



**RECORD OF PROCEEDINGS**

*Minutes of* **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*  
**5181 NORTHWEST PARKWAY, HILLIARD, OHIO**  
*Held* **May 5, 2015**

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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 - **Jeff Warren, Fire Chief**  
**Greg Young, Battalion Chief**  
**Kate Cavanaugh, Township Administrator**

**AGENDA ADDITIONS**

None

**PUBLIC PARTICIPATION**

A resident inquired about the status of the stealth radar placement in Ridgewood. Ms. Cavanaugh will contact Acting Chief Fisher for an update.

Doug Francis, Communication Director for the City of Hilliard, announced that the Hart Cemetery is currently being renovated by a Jr. ROTC group. There will be a ceremony held there on Memorial Day.

**Approval of Trustee Meeting Minutes for 04/21/15**

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on April 21, 2015.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Motion passed - #150505.01

**POLICE DEPARTMENT**

None

**FIRE DEPARTMENT**

Chief Warren requested the Board to accept Firefighter Shane Michael's resignation. Lt. Lantz's retirement dinner is tomorrow night. The Fire Department is hosting the Hilliard Citizen Police Academy for dinner tonight. Chief Warren requested an Executive Session before the next Township meeting for the Board to interview 4 - 5 fire candidates.

**Acceptance of Firefighter Micheals Resignation**

Motion by Mr. Earman, seconded by Mr. Buck, to accept the resignation of Firefighter Michaels effective June 4, 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #150505.02

**CEMETERY & ROAD DEPARTMENT**

Mr. Montgomery reported that he preferred Strawser Construction to perform the cape seal on the Township streets. He is in the process of getting patching quotes from a couple of companies. Mr. Montgomery reported that patching needs to take place prior to the cape seal. Mr. Montgomery reported that DLC Equipment Co, Inc. will be repairing the water line at the Cemetery. Work should begin this week. There is still water available in some parts of the Cemetery.



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**Approval of Cape Seal Process by Strawser Construction**

Motion by Mr. Earman, seconded by Mr. Buck, to accept Strawser Construction to complete the cape seal process on portions of Astral Drive, Ridgewood Drive, Rockford Drive, Thoburn Road and Wenwood Drive at state bid pricing of \$110,432.45.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #150505.03

**FISCAL OFFICE**

Mrs. Woodford reported that all Supervisors and users of NOVAtime, the new time and attendance system, have been trained. The Township is currently using NOVAtime in conjunction with our other time and attendance systems. Mrs. Woodford estimates a live date in late May or early June.

**TOWNSHIP ADMINISTRATION**

Ms. Cavanaugh announced that the Pre-Bid Conference is being held today at 2:00PM for the upcoming Safety Services Building Remodeling project. The Bid Opening is scheduled for May 19 at 2:00PM. Construction should start soon after. Mr. Buck asked how many contractors have requested information regarding this remodeling project. Ms. Cavanaugh said she would provide this information from the Project Manager to him.

**TRUSTEE-OLD BUSINESS**

Nothing to report.

**TRUSTEE-NEW BUSINESS**

Nothing to report.

The regular meeting of May 5, 2015 adjourned at 12:22 PM.

  
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Timothy Roberts, Chairman

  
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Ellen Woodford, Assistant Fiscal Officer