



**RECORD OF PROCEEDINGS**

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

*5181 NORTHWEST PARKWAY, HILLIARD, OHIO*

*Held* **February 5, 2019**

The meeting was called to order at 6:00 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, Assistant Fire Chief**  
**Robbie Thomas, Cemetery Sexton/Road Superintendent**  
**Jamie Miles, Fiscal Officer**

**AGENDA ADDITIONS**

Mr. Thomas requested to add a grave buy back approval.

**PUBLIC PARTICIPATION**

On behalf of the Hilliard Food Pantry, Ellen Woodford, asked the Board to consider a donation to their Capital Campaign. The food pantry’s current lease is up in September. Life Community Church has donated space within their building to the food pantry which will allow for expansion. The Capital Campaign is to assist with the building renovation and expand the parking lot. The campaign goal is \$197,000 and thus far, \$93,000 has been pledged.

**Approval of Hilliard Food Pantry Donation**

Motion by Mr. Roberts, seconded by Mr. Earman, for the approval to donate \$20,000 to the Hilliard Food Pantry Capital Campaign.

Vote: Buck- Absent Earman- Yes Roberts- Yes Motion passed - #190205.01

**Approval of Trustee Meeting Minutes for 1/15/2019**

Motion by Mr. Roberts, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on January 15, 2019.

Vote: Buck-Absent Earman- Yes Roberts- Yes Motion passed - #190205.02

Mr. Earman tabled the approval of the January 29, 2019 special trustee meeting minutes until Mr. Buck returns.

**POLICE DEPARTMENT**

Chief Fisher reported that given the weather, there has been very little activity in the Township as of late. He did want to remind residents to stay vigilant against scams and to never give out account information or buy gift cards to give to someone you don’t know. During the month there were six citizen generated calls within the (unincorporated) Township.

**FIRE DEPARTMENT**

Chief Warren provided the January stats and noted that the yearly report would be forthcoming. Chief Kienzle’s retirement luncheon is scheduled for February 20, 2019 beginning at Noon. Chief Warren requested approval to accept the quote from Sutphen for a replacement pumper. He noted



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that the purchase as on state term pricing. Chief Warren noted that the refurbished pumper will remain the back up.

**Approval of Replacement Pumper**

Motion by Mr. Roberts, seconded by Mr. Earman, to approve the replacement of the 2007 custom Sutphen Pumper and to accept the quote from Sutphen for \$532,499 which is state term pricing.

Vote: Buck-Absent Earman-Yes Roberts-Yes Motion passed - #190205.03

**CEMETERY & ROAD DEPARTMENT**

Mr. Thomas requested approval to replace a dump truck. He reported that the Franklin County Engineers Office has used up the initial 6,000 ton of salt, therefore, our salt cost will increase to \$77.45 per ton.

**Approval of Replacement Dump Truck**

Motion by Mr. Roberts, seconded by Mr. Earman, to approve the dump truck replacement purchase of a 2020 Freightliner M2 106 chassis and to accept the quote from Fyda Freightliner for \$75,230 which is state term pricing.

Vote: Buck-Absent Earman-Yes Roberts-Yes Motion passed - #190205.04

**Approval of Dump Truck Outfitting**

Motion by Mr. Roberts, seconded by Mr. Earman, to approve the purchase of the dump truck body, hydraulic system, snow plow, snow plow hitch, under tailgate spreader, LED light system, rear hitch plate, dump body vibrator, and asphalt pull tarp from Gledhill Road Machinery for a total cost of \$57,873.05. All items are from state term contract.

Vote: Buck-Absent Earman-Yes Roberts-Yes Motion passed - #190205.05

**Approval of Shaver/Culver Grave Buy Back**

Motion by Mr. Roberts, seconded by Mr. Earman, for approval of a grave buy back requested by the executor of the estate for Ronald L. Shaver and Karen K. Culver. The graves were originally purchased on September 4, 2013 \$4,000.00 (Block A, Lot 317, Grave 1-2).

Vote: Buck-Absent Earman- Yes Roberts- Yes Motion passed - #190205.06

**FISCAL OFFICE**

Mrs. Miles reported that House Bill 312 became effective in November 2018 and it requires the Townships to issue or amend their credit card policies and procedures to meet the compliance standards established by the Ohio Auditor of State. Using a sample policy created by Brosius, Johnson, & Griggs office, the policy being presented has been amended to reflect the credit cards currently used by Township personnel. Mrs. Miles asked the Board to adopted the new credit card policy and noted that it replaces the credit card policy adopted by Res# 150915.03.

**Approval of Norwich Township Credit Card Account Policy**

Motion by Mr. Earman, seconded by Mr. Roberts, for approval to adopt the Norwich Township Credit Card Account Policy (2019) effective February 2, 2019.

Vote: Buck-Absent Earman- Yes Roberts- Yes Motion passed - #190205.07



NORWICH TOWNSHIP

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**TOWNSHIP ADMINISTRATION**

Mrs. Fisher requested approval of the 2019-2021 Franklin County Mosquito Management contract which includes flood water management. The handicap access renovation project at the American Legion is almost complete. The only things left are the installation of handrails and parking lot striping. She reported that OHM has established an aggressive timeline for the pavilion completion. They have scheduled five borings and the foundation work is to begin next week. The project is expected to wrap up the first week of April. Mrs. Fisher reported that Aqua Ohio is scheduled to replace the old hydrants in Timberbrook North and add new hydrants so that there are hydrants approximately every 300 feet. Aqua Ohio has been in contact with Chief Warren and will coordinate the project with the Fire and Roads Departments and Hilliard Police. Mrs. Fisher recommends having Franklin County to complete the inspections. Mrs. Fisher has been notified that the Thoburn Road has been nominated for project of the year with the American Society of Highway Engineers.

**Approval of Mosquito Management Contract**

Motion by Mr. Roberts, seconded by Mr. Earman, for approval of the 2019-2021 Franklin County Mosquito Management contract totaling \$5,381.64 for disease, nuisance, and flood water management, an increase of \$680.67 from the 2017-2018 contract.

Vote: Buck-Absent Earman-Yes Roberts-Yes

Motion passed - #190205.08

**TRUSTEE-OLD BUSINESS** - None

**TRUSTEE-NEW BUSINESS** - None

Motion by Mr. Roberts, seconded by Mr. Earman to adjourn from the regular meeting at 6:30 pm.  
Vote: Buck-Absent Earman-Yes Roberts-Yes

  
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Larry Earman, Chairman

  
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Jamie Miles, Fiscal Officer