

Minutes of June 13, 2023

Record of Proceedings

The Washington Township Board of Trustees regularly scheduled meeting held at the Washington Township Administration Building, 6200 Eiterman Road, Dublin, Ohio, on June 13, 2023, at 6:00 p.m., with Mr. Charles Kranstuber, Chairman, calling the meeting to order, and it opened with the Pledge of Allegiance.

Roll call – Mr. Charles Kranstuber, Chair – Present
 Mr. Stu Harris, Vice Chair – Present
 Mr. Jan Rozanski, Trustee – Present

Opportunity for Residents to Speak Regarding Items Not on the Agenda:

Mr. Gene Bostic was present and stated he is still working on securing land for a cemetery. Mr. Mike Reese, property owner of land surrounding current cemetery on Cosgray Road is not interested in selling property. No action taken or discussed at this time.

Sheriff’s Report:

Deputy Burton Haren was present and submitted written report for the Trustees to review and a discussion was held. Append #001

Adopting the 2024 Temporary Budget:

Mr. Eric Richter presented the 2024 Tax Budget summary for Washington Township. Ohio Revised Code 5705.28 mandates adoption of the tax budget by a taxing authority no later than July 15th of each year for the next succeeding year. The primary purpose of the tax budget is to set property tax rates, and allocate local government fund dollars.

Estimated Revenues

The Township has received our most recent Certificate of Estimated Resources from the Franklin County Budget Commission as of March 29, 2023, representing modest increases in both General Fund and Fire Fund tax levy receipts. The EMS Billing Fund estimate remains flat based on historical performance.

In late 2022, Washington Township received its first settlement receipts from the OneOhio Opioid Settlement agreement. We are estimating future receipts conservatively until we have better performance data to more accurately project future revenues.

Estimated Revenues by Fund

	2023 Permanent Budget	2024 Tax Budget	Percent Change between 2023 Permanent Budget and 2024 Tax Budget
General Fund	\$ 1,498,567	\$ 1,510,663	0.8%
Motor Vehicle Fund	\$ 5,500	\$ 5,500	0.0%
Gasoline Fund	\$ 125,000	\$ 125,000	0.0%
Police Fund	\$ -	\$ -	0.0%
Fire Fund	\$ 21,504,689	\$ 21,582,481	0.4%
EMS Billing Fund	\$ 900,000	\$ 900,000	0.0%
OneOhio Opioid Fund	\$ 10,119	\$ 20,000	97.6%
TOTAL REVENUES	\$ 24,043,875	\$ 24,143,644	0.4%

Expenditure Appropriations

Proposed 2024 expenditure appropriations decreased significantly in two funds, the General Fund and the OneOhio Opioid Settlement Fund. The decrease in the General Fund are related to expenditures associated with the Amlin area improvement project being completed; and the OneOhio Opioid Settlement Fund is related to uncertainty regarding future revenues and amounts. The Fire Fund represents a modest decrease of 2.3%, primarily related to large-expense capital outlays.

Fire Fund Capital Outlay and EMS Billing Fund Capital

We expect an engine currently in production to be delivered and payable in calendar year 2024. This expense has been captured in the Fire Fund; however, a portion of these costs may be allocated to EMS Billing Funds prior to adopting a 2024 permanent budget. The 20.7% increase in the EMS Billing Fund is directly related to the Capital line item.

Proposed Appropriations by Fund

	2023 Permanent Budget	2024 Tax Budget	Percent Change between 2023 Permanent Budget and 2024 Tax Budget
General Fund	\$ 2,722,280	\$ 1,200,780	-55.9%
Motor Vehicle Fund	\$ 15,000	\$ 15,000	0.0%
Gasoline Fund	\$ 171,600	\$ 156,600	-8.7%
Police Fund	\$ 20,000	\$ 20,000	0.0%
Fire Fund	\$ 26,024,579	\$ 25,414,749	-2.3%
EMS Billing Fund	\$ 1,205,000	\$ 1,455,000	20.7%
OneOhio Opioid Fund	\$ 35,071	\$ 20,000	-43.0%
TOTAL EXPENDITURES	\$ 30,193,530	\$ 28,282,129	-6.3%

Resolution to Adopt the 2024 Temporary Budget:

Mr. Kranstuber introduced and moved the adoption of the following Resolution:

RESOLUTION TO APPROVE THE 2024 TEMPORARY BUDGET APPROPRIATIONS

WHEREAS the levels of resources have been identified for the 2024 fiscal year, and

WHEREAS appropriate planning and consultation within the Township has been accomplished; and

WHEREAS the Township's Fiscal Officer, Administrator and the Fire Chief are now prepared to present the 2024 Temporary Budget; and

WHEREAS the Township's Fiscal Officer, Administrator and the Fire Chief have prepared the 2024 Temporary Budget Appropriations resolution;

NOW THEREFORE BE IT RESOLVED, that the 2024 Temporary Appropriations and Fiscal Operating, Capital and Debt Service Budgets of Washington Township, Franklin, Delaware and Union Counties, Ohio, for fiscal year 2024 as supported in the accompanying documentation and approved by the Trustees, Fiscal Officer, Administrator and the Fire Chief, to make expenditures within the projected income levels, provided that bills and payrolls shall be submitted to and approved for payment upon resolution of the Board; and

BE IT FURTHER RESOLVED, that the Fiscal Officer be instructed to incorporate the Temporary Budget Resolutions, and all supporting documents into the minutes and appendices of this meeting, and to file these materials with the official records of this Township.

BE IT FURTHER RESOLVED, that it is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

BE IT FURTHER RESOLVED that this Resolution shall take effect and be in force at the earliest time permitted by law.

Mr. Harris seconded the motion, the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted.

#2023.06.13.001

Append #002

Resolution to Promote Jeremy Elkins:

Mr. Kranstuber introduced and moved the adoption of the following Resolution:

RESOLUTION TO PROMOTE JEREMY ELKINS AS A FULL-TIME PROBATIONARY LIEUTENANT

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents, and;

WHEREAS, a need to fill a vacancy, occurring on May 25, 2023, in the position of lieutenant, and;

WHEREAS, to adequately provide services, it is necessary to fill the vacancy in the position, and;
WHEREAS, the appointment is being recommended by the human resource manager, fire chief and township administrator;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

Section 1. The Board approves the promotion of:
Name: Jeremy Elkins
Position: Probationary Lieutenant
Classification: Uniformed Full-Time Non-Exempt
Base Salary: \$105,597.08
Effective date: June 24, 2023

Section 2. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall take effect and be in force at the earliest time permitted by law.
Mr. Rozanski seconded the motion, the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted.

#2023.06.13.002
Append #003

Resolution Concluding Employment for Matthew Wiehe:

Mr. Kranstuber introduced and moved the adoption of the following Resolution:

A RESOLUTION CONCLUDING MATTHEW R. WIEHE’S EMPLOYMENT AS A PART-TIME FIREFIGHTER/EMT-B

WHEREAS, the Board of Township Trustees of Washington Township hired Matthew R. Wiehe on February 10, 2022, and

WHEREAS, the Board of Trustees for Washington Township recognizes that Matthew R. Wiehe has communicated his intention to resign to pursue other opportunities.

NOW, **THEREFORE, BE IT RESOLVED** by the Board of Trustees of Washington Township, Franklin, Delaware, and Union Counties, State of Ohio:

Section 1: The Board of Trustees hereby approves the resignation of:
Name: Matthew R. Wiehe
Position/Department: Firefighter-EMT-B/Fire
Classification: Part-Time
Effective date: June 15, 2023

Section 2: Matthew R. Wiehe is eligible for rehire;

Section 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board and that all deliberations of the Board and any of the decision making bodies of the Board of Trustees which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

Section 4: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Mr. Harris seconded the motion, the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted.

#2023.06.13.003
Append #004

Resolution Rescinding Offer of Employment to Hayden Hull:

Mr. Rozanski introduced and moved the adoption of the following Resolution:

A RESOLUTION RESCINDING HAYDEN HULL’S OFFER OF EMPLOYMENT AS A PART-TIME FIREFIGHTER / EMT-B

WHEREAS, Washington Township conditionally offered Hayden Hull part-time employment as a Firefighter / EMT-B on April 17, 2023, contingent upon satisfactory results of his background check, psychological screening, polygraph, fit-for-duty physical, and drug screen; and

WHEREAS, using this conditional offer, the Board of Trustees of Washington Township adopted a resolution, on May 23, 2023, to hire Hayden Hull; and

WHEREAS, having reviewed the results of Hayden Hull’s checks, screens, and examinations, the Washington Township Fire Chief, Assistant Fire Chief and Human Resource Manager believe all the results are not satisfactory. As a result, it is believed Hayden Hull has not met the condition placed upon the Township’s offer of employment and recommends it be rescinded.

NOW, **THEREFORE, BE IT RESOLVED** by the Board of Trustees of Washington Township, Franklin, Delaware, and Union Counties, State of Ohio:

Section 1: The Board of Trustees hereby rescinds the following offer of employment:

- Name: Hayden Hull
- Position/Department: Firefighter-EMT-B/Fire
- Classification: Part-Time
- Effective date: May 31, 2023

Section 2: It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board and that all deliberations of the Board and any of the decision making bodies of the Board of Trustees which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

Section 3: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Mr. Harris seconded the motion, the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted.

