



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held **April 10, 2018**

The special planning meeting was called to order at 9:00 AM by Chairman Larry Earman.

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

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

PLANNING MEETING

1. Fire Department

- a. Vehicle Replacement - Chief Warren reported that Engine 82, a 2007 Sutphen Pumper, is scheduled to be replaced in early 2019. The committee is estimating the cost to be \$600,000 plus outfit costs. We are close to being ready to proceed forward with the Medic replacement. Expected cost is \$248,000 and it is state term pricing. There will be a few extra add-ons like a Knox box and a few other small items. Current Medic 83 will become a backup vehicle.
- b. Water Rescue Collaboration – Chief Warren reported that a water rescue team has been formed between Norwich, Jackson, and Washington Townships and Marysville. A Memorandum of Understanding (MOU) has been forwarded to Pete Griggs for review. Based upon the initial asset review between the entities, this will be a Type 1 response team and probably the third in the state. No additional assets will need to be acquired at this time.
- c. Software Replacement – Chief Warren reported that the Department has used Clayton IDS since 1998 for training management, hydrant maintenance, and hose maintenance. It is time to pursue a replacement. We have been unable to contact Kyle (of Clayton IDS) for quite some time now.

9:11 am – Mr. Buck excused himself of the next discussion.

d. Construction Discussions

- i. Station 81 Storage Building – Chief Warren confirmed that he and Trustee Roberts are scheduled to meet with the Franklin County Agricultural Society on April 16th to discuss how to proceed with the storage building land site.

9:15 am – Mr. Buck returned to the meeting.



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held **April 10, 2018**

- ii. Station 82 Storage Building - The backup Battalion vehicle is being moved out to Station 82. Storage space is needed. Chief Warren would like to see the exact same building that we built at the Cemetery. This is an expense that would be paid by Brown Township through their Fire levy. Chief Warren will talk through with Brown Township.
 - e. Staffing and Deployment Model Discussion for 2019 – Chief Warren provided an overview of areas of focus for the next few years. We need to get in front of water management. In addition, we need to pursue systematic changes within the Bureau in order to keep up with the operating times. Chief Warren will have more to discuss in the future. Mr. Buck requested Chief Warren to follow up with Washington Township regarding the Tarlton Meadows annexation to Norwich Township.
 - f. Focus Hilliard – Chief Warren reported that there are roughly 74 people in and out of the program. Our agreement with NCR was for one year. The Township can't absorb the entire cost of Focus Hilliard. Chief Warren is proposing we pay 25% incremental costs per year thru the fifth year which we will then be fully funding. The cost of the program is approximately \$37,000. Mr. Buck shared his experience with Focus Hilliard and feels it is a great value to our seniors within the community.
2. Cemetery and Roads
- a. Cemetery Photographer Request – The Board discussed the recent request from a photographer to do a photo shoot after dark at Wesley Chapel. It was agreed that no shooting could take place during a funeral and police offer special duty would need to be hired by the individual after dusk.
 - b. Staff Retirement – Mr. Thomas reported that Rick Rapp is expecting to retire January 2019. The Board agreed to move forward with having an individual hired by November 1, 2018. Mr. Buck thinks that we can wait until a month before to begin the hiring process.
 - c. Floor Drains - Mr. Thomas reported that water has been coming up the floor drains in the Cemetery shop. The leach bed maybe clogged and Mr. Thomas is going to have someone come out and take a look. He is concerned the septic and leach bed need replaced. Mr. Buck is not sure that the septic and leach bed can be replaced. At this point, the Board agreed to have the leach bed checked and continue to pump the water out as needed.
 - d. Salt Building Refurbish – Mr. Thomas reported that the walls of the salt building are very bowed. In addition, the concrete blocks sit lower than the pavement. Mr. Thomas foresees this as a project on the horizon. Mr. Earman recommends looking at a different location. Mr. Buck suggests if we rebuild then look at adding doors and elevating the structure.



RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **April 10, 2018**

- e. Reserved Unpaid Graves – Mr. Thomas reported that there are 81 grave lots that have been placed on reserve for more than a year and have not been paid for. Mr. Thomas has discontinued this practice and does not allow graves to be placed on hold for any period beyond 30 days. The Board was not aware of this practice. Effective immediately, the Board agreed that no graves can be placed on hold. In addition the Board directed Mr. Thomas to post a legal notice in the Northwest News notifying the public and any graves previously placed on hold must be purchased within 30 days. In addition, a letter is to be mailed to those individuals that we have contact information for notifying them that they must pay for the graves within 30 days.

Approval of Wesley Chapel Grave Lot Policy

Motion by Mr. Buck, seconded by Mr. Earman, for the approval that effective immediately no grave lots can be placed on hold at Wesley Chapel Cemetery.

Vote: Buck-Yes Earman-Yes Roberts-Absent

Motion passed - #180410.01

- f. Columbarium – Mr. Thomas reported that the columbarium is set and he is ready to sell niches. This will be added to the forthcoming newsletter.

3. Fiscal

- a. Brown Township Contract Review – Mrs. Miles reported that the 2017 Valuations and Tax Amounts for 2018 Collection have been received from the Franklin County Auditor. The difference between Norwich and Brown’s residential effective rate is 0.800571. In comparison to 4.617429 before Brown’s 2014 fire levy and 0.459621 after passage of the 2014 fire levy. The current contract language states that it is the intent of each jurisdiction that the effective rate remain roughly the same. According to Mrs. Miles this topic was discussed back in 2013 with Brown in hopes that this language could be better defined. The matter was not resolved. Mr. Earman and Mrs. Miles will schedule a meeting with Brown Township’s Chairman and Fiscal Officer to discuss.

4. Township

a. Nuisance Property Updates

- i. 3845 Dublin Road – Mrs. Fisher reported that property owner has passed away and there was no will. She is working with the Franklin County Land Bank to gain ownership of the land and demolish the structures.
- ii. 3416 Polley Road – Mrs. Fisher reported that the car has been removed and the property owner has been working with Franklin County Public Health and Zoning on the trash.
- iii. 4752 Cosgray Road – Mrs. Fisher reported the cars have been removed. Two office trailers remain until the owner finds a place for them. Mr. Buck does not want us to go looking for issues that are not visible. Mrs. Fisher will approach nuisance properties based upon complaints received.



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held **April 10, 2018**

- b. Norwich Pavilion – Mrs. Fisher provided a listing of the design concepts. Norwich Township will fund and manage the building project, including the bidding process. The project will be funded from previously received estate tax. Once complete the pavilion will be dedicated to the City of Hilliard. Tracy Bradford will create a memorandum of understanding between the City of Hilliard, Norwich Township, and the Hilliard Ohio Historical Society. Hilliard will pay the electric and insurance costs. Mr. Earman is against being the construction manager. He requested Mrs. Fisher to provide a timeline of when the project is going to be accomplished and who is doing what. He also requested that the pavilion be added to the next agenda for Board approval. Mr. Buck confirmed that the pond issue has been resolved. Mr. Buck recommends we use Janco to prepare the bid documents. Mrs. Fisher confirmed that this would be a prevailing wage project and she will manage this.
- c. SSB Meeting Room Audio and Visual Upgrade – Mrs. Fisher reported that the SSB meeting room is due for audio and visual upgrades. The equipment is ten years old and only one out of six control boxes is currently working. Chief Fisher is aware of the project. Mrs. Fisher has received two quotes; both were state term pricing for approximately \$37,000. This would be a shared cost with City of Hilliard. Once the third quote is received, Mrs. Fisher will present to the Board. Mr. Buck doesn't want rooms excluded from use because of other meeting activities if they are available.
- d. SSB Meeting Room Furniture – In 2016 Mrs. Fisher recommended not replace the SSB meeting rooms chairs and tables and to pursue cleaning efforts. Current chair inventory is down to about 70% that are in good, clean working order. Of the current table inventory, all tables have loose legs, some have table top damage and a few have nails popping. Mrs. Fisher has received two quotes for replacement, one for approximately \$90,000 and the other for approximately \$54,000. This would be a shared cost with Hilliard. Mr. Earman said to work it into the 2019 budget. Mr. Buck recommended asking Chief Fisher to place in his budget.
- e. Norwich Township Tobacco-Free Policy – Mrs. Fisher presented the Norwich Township Tobacco-Free Policy. This policy is in alignment with the policy that has been adopted for the Fire Department effective June 1, 2018. Mr. Earman is opposed to it. Mr. Buck supports it. It was agreed that the matter would be discussed when Mr. Roberts is present.
- f. 2019 Health Insurance – Mrs. Fisher has met with Chris Reinke. The plan is to complete employee forms by July 1, 2018. Once the forms are completed Mr. Reinke will set up carrier meetings with UHC, Aetna, Anthem, and MMO. Mr. Reinke would like to meet with the Trustees individually to determine the goals for the 2019 insurance program. Mrs. Fisher is looking into the use of the BerniePortal which is free software that could support new hire paperwork and employee status changes.



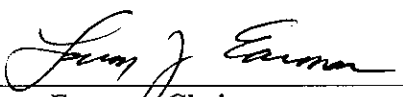
RECORD OF PROCEEDINGS

Minutes of **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*
5181 NORTHWEST PARKWAY, HILLIARD, OHIO
Held **April 10, 2018**

- g. Norwich Township Part-time Position – Mrs. Miles reported that she is not sure yet of Sandy Miles’ recovery. She definitely would not be available any time soon to cover the Admin Assistant position in Pam Brannon’s absence. Mrs. Fisher recommends advertising by word of mouth initially.
- h. SSB Concrete Removal and Paving – Mrs. Fisher reported that the concrete section near HPD sally port needs to be removed. Our Roads staff could saw cut and remove the concrete. Then the Township could decide to hire a contractor to replace or to have Road staff pave the asphalt. Mr. Buck recommended adding the section to the 2018 Road Pavement Project.
- i. BWC Five Year Claim History – Mrs. Fisher provided the Township’s BWC claim history from 2013-2018. There were 46 total claims in five years. Total medical paid was approximately \$62,000. Most common injuries were back sprains, finger lacerations, and ankle sprains. Mr. Buck requested Mrs. Fisher to look at our reserve and see if it can be adjusted. If we pay the medical claims will CareWorks release the reserve? Also find out how the reserve is calculated. Mr. Buck is concerned about the lost time claims. Mr. Earman reinforced his position that he is strongly against asking votes for more money; we must live within our means.

Motion by Mr. Buck, seconded by Mr. Earman to adjourn from the special planning meeting at 12:50 PM.

Vote: Buck- Yes Earman- Yes Roberts- Absent


Larry Earman, Chairman


Jamie Miles, Fiscal Officer