

Minutes of July 16, 2019

### **Record of Proceedings**

Regular meeting of the Washington Township Board of Trustees was held at the Washington Township Administration Building, 6200 Eiterman Road, Dublin, Ohio, on July 16, 2019, at 6:00 p.m. Meeting was called to order by Mr. Charles Kranstuber, Chair, and the meeting opened with the Pledge of Allegiance.

Roll call – M. Charles Kranstuber, King, Chair – Present  
 Mr. Gene Bostic, Vice Chair, - Present  
 Ms. Denise Franz King, Trustee – Present

### **Sheriff's Report:**

Franklin County Sheriff's Deputy was present to give updated report and traffic study results of Cosgray and Dublin Roads. Append #001

### **Resolution to Promote:**

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

### **RESOLUTION TO PROMOTE SHAWN M. HARDING TO FULL-TIME PROBATIONARY FIREFIGHTER / PARAMEDIC**

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 June 19, 2019, in the position of full-time firefighter, 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: Shawn M. Harding  
 Position: Probationary Firefighter / Paramedic  
 Classification: Uniformed Full Time Non-Exempt  
 Salary: \$58,849.69 annually  
 Effective date: July 27, 2019

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. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted July 16, 2019. #2019.07.16.001

Append #002

### **Resolution to Promote:**

Ms. King introduced and moved the adoption of the following Resolution:

### **RESOLUTION TO PROMOTE CHAD R. HARVEY TO FULL-TIME PROBATIONARY FIREFIGHTER / PARAMEDIC**

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

WHEREAS, a need to fill a vacancy, occurring no later than October 2019, in the position of full-time firefighter, 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: Chad R. Harvey  
 Position: Probationary Firefighter / Paramedic

Classification: Uniformed Full Time Non-Exempt  
 Salary: \$75,477.67 annually  
 Effective date: July 27, 2019

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. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted July 16, 2019. #2019.07.16.002

Append #003

**Resolution MKSK Consultants Agreement:**

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

A RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH MKSK AND EMH&T ENGINEERING TO COMPLETE PHASE ONE OF THE AMLIN AREA NEIGHBORHOOD IMPROVEMENT PROJECT ENGAGEMENT; FOCUSED ON NEIGHBORHOOD/COMMUNITY ANALYSIS, EXISTING STUDY AND PLANS REVIEW, SUMMARY OF UNDERSTANDING, AND DRAFT PLAN RECOMMENDATIONS, COST NOT TO EXCEED \$38,243.00.

WHEREAS, Washington Township released a Request for Proposal (RFP) on June 1, 2019 for Consulting and Planning of the Amlin Area (Washington Township) Neighborhood Improvement Project that was due on June 21, 2019 at 3:00PM; and

WHEREAS, MKSK and EMH&T partnered together in their proposal which was received timely and in advance of the RFP deadline; and

WHEREAS, Representatives of both firms attended a special meeting of the Board of Trustees on July 9, 2019 to provide a formal presentation of their proposal; and

WHEREAS, the Board of Trustees and Township Administrator requested revisions to the original cost proposal and project timeline.

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

SECTION 1: The Township Administrator is authorized and directed to enter into an agreement between Washington Township and MKSK/EMH&T to complete Phase One of the proposed scope of services.

SECTION 2: The Phase One scope of services includes the project kick-off, neighborhood tour, current community analysis, past study and plans review, summary of understanding report and draft plan recommendations.

SECTION 3: The cost of the Phase One scope of services is not to exceed \$38,243.00 and Washington Township is not obligated to carry out the Phase Two scope of services without prior authorization of the Board of Trustees.

SECTION 4: 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.

Mr. Bostic seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted July 16, 2019. #2019.07.16.003

Append #004

**Mobile Security System:**

The final stage of our security initiative is to assure all medic vehicles are locked and secure when in the station or on an emergency call. In an effort to maintain consistency, we worked with Silco (our security company) to develop a system that uses our current access cards through card readers to limit access to our vehicles. This system meets the Board of Pharmacy recommendation in regard to limiting access to certain medication by the use of seals or security device. The implementation of this system will track all individuals entering the vehicle and allow crews to operate more efficiency by reducing the number of seals required on the kits. The system will be installed on all front line and back-up medical vehicles. The cost is \$2,550 per vehicle with a monthly maintenance fee of \$14 per month, per vehicle. The total cost of the Silco system with installation shall not exceed \$15,500

**Motion to Approve Purchase:**

Motion by Mr. Bostic, seconded by Mr. Kranstuber, to approve the mobile security system for all EMS vehicles through Silco, Capital outlay not to exceed \$15,500, with a monthly maintenance fee of \$14 per month per vehicle for a total of \$84 per month. This Capital expenditure was budgeted for expense from the EMS Billing Fund. Motion passed.

