



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

October 18, 2016

The regular meeting was called to order by Chairman Chuck Buck at 2:30 pm.

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

Also Present - **Jeff Warren, Fire Chief**
Greg Young, Battalion Chief
Jamie Fisher, Township Administrator
Robbie Thomas, Roads/Cemetery Dept.
Jamie Miles, Fiscal Officer

PLANNING MEETING

1. Roads & Cemetery – Mr. Thomas presented his capital items for 2017
 - a. Storage Building – Mr. Thomas presented 2 quotes for the construction of a 900 square foot storage building. Mr. Roberts noted that Graber’s quote with concrete pad is approximately \$20,000 less than Hochstetler. Mr. Buck does not think that a 900 square foot storage building is big enough. He requested Mr. Thomas to look to see what kind of space there is to the north of the dirt building. He also recommends getting additional quotes including one from Morton Buildings. Mrs. Miles confirmed that the building would need to be bid. Mr. Buck said to increase the budgeted amount from \$45,000 to \$50,000 it better reflects a 40 by 60 foot building.
 - b. Foot Bridge to Kings Park – Janco will not quote the foot bridge, they recommend contacting a construction company. Mr. Buck requested Mr. Thomas to contact Franklin County about the foot bridge to Kings Park.
 - c. Columbarium – Mr. Thomas recommends installing a 72 niche columbarium at the mausoleum. He believes it will pay for itself and will provide an option for residents. Mr. Thomas thinks that pursuing the columbarium at the mausoleum makes the most sense at this time. Other areas were discussed for potential columbarium sites. Mr. Buck noted that it is a great way to extend the life of the cemetery.
 - d. Dump Truck - Mr. Thomas provided quotes from International and FYDA Freightliner for a replacement dump truck. Mr. Thomas is concerned about the quality and service with purchasing an International truck. The Freightliner quote is approximately \$4,000 more but it is a better quality product. Gledhill can outfit the truck for approximately \$50,000.
 - e. Roads - Mr. Thomas recommends a new process called cold in place recycling to address the deterioration of Hayden Run Boulevard. The additional roads budget of \$200,000 is based upon the 5 year plan that has been in place. According to Mr. Earman the logic of the 5 year plan was to cover every road within that period. Timberbrook was put off until last because when we go into North Timberbrook we will have to put in the handicap ramps and it will be expensive. The Board agrees that when resurfacing a road the entire road should be done. Mr. Buck asked if we were responsible for replacing sidewalks. Mrs. Miles does



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not recall paying for this in the past. The last road project to consider is Thoburn Road. Mrs. Fisher reported that she received two e-mails from Thoburn residents who did not attend the public meeting. She is going out to collect signatures from the residents for a walking path but doesn't believe she is going to get all five signatures. She recommends keeping \$60,000 in the budget, she believes that this will cover the cost of the walking path but may not cover the wall. Mr. Earman thinks that the best thing is to put in a stone wall then coming down from that we could do a poured concrete barrier and coming down from that you could put a wired guard rail or even a guard rail.

2. Administration & General Fund – Mrs. Fisher presented her capital items for 2017.
 - a. Healthcare Summary - Mrs. Fisher provided a summary of the health coverage rate changes. She noted that the turnaround time for HRA reimbursement is six weeks which is a significant change for our employees. Avalon will be retained until January 1, 2017 to process any HRA claims incurred before October 1, 2016. Mr. Buck asked when Med Mutual was going to get their act together, it isn't right that employees are being asked to pay \$700 for a prescription upfront. Mrs. Fisher has been equally frustrated, she has been in contact with Med Mutual and Megan with Scott Rider's office almost daily. Mr. Roberts noted that we did the right thing in saving the taxpayer dollars, unfortunately this is where we are at. Chief Warren noted that the negotiated prices for prescriptions are way different as well. Mr. Buck did go to Scott Rider's office twice to ensure that there was a smooth transition. Mr. Buck has big concerns especially when employees are being told they don't have coverage. The Avalon FSA fees will increase because we are no longer receiving a service discount.
 - b. SSB Air Duct Cleaning - Mrs. Fisher recommends having the air duct system cleaned at the Safety Service Building, it has never been done and with the completion of construction now would be a good time to do it. Mr. Roberts questioned the benefit of this service. Mr. Buck doesn't have a problem with it, but, it is not something that we should do every year.
 - c. SSB Parking Lot - Mrs. Fisher recapped the SSB parking lot pavement project which will be a shared cost with the City of Hilliard. The plan is to bid the project in February.
 - d. VOIP - Our current Nortel phone system is no longer being supported and replacement capabilities are ending in 2017. The recommendation is to replace the current phone system with a voice over internet protocol (VOIP) phone system. It is a \$40,000 one-time implementation cost, however, the monthly phone line costs will be removed.
 - e. Car Seat Inspections – Mrs. Fisher recommends increasing the number of inspection slots from 8 to 10 per session. The total cost for this increase would be \$562.50 per month, however, our car seat contractor has agreed to do it for \$550.00 per month. Chief Warren asked if there is another area that car seat inspections could be done. Mr. Buck recommends moving the inspections to the bay area immediately next to the Township offices. It was agreed that this would be better suited for the car seat inspections.
 - f. Astral Road & Schirtzinger Road Drainage Project – as a follow up to address outstanding drainage issues along Schirtzinger Road, the Franklin County



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Engineers Office is proposing to install 360 lineal feet of tile and to install catch basins along Astral Drive at Schirtzinger Road. In addition, a new drainage system needs to be installed at 3690 Schirtzinger Road. This should resolve the current drainage issues.

Approval to Proceed with Astal Drive & Schirtzinger Road Drainage Repair Project

Motion by Mr. Earman, seconded by Mr. Roberts, for approval for the Franklin County Engineer's Office to proceed with the Astral Drive and Schirtzinger Road drainage repair project at an estimated cost of \$33,993.77.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #161018.01

- g. Rodgers Technology – Mrs. Fisher will forward the new contract for Rodgers Technology to the Board shortly. Mr. Buck feels that if the price is reasonable we continue with Rodgers Technology. The senior engineering hours are being eliminated, however, the hourly rate is being increased to \$43/hour and \$54/hour for non-business hours. Mr. Earman would like to know why such a big increase, it is approximately 11-12% increase.
 - h. Mr. Buck asked Mrs. Fisher to look into the cost to repair the deteriorating fence columns to the south of the SSB building that borders the Franklin County Agricultural Society.
 - i. Fall Aeration – Mrs. Fisher reported that Don Mutters would like to know if his crew is going to do the lawn aeration or will we be using our staff. The Board discussed utilizing the Roads crew to complete the work. Mrs. Fisher will follow up with Don Mutters to find out how much he will charge to complete the work. Then the Board will decide how to proceed.
3. Fire & EMS Budget – Chief Warren presented his capital items for 2017.
- a. Relocating Station 83 Flagpole – The trees around the current flag pole are interfering with the flying of the flag. It was suggested to Chief Warren that the flagpole be moved out by the building sign and utilize the current electric. Mr. Buck will take a look at the trees to determine if they can be pruned back.
 - b. Station 83 Memorial Garden – Chief Warren received a suggestion to replace the bushes with a memorial garden. Mr. Earman says that we have a major one here out front.
 - c. Established Replacement Cycle – items currently on a replacement schedule were reviewed. Chief Warren did receive a request from Pleasant Township for five of the outdated ballistic vests. Mr. Earman said to run the hold harmless agreement by legal counsel.
 - d. Intersection Development – According to Chief Warren this safety control is necessary to the Fire Department. Phase 1 will be a pre-action button inside of Station 83 to capture the stop light at Trueman Boulevard and Edwards Farm Drive. Phase 2 will be for various intersections in our district. Chief Warren was approached by Upper Arlington about sharing the cost of a device at Fishinger Road and Riverside Drive since the Township uses the path as a main thoroughfare to Riverside Hospital. Mr. Earman thinks this makes sense. In general the cost is approximately \$4,400 per intersection. The Board asked Chief



