



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **December 15, 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 – Present

Also Present - **Jamie Fisher, Township Administrator**
Jeff Warren, Fire Chief
Greg Young, Battalion Chief
Robbie Thomas, Cemetery Sexton/Acting Road Superintendent
Jamie Miles, Fiscal Officer

AGENDA ADDITIONS

Discussion of the effective date of the Collective Bargaining Agreement 2016 salary action requested by Mr. Roberts.

PUBLIC PARTICIPATION - None

Approval of Trustee Special Meeting Minutes for 12/1/15

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on December 1, 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.01

POLICE DEPARTMENT - None

FIRE DEPARTMENT

Chief Warren reported that the captain exam has been posted and all submissions must be received by noon on January 22, 2016. He reported that Chief Snyder is working on a formal agreement with Pete (Griggs) and expects to have something by the next meeting. He requested approval of the following items:

Approval of Battalion Chief Employment Agreement-Kienzle

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Ted A. Kienzle, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.02

Approval of Battalion Chief Employment Agreement-Russell

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Joseph V. Russell III, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.03



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Approval of Battalion Chief Employment Agreement-Grile

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Christopher Grile, the Individual Presently Employed as the Norwich Township Battalion Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.04

Chief Warren asked to table approval of the work agreement for Chief Young. He requested approval to promote Chief Young to the position of Assistant Fire Chief.

Approval to Promote Battalion Chief Young to Assistant Fire Chief

Motion by Mr. Earman, seconded by Mr. Buck, for the approval to promote Gregory Young to the position of Assistant Fire Chief effective January 11, 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.05

The Board moved forward to approve the work agreement for Assistant Fire Chief Young.

Approval of Assistant Fire Chief Employment Agreement-Young

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Gregory Young, the Individual Presently Employed as the Norwich Township Assistant Fire Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.18

Mrs. Miles requested approval of the work agreement for Chief Warren.

Approval of Fire Chief Employment Agreement-Warren

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Jeff Warren, the Individual Presently Employed as the Norwich Township Fire Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.06

CEMETERY & ROAD DEPARTMENT

Mr. Thomas reported that Kyle Nutter started yesterday and he is looking forward to working with him. He reported that 144 new spaces have been mapped out. The new cemetery fence is about ninety percent completed and the pillar work is to begin on Thursday.

Approval of Ayers Grave Buyback

Motion by Mr. Earman, seconded by Mr. Buck, for the approval of a grave buy back requested by Robert E. Ayers that was originally purchased on August 7, 2000 for \$500.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.07

FISCAL OFFICE

Mrs. Miles requested approval of the 2015 Appropriation Transfers and 2016 Permanent Appropriations.



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Approval of 2015 Permanent Appropriation Transfers

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the 2015 Permanent Appropriations intra-fund reallocations in the Cemetery Fund and Fire Rescue, EMS Fund. There is no change in the total appropriation amount, the amendment is to account for subcategory reallocations within funds.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.08

Approval of 2016 Permanent Appropriations

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the 2016 Permanent Appropriations totaling \$17,841,699.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.09

TOWNSHIP ADMINISTRATION

Mrs. Fisher requested approval of the following items.

Approval to Conduct Internet Auctions

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a Resolution Declaring Intent to Conduct Internet Auctions for The Sale of Unneeded, Obsolete or Unfit Personal Property Including Motor Vehicles, of Norwich Township for the Calendar Year 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.10

Approval to Retain Brosius, Johnson, & Griggs LLC

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Employing the Township's Attorneys, Brosius, Johnson, & Griggs LLC, on an Annual Basis for the Year 2016. The hourly rates remain unchanged for 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.11

Approval to Retain Steptoe & Johnson, PLLC

Motion by Mr. Earman, seconded by Mr. Buck, for approval of a Resolution Employing the Township's Attorneys, Steptoe & Johnson PLLC, on an Annual Basis for the Year 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.12

Approval to Pay Fiscal Officer for Cemetery Deed Preparation

Motion by Mr. Buck, seconded by Mr. Earman, for approval to pay the Fiscal Officer \$250 for the preparation of cemetery deeds in 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.13

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 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.14



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Approval to Pay Elected Officials in 2016

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 - #151215.15

Approval of 2016 Trustee Meeting Schedule

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the 2016 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 - #151215.16

Approval of Conditional Offer of Employment Cain

Motion by Mr. Earman, seconded by Mr. Buck, for approval to hire Daniel Cain to the full-time position of Laborer effective January 4, 2016 at a rate of \$16.00 per hour contingent upon the successful completion of a pre-employment drug screen, physical exam, and background check.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.17

Approval of 2016 Wages Exhibit

Motion by Mr. Buck, seconded by Mr. Earman, for approval of the 2016 Wages Exhibit as detailed in the worksheet effective January 11, 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.19

TRUSTEE-OLD BUSINESS - None

TRUSTEE-NEW BUSINESS

Mr. Roberts reported that he along with Chief Warren and Jamie Miles met with the union to clear up some interpretation items related to the collective bargaining agreement that is effective January 1, 2016. Chief Warren confirmed that all items have been resolved and per the written agreement the effective date is January 1, 2016. Mrs. Miles explained that making the related changes to wages beginning January 1st would require multiple manual calculations; the process would be labor intensive. She confirmed that the Board did not take action to adopt the CBA effective beginning the first full pay period of 2016. She requested the Board to approve making the 2016 salary increase for employees covered by the CBA to be effective December 28, 2015.

Approval of 2016 CBA Salary Action Effective December 28, 2015

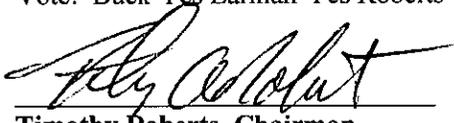
Motion by Mr. Buck, seconded by Mr. Earman, for approval to make the 2016 salary increase for employees covered by the Collective Bargaining Agreement to begin December 28, 2015.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #151215.20

Motion by Mr. Earman, seconded by Mr. Buck to adjourn from the regular meeting at 6:23 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer