



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held **April 7, 2015**

The meeting was called to order by Chairman Timothy Roberts.

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

Mr. Buck requested to add a discussion under New Business regarding Kate Cavanaugh's replacement.

Approval of Trustee Meeting Minutes for 03/17/15

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on March 17, 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #150407.01

POLICE DEPARTMENT

Deputy Chief Fisher thanked the Township for the involvement in Chief Francis' retirement program. He reported that organizationally there is a lot going on, the Department is in hiring mode to fill open positions. From an enforcement perspective, the traffic safety unit will be focusing on the construction area at Fishinger and Dublin roads. He reported that discussions with Verizon regarding the communications tower have been promising and hopes that all contract details are close to be worked out. Mr. Buck requested a copy of the contract. Deputy Chief Fisher will provide once all the bugs are worked out and the contract is finalized.

FIRE DEPARTMENT

Chief Warren provided the run summary through March 31, 2015 and reported that total runs are up approximately 100. House inspections are underway, he noted that this is a great organizational exercise for the Department. Hazmat school is underway this week. He also reported that background packets are in process for top 20 fire applicants, he anticipates interviews to be scheduled for April 20th -21st. Dmitry Chmil will be sworn at the next trustee meeting.

CEMETERY & ROAD DEPARTMENT

Mr. Zac Helm with Strawser Construction proposed applying a cape seal process utilizing a #9 stone instead of #8 stone that was used in the resurfacing process last year. This process is currently on the state bid therefore the Township will not need to bid the roads project. In addition, Mr. Helm confirmed that if the Township chose to go with this process, he would get us scheduled for June or July. Mr. Montgomery will get a listing of sample roads from Perry Township who used the process last year. Mr. Montgomery confirmed that he would be confident in managing the project with Strawser Construction.



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Approval of Allenius Grave Buyback

Motion by Mr. Earman, seconded by Mr. Buck, for the approval to buy back five graves originally purchased in 1984 by Lois Allenius for \$300 each.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #150407.02

PUBLIC PARTICIPATION

Resident Brent Allen asked for an update on the use of the stealth radar. Deputy Chief Fisher reported that the City has approved use of the device by the Township and the device will be in place shortly.

Resident Deborah Bowman feels that the speeding along Fishinger Road has gotten completely out of control. She feels safety is a concern and there is not adequate policing of speed. Deputy Chief Fisher will work with Mrs. Bowman to determine potential driveways where policing efforts can be done.

FISCAL OFFICE

Mrs. Miles reported that the audit fieldwork is about wrapped up and there are no surprises expected from the audit. Once the audit report is complete she will forward a copy to the Board. Chief Warren and Mrs. Woodford have been working together to implement NOVAtime, supervisor training is scheduled for April 20th-22nd and employee training is tentatively scheduled for the following week.

Appointment of Public Records Training Designee

Motion by Mr. Buck, seconded by Mr. Earman, to appoint the Fiscal Officer as the designee for the members of the Board of Trustees for public records training retroactively to January 28, 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #150407.03

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported that Aqua Ohio will be conducting hydrant flushing in Timberbrook on May 7th.

TRUSTEE-OLD BUSINESS - None

TRUSTEE-NEW BUSINESS

Mr. Buck commended Miss Cavanaugh for her efforts made over the last three years and congratulated her on her retirement.

Acceptance of Township Administrator Cavanaugh's Retirement Resignation

Motion by Mr. Earman, seconded by Mr. Buck, to accept the retirement resignation of Township Administrator Kate Cavanaugh effective July 17, 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #150717.04



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Mr. Buck recommends advertising for the Township Administrator position via social media, the Dispatch, the Northwest News, and with the Ohio Township Association. The Board concurred and agreed to accept applications until May 15th.

Motion by Mr. Buck, seconded by Mr. Earman to adjourn the meeting at 12:35 PM.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Handwritten signature of Timothy Roberts in cursive script.

Timothy Roberts, Chairman

Handwritten signature of Jamie Miles in cursive script.

Jamie Miles, Fiscal Officer