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- Warren to consult legal counsel to ensure that we can spend township funds on an intersection that is not in our district.
- e. Ladder 81 Replacement – Chief Warren reported that contrary to our last discussion, every item on the fire truck is available on state bid, it is the exception to competitively bid. The vendors that have been consulted said that it would be more costly if the competitive bid process was pursued. The Board discussed the various vendors currently being used within the area. Mr. Earman thinks that this makes sense. Mr. Roberts would like to stay with a local vendor. Mr. Buck stated that you have your two votes, let's move on.
 - f. Community Notification Software – According to Chief Warren outside of the ladder replacement this is the most important item included in the budget. It is a reasonable expense that benefits our community directly. On average fire trucks pick up 18 seconds. The notification engages people in the community who could assist where seconds are crucial. The implementation cost is \$9,000 and \$4,500 annual maintenance fee. Mr. Buck asked Chief Warren to look into the incident that happened a week ago in which a gentleman collapsed at Davidson Stadium. According to Mr. Buck, Hilliard police were there, they were on the radios and they were trying to call our guys but it took a long time to respond. Finally a woman ran over to our medics to get their attention. Mr. Buck wants to know why it took so long to get our guys attention. He also got an ear full about the situation going on with Dublin. Mr. Earman witnessed the incident also.
 - g. Hiring and Promotion – Chief Warren anticipates having 25 candidates for the Lieutenants test. He would like to move to the National Testing Network at least entry level. He expects to remain with the Ohio Fire Chiefs for the written exam for lieutenants.
 - h. FOCUS Hilliard – Chief Warren reported that this program is the foundation of the departments' efforts outside of fire and emergency response in 2017. The program has been widely successful in the last quarter of this year. Mr. Buck asked if the Fire Department was scheduled to do the senior luncheon on December 30th. Chief Warren will follow up with Nate Jennings and Heath Good to confirm. Mr. Buck also asked Chief Warren to follow up on an EMS billing issue that Becky Schafer Guzman was having. According to Mr. Buck she is not getting any response and she has tried to contact MED3000 had gets an answering service.
4. 2017 Proposed Budget – Mrs. Miles provided a copy of the proposed budget for 2017. The figures include the capital items as submitted on the departmental budget worksheets. The budget calls for the General Fund to transfer \$1.2 million to the Fire Fund to cover the cost of the replacement ladder truck. There was not an across the board increase applied rather each of the line items were reviewed separately and increased or decreased accordingly.

Approval of Trustee Meeting Minutes for 10/04/16

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on October 4, 2016.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #161018.02



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CEMETERY & ROAD DEPARTMENT - None

FISCAL OFFICE – Nothing to report

TOWNSHIP ADMINISTRATION – Nothing to report

TRUSTEE-NEW BUSINESS - None

TRUSTEE-OLD BUSINESS - None

FIRE DEPARTMENT

Chief Warren requested approval to reject all bids related to the pumper refurbishment project and to re-bid one time. Chief Warren requested approval to extend contracted services with Paul Ritzenthaler.

Approval to Reject All Bids for Engine 82 Refurbishment Project

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval to reject all bids received for the Engine 82 Refurbishment Project.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #161018.03

Approval to Re-Bid Engine 82 Refurbishment Project

Motion by Mr. Earman, seconded by Mr. Roberts, for the approval to re-bid the Engine 82 Refurbishment Project one time.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #161018.04

Approval to Extend Ritzenthaler Contracted Services

Motion by Mr. Roberts, seconded by Mr. Earman, for the approval to extend contracted services provided by Paul Ritzenthaler for an additional \$2, 500.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #161018.05

POLICE DEPARTMENT – Lieutenant Ron Clark provided an update on the situation that happened at Davidson High School. He reported that one juvenile has been charged with conspiracy to commit murder. A bind over hearing was held on Monday and has been continued. He will be held in juvenile detention until November 29, 2016 when the next hearing is scheduled. Without naming the students, Lt. Clark publicly thanked the two students who came forward to report the matter.

FIRE DEPARTMENT

Chief Warren presented Firefighter Drew Hayes with the 2016 Fire Chiefs Commendation for his service and dedication to the Honor Guard over the last twenty years. Chief Warren provided a recap of Firefighter Harrison Curtis' journey with Norwich Township. Mr. Buck swore Firefighter Curtis into the rank of Lieutenant.

Mr. Earman asked the Franklin County Sheriff's representative to look into a complaint received from a Washington Township trustee about gunfire going on within the rural area of the Township. The matter will be reviewed with Officer Cora Day to see if it can be addressed.



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PUBLIC PARTICIPATION

Norwich Township residents were invited to present for discussion parking concerns on Township roads. One resident, Mr. Theodore Adams, registered to comment. It was determined that Mr. Adams resided within the City of Hilliard limits not unincorporated Norwich Township. He asked to be dismissed from the discussion. There were no other residents present who addressed the Board with parking concerns.

Motion by Mr. Roberts, seconded by Mr. Earman to adjourn from the regular meeting at 6:15 pm.
Vote: Buck-Yes Earman-Yes Roberts-Yes

Charles Wm. Buck, Chairman

Jamie Miles, Fiscal Officer