 2015 for private parties only with the exception of funeral dinners which will be exempt from a rental charge.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141110.03

- b. Storage Facility Options – As directed Ms. Cavanaugh has obtained two bids to complete a land appraisal at a cost of \$1,500. Mr. Buck needs more time to consider the matter. Mr. Earman is against pursuing the matter. Mr. Roberts would like to revisit the rental option for now. The item was tabled.
- c. IT Hours – On behalf of the administrative staff, Ms. Cavanaugh requested the Board to consider increasing the number of contracted IT hours from 30 hours to 40 hours per week based upon the increased duties that Adam Maynard has taken on which has made the organization far more efficient. The increase will cost an additional \$20,000 annually. Chief Warren noted that the request is about Adam Maynard being the right person to fill the position rather than just an increase in IT support.

Approval to Increase Contracted IT Hours

Motion by Mr. Earman, seconded by Mr. Roberts, to approve an increase in IT hours from 30 per week to 40 per week subject to the IT person being Adam Maynard.

Vote: Buck-No Earman-Yes Roberts-Yes

Motion passed - #141110.04

- d. Trash Hauler Extension – Ms. Cavanaugh presented Local Waste's offer to extend our trash hauling service an additional two years through December 31 2017 at a cost of \$15.16 per month. The current contracted rate is \$14.44 per month.

Approval to Extend Local Waste Trash Service Contract through 12/31/17

Motion by Mr. Buck, seconded by Mr. Earman, to approve extending contracted trash hauler service with Local Waste through December 31, 2017 at a cost of \$15.16 per month for 2016 and 2017.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141110.05

- e. Concrete Slab Quotes – Ms. Cavanaugh provided two quotes to replace the concrete slab at Station 81. Both quotes were for approximately \$25,000. Chief Warren recommends having the work completed in spring 2015. Mr. Buck recommended bringing the project to the Board for approval at the beginning of the year (2015). The Board agreed that the project cost will be included in the 2015 budget.
5. Fire Department
- a. 2015 Anticipated Purchases – The Board reviewed the detailed list of prioritized purchases as submitted by Chief Warren. Mr. Earman feels that the Fire Fund needs to have a projected \$2 million surplus at a minimum for 2015. Mr. Earman recommends putting all the anticipated purchases in the 2015 budget then items will be eliminated as necessary to balance against the set surplus. As it relates to the bounce house, mascot, and Pumper and Patches, Mr. Earman suggested



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- choosing to do one or two of these items in 2015 and the remaining in the following year.
- b. Fire Hydrants – Mr. Buck recommends that we begin charging for our services related to the maintenance of the fire hydrants which is the City of Hilliard’s responsibility. Mr. Roberts will notify the City and Ms. Cavanaugh will also follow up with a written letter from the Board.
- c. Fee Structure – Mr. Earman directed Chief Warren to put together a fee structure increase and present it to the Board for adoption.
- 6. Additional Capital Items for 2015 – None discussed.
- 7. Additions
 - a. 2016 Payroll Calendar – Mrs. Miles reported that the Friday, January 1, 2016 pay date will be pushed forward to Monday, January 4, 2016. This is necessary to ensure that the 27 pay schedule remains in 2016 not 2015.
 - b. Travel Policy – Mrs. Miles will be forwarding an updated travel policy for review and approval by the Board to be effective January 1, 2015.
 - c. Cell Tower – A generator is being added at the cell tower site located at 4243 Dublin Road. Code requires the fence to be placed around the generator. The Board agrees that the fencing needs to be wood similar to the current fencing surrounding the cell tower.
 - d. Historical Society Donation – Tim Woodruff, President of the Historical Society submitted a written request seeking a donation from the Township. The Board agreed to table the matter until the 2015 budget has been formalized.
 - e. Dublin Road Sanholtz Property – Ms. Cavanaugh reported that a developer is interested in annexing the property into the City of Hilliard and building patio homes on the property.

Executive Session at 1:50 pm-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, compensation and promotion of a public employee and 121.22 (G)(3) conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

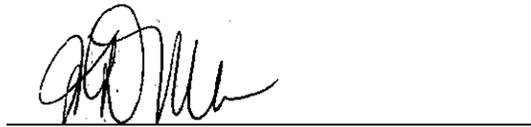
Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141110.06

Motion to adjourn from Executive Session and from the Special Meeting at 2:10 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer