



NORWICH TOWNSHIP

RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

September 2, 2014

The meeting was called to order by Chairman Tim Roberts at 10:00 am.

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

Also Present - **Jeff Warren, Fire Chief**
Kate Cavanaugh, Township Administrator
Steve Montgomery, Roads Superintendent/Cemetery Sexton

PLANNING MEETING

1. Township – General

- E-mail options - Ms. Cavanaugh confirmed that the changeover to Google mail has been successfully completed.
- Use of meeting space for parties – Ms. Cavanaugh recommended adopting some type of fee structure. The item was tabled by Ms. Cavanaugh for further review.
- Storage facility – The storage unit for the Cemetery is now available and Mr. Montgomery is planning to move items today; the trailer and plows will be stored in the 10'x 30' unit. The Fire Department could use an additional storage unit for the old engine and golf cart as well as some other minor equipment. Mr. Roberts and Chief Warren will pursue a discussion with the Agricultural Society about the possibility of purchasing land to build a storage facility.
- Office/meeting building with Fair Board – Mr. Buck confirmed that this would probably not be happening.
- Street lights, overhead lights, and security cameras – the Board directed Ms. Cavanaugh to find out how much it would cost for street lights and then pursue the issue from there. Chief Warren reported that the overhead lighting project is in process and will be completed this year, many of lights have been replaced with LED bulbs. Ms. Cavanaugh reported that a meeting is schedule with Steve Mazer to learn about the Intelisys security system that is currently used by his organization; it may be an option to piggyback with the City. The idea is to expand the Township's security system for Stations 81, 82, 83, the cemetery, and the EMS rooms. Mr. Roberts stated that it made sense to follow up on this with the City. The Board requested Ms. Cavanaugh to get pricing for updated lighting at Station 83.
- IT Hours increase from 30-40 for special projects – A slight discussion was had. Mr. Earman requested a report of the number of weeks worked 40 hours for 2014. Mrs. Miles requested that the report include a listing of IT projects completed and the responsibilities that Mr. Maynard has taken on.
- Mrs. Miles recapped the 2014 capital items for the General Fund. Ms. Cavanaugh reported that she has not received any quotes for the pond rip rap, Mr. Buck stated that the quotes would be forthcoming anytime. Mrs. Miles reported that there is an urgent need to get the SSB copier and fax replaced. The copier is the original from when we moved into the new building back in 2008. ALT was out every day last week to try to service the unit. Mrs. Miles confirmed that there were funds available for the replacement. The Board authorized moving forward with the replacement



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immediately. Ms. Cavanaugh has already obtained quotes for a replacement purchase and lease option.

- Ms. Cavanaugh reviewed the 2015 General Fund capital items. Ms. Cavanaugh will obtain a quote for replacing the front area carpet with tile. Mr. Earman stated that the second server is to be purchased in 2015 as planned. Mr. Earman instructed Mrs. Miles to plan to present temporary appropriations for 2015. Mrs. Miles noted that for appropriations to be submitted as temporary they are to be for the first three months of 2015.

2. JSSB Maintenance

- Building construction changes – Chief Warren will meet with Deputy Chief Fisher to get an update on the reconstruction project. Mr. Earman advised that the Township would need to bid the project and the City would then reimburse the Township.
- Chair cleaning – Ms. Cavanaugh reported that a regularly maintenance schedule has begun for the cleaning of chairs (which are used daily in the meeting rooms).

3. Fire Department

- Chief Warren presented his 2015 capital items and projects for discussion by line item. Mr. Buck thinks that the intersection development project is the City's responsibility. As it relates to the smoke house, Mr. Earman recommends coming up with \$30,000 in donations, otherwise keep borrowing it. Mr. Buck wants the City to be asked to donate two additional bikes for the bike patrol. Chief Warren stated that the boat project is contingent upon the Brown Township levy passing.
- Lexipol policy system, LUCAS CPR, and EMS Vending – These three items are Chief Warren's top priorities for 2015.
- Hiring/Promotion Testing – Chief Warren wants to continue using the Ohio Fire Chiefs Association to do all assessments including the written test for the hiring list.

4. Cemetery/Roads

- Tree plantings and Von Jasinski memorial plaque – Due to other current projects, Mr. Montgomery reported that no tree plantings will be done this year. Mr. Montgomery has contact Mr. Von Jasinski about the memorial plaque but no return call has been received. He will follow up again with Mr. Von Jasinski.
- Stop bars for all Township roads – Mr. Montgomery reported that many of the Township's roads end on Franklin County jurisdiction. At most there are 55-60 stop bars that could be placed at \$150 per bar plus staff time. Mr. Roberts likes the idea of having the uniform look. Mr. Earman stated that the Board will revisit the matter for 2015.
- Schirtzinger Road berms – Mr. Montgomery reported that some sections of the berm will need to be hired out. Mr. Buck directed the Roads Department to make the emergency repairs now and get a quote for the rest of the work.
- Five Year Road Plan – Mr. Montgomery provided a 5 year projection. Mr. Earman stated that the appropriation is to be placed in the roads or cemetery funds and a transfer made from the General Fund (to cover the projected road costs).
- Supervisor training – Ms. Cavanaugh reported that she is working to re-schedule training for Robbie Thomas, it looks like the best program is a 4 - half day program that will be offered again in 2015.
- CIMS, CDL update – Mr. Montgomery reported that the CIMS project is moving along. He has obtained his written card for his CDL and will schedule an



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appointment and get completed in the next couple of weeks. Ms. Cavanaugh asked if the cemetery sections could be relabeled so that there are not the same section letters. Mr. Montgomery stated that all deeds would have to be reissued. He will follow up with Rebecca for a recommendation on renaming the sections.

- Mr. Montgomery reviewed his capital items for 2014 and presented the capital items for 2015. He would like to replace the 2002 dump/plow truck with a same size or smaller truck. The truck has 35,000 miles on it but the salt has caused damage to the body of the truck. Mr. Buck stated that hours and usage are most important. Mr. Montgomery will look into a stainless steel replacement. In addition, Mr. Montgomery would like to replace the chain link fence and signage at the east entrance of the Cemetery.

Planning meeting break at 11:55 am to adjourn to regular meeting session

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION

Mr. Dan Mowery, resident of 3940 Ridgewood Drive, addressed the Board about the possibility of installing LED lighting at the intersection of Ridgewood Drive and Schirtzinger Road. Mr. Mowery stated that the addition of the stop bars and the reflective stop signs has now made the intersection complete. Mr. Mowery confirmed that he has not seen the LED stop sign on Reynolds Drive but he asked that the Board not install any traffic control LED signs at this intersection. Mr. Buck stated that the signs have not been approved yet and they have not been bought, he cautioned about putting misinformation out there. He further stated that the Trustees take the safety of its residents very serious. Chief Fisher is not aware of any blatant disregard for the intersection. Mr. Buck asked Mr. Mowery to follow up on the stop sign along Reynolds Drive. Mr. Mowery does not think the cost (of this signs) is worth it. Mr. Roberts said the matter was still up for discussion. Mr. Mowery would like to have officers out at the intersection during school hours. Mr. Earman stated that this is not possible; there are not enough resources for officers to be at every school in Hilliard.

Mr. Lou Bordo, resident of 4380 Schirtzinger Road, recalled one accident at the intersection of Ridgewood Drive and Schirtzinger Road and it was medical related. He believes that we need to give people time to get used to the new stop signs. He does not want the LED lighted signs and asked the Board not to install them.

Mrs. Ann Engle, resident of 4359 Schirtzinger Road, requested data on the number of accidents reported with the two existing stop signs. She would also like to know how many tickets have been written since the new stop signs have been placed. Chief Fisher will get this information to her; he noted that initially officers were writing warnings. Mrs. Engle requested that speed bumps be placed along Schirtzinger Road to cut down on speeding. Mr. Buck stated that studies have shown that speed bumps are ineffective. Mrs. Engle requested the data on speed bumps being ineffective. Mrs. Engle asked if there were cameras in the traffic control device on Schirtzinger and if not could one be installed to help enforce speed. Mr. Buck stated that the County has been petitioned at least four times to study the speed limit (along Schirtzinger Road). He noted that there is a lot of debate about whether traffic cameras are legal. Chief Fisher reported that there is a three prong approach to



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speeding; they are public awareness, engineering, and enforcement. Traffic enforcement is done as often as possible. Typical violators are the area residents.

Mr. Mowery feels the stop bars created a major difference. As an observer, he thinks traffic has been reduced by the four way stop because it is no longer beneficial for drivers to cut thru Schirtzinger rather they are going thru the 20 mph school zone. Mr. Buck noted that the Franklin County Engineers are looking at a study of a 4-way stop at Stellar Drive and Schirtzinger Road.

Approval of Trustee meeting minutes for 8/19/2014 tabled by Mrs. Miles.

Mr. Eric Dehays, representative from Local Waste Services, was in attendance to follow up on any issues with the change in the collection day or service. Mr. Roberts reported that there were no known issues; the transition seemed to go smoothly. Mr. Dehays stated that there is a provision in the consortium that provides for a two year contract extension which would extend the price out thru 2015. He provided the rates to the Board for consideration.

POLICE DEPARTMENT

Deputy Chief Fisher reported that September is distracted driving awareness month and officers are on the lookout for these drivers, the Department will be doing some enforcement blitzes throughout the month. The 9/11 program and dedication of the Reflection Garden out front will be held on September 11th beginning at 6:00 pm.

FIRE DEPARTMENT

Chief Warren reported that he has been working with legal counsel and expects to have the final bid documents for the pumper refurbishment this week.

CEMETERY & ROAD DEPARTMENT

Mr. Montgomery reported that the sign replacement project will be completed within the next 4-5 weeks. He has obtained a quote from Contract Sweepers for \$955 and will proceed with having them complete the street sweeping.

FISCAL OFFICE

Mrs. Miles reported that the 2015 Official Certificate of Estimated Resources has been received and will be placed on the next agenda for approval.

TOWNSHIP ADMINISTRATION

Ms. Cavanaugh extended a thank you to Office Slone for her efforts in coordinating the invitation for the 9/11 program. Ms. Cavanaugh requested approval to declare 3737 Dublin Road a nuisance property.

Approval to Declare 3737 Dublin Road a Nuisance

Motion by Mr. Earman, seconded by Mr. Buck, for approval to declare 3737 Dublin Road a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #140902.01

TRUSTEE-OLD BUSINESS - None



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TRUSTEE-NEW BUSINESS - None

Mr. Earman stated that the Board would continue to their planning meeting and no further action is expected. Planning session resumed.

5. Additional Capital Items for 2015

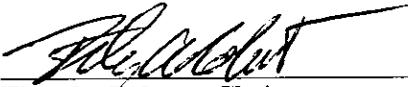
- Repair, painting Mayors Court – Ms. Cavanaugh reported that this needs to be done but will hold off on doing it until it is known when the building reconstruction project is to begin.
- Carpet wear and staining – was previously discussed above.
- Vehicles – no items discussed
- Other – the next planning meeting was scheduled for November 11, 2014 at 10 a.m.

6. Executive Session at 1:40 pm-Motion by Mr. Earman, seconded by Mr. Buck, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, compensation and promotion of a public employee.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #140902.02

Motion by Mr. Earman, seconded by Mr. Buck to adjourn from Executive Session and the regular meeting of September 2, 2014 at 2:10 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #140902.03



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer