



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **June 16, 2015**

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

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

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

AGENDA ADDITIONS - None
PUBLIC PARTICIPATION - None

Approval of Trustee Meeting Minutes for 05/19/15

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on May 19, 2015.

Vote: Buck-Yes Earman-Absent Roberts-Yes Motion passed - #150616.01

Approval of Trustee Meeting Minutes for 05/27/15

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on May 27, 2015.

Vote: Buck-Yes Earman-Absent Roberts-Yes Motion passed - #150616.02

Approval of Trustee Meeting Minutes for 05/28/15

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on May 28, 2015.

Vote: Buck-Yes Earman-Absent Roberts-Yes Motion passed - #150616.03

Approval of Trustee Meeting Minutes for 06/02/15

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on June 2, 2015.

Vote: Buck-Yes Earman-Absent Roberts-Yes Motion passed - #150616.04

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Firefighter Nick Lantz was sworn in to the rank of Lieutenant. Chief Warren requested the Board to revoke a conditional offer of employment.

Approval to Rescind Conditional Offer of Employment

Motion by Mr. Buck, seconded by Mr. Roberts, to rescind the conditional offer of employment to candidate Keith Johnson.

Vote: Buck-Yes Earman-Absent Roberts-Yes Motion passed - #150616.05



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CEMETERY & ROAD DEPARTMENT

Mr. Montgomery presented prices from Decker Construction and Strawser Paving for the patching work (full depth road repair). He recommended accepting the quote from Decker Construction without use of flaggers. Mr. Montgomery confirmed that the patching work (full depth repair) will be completed June 30th. Mr. Buck requested confirmation of when the cape seal project was to be completed. According to Mr. Montgomery, the cape seal work is scheduled for the first or second week of July. Mr. Montgomery has a call into him (Strawser) to see if the Township can be moved up. He will let the Board know when it is to happen. Mr. Montgomery confirmed that there will be plenty of notification to the residents prior to the road work being completed. Mr. Roberts confirmed that the full depth repair is scheduled for June 30th.

Approval of Full Depth Road Repair by Decker Construction

Motion by Mr. Buck, seconded by Mr. Roberts, to accept Decker Construction's quote totaling \$10,752 for the patching road repair starting in July and to accept Steve's recommendation not to accept the flagger portion of the quote.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Motion passed - #150616.06

FISCAL OFFICE

Mrs. Miles presented the 2016 Fiscal Year Tax Budget totaling \$17,243,150 for adoption by the Board. She reported that this is a maintenance budget, revenues and expenses are projected to remain flat. The 2016 budget will be further developed once the State finalizes its biennium budget and the County Auditor certifies estimated revenues for 2016. There was some discussion regarding revenues. The Board adopted the budget as presented. Mrs. Miles requested approval of a resolution to donate unneeded personal property to non-profit organizations. Mr. Buck confirmed that Chief Warren will compose a letter to Mechanicsburg stating that the property is being donated "as is" so that the Township is released from any liability. Mrs. Miles requested approval of a work agreement for the newly appointed Township Administrator.

Approval of 2016 Fiscal Year Tax Budget

Motion by Mr. Buck, seconded by Mr. Roberts, for approval of the 2016 fiscal year tax budget which provides for a total fund expenditure budget of \$17,243,150.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Motion passed - #150616.07

Approval to Donate Unneeded, Obsolete or Unfit Property

Motion by Mr. Buck, seconded by Mr. Roberts for approval of a Resolution to Donate Unneeded, Obsolete or Unfit Personal Property, Including Motor Vehicles, of Norwich Township to Eligible Nonprofit Organizations.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Motion passed - #150616.08

Approval to Hire Township Administrator Fisher

Motion by Mr. Buck, seconded by Mr. Roberts for approval of a Resolution Hiring and Establishing the Terms and Conditions of Employment for the Norwich Township Administrator, Jamie Fisher.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Motion passed - #150616.09



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TOWNSHIP ADMINISTRATION

Ms. Cavanaugh reported that Thomas Doors is going to provide a quote for the repair of the front entrance door. In addition, she requested Thomas Doors to provide a quote to replace the rusted front entrance door handles. Ms. Cavanaugh reported that this is her last Township trustee meeting.

TRUSTEE-OLD BUSINESS - None

TRUSTEE-NEW BUSINESS

Mr. Jerry Baum asked the Board to make a \$1,500 donation to support the July 4th parade. Mr. Buck asked Mr. Baum to educate the Board on the organization that he represents that the Township has donated to for the past many years. Mr. Baum confirmed that the organization is the 4th of July Boosters, Incorporated. It is a group of people that Roger Reynolds put together to incorporate so that the City and volunteers were protected. Mr. Baum confirmed that the organization is a 501(c)(3). Mr. Buck stated that there is some confusion about the involvement of the Optimist club with the parade. Mr. Baum stated that the Optimists do not have anything to do with it. He further stated that there are members from the Optimist that also help with the parade but it is not run by the Optimists. Mr. Buck confirmed that the rumor that the Optimists pulled out this year is not true. Mr. Baum stated that there are still members who are helping. Mr. Buck stated that he and Mr. Roberts are confused because late Friday night they were made aware that Hilliard City Council donated \$3,500 this year and \$3,500 next year to operate the parade. Mr. Buck requested the minutes to reflect the fact that an invitation was extended to (Hilliard) council members to attend tonight's meeting to discuss the recent grant awarded. Mr. Doug Francis asked to address the matter because administration is the one handling the matter. City Council approved the grant and he is managing the process along with the Mayor. He offered some history as to how the whole matter came about. A couple of months ago, City Council was notified that Destination Hilliard was pulling out from assisting with the parade. In response to this, City Council discussed that it was important to continue to support the parade and wanted to offer as much help as possible to Mr. Baum and his volunteers. City Council felt the grant program was a good opportunity to donate to a nonprofit within the City. The Mayor met with Mr. Baum to make him aware of this opportunity. The City advertised the grant opportunity and Hilliard Education Foundation (HEF) was the only organization to put in for the grant. Mr. Buck stated that he reads the paper and he has never seen anything advertised or asking for help from people to do something for the parade. Mr. Francis confirmed that grant award was \$7,500 for actual parade expenses this year and next and \$10,000 was for operating costs. There is still much to be worked out in this initial year as it relates to expenses because it is a newly organized group. According to Mr. Francis, the intent behind the grant was to get HEF involved and leverage their ability to get volunteers to help assist with the parade. Mr. Baum has no problem with the involvement. Mr. Buck asked if Mr. Baum really needs the donation from the Township. Mr. Baum said yes, because he still has his expenses to take care of. There was discussion about the impact of liability insurance. Mr. Roberts confirmed that none of the \$3,500 is being used to cover Mr. Baum's expenses. Mr. Francis confirmed that the budget that was provided was an initial budget because HEF simply did not know what costs were going to be included. Mr. Roberts feels that the parade should be run by the Hilliard Recreation and Parks Department. Mr. Francis confirmed that it has always been the administration's position that the City is not going to run the parade. The grant program was a way to give support to the parade. A presentation was made to city council and city council awarded the grant. Mr. Buck stated that the community as a whole did not know that there



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were more volunteers needed. Mr. Baum stated that this will be the 53rd year that he has organized the parade and Mayor Schonhardt said he could continue to do it as long as he wanted. Mr. Buck stated that he was not being argumentative, but last year the people lined the streets and it was the largest participation ever. The Board agreed that given the timing and short notice of all this information, the donation is still necessary to support the parade this year. However, Mr. Roberts and Mr. Buck want to further pursue the matter once this year is behind us to make sure that the donation is necessary given the fact that the grant award is significantly more than has been used to support the parade in the past.

Approval of Donation to Hilliard Area July 4th Boosters, Inc.

Motion by Mr. Roberts, seconded by Mr. Buck, to donate \$1,500 to the Hilliard Area July 4th Boosters, Inc. for the parade planning and preparation with the caveat that they will see how this (grant) works down the road.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Motion passed - #150616.10

PUBLIC PARTICIPATION - None

Mrs. Jane Connor, a resident and member of the Central Ohio Fiction Writers, asked for an update on the renovation project and wanted to know if she will be able to use the meeting room facility this November and December. Mr. Roberts reported the project is still under review. Mr. Buck stated that the ball is in the City's court to determine if the project is going to move forward. Hopefully we will know more sometime next week.

Motion by Mr. Buck, seconded by Mr. Roberts, to adjourn the regular meeting at 6:50 pm.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Handwritten signature of Timothy Roberts in black ink.

Timothy Roberts, Chairman

Handwritten signature of Jamie Miles in black ink.

Jamie Miles, Fiscal Officer