



NORWICH TOWNSHIP

**RECORD OF PROCEEDINGS**

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

**5181 NORTHWEST PARKWAY, HILLIARD, OHIO**

*Held* **October 11, 2017**

The special planning meeting was called to order by Chairman Chuck Buck at 9:00 am.

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. Fire Department**

- a.** Fire Department Capital – Chief Warren reviewed his capital items proposed for 2018. The amount budgeted for staff vehicles of \$27,000 will need to be increased to \$40,000 based upon the state term pricing amounts that were recently issued for 2018. The Board agreed to continue with the Ford Interceptor rather than selecting a cheaper model for the staff vehicles. Mr. Earman sees no reason for the General Fund to cover the cost of a new medic since the Fire Fund is projected to have a carryover balance. The tuition reimbursement and educational banks are contractual items.
- b.** Enhanced Service Coordinator (ESC) – Chief Warren discussed the Enhanced Service Coordinator, it will be a part of the Focus Hilliard program. It is a partnership with National Church Residence (NCR) – they will provide the funding for the position for approximately 18 hours a week. The Township would need to provide a work space for the position and grey logo shirts. Mr. Earman would like to know if NCR is billing the patient for their services. Also, can Norwich Township legally release patient information to NCR? Lastly the Board would like to understand how NCR will access the Township data. Mr. Buck tabled the item for later discussion on the follow up items.

**2. Cemetery and Roads**

- a.** Discussion of purchasing the following items:
  - i.** Storm drain camera – Give the amount of drainage work his department has been doing, Mr. Thomas believes this will be a valuable tool. The Board agreed with having the purchase as part of the 2018 budget.
  - ii.** Skid-steer/Track Loader – Mr. Thomas provided a quote for a 2018 Bobcat T650 T4 Loader. The amount placed in the 2018 budget of \$65,000 includes outfitting the loader with a fork and bucket. The Board said go for it.
  - iii.** Partner saw – This equipment purchase can be covered under the Small Tools and Minor Equipment budget.
- b.** Columbarium Niche Costs
  - i.** Mr. Thomas is recommending that the cost of a niche and interment be set at the same as the cost of grave lots and burials for residents and non-



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residents. Based upon the number of niches and a single interment for these niches at the resident rate, Mrs. Miles confirmed that it would generate approximately \$75,000. The total cost invested in the columbarium project is approximately \$40,000.

- ii. Mr. Thomas would like to add a disinurnment cost to the cemetery fees. Mr. Buck would like a legal opinion on disinurnment for cremations. The Board will further discuss once this is received.
  - c. VFW Grave Donations – Mr. Thomas needs direction on if the Township is going to donate any more graves to the VFW. It has been a couple of years' since the last burial. Mr. Thomas confirmed that there are still a number of graves available to the VFW. Mr. Buck said not to open and sell all off.
  - d. 2018 Road Projects – Mr. Thomas plans to place the 2018 road projects with the Franklin County Engineer's. Mr. Buck has a number of questions for the County if they are doing the project. Mr. Buck and Mr. Earman recommended looking at bidding the ADA sidewalks separately. They both agreed that the Township wants the road projects done early not in the fall.
3. Fiscal
  - a. Contracted Police Services Review – Mrs. Miles provided an updated projection for the Police Fund. A financing decision needs to be made prior to the year 2021 based upon this projection. Mr. Earman does not think it makes sense to bid the contract out. He is also not in support of using General Fund money to offset the deficit spending because the General Fund is paid into by all residents and the police service contract is for unincorporated residents only. For argument sakes, Mrs. Miles noted that an allocation based upon total valuation could be made to unincorporated residents. This allocation percentage could then be applied to the General Fund balance. Speaking as a resident, Mrs. Miles asked that the Board consider all avenues of pushing off a new or renewal police levy. The Board agreed that this is important but also needed to consider the timing of a forthcoming Fire levy.
  - b. 2018 Budget – Mrs. Miles presented the 2018 Budget – Draft #1 totaling \$17,719,530. She noted that a 3% increase was applied to all salary related items, a 10% increase was applied to healthcare premium, and all other known increases were applied. Mr. Earman reported that there was no revenue figure reported for Cable Franchise Fees. Mrs. Miles will correct this error. She will also update the Motor Vehicles line item in the Fire Fund to \$40,000 for the increase in state term pricing that Chief Warren reported on. Mrs. Miles noted that the Fire Fund budget is operating in the black for 2018. She also confirmed to Mr. Earman that the \$4.4 million carryover projected in the Fire Fund is a solid yet conservative figure. The Board had no other changes to the budget as presented.
  - c. Fire Fund Projection Summary – Mrs. Miles provided a forecast of the Fire Fund thru year 2024 based upon 1%, 2%, and 3% expense increases. Based upon all three scenarios, the Fire Fund is expected to meet the goals of the 2014 fire levy which was to make it to year 2021. Mr. Buck would like to see all funds projected out.
4. Township



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- a. Update on Boiler Pipe and CO Detection – Mrs. Fisher reported that she has applied for the MORE \$500 grant through OTARMA for the CO detectors. TP Mechanical has agreed to pay for all repairs related to the boiler pipe including the cost to repair the drywall area that was damaged. Fire Marshal Manske has met with Koorsen to discuss adding CO detection to our panels. Repair of the pipe is scheduled for Thursday, October 12<sup>th</sup> and will take three days.
- b. Update on the Township Handbook – Mrs. Fisher reported that she is working with Jamie Miles and Ellen Woodford on updating the handbook. We are more than half way through the handbook with updates. Once the updates are completed we will meet with Chief Warren for review, then the trustees and Pete Griggs.
- c. SWACO Resolution – Mrs. Fisher reported that every five years SWACO must revise its solid waste management plan to achieve state required waste reduction and recycling goals. The Plan must go through a community approval process in which the communities in Franklin County must individually vote by resolution. Mrs. Fisher requested formal approval of the resolution.

**Approval of a Resolution/Ordinance to Adopt the Solid Waste Management Plan for SWACO**

Motion by Mr. Earman, seconded by Mr. Roberts, for approval of A Resolution /Ordinance To Adopt The Solid Waste Management Plan For The Solid Waste Authority Of Central Ohio.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #171011.01

- d. SWACO Dropbox Location for Recycling at Station 83 – Mrs. Fisher received a request to establish a recycling center at Station 83. The Board was unanimously against this idea.
- e. Discuss lawn care contract with Mutters – Mrs. Fisher reported that there is no cost increase in the Mutters lawn care proposal for 2018. The Board needs to decide if Mr. Thomas will take over the pesticide treatment for next year. She confirmed that Mr. Thomas has completed his licensing and has researched equipment costs. Mr. Thomas is certified in CAT8 and CORE. Mr. Buck tabled the item for further review.
- f. Update on the discussions of discharging firearms in Townships –
  - i. Mrs. Fisher reported that she and Mr. Roberts have met with Senator Kunze, Senator Bacon, Representative Hughes and Representative Lanese who are all in support of the matter. Representative Seitz replied by letter and will not participate due to his failed attempt years ago. In addition, 38 CLOUT Townships has provided data regarding the total number of complaints received over the last five years related to discharging firearms.
  - ii. The ideas being proposed for change to the ORC legislation include:
    - 1. The target is at least 500 feet from any occupied structure other than of the owner
    - 2. Inspection requirements for target backdrops
    - 3. The closest outbound property line is at least 200 feet from the proposed target



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- g. Replacing meeting room chairs and tables as needed – Mrs. Fisher reported that the meeting room chairs and tables will need to begin to be replaced. The project will start with the light blue meeting room chairs. The replacement chairs will stack, have arms, wheels and made of vinyl for ease in moving and cleaning. The tables will be replaced with ones that fold down and have wheels.
- h. Township Employee Years of Service Recognition – Mrs. Fisher would like to implement a service recognition program similar to that which is currently done with Township fire employees. Mr. Roberts instructed her to come up with a program for the Board to review.
- i. Health Insurance Rates – Mrs. Fisher reported that the renewal rates from Medical Mutual have not yet been received. The Township has had 18 claims that were greater than \$10,000. Based upon the claim experience she is anticipating the renewal to be high. Chris Reinke has been in close contact. He anticipates attending the November 7<sup>th</sup> Trustee meeting to present a full market analysis with competing options. Open enrollment is scheduled for three weeks in December.
- j. Trash Consortium Contract – Mrs. Fisher reported that the renewal price for trash collection is \$14.70 per month. The Board will need to pass a resolution to opt in to the Jackson Township trash consortium. Mrs. Fisher noted that Exhibit E of the contract provides two annual Township Clean-up Days, one in the spring and one in the fall, on weekend days designated by the Township.

**Approval of a Resolution To Opt-In To Jackson Township Trash Consortium**

Motion by Mr. Earman, seconded by Mr. Roberts, for approval of A Resolution To Opt-In to Jackson Township's Contracts For Collection Services With Local Waste Services and Recycling Services With Rumpke Of Ohio, Inc.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #171011.02

- k. Cemetery building – Mrs. Fisher reported that the storage building drawings are being reviewed by the engineer and should be final by Thursday, October 12<sup>th</sup>. Permits will be submitted on October 13<sup>th</sup> or 16<sup>th</sup>. Materials have been ordered including trim, roofing, siding and trusses. Dirt work will begin on October 17<sup>th</sup>.
- 5. Special Projects – Mr. Buck has three projects that he would like to take a look at
  - a. Handicap Access Ramp - Mr. Buck would like the Board to consider a partnership with the Rotary Club to install a handicap access ramp at the American Legion site (on Avery Road). The approximate cost for this project is \$25,000.
  - b. Shelter house at Weaver Park – Mr. Buck proposes that the Township build a shelter house at Weaver Park. He suggests having a contractor design the project then determine the cost. Chief Warren noted that the shelter house could serve as a classroom for school field trips. Mr. Buck believes that the Township should control it. However, the land is City property. Mr. Earman is ok with looking into building a shelter house but he doesn't want to maintain it since the Township does not have maintenance staff. Mr. Roberts is open to discussing the idea. Mr. Buck will follow up with Steve Mazer. He also recommends giving the previous specs to Janco to see if he can give a ballpark cost for the project.



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- c. Fire Station Storage Facility – Mr. Buck thinks a Fire Station Storage Facility needs to be revisited. Chief Warren still believes that the property across the street (from the Safety Services Building) is ideal. Mr. Roberts believes this location makes sense. Mr. Buck stated that he cannot be a part of any discussions with the Fair Board about land. Mr. Earman would like to consider a combination storage and shelter house at the Weaver Park location. Chief Warren and Mr. Roberts will take the lead on setting up a meeting with the Fair Board to discuss.

Motion by Mr. Earman, seconded by Mr. Roberts to adjourn from the special planning meeting at 11:50 am.

Vote: Buck-Yes Earman-Yes Roberts-Yes

  
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**Charles Wm. Buck, Chairman**

  
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**Jamie Miles, Fiscal Officer**