#2023.06.13.004
Append #005

Resolution Rescinding Employment Offer to Patrick Sullivan:

Mr. Rozanski introduced and moved the adoption of the following Resolution:

A RESOLUTION RESCINDING PATRICK SULLIVAN’S OFFER OF EMPLOYMENT AS A PART-TIME FIREFIGHTER/EMT-B

WHEREAS, Washington Township conditionally offered Patrick Sullivan part-time employment as a Firefighter/EMT-B on April 17, 2023, contingent upon satisfactory results of his background check, psychological screening, polygraph, fit-for-duty physical, and drug screen; and

WHEREAS, using this conditional offer, the Board of Trustees of Washington Township adopted a resolution, on May 23, 2023, to hire Patrick Sullivan; and

WHEREAS, having reviewed the results of Patrick Sullivan’s checks, screens, and examinations, the Washington Township Fire Chief, Assistant Fire Chief and Human Resource Manager believe all the results are not satisfactory. As a result, it is believed Patrick Sullivan has not met the condition placed upon the Township’s offer of employment and recommends it be rescinded.

NOW, **THEREFORE, BE IT RESOLVED** by the Board of Trustees of Washington Township, Franklin, Delaware, and Union Counties, State of Ohio:

Section 1: The Board of Trustees hereby rescinds the following offer of employment:

- Name: Patrick Sullivan
- Position/Department: Firefighter-EMT-B/Fire
- Classification: Part-Time
- Effective date: May 31, 2023

Section 2: It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board and that all deliberations of the Board and any of the decision making bodies of the Board of Trustees which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

Section 3: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Mr. Harris seconded the motion, the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted. #2023.06.13.004 Append #005

Resolution Authorizing Payment from the General Fund:

Mr. Kranstuber introduced the following resolution and moved its passage:

RESOLUTION AUTHORIZING THE PAYMENT FROM THE GENERAL FUND FOR EXPENSES INCURRED FOR REMOVAL OF WILD VEGETATION AND TRASH DEBRIS Ohio Revised Code § 505.87

WHEREAS, the occupants at 6114 Shier Lane, Dublin, Ohio, 43016, Washington Township, Franklin, Delaware and Union Counties, Ohio (the "Property"), have been determined to have established and perpetuated an actionable nuisance violation at the Property; and

WHEREAS, the Board has determined that the nuisance being maintained by the occupants at the Property threatens the public health, safety and environment; and

WHEREAS, in the interests of the public health, safety and environment, the Board desires to provide for the immediate abatement, control and/or removal of the nuisance being maintained by the occupants of the Property.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TOWNSHIP TRUSTEES, WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE AND UNION COUNTIES, OHIO, THAT:

Section 1: The Board hereby authorizes payment, if necessary, from the Township General Fund, currently estimated at \$5,000, for removal of wild vegetation and trash debris at the Property.

Section 2: The Administrator and Fiscal Officer are authorized, on behalf of the Board, to arrange and effectuate the removal of the wild vegetation and trash debris at the Property and to arrange a lien on the Property relating to the cost of such removal.

Section 3: It is hereby found and determined that all formal actions of the Board concerning and relating to the passage of this resolution were taken in an open meeting of the Board, and that all deliberations of the Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.

Mr. Harris seconded the motion, the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted. #2023.06.13.005 Append #006

Motion to Authorize the Township Administrator to Enter Into Agreement:

Chief Alec O'Connell stated in our 2023 Capital budget, we identified the need to update Station 95 as part of our scheduled facility-remodeling plan. The Board at the last meeting approved the majority of the remodeling project. The final portion of the project is the replacement of the original kitchen cabinets with center-island and an additional cabinet for the officer's room. We received two bids, which included replacement of the cabinets and removal and disposal of the old cabinets. Custom Woodworking Inc. submitted the lowest bid at a cost not to exceed \$27,000.

Motion:

Motion by Mr. Kranstuber, seconded by Mr. Harris, to authorize the Township Administrator to enter into an agreement with Custom Woodworking Inc. for cabinet removal and replacement for Station 95 as part of our scheduled facility-remodeling project. Motion approved.

#2023.06.13.006
Append #007

Motion Authorizing the Township Administrator to Purchase Network Cabling & Switches:

Mr. Richter stated as part of maintaining our existing I.T. network and infrastructure that supports all five of our buildings and connectivity to our external server, network switches periodically need to be updated and/or replaced. CompuCorp has evaluated our network switches and cabling, and provided the quote to update this infrastructure. This cost was included as part of our Information Technology capital budget for 2023.