#2019.07.16.004

Append #005

**Fire Department Written Test:**

As part of the promotional process, the department administers a written test to all candidates. The test questions are developed by an independent agency based on reference material selected by the department. The captain's test is scheduled for October of this year. We received a quote from Ergometrics to develop the written exam with 150 questions at a cost not to exceed \$3,100.

**Motion to Approve Expenditure:**

Motion by Ms. King, seconded by Mr. Kranstuber, to approve the expenditure for the development of a written exam not to exceed \$3,100. Appropriation of funds from the Fire Fund Account. Motion passed.

#2019.07.16.005

Append #006

**EMS & Fire Continuing Education:**

All members of the department complete monthly continuing education using an on-line format. This training is supplemental to ensure each member can recertify his or her state certifications when needed. Currently the department uses Centrelearn, whose contract expired June 16, 2019. Centrelearn includes multiple software modules that are not necessary or used in our operation. Cleveland State University offers a training platform that is only education; no additional software is necessary or offered. This will allow for a significant financial savings.

**Motion to Approve Expenditure:**

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to authorize the Township Administrator to enter into a 1-year contract with Cleveland State University for online EMS and Fire Continuing Education in the amount not to exceed \$3,175. Appropriation of funds from the Fire Fund Account. Motion passed.

#2019.07.16.006

Append #007

**Branding & Logo Usage Guidelines & Implementation Plan:**

In May of 2018, the Township selected Ibel Agency as its contractor for the development of the Township's brand. Specifically, this project was to accomplish the following:

- Articulate the Township's identity using visual and written tools in a way that (1) reflects the association between the Township, its Fire Department and the majority of its population (City of Dublin residents), (2) aligns with our customer's beliefs and values, and (3) demonstrates a shared set of beliefs between staff and residents which support common goals.
- Create messaging and brand positioning statements that express the Township's mission while shaping future Township communication efforts.
- Create brand positioning from the perspective of our customer's lives, shaping how our customers experience the Township at every touch point and focusing on creating demand for the use of the Township's services and programs.
- Help differentiate Washington Township as the Fire service provider for the City of Dublin.
- Create a cohesive, consistent, and memorable visual identity for the Township that can be used in printed and digital formats.

Requested Action: Adopt Branding & Logo Usage Guidelines and Brand Implementation Plan

Two deliverables resulting from this project are the Branding and Logo Usage Guidelines and Brand Implementation Plan. The Branding and Logo Usage Guidelines specify the technical attributes of the Township and Fire Department logos (colors, clear space, minimum size, usage with third party logos, patch accommodations) and other visual aspects of the brand such as typography, tag line, photography, and suggestions for administrative use (i.e. letterhead, business cards, social media channel headers etc.).

The Brand Implementation Plan suggests an internal communications structure and process designed to help control the consistency of how the Township's visual identity system is applied throughout all its communications efforts. Also included in the plan is a suggested timeline for updating all brand assets, which have been assigned one of three priority groups based on their visibility to the public.

**Motion to Adopt Branding & Logo Usage Guideline & Implementation Plan:**

Motion by Ms. King, seconded by Mr. Kranstuber, to adopt the Branding and Logo Usage Guideline and Implementation Plan as presented. Motion passed.

#2019.07.16.007

Append #008

Motion to Accept Firehouse Sub Public Safety Foundation Grant:

Motion by Mr. Kranstuber, seconded by Ms. King, to accept the Firehouse Sub Public Safety Foundation Grant in the amount of \$15,741.44 as presented. Motion passed.

#2019.07.16.008

Append #009

**Resolution for Removal of Wild Vegetation and Trash Debris:**

Mr. Bostic 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 Revised Code §505.87

WHEREAS, the occupants (the "Occupants") at 6191 Cosgray Road, 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, Occupants have been previously notified of such determination by the Township, been given time to remediate it and have not acted; 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 \$1,000.00, 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. Kranstuber seconded the motion and after discussion a roll call vote was taken with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2019.07.16.009

Append #010

**Resolution for Removal of Junk Motor Vehicles:**

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

RESOLUTION AUTHORIZING THE PAYMENT FROM THE GENERAL FUND FOR EXPENSES INCURRED FOR REMOVAL OF JUNK MOTOR VEHICLE Ohio Revised Code § 505.871

WHEREAS, the occupants (the "Occupants") at 6191 Cosgray Road, 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, Occupants have been previously notified of such determination by the Township, been given time to remediate it and have not acted; 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 \$2,000.00, for removal of a junk motor vehicle 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 junk motor vehicle 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. Bostic seconded the motion and after discussion a roll call vote was taken with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2019.07.16.010

Append #011

**Approval of the Minutes:**

Meeting Minutes for June 11, 2019 were deferred until next meeting.

Motion by Mr. Kranstuber, seconded by Ms. King, to approve the meeting minutes for July 9, 2019, as amended. Motion passed.

#2019.07.16.011

**Approval of Bills, Payroll and Transfers:**

Motion by Mr. Bostic, seconded by Ms. King, to ratify the bills for the Township, and to include all the now and then certificates, dated June 15, 2019, in the amount of \$98,147.53. Motion passed.

#2019.07.16.012

Append #012

Motion by Ms. King, seconded by Mr. Kranstuber, to ratify the bills for the Township, and to include all the now and then certificates, dated June 30, 2019, in the amount of \$170,428.70. Motion passed.

#2019.07.16.013

Append #013

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to ratify the Electronic bills for the Township, and to include all the now and then certificates, dated May 2019, in the amount of \$1,495,317.05. Motion passed.

#2019.07.16.014

Append #014

Motion by Mr. Bostic, seconded by Ms. King, to ratify the Electronic bills for the Township, and to include all the now and then certificates, dated June 2019, in the amount of \$1,230,791.82. Motion passed.

#2019.07.16.015

Append #015

Motion by Ms. King, seconded by Mr. Bostic, to approve the UMR Medical Bills for May 2019, in the amount of \$249,846.85. Motion passed.

#2019.07.16.016

Append #016

Motion by Mr. Kranstuber, seconded by Ms. King, to approve the UMR Medical Bills for June 2019, in the amount of \$235,434.18. Motion passed.

#2019.07.16.017

Append #017

Motion by Mr. Bostic, seconded by Mr. Kranstuber, to ratify the transfers for April 2019, in the amount of \$147,805.93. Motion passed.

#2019.07.16.018

Append #018

Motion by Ms. King, seconded by Mr. Bostic, to ratify the transfers for May 2019, in the amount of \$36,436.49. Motion passed.

#2019.07.16.019

Append #019

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to ratify the payroll for June 7, 2019, in the amount of \$9,442.25. Motion passed.

#2019.07.16.020

Append #020

Motion by Mr. Bostic, seconded by Ms. King, to ratify the payroll for June 14, 2019, in the amount of \$496,698.83. Motion passed.

#2019.07.16.021

Append #021

Motion by Ms. King, seconded by Mr. Kranstuber, to ratify the payroll for June 28, 2019, in the amount of \$404,838.00. Motion passed.

#2019.07.16.022

Append #022

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to ratify the payroll for July 5, 2019, in the amount of \$9,442.25. Motion passed.

#2019.07.16.023

Append #022

Motion by Ms. King, seconded by Mr. Kranstuber, to ratify the payroll for July 12, 2019, in the amount of \$494,266.10. Motion passed.

#2019.07.16.024

Append #024

**Round Table Discussion:**

Mr. Eric Richter advised the Board that the Jerome Road Fire Department Property has been accepted for annexation into the City of Dublin.

Mr. Bostic made the announced that he will not be seeking re-election for the position of Washington Township Trustee on the November ballot.

**Adjourn Meeting:**

Meeting of July 16, 2019, adjourned at approximately 7:07 p.m.

---

Mr. Charles Kranstuber, Chair

---

Ms. Joyce E. Robinson, Fiscal Officer