

**Minutes of November 14, 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 November 14, 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

**Oath of Office:**

Mr. Kranstuber administered the oath of office to the following:

- Robert (Bobby) Gerodimos Full-Time Firefighter, badge pinned by Fire Chief Alec O’Connell;

Chief O’Connell welcomed Firefighter Gerodimos to the Washington Township Fire Department family. He reminded the family members in attendance that the goal of WTFD is to take care of the firefighters, and asked for the family’s help in ensuring the firefighters take advantage of the mental health services offered by WTFD when needed.

**Franklin County Sheriff’s Report:**

Deputy Burton Haren was present and submitted a written and verbal report to the Trustees for October 24 through November 14, 2023 Append #001

**Opportunity for Residents to Speak:**

No comments.

**Resolution to Promote:**

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

**RESOLUTION TO PROMOTE NATHAN C. ZWEIZIG AS A FULL-TIME PROBATIONARY FIREFIGHTER/EMT-B**

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

WHEREAS, a need to fill a vacancy, occurring sometime between now and in the first quarter of 2024, in the position of 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: Nathan C. Zweizig
- Position: Probationary Firefighter / EMT-B
- Classification: Uniformed Full-Time Non-Exempt
- Base Salary: \$64,300.58
- Effective date: November 25, 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, and the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted.

#2023.11.14.001  
Append #002

**Resolution to Establish a Flex Spending Account:**

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

**A RESOLUTION CREATING AND ESTABLISHING A FLEXIBLE SPENDING ACCOUNT FOR EMPLOYEES NOT ELIGIBLE TO PARTICIPATE IN THE TOWNSHIP’S HEALTHCARE SAVINGS ACCOUNT (HSA) AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE ALL DOCUMENTS NECESSARY TO CREATE THIS ACCOUNT**

WHEREAS, Washington Township provides eligible employees an opportunity to participate in the Township’s Healthcare Reimbursement medical insurance plan, and;  
 WHEREAS, under the IRS Publication 969, individuals enrolled in Medicare are no longer permitted to contribute to a Healthcare Savings Account (HSA), and;  
 WHEREAS, a Flexible Spending Accounts offer pre-tax benefits for IRS defined medical, dental and/or vision eligible expenses.  
 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 creates and establishes a Flexible Spending Account to Washington Township’s Healthcare Reimbursement Account Plan.
- Section 2: The Township Administrator is hereby authorized and directed to execute all documents necessary to add a Flexible Spending Account plan to the Washington Township’s Healthcare Reimbursement Account Plan.
- 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.

Mr. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted. #2023.11.14.002  
Append #003

**Resolution to Approve Compensation Increases for Uniformed Personnel:**

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

**RESOLUTION TO APPROVE COMPENSATION INCREASES FOR UNIFORMED PERSONNEL, EFFECTIVE DECEMBER 9, 2023**

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents; and  
 WHEREAS, under R.C. 505.38, Township Board of Trustees shall provide for the employment of firefighters as it considers best and shall fix their compensation, and;  
 WHEREAS, the current Compensation Resolution for Uniformed Personnel expires on December 8, 2023; and  
 WHEREAS, the Township collected similar jurisdictions’ compensation data to benchmark and compare to Washington Township’s Uniformed Personnel;  
 WHEREAS, Ben Albrecht with Fishel Downey Albrecht & Riepenhoff LLP verified the compensation data;  
 WHEREAS. Using this data, with the Township Administrator, Human Resource Manager, and Fire Chief’s support, recommend the following changes to the Township’s 2024 Uniformed Personnel Compensation.  
 NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

- Section 1. The base pay rate for all Uniform Personnel shall be increased 6.5%, effective December 9, 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. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted. #2023.11.14.003  
Append #004

**Resolution to Approve Compensation Increases for Non-Uniformed Personnel:**

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

**RESOLUTION TO APPROVE COMPENSATION INCREASES FOR NON-UNIFORMED PERSONNEL, EFFECTIVE DECEMBER 9, 2023**

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents; and  
 WHEREAS, under the R.C. 511.10, the Board of Trustees may appoint such superintendents, architects, clerks, laborers, and other employees as are necessary and fix their compensation; and;

WHEREAS, Washington Township currently employs non-uniformed personnel to support administrative functions for the Township's Fire Department; and

WHEREAS, the current Compensation Resolution for Non-Uniformed Personnel expires on December 8, 2023; and WHEREAS, similar jurisdictions' compensation were benchmarked and compared to Washington Township Non-Uniformed Personnel. Using this data and information, the Township Administrator, Human Resource Manager, and Fire Chief recommend the following changes to the Township's 2024 Non-Uniformed Personnel Compensation.

