



RECORD OF PROCEEDINGS

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

5181 NORTHWEST PARKWAY, HILLIARD, OHIO

Held

March 12, 2020

The emergency special meeting was called to order at 11:00 AM by Chairman Timothy Roberts.

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

Also Present – **Jamie Fisher, Township Administrator**
Jeff Warren, Fire Chief
Robert Fisher, Police Chief
Andy Teater, City of Hilliard Council President
James Mosaic, City of Hilliard Safety Director
Greg Young, Assistant Fire Chief
Lamar Sweigart, Bureau Chief
Kelly Clodfelder, City of Hilliard Staff Attorney

Emergency Special Meeting

The Board discussed Township operations and facility management during the state of emergency due to COVID-19. Mr. Buck shared that the Franklin County Public Health Commissioner, Joe Mezzola indicated that the Governor will be adding more restrictions to reduce social spreading. Chief Warren shared that by reducing building occupancy we can reduce the risk of social spreading within our facilities. Chief Fisher shared that Mayors Court will be the most difficult. Mrs. Clodfelder shared that at the Direction of Michelle Crandall and Phil Hartman, Mrs. Clodfelder contacted the City's Magistrate and the City's Prosecutor, Dawn Steele to research what other cities and what Franklin County is planning to do and discussing options for Mayors Court. Chief Fisher shared that the jail will remain in operation at the Safety Services Building. He discussed other options for managing Mayors Court. Chief Fisher agreed to postpone all public programming for our facilities. Chief Warren requested that the Drug Court program be an item for discussions to maintain the program. Mr. Teater shared his thoughts that it would not be beneficial to the overall reduction of interaction and social spreading if the city relocated Mayors Court to the County building. Chief Fisher shared his concern remains with what people bring into the SSB that could spread to the first responders. Chief Warren shared that Norwich Township is on a five-phase plan. He shared that a recommendation coming out of this emergency is to increase credit card limits for emergency purchasing. Chief Warren requested that his credit card limit be increased to \$20,000 until readdressed on April 15, 2020 or later. Chief Warren also requested that we contact bio-hazard cleaning companies for a significant exposure or if the Township experiences a walk in to the SSB EMS treatment room. Mr. Buck agreed that the Township should subcontract the cleaning to reduce the exposure of COVID-19 to employees. Chief Warren shared that the Township has located an area for employees to be quarantined if exposed to a confirmed case of COVID-19. Mr. Roberts shared that he believes that the access to the meeting rooms should be reduced. Mr. Buck requested that we meet in two weeks to discuss closing the meeting rooms until April 15, 2020. Chief Fisher requested that the Board give authority to the Fire Chief and Police Chief to extend the closure date for the Township meeting rooms. Mr. Buck requested that the meeting room applicants be contacted individually if the Township closes the meeting rooms. Chief Warren requested that we close the



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meeting rooms and Chief Fisher agreed for non-essential meetings. Director Masic agreed that non-essential use of the Townships meeting rooms needs to be postponed at this time. Chief Fisher shared that their department is prepared to change the police departments response protocols to protect officers and continue to protect and serve the community. Mr. Buck requested meeting in two weeks to review the Township position on the COVID-19 state of emergency. Mr. Buck requested that the Township Administrator contact meeting room applicants, post signs on doors of meeting rooms, and communicate to the City of Hilliard Communications Director that the rooms will be closed.

Motion by Mr. Buck, seconded by Mr. Roberts, to increase Chief Warren’s credit card limit to \$20,000 for needed expenses due to the COVID-19 state of emergency.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Motion passed - #200312.01

Motion by Mr. Buck, seconded by Mr. Roberts, to authorize the Township Administrator to secure a bio cleaning company for all Township facilities and vehicles.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Motion passed - #200312.02

Motion by Mr. Buck, seconded by Mr. Roberts, to postpone all non-essential meeting room usage until March 31, 2020 or unless directed by Chief Warren and Chief Fisher to extend the date of closure.

Vote: Buck-Yes Earman-Absent Roberts-Yes

Motion passed - #200312.03

Motion by Mr. Buck, seconded by Mr. Roberts to adjourn from the emergency special meeting at 11:25 AM.

Vote: Buck- Yes Earman- Absent Roberts- Yes

Motion passed - #200312.04

Timothy Roberts, Chairman

Jamie Fisher, Township Administrator