The special planning meeting was called to order by Chairman Larry Earman 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

Executive Session
Motion by Mr. Roberts, seconded by Mr. Buck, to adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(3) for conferences with an attorney for the public body concerning disputes involving the public body that are subject of pending or imminent court action.

Vote: Buck-Yes Earman-Yes Roberts-Yes  
Motion passed - #181128.01

Motion by Mr. Roberts, seconded by Mr. Buck to adjourn from Executive Session at 9:45 PM.

Vote: Buck- Yes Earman- Yes Roberts- Yes

PLANNING MEETING

1. Fire Department

a. 2019 Fire/EMS Capital Items/Projects – Chief Warren reviewed his capital items proposed for 2019. He provided a copy of the Stufen proposal dated 11/27/18 for the replacement pumper cost totaling $532,499. The proposal is good for 45 days and delivery is expected approximately 11 months from the date of contract signing. The proposal also includes a trade-in offer for two fire vehicles. The original amount proposed for the fire reporting software suite was $51,000, however, it can be reduced to $37,000. The Board agreed to pursue the fire gear second set project and to do all employees at one time. According to Mrs. Miles the original budgeted cost of $75,000 was not included in the 2019 Budget. Account 251 will be increased from $150,000 to $375,000. Chief Warren noted that 2019 is the first year that the Township is required to contribute 25% or $12,000 towards the cost of the Focus Hilliard program as offered by NCR. The Board agreed to continue with the program. Mr. Earman noted that the Fire Fund carryover balance is projected to be approximately $5.8 million. He asked if the Fire Fund should pay for the $793,000 from the carryover balance instead of the General Fund transferring money to the Fire Fund. Mr. Roberts would like to see the General Fund to transfer money to cover the large equipment purchases for the Fire Department in an effort to preserve the current levy funding and push off a future fire levy as long as possible. Mr. Buck agreed to have the General Fund transfer money to cover the expenses as proposed.

b. Underground Storage Tanks – Chief Warren reported that back premiums are due for the underground storage tanks. It was believed that at one time local
governments were not required to pay for underground storage tanks, however, Chief Warren could not find anything to support this. Due to this, we owe premiums for the past 10 years totaling $10,000. Chief Warren will cover the cost from within the gas and diesel budget line.

e. Prevention Bureau Reorganization — With the impending promotion of Lamar Sweigart to Battalion Chief for the Fire Prevention Bureau, Chief Warren would like to align the reporting of all staff within the Bureau. Currently Fire Prevention Administrator Mildred Brooks has dual reporting responsibility to the Fire Captain and Township Administrator. Chief Warren requested that Prevention Administrator Brooks begin reporting to Battalion Chief Sweigart. The Board agreed with this change.

2. Cemetery and Roads

a. 2019 Cemetery/Roads Capital Items/Projects — Mr. Thomas reviewed his capital items proposed for 2019. Mr. Buck asked for an update on the benches. According to Mr. Thomas, the benches were not pursued in 2018 because of the road sealing project that was completed at Wesley Chapel. The Board agreed that they would like to see this pursued in 2019. The plantings line item was increased from $5,000 to $10,000 for the benches. Mr. Thomas provided the quotes for the replacement of the 2009 International dump truck. The Board agreed to pursue the replacement in 2019. Mr. Buck also reminded Mr. Thomas of the importance of spraying down the chassis to get the salt removed. Mr. Thomas provided a listing of roads that are included in the 2019 Road Projects total of $500,000. The Board agreed that the work needed to be done.

b. Future Expansion Plans — Mr. Buck would like to get moving on future expansion plans. Mr. Thomas confirmed that $13,500 was included in the 2019 budget for 3 design plans as proposed by OHM. Mrs. Miles will provide a summary of estate tax revenue to help determine what funding may be available for future expansion. Mr. Earman suggested pulling revenue totals from 2010 forward.

3. Fiscal

a. Police Levy 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 the projected carry over balance of approximately $43,000 at the end of 2020. Mrs. Miles asked once again if it is a consideration to transfer funds from the General Fund to supplement the Police Fund. Mr. Earman is still 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. Mr. Buck requested Mrs. Fisher to obtain a quote from the Franklin County Sheriff’s Office. The Board agreed that nothing would be done in 2019.

b. 2019 Budget Draft — Based upon items discussed thus far, Mrs. Miles will update the budget as noted. No other items were noted.

c. Cell Phone Stipend Policy — Mrs. Miles presented the Cell Phone Stipend Policy and recommend the Board to adopt as written. This policy will replace the Cell Phone Reimbursement Policy as adopted by Resolution #132103.06. The policy
requires all employees with a Township provided cell phone to transition to the
cell phone stipend by June 30, 2019.

Approval to Adopt the Norwich Township Cell Phone Stipend Policy
Motion by Mr. Buck, seconded by Mr. Roberts, for the adoption of the Norwich Township Cell
Phone Stipend Policy effective January 1, 2019
Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #181128.02

d. 2019 Wages – Mrs. Miles will forward the 2019 Wage Summary to the Board. It
will have all employees listed that need to be considered. Mr. Earman requested
that executive session be added to the next meeting agenda for discussion for this
topic.

4. Township
a. 2019 Capital Item/Project Review – Mrs. Miles noted that $500,000 has been
included in the budget for the development of 4224 Avery Road. Mrs. Fisher
will follow up with the City about sharing this cost. Chief Fisher has indicated
that he would like to have access to additional storage so it would make sense to
share the cost.

b. Norwich Pavilion Project Bid – Mrs. Fisher requested to accept the LeVeck bid
as the lowest and best bid amount. The pre-construction meeting will be held
during the week of December 10, 2018. Mrs. Fisher and Mr. Buck decided that it
would be best to have renters be responsible for renting their own stage. Mrs.
Fisher will work with Director Merritt on permits and inspections from the City
of Hilliard. The Board agreed to have a ribbon cutting ceremony the end of May
or in June sometime.

