



**RECORD OF PROCEEDINGS**

*Minutes of* **NORWICH TOWNSHIP BOARD OF TRUSTEES** *Meeting*  
*Held* **5181 NORTHWEST PARKWAY, HILLIARD, OHIO**  
**December 17, 2019**

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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 – Present**

Also Present - **Jamie Fisher, Township Administrator**  
**Jeff Warren, Fire Chief**  
**Greg Young, Assistant Fire Chief**  
**Jamie Miles, Fiscal Officer**

**AGENDA ADDITIONS**

Chief Warren requested to add a discussion regarding the PERSO proof of loss statement and settlement.

**PUBLIC PARTICIPATION**

Mr. Jeffrey Gergel, Hilliard resident, stated that it has been a good year for the Township. He is wishing for a safe and uneventful holiday season for our safety services and Merry Christmas and Happy New Year to all.

**Approval of Trustee Meeting Minutes for 12/03/2019**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on December 3, 2019.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #191217.01

**Approval of Trustee Meeting Minutes for 12/03/2019**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on December 3, 2019.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #191217.02

**Approval of Trustee Meeting Minutes for 12/05/2019**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on December 5, 2019.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #191217.03

**Approval of Trustee Meeting Minutes for 12/12/2019**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the Norwich Township Trustee meeting minutes for the special meeting on December 12, 2019.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #191217.04

**POLICE DEPARTMENT**

On behalf of the Police Department, Chief Fisher wished all a Merry Christmas.

**FIRE DEPARTMENT**

Chief Warren requested approval of the following items:



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**Approval of Firefighter Smith Retirement**

Motion by Mr. Buck, seconded by Mr. Roberts, for approval of the retirement of Firefighter Tom Smith effective January 3, 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #191217.05

**Approval of Firefighter Crow Retirement**

Motion by Mr. Buck, seconded by Mr. Roberts, for approval of the retirement of Firefighter Clay Crow effective January 5, 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #191217.06

**Approval of Conditional Offer of Employment for T. Campbell**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval to extend a conditional offer of full-time employment to Tim Campbell effective January 20, 2020 at 0800 contingent upon successfully passing a full background check, physical exam, pre-employment drug screen, and psychological evaluation.

Vote: Buck- Yes Earman- Yes Roberts- Yes

Motion passed - #191217.07

**Approval of Conditional Offer of Employment for K. Campbell**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval to extend a conditional offer of full-time employment to Kyle Campbell effective January 20, 2020 at 0800 contingent upon successfully passing a full background check, physical exam, pre-employment drug screen, and psychological evaluation.

Vote: Buck- Yes Earman- Yes Roberts- Yes

Motion passed - #191217.08

**Approval of Assistant Fire Chief Employment Agreement-Young**

Motion by Mr. Roberts, seconded by Mr. Earman, for approval of a Resolution Establishing and Clarifying the Terms and Conditions of Employment for Gregory Young, the Individual Presently Employed as the Norwich Township Assistant Fire Chief.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #191217.09

In other matters, Chief Warren reported that he has reached a settlement offer with PERSO for the damaged engine for \$116,701.54 which includes storage and towing fees. This settlement includes PERSO taking possession of the engine.

**Approval of PERSO Engine Settlement**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval to accept the settlement offer from PERSO for \$116,701.54 and to complete the sworn statement for proof of loss. This settlement includes PERSO taking possession of the damage engine.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #191217.10

**CEMETERY & ROAD DEPARTMENT**

Mr. Thomas was absent from the meeting due to snow removal operations over the last 48 hours.

**FISCAL OFFICE**

Mrs. Miles provided the November credit card transaction reporting to Mr. Earman for review and attestation. Mrs. Miles requested approval of the following items:



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**Approval of 2019 Permanent Appropriation Transfers**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the 2019 Permanent Appropriations intra-fund reallocations in the amount of \$20,000 from General Fund-Capital Improvements to General Fund-Other to account for the Hilliard Food Pantry Donation. There is no change in the total appropriation amount, the amendment is to account for subcategory reallocations within funds.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.11

**Approval of 2020 Permanent Appropriations**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the 2020 Permanent Appropriations totaling \$22,577,700.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.12

**Approval of 2020 Wages Exhibit**

Motion by Mr. Buck, seconded by Mr. Roberts, for approval of the 2020 Wages Exhibit as detailed in the worksheet effective January 6, 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.13

**Approval to Rescind Resolution# 191105.03**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval to rescind Resolution # 191105.03 due to an update from the City of Hilliard for contracted police services in 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.14

**Approval of 2020 Police Costs Outlined in Exhibit A**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval of the updated costs outlined in Exhibit A totaling \$498,232.02 for contracted police services with the City of Hilliard for 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.15

**TOWNSHIP ADMINISTRATION**

Miss Julie Donnan, legal counsel with Brosius, Johnson & Griggs, provided an update on regulating parking on township roadways. According to Ms. Donnan, the Township has the authority to enact parking restrictions on township roadways. Most Townships have gone the criminal route because it is cost prohibitive to pursue the civil route. Based upon a review by the Franklin County Municipal Court, there have been some hiccups identified in the ORC 505.17 criminal process. Therefore, the matter of what the criminal process looks like has been placed on pause. If the Board chooses to keep the no parking signs in place, then Ms. Donnan recommends moving forward with adopting formal restrictions. Ms. Donnan confirmed that moving violations have a different legal authority than no parking. Ms. Donnan further confirmed that there are specific requirements to carry out the criminal process. The process includes the issuance of an affidavit of facts thru the Franklin County Municipal Court. Once the Clerk processes the affidavit, the summons is then issued to the vehicle owner. Established fines must be comparable to Franklin County's schedule. The maximum fine is \$100 and it would be considered a minor misdemeanor. Chief Fisher believes the work involved seems to outweigh the parking problems within the Township. He further confirmed that without the legal process in place, no parking cannot be enforced. Mr. Earman thinks the best resolution is to remove



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the no parking signs. The Board agreed to table the matter for further action until the January meeting in order to give everyone some time to evaluate the process.

**Approval to Conduct Internet Auctions**

Motion by Mr. Buck, seconded by Mr. Roberts, for approval of a Resolution Declaring Intent to Conduct Internet Auctions for The Sale of Unneeded, Obsolete or Unfit Personal Property Including Motor Vehicles, of Norwich Township for the Calendar Year 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.16

**Approval to Retain Brosius, Johnson, & Griggs LLC**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval of a Resolution Employing the Township's Attorneys, Brosius, Johnson, & Griggs LLC, on an Annual Basis for the Year 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.17

**Approval to Retain Steptoe & Johnson, PLLC**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval of a Resolution Employing the Township's Attorneys, Steptoe & Johnson PLLC, on an Annual Basis for the Year 2020. Mrs. Fisher noted that the hourly rate for partner is \$295 and associate is \$250.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.18

**Approval to Renew CLOUT Membership**

Motion by Mr. Buck, seconded by Mr. Roberts, for approval to renew membership with CLOUT, part of the Ohio Township Association, in 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.19

**Approval to Pay Elected Officials in 2020**

Motion by Mr. Roberts, seconded by Mr. Buck, for approval to pay the Township Trustees and Fiscal Officer in 2020 on a monthly basis in accordance with compensation established by Ohio Revised Code sections 505.24 and 507.09 for townships with a budget greater than \$10 million.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.20

**Approval of 2020 Trustee Meeting Schedule**

Motion by Mr. Roberts, seconded by Mr. Buck, for the approval of the 2020 Trustee Meeting Schedule which is set for the first Tuesday of each month at 6:00 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #191217.21

**TRUSTEE-OLD BUSINESS** - None

**TRUSTEE-NEW BUSINESS**

Mr. Earman swore in Trustee Tim Roberts to a new four-year term beginning January 1, 2020.

Mr. Earman swore in Fiscal Officer Jamie Miles to a new four-year term beginning April 1, 2020.



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**Election of 2020 Chairman**

Motion by Mr. Earman, seconded by Mr. Buck, to nominate Tim Roberts as Chairman of the Norwich Township Board of Trustees for 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #191217.22

**Election of 2020 Vice-Chairman**


Motion by Mr. Earman, seconded by Mr. Roberts, to nominate Chuck Buck as Vice-Chairman of the Norwich Township Board of Trustees for 2020.

Vote: Buck-Yes Earman-Yes Roberts-Yes

Motion passed - #191217.23

Motion by Mr. Buck, seconded by Mr. Roberts to adjourn from the regular meeting at 12:33 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes

  
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Larry Earman, Chairman

  
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Jamie Miles, Fiscal Officer