



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held **May 7, 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 – Present

Also Present - **Jamie Fisher, Township Administrator**
Jeff Warren, Fire Chief
Greg Young, Assistant Fire Chief
Lamar Sweigart, Bureau Chief
Robbie Thomas, Cemetery Sexton/Road Superintendent
Ellen Woodford, Assistant Fiscal Officer

AGENDA ADDITIONS - None

PUBLIC PARTICIPATION -

Tina Cottone and Cynthia Vermillion introduced themselves to the Board. They are both running for Hilliard City Council in the upcoming election. Deputy Cindy Forsythe reported that there were 17 calls for service in the unincorporated area of Norwich Township.

Approval of Trustee Meeting Minutes for 04/16/19

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on April 16, 2019.

Vote: Buck-Yes Earman- Yes Roberts- Yes

Motion passed - #190507.01

POLICE DEPARTMENT - None

FIRE DEPARTMENT -

Chief Warren asked for approval to purchase a new Ford F-350 to replace the current Grassfighter 82 vehicle. The 2000 Dodge pick-up will be sold on GovDeals. Chief Warren requested approval to accept the retirement resignation of Fire Marshal Manske. A retirement luncheon is scheduled for Thursday, May 9 at 11:00AM. He also asked for approval to name an interim Fire Marshal effective May 9, 2019 at 8:00 AM. The interim Fire Marshal will be Scott Tigner. Lt. Jake Wells will be graduating from OFE Class 17 on Friday, May 10.

Approval to Purchase a Ford F-350 from Byers Ford

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval to purchase a Ford F-350 in the amount of \$34,561 from Byers Ford to replace the current Grassfighter 82.

Vote: Buck-Yes Earman- Yes Roberts- Yes

Motion passed - #190507.02

Approval to Accept the Resignation of Fire Marshal Manske

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval to accept the retirement resignation of Fire Marshal Eric Manske effective May 10, 2019.

Vote: Buck-Yes Earman- Yes Roberts- Yes

Motion passed - #190507.03



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Approval to Name an Interim Fire Marshal effective May 9, 2019

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval to name an Interim Fire Marshal effective May 9, 2019 at 8:00 AM.

Vote: Buck-Yes Earman- Yes Roberts- Yes

Motion passed - #190507.04

CEMETERY & ROAD DEPARTMENT

Mr. Thomas reported that he successfully completed an EPA audit of the Cemetery.

FISCAL OFFICE - None

TOWNSHIP ADMINISTRATION

Mrs. Fisher reported the Norwich Pavilion's framing will be done this week and the sign will be installed next week. She reported that the Township will be receiving an AEP Rebate for the updated light fixtures at the Norwich Pavilion, estimated at \$126/bulb. She stated that she is going ahead with the quote from R&T Yoder Electric to install 5 in-ground flagpole LED light fixtures totaling \$2,750. This will be a split cost with the City of Hilliard. Mrs. Fisher stated that she is going ahead with the quote from Loeb Electric to replace the SSB parking lot light bulbs with LED bulbs. Two light poles are currently not working. R&T Yoder Electric will be providing the labor. This will be a split cost with the City of Hilliard. The Township will be receiving an AEP Rebate for these bulbs, estimated at \$92.40/bulb. Mrs. Fisher stated that this project qualifies for the 2019 AEP Rebate Program which is offering an incentive of up to 50% of the totally project cost. The Township will realize a \$3,114.17 rebate which will be split with the City of Hilliard. She asked for approval to purchase four metal trash cans for the Norwich Pavilion. Mrs. Fisher asked for approval to retain the cost of painting the Norwich Pavilion until the fall. The wood needs to weather before it can be painted. At Mr. Buck's recommendation, Mrs. Fisher asked for approval of Change Order #4 to install 6,000 square feet of sod at the Pavilion totaling \$5,300. Mrs. Fisher stated that she is working with Mr. Buck on the details of the upcoming Norwich Pavilion Ribbon Cutting and Dedication Ceremony. This ceremony is tentatively scheduled for June 21, 2019 at 2:00PM. Their focus for the ceremony is a period concept, possibly having volunteers from the Hilliard Ohio Historical Society dress in costume. Tables and chairs will be requested from either the Franklin County Fair or the Hilliard Ohio Historical Society. Mrs. Fisher reported that she received in April the Resolution from the County Commissioners to adjust the boundaries of 53.67 acres into Norwich Township from Washington Township. This land is located off Hayden Run Road. Mrs. Fisher asked for approval to hire two seasonal positions. She asked for approval to sign the 2019 Careworks Comp invoice to transition to the Workers Compensation Group Retrospective Rating Program totaling \$15,497. The Township's estimated 2020 premiums will go up to \$182,468.83. Careworks is estimating the Group Retrospective refund to be 40% but will not be realized for five years. Mrs. Fisher asked for approval to declare a Ridgewood Drive property and a Braidwood Drive property a nuisance.

Approval to Purchase Four Metal Trash Cans for the Norwich Pavilion

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval to purchase four metal trash cans for \$2,000 from Global Industrial as stated in the MOU with the City of Hilliard for the Norwich Pavilion.

Vote: Buck-Yes Earman- Yes Roberts- Yes

Motion passed - #190507.05



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Approval to Retain the Cost of Painting the Norwich Pavilion

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval to retain the cost of painting, totaling \$3,450, the Norwich Pavilion from the final invoice to LeVeck Construction until the painting is completed in the Fall 2019.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #190507.06

Approval to Norwich Pavilion Project Change Order #4

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval of the Norwich Pavilion Project Change Order #4 for the installation of 6,000 square feet of sod for a total project increase of \$5,300.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #190507.07

Approval to Extend Conditional Offer for Seasonal Employment to Rick Rapp

Motion by Mr. Buck, seconded by Mr. Roberts, for the approval to extend a conditional offer of employment to Rick Rapp as a seasonal employee with an hourly rate of \$10.00, not to exceed 40 hours/week contingent on a pre-employment drug screen.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #190507.08

Approval to Extend Conditional Offer for Seasonal Employment to Justin Brannon

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval to extend a conditional offer of employment to Justin Brannon as a seasonal employee with an hourly rate of \$10.00, not to exceed 40 hours/week contingent on a pre-employment drug screen.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #190507.09

Approval of 2019 Careworks Comp Invoice Retrospective Rating Program

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval to sign the 2019 Careworks Comp invoice to transition to the Workers Compensation Group Retrospective Rating Program totaling \$15,497.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #190507.10

Approval to Declare 3599 Ridgewood Drive a Nuisance

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval to declare 3599 Ridgewood Drive a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #190507.11

Approval to Declare 3776 Braidwood Drive a Nuisance

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval to declare 3776 Braidwood Drive a nuisance property due to vegetation and debris.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #190507.12

TRUSTEE-OLD BUSINESS - None



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TRUSTEE-NEW BUSINESS - None

Motion by Mr. Roberts, seconded by Mr. Buck to adjourn from the regular meeting at 6:25 PM.

Vote: Buck- Yes Earman- Yes Roberts- Yes

A handwritten signature in blue ink, reading "Larry Earman", is written over a horizontal line.

Larry Earman, Chairman

A handwritten signature in blue ink, reading "Ellen Woodford", is written over a horizontal line.

Ellen Woodford, Assistant Fiscal Officer