



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held **January 7, 2020**

The meeting was called to order at 6:00 pm by Chairman Tim Roberts.

Roll Call - **Timothy Roberts, Chairman – Present**
Charles Wm. Buck, Vice-Chairman – Present
Larry Earman, Trustee – Present

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 – None

PUBLIC PARTICIPATION – None

Approval of Trustee Meeting Minutes for 12/17/2019

Motion by Mr. Buck, seconded by Mr. Earman, for the approval of the Norwich Township Trustee meeting minutes for the regular meeting on December 17, 2019.

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #200107.01

POLICE DEPARTMENT

Chief Fisher provided the quarterly and annual statistical reports.

FIRE DEPARTMENT

A swearing in ceremony was held for Jake Wells who was promoted to the rank of Captain and Shane Gavin who was promoted to the rank of Lieutenant. Chief Warren requested approval of the Added Services Agreement with OHM Advisors for their additional design work on the storage building project. Chief Warren provided the Total Incidents Report and noted that calls for service went up by 125 calls for 2019.

Approval of OHM Added Services Agreement

Motion by Mr. Buck, seconded by Mr. Earman, for approval of an Added Services Agreement with OHM Advisors for the storage building project.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.02

CEMETERY & ROAD DEPARTMENT

Mr. Thomas requested approval of a grave buy back request from Mr. Richard Chamber.

Approval of Chamber Grave Buy Back

Motion by Mr. Buck, seconded by Mr. Earman, for approval of a grave buy back requested by Richard A. Chamber that was originally purchased on May 9, 1992 for \$300 (Block D, Lot 120, Grave 3).

Vote: Buck-Yes Earman- Yes Roberts- Yes Motion passed - #200107.03



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FISCAL OFFICE

Mrs. Miles provided the December credit card transaction reporting to Mr. Earman for review and attestation. Mrs. Miles expects to begin transacting business for 2020 on Thursday of this week.

TOWNSHIP ADMINISTRATION

Mrs. Fisher reported that there have been no updates received from the Franklin County Municipal Court and Rules Committee on regulating parking on Township roadways. Based upon the legal opinion received from Township counsel, Mrs. Fisher recommends removing all of the No Parking signage within the unincorporated areas of the Township. The Board agreed and directed Mr. Thomas to have the signs removed. Mrs. Fisher requested approval of a number of items included within the 2020 budget. She reported that along with Chief Warren, they completed the annual inventory check yesterday. In addition, Mrs. Fisher confirmed that the State Capital Budget worksheet for the Wesley Chapel Cemetery Expansion project was submitted to Senator Kunze's office on December 23, 2019.

Authorization to Remove No Parking Signs

Motion by Mr. Earman, seconded by Mr. Buck, to authorize the Roads Department to remove all No Parking road signs located within the unincorporated areas of the Township as soon as possible.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.04

Approval of Website Upgrade

Motion by Mr. Buck, seconded by Mr. Earman, for approval to upgrade the Norwich Township website through Revize, totaling \$12,100 with an annual fee of \$1,800. This item was included in the 2020 budget.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.05

Approval of Replacement Printers

Motion by Mr. Earman, seconded by Mr. Buck, for approval to purchase 13 replacement printers through Applied Laser Technologies, totaling \$15,121.76. This item was included in the 2020 budget. These new computers replace 11-year-old printers.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.06

Approval of Network and Wireless Re-design

Motion by Mr. Buck, seconded by Mr. Earman, for approval to of a network and wireless re-design through IT made Real, totaling \$25,168. This item was included in the 2020 budget.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.07

Approval of Backup Internet

Motion by Mr. Earman, seconded by Mr. Buck, for approval to purchase backup internet for Station 81, 82, and 83 through Spectrum, totaling \$119 per station per month, \$4,284 annually. This item was included in the 2020 budget.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.08



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Approval of Microsoft Office Annual Subscription

Motion by Mr. Buck, seconded by Mr. Earman, for approval to switch to an annual subscription base model for Microsoft Office 365 for all employees, totaling \$9,801. This item was included in the 2020 budget.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.09

Approval of Windows 10 Upgrade

Motion by Mr. Earman, seconded by Mr. Buck, for approval to upgrade 19 workstations from Windows 7 to Windows 10 through IT made Real, totaling \$2,451. This item was included in the 2020 budget.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.10

Approval of SSB Courtroom Microphones

Motion by Mr. Buck, seconded by Mr. Earman, for approval to add 3 microphones in the SSB courtroom through Ohio Valley AV, totaling \$5,385.25. This is a split cost with the City of Hilliard and was included in the 2020 budget.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.11

Approval of Wesley Chapel Bid Process

Motion by Mr. Buck, seconded by Mr. Roberts, for approval to proceed with the open bid process for the Wesley Chapel Cemetery Expansion project through OHM Advisors not to exceed \$1,299,940. Pursuant to ORC 505.262 and 517.11, this project includes the purchase of columbariums. The project also includes a 10 percent owners' contingency.

Vote: Buck-Yes Earman-Yes Roberts-Yes Motion passed - #200107.12

TRUSTEE-OLD BUSINESS - None


TRUSTEE-NEW BUSINESS

Officer Jason Uronk introduced himself as the new liaison office with the Franklin County Sheriff's office.

Mr. Brent Voss and Mr. Ben Babcanec with Heartland Bank introduced themselves and asked to meet to discuss how they could help the Township.

Motion by Mr. Buck, seconded by Mr. Earman to adjourn from the regular meeting at 6:30 pm.

Vote: Buck-Yes Earman-Yes Roberts-Yes



Timothy Roberts, Chairman



Jamie Miles, Fiscal Officer