Approval of the Norwich Pavilion LeVeck Bid
Motion by Mr. Roberts, seconded by Mr. Buck, for approval to award the Norwich Pavilion Project to
the lowest and best bid amount to LeVeck Commercial Construction & Development for the base bid
amount of $298,701.00 and to authorize the Township Administrator to sign the contact documents
for the project.
Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #181128.03

c. Thoburn Road Update – Mrs. Fisher reported that the Thoburn Road project is
completed. There is a 1% administration fee that will be invoiced during the
second quarter of 2019. In addition, it will not be known what the Township
owes, if anything, to Franklin County until the final estimate is complete which
will be the Spring of 2019. The Township’s maximum cost would be
approximately $22,000. Based upon this, Mrs. Miles recommends moving
the money appropriated in 2018 to 2019 in anticipation of the forthcoming costs.
The Board agreed to increase the Gas Tax expense by $22,000.

d. YMCA Pricing Structures – Mrs. Fisher reported that the Full Employee
Payment is the option included in Open Enrollment.

e. Unincorporated Pool Membership Rates – Mrs. Fisher reported that the total
impact to the City of Hilliard is $10,795. Mr. Teater will follow up in the spring
with Council for a vote to off the discount.
f. SSB Security Gate – Chief Fisher has requested to place security gates at the SSB to secure rear parking areas. Mrs. Fisher obtained a quote from Trudeau Fencing at a cost of $76,509. Mr. Earman directed Mrs. Fisher to communicate to Chief Fisher that the only option is for the gate to run parallel from the left front side of the SSB building and a gate to run across the parking lot from the southwest corner of the sally port. In addition, the entire cost must be paid by Hilliard. Mr. Roberts and Mr. Buck agreed.

g. Donation to American Legion – Mrs. Fisher reported that demolition started on 11/5/18 and inside construction was to begin the week of 11/10/18.

h. IT Services – Mrs. Fisher reported that Rodgers Technologies will not increase costs for 2019. In 2017, the Township paid $83,982.30 to Rodgers for IT services. The City of Hilliard has asked if the Township would consider contracting with them for IT services for 2019. Mr. Earman and Mr. Buck are completely against moving to Hilliard for IT services given the City’s most recent audit report.

i. 2019 Contract Renewals – Mrs. Fisher reported that there will be no cost increase for the following contracts/services for 2019: Mutters Lawn Care, Guardian basic dental and vision rates, Avalon FSA administration fee, Mount Carmel Occupational Health Services, Air Force One preventive maintenance contract, Local Waste Trash rates (we are in year two of a four-year contract).

j. Upcoming Events – Mrs. Fisher provided a recap of upcoming events including 2019 Open Enrollment, Big Darby Accord Meeting, Sexual Harassment Training, OTA Winter Conference, and Franklin County Township Association Meeting. Mrs. Fisher requested the Board to designate the Township Administrator and Fire Chief to conduct the annual inventory for 2019.

Approval of Trustee Designees for 2019 Annual Inventory
Motion by Mr. Roberts, seconded by Mr. Buck, for approval to designate the Township Administrator, Jamie Fisher, and the Fire Chief, Jeff Warren, to conduct the annual inventory for 2019.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #181128.04

k. AT&T Contracts – Mrs. Fisher reported that through the efforts of Ellen and herself, all accounts are now updated. An adjustment of $49,703.60 was finally issued on 10/2/18 against the Township’s outstanding balance. Moving forward our account bill will be $1,240 per month for all three circuits.

l. Trustee Meeting Schedule – Mr. Buck would like to see us move to one meeting per month. The Board discussed possible changes and decided to move forward with two meetings per month with the first meeting of the month moved to 6 pm and the second meeting moved to Noon. Mr. Earman noted that there would not be a regular meeting scheduled for January 1, 2019, therefore, there would only be one meeting held in January and that meeting will begin at 6 pm due to previously scheduled promotions that are to take place.

m. Trustees E-mail – Mrs. Fisher reported that Mr. Roberts has moved to a Township e-mail address. Mr. Earman and Mr. Buck will continue to use their personal e-mail addresses.
n. Completed Projects – Mrs. Fisher reported on the following completed projects – SWACO Recycle Right Campaign, Thoburn Road Improvements, upgraded AV system at the SSB, and Installation of the new ShoreTel Phone System.

o. Township Rebates/Grants – Mrs. Fisher reported the following rebates/grants that were received:
   i. BWC program rebates totaling $26,680.56 for 2018 and $25,504.80 for 2017.
   ii. BWC Firefighter Exposure to Environment Elements Grant for $15,000.
   iii. OPWC Thoburn Road Grant totaling $189,611 with the City of Columbus 45% match of $156,669.79.
   iv. OTARMA grants: $500 PEP, $500 for Police and Fire Policy Grant and $500 MORE Grant.

p. Legal Fees – Mrs. Fisher reported that we are on track with the original provided projection of legal costs for the BWC case. Mrs. Miles confirmed that we will carry over the 2018 purchase order to 2019 for related fees.

Motion by Mr. Buck, seconded by Mr. Roberts to adjourn from the special planning meeting at 12:10 pm.
Vote: Buck-Yes Earman-Yes Roberts-Yes

Larry Earman, Chairman
Janie Miles, Fiscal Officer