



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **December 16, 2014**

The meeting was called to order by Chairman Tim Roberts at 6:00 pm.

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

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

AGENDA ADDITIONS - None
PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 11/18/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on November 18, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.01

Approval of Trustee Meeting Minutes for 11/25/14

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on November 25, 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.02

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Chief Warren presented Firefighter Dusty King with the Fire Chief Commendation award for his actions related to the rescue of a three year old toddler. The Fire Chief Commendation award is peer nominated. In other matters, Chief Warren provided a report of the total incidents by jurisdiction and he requested to award the 2003 engine refurbishment project to Sutphen Corporation who was the lowest and best bid. Chief Warren is working to pull together better Columbus numbers and will report at a later date on the matter.

Approval to Award Engine Refurbishment to Sutphen Corporation

Motion by Mr. Earman, seconded by Mr. Buck, for the approval to award the 2003 engine refurbishment project totaling \$107,699.24 to Sutphen Corporation (which is the lowest and best bid received).

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.03

CEMETERY & ROAD DEPARTMENT

The Board discussed an e-mail received from Roseanna Davis regarding graves originally purchased in 1956 by her mother-in-law Mary Davis who is deceased. Mrs. Davis' husband, Dan Davis, was the executor of Mary Davis' estate. Dan Davis has passed away and there was nothing in the original estate to address the remaining two burial lots. Roseanna Davis would like to make sure that these graves can be used by someone in the Davis family. According to Ms. Cavanaugh, ORC 517.07



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allows for a public notice to be placed asking for heirs to come forward. The Board agreed unanimously to move forward with placing a public notice for the graves.

FISCAL OFFICE

Mrs. Miles requested to amend the 2014 Permanent Appropriations to account for inter-fund transfers and to approve the 2015 Permanent Appropriations in the amount of \$17,326,345. She also requested approval of the updated Travel Procedures & Guidelines policy effective January 1, 2015.

Approval of 2014 Permanent Appropriation Transfers

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the 2014 Permanent Appropriations totaling \$17,743,210. There is no change in the total appropriation amount, the amendment is to account for subcategory transfers within funds.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.04

Approval of 2015 Permanent Appropriations

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the 2015 Permanent Appropriations totaling \$17,326,345.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.05

Approval of Travel Procedures & Guidelines

Motion by Mr. Earman, seconded by Mr. Buck, for approval to adopt the updated Travel Procedures & Guidelines policy effective January 1, 2015 which will completely replace section 2.5 Travel Policy of the current employee handbook.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.06

PUBLIC PARTICIPATION

On behalf of the City of Hilliard, Glen Dugger, attorney with FT Development addressed the Board about the annexation of the Saneholtz property from Norwich Township to the City of Hilliard. According to Mr. Dugger, FT Development is proposing to build about 20 homes valued at \$350,000 and up which is expected to net an increase in values of approximately \$10 million. Bob Webb Builders is interested. Mr. Dugger confirmed there will be no municipal TIFs proposed for this project. Assuming the Township is willing to support the annexation, then the process will take about six months, possibly begin to see dirt move first part of fourth quarter 2015 and houses up in the spring of 2016. The Board agreed that having the green house and junk vehicles removed is a priority. Mr. Dugger thought that the green house could be removed within the next 60-90 days; he is unsure of the vehicles. He also confirmed that the housing structures would be two story residents but nothing more. The Board agreed to support the annexation agreement.

Approval of Saneholtz Estate Annexation

Motion by Mr. Earman, seconded by Mr. Buck, for approval to accept the Saneholtz annexation agreement.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.07



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TOWNSHIP ADMINISTRATION

Ms. Cavanaugh requested approval of the following:

Approval to Conduct Internet Auctions

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a resolution declaring the Township's intent to conduct internet auctions for unneeded Township property including motor vehicles for the 2015 calendar year.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.08

Approval to Retain Brosius, Johnson, & Griggs LLC

Motion by Mr. Buck, seconded by Mr. Earman, for approval to retain Brosius, Johnson, & Griggs LLC to provide legal services to the Township in 2015 along with other legal counsel as needed. The hourly rate increase is \$10 for 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.09

Approval to Pay Fiscal Officer for Cemetery Deed Preparation

Motion by Mr. Earman, seconded by Mr. Buck, for approval to pay the Fiscal Officer \$250 for the preparation of cemetery deeds in 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.10

Approval to Renew CLOUT Membership

Motion by Mr. Earman, seconded by Mr. Buck, for approval to renew membership with CLOUT, part of the Ohio Township Association, in 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.11

Approval to Pay Elected Officials in 2015

Motion by Mr. Buck, seconded by Mr. Earman, for approval to pay the Township Trustees and Fiscal Officer on a monthly basis in accordance with compensation established by Ohio Revised Code sections 505.24 and 507.09 for townships with a budget greater than \$10 million.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.12

Approval to 2015, 2016 Mosquito Management Program

Motion by Mr. Buck, seconded by Mr. Earman, for approval to the Mosquito Management Program contract totaling \$4,990 each year for 2015 and 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.13

Approval of 2015 Trustee Meeting Schedule

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of the 2015 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 - #141216.14

Approval to Accept Mutters Lawn Service Proposal

Motion by Mr. Buck, seconded by Mr. Earman, for approval to accept the 2015 lawn care services proposal submitted by Mutters Lawn Service at the same rates as 2014.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #141216.15



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TRUSTEE-OLD BUSINESS

According to Mr. Montgomery, Danford Square residents are happy with the completed work except for one resident who would like to see the street completely repaved. The Board discussed the application used on the roads this year. Mr. Buck would like to revisit the discussion next year prior to making a decision on what type of application to be done. Mr. Earman recommended paying the remaining balance owed to the Franklin County Engineer's for the 2014 road work.

Approval to Pay Franklin County Engineers Road Work Invoice

Motion by Mr. Earman, seconded by Mr. Buck, for approval to pay (the Franklin County Engineers 2014 road work) invoice as presented in full.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.16

TRUSTEE-NEW BUSINESS

The Board discussed the preliminary plans for the Safety Services building (SSB) renovation project. They reviewed the proposal submitted by M + A Architects for architectural services for the SSB renovation project and agreed to accept. The address for the SSB needs to be updated and reference to the east wing needs to be removed from the proposal. The Board authorized moving forward with proposal.

Approval of Non-union 2015 Payroll Rates

Motion by Mr. Earman, seconded by Mr. Buck, for approval of the 2015 non-union wages as detailed in the worksheet effective the first pay period of 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.17

Approval to Accept M+A Architects Proposal

Motion by Mr. Earman, seconded by Mr. Buck, for approval to accept the proposal submitted by M+A Architects for the SSB renovation project.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.18

Election of 2015 Chairman

Motion by Mr. Earman, seconded by Mr. Buck, to nominate Tim Roberts as Chairman of the Norwich Township Board of Trustees for 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.19

Election of 2015 Vice-Chairman

Motion by Mr. Roberts, seconded by Mr. Earman, to nominate Chuck Buck as Vice-Chairman of the Norwich Township Board of Trustees for 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.20

Motion by Mr. Buck, seconded by Mr. Earman to adjourn the regular meeting of December 16, 2014 at 6:45 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #141216.21



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer