



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

May 10, 2016

The special planning meeting was called to order by Chairman Chuck Buck at 10 am.

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

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

PLANNING MEETING

1. Fire Department

- a. Service Expansion West: According to Chief Warren it is imperative that land be identified for a future substation towards the edge of the western most part of the anticipated development. The Board directed Chief Warren and Mrs. Miles to create a formal resolution requesting three acres be donated without cost preferably near the intersection of Langton and Scioto Darby Roads and within the boundaries of water and sewer utilities for future site of a safety services building. The Board would like the resolution to be placed on the May 17, 2016 agenda for approval.
- b. Replacement Ladder 2017: Chief Warren reported that the replacement ladder scheduled for 2017 is currently in fact finding. He anticipates the cost to be approximately \$1.1 million. The trade-in value of the current ladder will be approximately \$150k-\$175k. The Board requested that the ladder be competitively bid entirely.
- c. Northwest Parkway Storage Facility: The Board requested that Chief Warren and Mrs. Fisher look into options along Northwest Parkway to refurbish a warehouse for storage.
- d. Focus Hilliard – Chief Warren discussed some of the details of Focus Hilliard which is a Fire Department initiative aimed to engagement the community. Marketing costs and supply costs are anticipated to be minimal.
- e. Chief Warren is scheduled to meet with Councilman Les Carrier to discuss access points and water supply related to the Bo Jackson training facility.

2. Cemetery & Roads

- a. International Dump Truck Replacement: Mr. Thomas reported that the 2006 dump truck has 23,860 miles and is in need of some high dollar maintenance. He would like to replace with a smaller version in 2017. The Board stated that it would need to be bid out. Chief Warren recommended that Mr. Thomas contact Upper Arlington's fleet maintenance division to see what kind of rates they would charge to maintenance the cemetery vehicles. Chief Warren has been very



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

May 10, 2016

happy with the service provided by Upper Arlington for the fire vehicle maintenance.

- b. Cemetery Furnace Replacement: Mr. Thomas requested approval to replace the furnace in the shop building. The Board approved moving forward with the replacement immediately.

Approval to Replace Cemetery Furnace

Motion by Mr. Earman, seconded by Mr. Roberts, for approval to replace the Cemetery furnace at an approximate cost of \$3,200.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #160510.01

- c. Cemetery Trees: Mr. Thomas reported that 2014 was the last time trees were added at Wesley Chapel. Mr. Buck requested that Mr. Thomas get the Arborvitaes ordered in August for deliver in mid-October.
- d. Cemetery Storage Building: Mr. Thomas recommended adding a storage building at Wesley Chapel so that all equipment can be kept in dry storage. The Board requested that he get quotes for the 2017 budget.
- e. Dirt Building: Mr. Thomas recommended that fencing and gravel be added to the area behind the dirt building. Board requested that he get quotes for the 2017 budget.
- f. Cemetery Expansion: Options were discussed to develop the Kings area into a columbarium park. The Board requested that Mrs. Fisher and Mr. Thomas move forward with recommendations to develop this area.
- g. Approval to Sell Eager Beaver: Mr. Thomas requested approval to sell the 2007 Eager Beaver via internet auction.

Approval of Resolution to Sell 2007 Eager Beaver

Motion by Mr. Earman, seconded by Mr. Roberts, for approval of A Resolution Declaring Norwich Township Personal property No longer Needed for Public Use, Obsolete, Unfit For The Use Acquired, Having No Value, Authorizing Disposal Or Salvage Thereof. Exhibit A attached.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #160510.02

- h. Completed Projects: Mr. Thomas reported that the fence and walls along the front entrance of Wesley Chapel has been completed. All of the mapping data was sent in April; Of the 19,000 spaces there were only 180 graves did not match. The staff is wearing their new uniforms. The new Ford F550 is in service. There have been 144 new graves laid out which is a continuation of Section L. The cape sealing is scheduled to begin in May.

3. Township

- a. Rescind Resolution # 160503.03 3875 Smiley Road:

Approval of Rescind Resolution #160503.03

Motion by Mr. Earman, seconded by Mr. Roberts, to rescind Resolution #160503.03 related to the grass nuisance for 3875 Smiley Road.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #160510.03



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

May 10, 2016

- b. Meeting Room Cleaning Schedule, Chairs: At the request of HPD staff, Mrs. Fisher asked the Board to purchase new chairs and tables to replace the current cloth chairs and tables in the SSB meeting rooms. Mrs. Fisher confirmed that the chairs and tables are in good working condition and that the chairs are professionally cleaned on a regular schedule. In addition, Township personnel completes a walk thru of the meeting rooms follow scheduled events and there have not been many issues with the tables being cleaned. At this time the Board will not authorize the purchase of new tables and chairs. Mrs. Fisher reported that the issues with Corvus have been resolved and the current cleaning schedule appears to be adequate. HPD staff feels that the cleaning company needs to be scheduled to clean more often. The Board is happy with the current schedule.

Approval Not to Purchase Replacement SSB Chairs and Tables

Motion by Mr. Earman, seconded by Mr. Roberts, for approval to not purchase replacement chairs and tables for the SSB meeting rooms.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #160510.04

Approval to Continue Current Service with Corvus

Motion by Mr. Roberts, seconded by Mr. Earman, to continue with the current cleaning schedule with Corvus and to continue to communicate any issues directly to Corvus.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #160510.05

- c. Use of E-mails: In light of the recent ruling by the Ohio Supreme Court that discussing public business via electronic communications, specifically e-mails or texts violates the Ohio Open Meetings Act, the Board agreed that all personnel needs to be cognizant of their actions. The Board also agreed that discussion needs to take place in open meetings not via e-mail. The Board requested that items requiring Board approval be placed on the meeting agendas for approval.
- d. Fall Cemetery Walk 2016: Mrs. Fisher reported that the last cemetery walk was in 2013. The Board would like to move forward with having another one this Fall. The Board unanimously agreed to once again make a donation to the Northwest Historical Society for their support with the event.
- e. Annual Benefits Fair 2016: Mrs. Fisher would like to schedule an Annual Benefits Fair closer to the open enrollment period for healthcare coverage. The Board was in support of the idea.
- f. Township Uniform Budget: Mrs. Fisher proposed adding a line item to the budget for Township logo apparel for administrative staff. The Board agreed to include this in the 2017 budget proposal.
- g. Shelter House Donation: The Northwest Historical Society is seeking donations to build a shelter house in Weaver Park. Initial cost of the structure is \$257,000. Mr. Roberts stated that he had sticker shock at the cost. Mr. Buck noted that the Township has done nothing to commemorate the 200th bicentennial. Chief Warren noted that next year is the Fire Department's 75th anniversary. Mr. Roberts asked if the project could be simplified to reduce the cost. There was discussion about whether the structure would be on Hilliard City property or not.



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

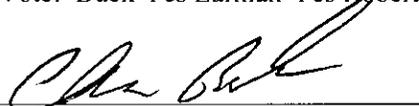
Held **May 10, 2016**

Mrs. Fisher will follow up with legal counsel to determine if the Historical Society must bid out of the project if the Township makes a donation.

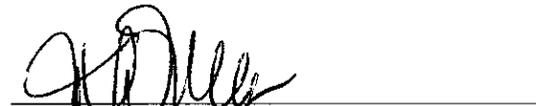
- h.** Norwich Township Welcome Signs: Mr. Buck thinks it would be good branding for the Township to have welcome signs along the Township perimeter. Mr. Earman thinks it would create confusion for residents, Mr. Roberts agreed. The item was tabled for further discussion.
- i.** Social Media: Mrs. Fisher reported that the Township has almost 3,000 Likes on social media.

Motion by Mr. Earman, seconded by Mr. Roberts to adjourn from the special planning meeting at 12:11 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes



Charles Wm. Buck, Chairman



Jamie Miles, Fiscal Officer



Norwich Township

Franklin County, Ohio

Charles Wm. Buck
Trustee

Larry Earman
Trustee

Tim Roberts
Trustee

Exhibit A

Department: ROAD

Vehicle 1

Disposal Method: Internet Auction

Year: 2007

Make: Eager Beaver

Miles: n/a

Use: Hauling

Minimum Price: \$9,000.00

5181 Northwest Parkway • Hilliard, Ohio 43026
Phone (614) 876-7694 • Fax (614) 777-9347
www.norwichtownship.org