Motion:

Motion by Mr. Rozanski, seconded by Mr. Harris, authorizing the Township Administrator to purchase network cabling and switches for all five buildings and to our server housed at Dartpoints, cost not to exceed \$13,000. Motion approved.

#2023.06.13.007
Append #008

Motion to Approve Job Description and Position:

Mr. Richter stated in February 2021, Anna Worman retired as the Township’s Administration Manager, which provided administrative support to the Fire Department. Ms. Worman’s position has not been backfilled as, following her retirement, it was determined the position needed reevaluated and updated. Also, the Covid-19 pandemic resulted in building closures and the suspension of certain Township services which contributed to a reduced work load at that time.

Since 2021, the Township Administrator, Fire Chief and Human Resource Manager have identified areas of position expansion and the need to enhance the position’s qualifications, knowledge, skills and abilities to provide a higher level of internal and external customer service. Additionally, the Township has fully resumed all classes and services that previously had been disrupted due to the Covid-19 pandemic. We believe the time has come to fill this position.

The Management Assistant position will replace the Administration Manager position, and will be included in the same pay band as the Administration Manager position. Beginning pay starts at \$48,468.74 to a mid-range of \$62,139.41, maxing out at \$75,810.06.

Discussion held regarding the pay scale.

Motion:

Motion by Mr. Kranstuber, seconded by Mr. Harris, to approve the Management Assistant job description and authorizes the replacement of the Administrative Manager position with the Management Assistant position on the Township’s pay and compensation plan schedule. Motion approved.

Noting: the Position Description attached to the Meeting Minutes #2023.06.13.008
Append #009

Motion to Approve Fitness-For-Duty Policy:

Ms. Catherine Grossman stated in the past, the Township’s Fire Department has practiced and utilized Fitness-for-Duty examination for chronic medical and mental conditions without a formal policy memorialized. This policy provides clarity and consistency to ensure the health and safety of employees and the community.

Discussion held. Attorney Pete Griggs with Brosius, Johnson and Griggs, was present to answer any questions regarding the policy.

Motion:

Motion by Mr. Kranstuber, seconded by Mr. Harris, to approve the Fitness-for-Duty Policy, and to approve incorporating the Fitness-for-Duty Policy within the Township’s other adopted policies and procedures. Motion passed.

#2023.06.13.009
Append #010

Motion to Approve Department Chaplains:

Chief O’Connell explained to the Board several years ago the Board of Trustees implemented the department Chaplain program, which has proven to be a valuable component of our mental health and wellness program. The Chaplain’s position does not receive additional compensation and is typically filled by active full-time firefighters with the necessary training. Due to retirements, the department only has one Chaplain available to respond if needed. In an effort to sustain the program, two firefighters recently completed the training required and were recommended by the department Chaplain Coordinator to be added to the Chaplain list. To officially recognize these members as official department Chaplains requires an approval from the Board of Trustees.

Motion

Motion Mr. Kranstuber, seconded by Mr. Harris, to approve Firefighter Jeremy Ross and Firefighter Kyler Denbow as Washington Township’s Fire Department Chaplains. Motion approved.

#2023.06.13.010
Append #011

Approval of the Consent Agenda:

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, approving the consent agenda as follows:

- Meeting Minutes of May 23, 2023, as presented
- Bills: May 31, 2023 \$ 283,850.45

- Electronic Payments May 2023 \$1,229,608.22
- Medical Payments May 2023 \$ 193,094.60
- Payroll: Monthly June 2, 2023 \$ 9,137.32
- Payroll: June 9, 2023 \$ 605,249.24
- Monthly Financial Report April

Motion passed.

#2023.06.13.011
Append #012

Round Table Discussion:

Administrator, Department Heads and Trustees, held discussions and updates given, but no action taken.

Mr. Richter stated Amlin Area Project is nearing completion. They have re-seeded the grass in the right-of-ways and the trees and landscaping is being watered, however, the trees and landscaping is guaranteed for a year, should they die.

Chief John Donahue stated the department is working on securing grants to purchase AED’s for the public parks, in case of a health need from someone in the park, cost estimate is \$21,000.

Ms. Grossman requested approval for the Township to extend the COBRA Benefits for an additional three months for the Swank Family, due to the death of Firefighter Charles Swank. The Board agreed.

Adjourn Meeting:

Meeting of June 13, 2023, adjourned at approximately 6:35 p.m.

Mr. Charles Kranstuber, Chair

Ms. Joyce E. Robinson, Fiscal Officer