



**RECORD OF PROCEEDINGS**

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

**5181 NORTHWEST PARKWAY, HILLIARD, OHIO**

*Held* **February 6, 2018**

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The meeting was called to order at 12:00 pm by Chairman Larry Earman.

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

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

**AGENDA ADDITIONS** – None

**PUBLIC PARTICIPATION** - None

**Approval of Trustee Meeting Minutes for 1/16/18**

Motion by Mr. Roberts, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on January 16, 2018.

Vote: Buck-Absent Earman-Yes Roberts-Yes

Motion passed - #180206.01

**POLICE DEPARTMENT**

Chief Fisher reported that there is a lot of activity within the Division. There were 220 applications submitted for testing and two will be hired from the new list. There are currently four individuals in the police academy and four officers in field training. December was a busy month with drug arrests and property crimes. January activity was normal. Accident calls along the I-270 construction zone continue to be a problem.

**FIRE DEPARTMENT**

Chief Warren provided the 2017 Total Incidents by Jurisdiction report. He requested approval to accept the retirement resignation for Firefighter Glen Durban. A retirement luncheon is scheduled for March 2<sup>nd</sup> at 11 am. Mr. Roberts stated that Firefighter Durban will be greatly missed. Chief Warren confirmed that according to legal counsel, the CVSA testing can be completed before or after the contingent offer of employment for new employees. Mr. Roberts prefers that the CVSA be completed before an offer of employment. Mr. Earman concurred. Mr. Roberts feels that by doing so it would reduce the negative press for the applicant if the Township should have to withdraw an offer. Chief Warren reported that ODOT has been very responsive in working on some safety measures for the construction zone. With great sadness, Chief Warren reported that Elly McDowell's funeral services will be held later this week.

**Approval to Accept the Resignation of Firefighter Durban**

Motion by Mr. Roberts, seconded by Mr. Earman, for the approval to accept the retirement resignation of Firefighter Glen Durban effective March 2, 2018.

Vote: Buck-Absent Earman-Yes Roberts-Yes

Motion passed - #180206.02



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**CEMETERY & ROAD DEPARTMENT**

Mr. Thomas reported that he is ready to move forward with the purchase of the Opticam camera for approximately \$7,895 and a partner saw for \$899.90. He noted that both of these items were included in the capital budget for 2018. The building permit process has been resolved and the trusses are expected to be set this week. The new freightliner is currently in service with Gledhill to fix the PTO. The crane company responsible for delivering and setting the columbarium has made an on-site visit to determine any special needs to complete the delivery. They will need 3-4 consecutive days of good weather in order to transport and set the columbarium.

**FISCAL OFFICE**

Mrs. Miles requested approval of a resolution amending the employment terms for Jamie Fisher to include a tuition reimbursement benefit. Mrs. Miles reported that the cemetery deed has been customized to include the sale of niches within the original deed document. Mrs. Miles reported that the Township's current gas contract expires in October. IGS has extended a 24 month renewal rate for \$0.04690. The 24 month renewal rate is less than our current rate of \$0.04890. Over the next two years, electricity costs are expected to rise 2-3%. Based upon this information, Mrs. Miles has entered into a 24 month rate agreement that will lock in our rate through October 2020 for \$0.04690. Lastly, Mrs. Miles reported that due to the vigilance and perseverance of Ellen Woodford in working with AT&T, the Township has received an \$11,000 refund for out of contract rates charged by AT&T despite her efforts to correct the matter. In addition, Ellen's efforts have also lead to an additional \$3,100 refund that is forthcoming and a \$2,200 credit applied to an outstanding balance that the Township was carrying. The Board commended Ellen for her efforts.

**Approval to Amend Employment for Township Administrator**

Motion by Mr. Roberts, seconded by Mr. Earman, for the approval of a *Resolution Amending the Terms and Conditions of Employment for the Norwich Township Administrator.*

Vote: Buck-Absent Earman-Yes Roberts-Yes Motion passed - #180206.03

**TOWNSHIP ADMINISTRATION**

Mrs. Fisher reported that the current HVAC controller system for the Safety Services Building is antiquated. Air Force One has recommended an HVAC controller software upgrade (JACE) at a cost of \$10,860 and an annual service agreement costing \$2,300. These costs will be shared costs with the City of Hilliard. The upgraded system will create an energy savings and decrease consumption usage. The software will allow for individual min and max thermostat settings. This matter came about because the boiler popped a seal due to acidic water. The issue at hand is that the boiler water should be treated over time. The software will notify and track the need for treatment. Mrs. Fisher reported that last week's OTA conference was attended by over 3,000 people. Mrs. Fisher had an opportunity to talk with Heidi Fought and she confirmed that legislation will be moving forward to address the needed change for the discharging of firearms within the unincorporated areas of townships.

**Approval of HVAC Controller Software Upgrade**

Motion by Mr. Roberts, seconded by Mr. Earman, for the approval of an HVAC controller software upgrade (JACE system) costing \$10,860 and an annual service agreement costing \$2,300 with Air Force One for the Safety Service Building.

Vote: Buck-Absent Earman-Yes Roberts-Yes Motion passed - #180206.04



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**TRUSTEE-OLD BUSINESS** - None

**TRUSTEE-NEW BUSINESS**- None

Motion by Mr. Roberts, seconded by Mr. Earman to adjourn from the regular meeting at 12:22 pm.

Vote: Buck-Absent Earman-Yes Roberts-Yes

  
Larry Earman, Chairman

  
Jamie Miles, Fiscal Officer