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**, Assistant Fire Chief
- **Lamar Sweigart**, Battalion Chief
- **Jamie Fisher**, Township Administrator
- **Robbie Thomas**, Roads/Cemetery Dept.
- **Jamie Miles**, Fiscal Officer

**PLANNING MEETING**

1. Fire Department
   a. 2020 Fire/EMS Capital Items/Projects – Chief Warren reviewed his capital items proposed for 2020. The expected cost for a replacement Fire Engine is $650,000. In addition, Medic 81 is to be replaced at an estimated cost of $285,000. It was discussed to move Medic 81 to another station in order to get another year out of the vehicle. Chief Warren said that mileage wise it would not make sense. Staff vehicles are in good standing and nothing will need to be replaced in 2020. Mrs. Miles asked if the General Fund would cover the costs of the new engine and medic. Mr. Roberts would like to continue to see this happen. Mr. Earman stated that the General Fund is to cover the engine only not the medic.

b. Fire Station 83 Repairs – Chief Warren reported that the coating on the kitchen floor is chipping up and is in a state of repair. He is recommending replacing it with a vinyl laminate. Mr. Earman asked about the HVAC replacement at Station 83. Chief Warren stated that moving the rooftop HVAC units from the roof is cost prohibitive. The plan moving forward is to replace the units as needed at an approximate cost of $4,700 and you get 7-8 years versus $77,000 just to move the units.

c. Promotional Ceremony for Fire Marshal Tigner – The swearing in ceremony for Fire Marshal Tigner is scheduled for August 6th. Mr. Roberts noted that he would be out of town.

2. Cemetery and Roads Department
   a. Purchasing a Z Sprayer – Mr. Thomas would like to include the purchase of a Z sprayer in his 2020 capital budget. Approximate cost is $12,990. This cost could increase $500 in 2020. Mr. Buck asked if using plywood would allow the gator to be loaded more. Mr. Thomas confirmed that it takes about 2-3 days to spray. The current spray bar doesn’t allow for as much control as the Z sprayer. Mr. Buck stated that if you want to buy it go ahead.

b. Repaving Salt Barn Floor – Mr. Thomas reported that the salt barn floor needs to be repaved and he would like to do it this year. The cost to overlay the floor is approximately $5,000. He spoke with Mrs. Miles and there are funds available
within the budget to do the project. The Franklin County Engineer’s Office would store our salt during the project. Mr. Buck recommended putting plastic down and over the salt pile rather than moving it to Franklin County. Mr. Buck stated that the apron in front of the storage building needs replaced and it should be included with the request for a quote for the salt barn floor.

c. Cemetery Expansion – OHM has provided a $1.2 million cemetery expansion plan. Mr. Buck requested that the architects walk thru the plans with the Board. Mr. Earman stated that the real question is whether or not we want to spend $1.2 million to expand the cemetery. Mr. Earman tabled the discussion in order to gather more facts. Mrs. Miles will provide updated estate tax info.

d. Grave Burial Limit – Mr. Thomas asked the Board to adopt a rule that limits two grave burials per grave. According to Mr. Thomas many cemeteries already have this limit in place. Mr. Thomas confirmed there were no other cemetery related rules to be changed at this time.

Approval of Two Burials Per Grave
Motion by Mr. Buck, seconded by Mr. Roberts, for approval to amend the Wesley Chapel Cemetery rules to limit two burials per grave.
Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #190625.01

3. Fiscal Office

a. Police Fund Review – Mrs. Miles provided an updated Police Fund Levy Summary. Based upon a 3% increase for 2020, beginning in 2021 the Police Fund will face a cash deficit prior to December 31, 2021. According to Mrs. Fisher, she and Mr. Buck met with the Franklin County Sheriff’s office and have requested a proposal to include two marked sheriff’s cars within the community for 24 hours. Chief Warren thinks it is irresponsible to change from the program we have right now with the City of Hilliard. Mr. Buck stated that we need to go out and see what other people are offering. Mr. Earman questions how in the world you would bid this, he totally disagrees with it. He further stated that unless you do a bid package he doesn’t think an apples to apples comparison can be made. Mr. Buck doesn’t want to switch but we must pursue the process. Mr. Earman stated that a preliminary number must be received from Franklin County by August 1st. Mrs. Miles will request the renewal from the City of Hilliard by August 1st. Chief Warren reminded that this is a bargaining year for the Hilliard Police Department.

b. Motor Vehicle License Tax – Mrs. Miles recapped House Bill 62 that was recently passed by the General Assembly. HB62 contains legislation for Townships to levy an additional $5 motor vehicle registration tax on vehicles registered within unincorporated Norwich Township. At this time, the Board agreed to table the matter for another day. Mr. Earman requested the number of registered vehicles within the unincorporated area. Mr. Earman also asked Mrs. Miles to follow up with Pete Griggs about the previous $5 tax that the Township has not adopted.
c. 2020 Budget Process – Mrs. Miles asked the Board if there were any procedural changes that they would like to make to the budgeting process. Mr. Earman said his standing position continues to be to make the Fire fund break even.

d. Franklin County 4-H Donation – Mrs. Miles asked if the Board had any response for the donation request received from Steve Rohrer on behalf of the Franklin County 4-H for the purchase of barn fans. The Board had no response.

4. Township
   a. Township-Wide Printer Replacement for 2020 – Mrs. Fisher reported that the current printers are managed through a contract with Applied Laser Technologies (ALT). The cost to replace 13 Sharp printers is $14,257.65. The large color printer was purchased in 2014 and will not be replaced. This will be added as a capital item to the 2020 budget. The Board had no questions.
   b. SSB Parking Lot Concrete Repairs – Mrs. Fisher and Trustee Buck will meet with Strawser to discuss repairing and adding sections of concrete. This item will be included in the 2020 budget. The Board had no questions.
   c. IT Equipment and License Replacement Projects for 2019 –
      i. New Switches – The current switches, a total of 6, are past support and give poor audit ratings. A Layer 3 Switch device with PoE is $1,500. To replace all six thru IT made Real will cost approximately $9,000. This is a time sensitive replacement. Mrs. Fisher has discussed funding from the 700 accounts with Fiscal. In the future, these switches should be on a rotating schedule every 5-6 years for future budgeting purposes. Mrs. Fisher requested approval to replace the six switches.

Approval to Replace IT Switches
Motion by Mr. Roberts, seconded by Mr. Buck, for approval to replace six switches with Layer 3 Switch devices thru IT made Real for an approximate cost of $9,000.
Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #190625.02

ii. Firewall Replacement and License Purchase – The current firewall license expires December 2019. A three-year renewal license is approximately $4,600. The cost of a new Firewall is $5,950 and includes a three-year unified threat management subscription. The total cost of this project is approximately $10,550. Mrs. Fisher will table this item for a formal quote and will then forward to the Board for approval in 2019.

iii. Windows 7 Workstation Replacements - There are currently 20 workstations using Windows 7 that will need to be replaced with Windows 10 Pro. The license cost is $129 per workstation and the total project cost will be $2,322. This item will be tabled until October or later for Board approval.

d. Security Camera Management Software License – Currently Milestone License, the security camera management software, is managed through the City of Hilliard. Hilliard is considering moving away from an annual subscription format. The Township has 38 cameras and there are 77 shared cameras. The Township’s cost to maintain this license will be approximately $5,725 per year. Mrs. Fisher recommends that the Township continue with this license program.
instead of pursuing a Township only license program. The item will be added to the 2020 budget.

e. Upgrade to WordPress – JhWeb Works has recommended that the Township website (www.norwichtownship.org) be converted to WordPress. The upgrade cost will be approximately $3,500-$4,000 and is for the cost to transition our website. This upgrade is necessary in order to expand website forms for both employees and the public. It also allows for more ease in editing, adding, and changing the website modules. This project will be included in the 2020 budget.

f. Township Wide Clean Up Day – Mrs. Fisher would like to propose a clean up day. The current Local Waste contract covers two events per year. The last clean up day was in 2013. Chief Warren doesn’t recommend having a clean up day. He asked Mrs. Fisher to contact Pleasant Township to review their recent clean up day. Mrs. Fisher thinks that part of the problem is that people do not know the rules. She will research what items are included in the clean up and come back to the Board to review.

g. SSB HVAC VAV Box Replacements – The SSB HVAC system has a total of 70 VAV (thermostat) boxes. These boxes communicate to each room and adjust the airflow at a variable temperature. Air Force One recommends replacing 5 of these boxes each year going forward. The replacement cost is $920 per box. Mrs. Fisher will add these items to the 2020 budget.

5. Old Business

a. Dead Animal Removal – According to ODNR, dead animal removal on private property is up to the property owner and the Township is not obligated. Mr. Thomas is concerned about using tax dollars for services related to private property. The Township can legally remove the dead animal for the resident. There is no permit needed by the resident if they want to remove or bury the animal. If the resident wants to keep the antlers, they would have to work with ODNR. Mr. Earnman asked Mr. Thomas to look into the cost of a maintenance contract with a dead animal removal company.

b. Thoburn Road Driveway Apron – Mrs. Fisher and Mr. Thomas reviewed the Thoburn Road Project plans with representatives from the Franklin County Engineer’s Office and confirmed that the driveways were constructed as shown on the plans. Mr. and Mrs. Carmean, residents of 3244 Thoburn Road, believe that their driveway apron is narrower and have requested to have the Township fix it so that it is wider, similar to what they had prior to construction. Mrs. Fisher confirmed that the driveway apron is not smaller, however, the flare of the pavement is narrower than what they had previously. The flair dimensions were set based upon the existing right-of-way specifications. Mrs. Fisher and Mr. Thomas will follow up with Mr. and Mrs. Carmean to share the information.

c. Darbyshire Drive Designated Student Drop Off Area – Mrs. Fisher has worked with Officer Bright to identify what can and cannot be done as it relates to cars dropping students off at this intersection. According to the ORC, no vehicle shall park or stand in an intersection, on a crosswalk or within twenty feet of the crosswalk, and within thirty feet of a stop sign. Mrs. Fisher recommends adding a thirty-foot sidewalk section along the southwest side of the existing sidewalk. In addition, remove the No Stopping signs along Darbyshire headed East; then

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add signage to identify a school drop off zone. All of this work could be
completed within the Township’s right-of-way. Mrs. Fisher confirmed that the
school district has been contacted regarding this matter. Mrs. Fisher will follow
up with the homeowner at 3255 Darbyshire Drive.

d. Norwich Pavilion Ribbon Cutting Ceremony – Mrs. Fisher reported that the
ribbon cutting ceremony for the Norwich Pavilion went very well and was well
attended. Mr. Roberts recommends having five more gooseneck lights added to
the pavilion for illumination purposes. Mrs. Fisher will obtain a quote for this
cost. Mrs. Fisher will also contact the City of Hilliard to confirm what action
needs to take place to formally donate the pavilion to the City of Hilliard.

Motion by Mr. Buck, seconded by Mr. Roberts to adjourn from the special planning meeting at 11:17
am.
Vote: Buck-Yes Earman-Yes Roberts-Yes

Larry Earman, Chairman

Jamie Miles, Fiscal Officer