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

Section 1. The base pay rate for all Uniform Personnel shall be increased 6.5%, effective December 9, 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. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees voting Aye. Resolution adopted.

#2023.11.14.004

Append #005

**Motion to Enter into An Agreement with Fire Manufacturing Innovations LLC:**

Discussion: Chief O'Connell noted that using the compartment configuration and the expertise of Fire Manufacturing Innovations LLC will provide the most efficient use of available space and allowed for a reduced size of the apparatus. He indicated the apparatus is scheduled to be delivered by the end of the year, provided the walk through scheduled for November 21 is successful.

**Motion:**

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to authorize the Township Administrator to enter into an Agreement with Fire Manufacturing Innovations LLC for the Purchase of the new Sutphen Quint Compartment Configuration, with the cost not to exceed \$45,000. Motion approved.

#2023.11.14.005

Append #006

**Motion to Enter into an Agreement with Central Ohio Investment Specialists:**

Motion by Mr. Kranstuber, seconded by Mr. Harris, to authorize the Township Administrator to enter into an agreement with Central Ohio Investment Specialist for the purchase of new flooring at Station #95, with the cost not to exceed \$22,500. Motion approved.

#2023.11.14.006

Append #007

**Motion to Enter into an Agreement with Fire Safety Services, Inc.:**

Motion by Mr. Rozanski, seconded by Mr. Harris, authorize the Township Administrator to enter into an agreement with Fire Safety Services, Inc., for the annual SCBA Flow testing and repair, with the cost not to exceed \$13,513. Motion approved.

#2023.11.14.007

Append #008

**Motion to Enter into an Agreement with Fusion Marketing Group LLC:**

**Discussion:** Mr. Richter conveyed appreciation to Lindsay Hummer from Fusion Marketing Group for assisting the Township when the Communications Manager position was vacated, in late 2022. He noted that Mrs. Hummer has kept the Township's social media fresh and up to date.

Mrs. Hummer indicated there has been extensive progress in promoting the new website for Washington Township and highlighting the public education offerings. She has enjoyed interacting with various constituents and firefighters at the stations during special events throughout the year. She provided a year to date comparison between 2022 and 2023, including the following increased social media and website activity:

- 97% increase on reach;
- 81% increase in interaction;
- 34% increase on Washington Township webpage visits;
- Gain of 1,114 new followers.

**Motion:**

Motion by Mr. Rozanski, seconded by Mr. Harris, to authorize the Township Administrator to enter into an agreement with Fusion Marketing Group LLC, with the cost not to exceed \$18,000. Motion approved.

#2023.11.14.008

Append #009

**Motion to Approve and Accept the Updated 2023 Asset Inventory:**

**Discussion:** Mr. Richter provided two binders with the full inventory audit and thanked Administrative Coordinator Chris Veeck for his attention to the accuracy of the annual inventory review. Mr. Richter indicated that the majority of the changes in the audit are IT related.

**Motion:**

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to approve and accept the updated 2023 Asset Inventory as presented. Motion approved.

#2023.11.14.009

Append #010

**Approval of Consent Agenda:**

Motion by Mr. Kranstuber, seconded by Mr. Harris, to approve the Township Consent Agenda as presented.

- Meeting Minutes of October 24, 2023
- Bills: October 30, 2023 \$ 147,096.22
- Electronic Payments: October 2023 \$1,386,195.68
- Medical Payments: October 2023 \$ 345,410.06
- Transfers: August/September 2023 \$ 96,050.00
- Payroll: October 27, 2023 \$ 491,068.21
- Monthly Payroll: November 3, 2023 \$ 9,268.82
- Payroll: November 10, 2023 \$ 467,625.49
- Monthly Financial Report for September

Motion passed.

#2023.11.14.010

Append #011

**Informational Items:**

- St. John Lutheran Church Letter to Dublin City Council

Mr. Richter provided the Trustees a letter sent to Dublin City Council by representatives of St. John Lutheran Church. The letter continues the discussion of a potential cemetery on property that the church currently owns. A meeting has been scheduled between the representatives of St. John Lutheran Church and the City of Dublin on Monday, November 27 to discuss the information within the letter. Mr. Richter will provide more information following that meeting.

- Franklin County Engineer and Stormwater Lines

Mr. Richter informed the Board of Trustees that the Franklin County Engineer's Office has received approval for funding from the Ohio Public Works Commission (OPWC) to install stormwater lines on Cosgray, adjacent to the lines previously installed during Washington Township's Amlin Road Project. The entire project is estimated to cost over \$2 million. The Engineer's Office has requested the Township to provide a \$15,000 cash contribution toward the project. Mr. Richter confirmed with Ms. Robinson that the local gasoline tax funds are an allowable expense for funding from the Township. He indicated installation of these stormwater lines would offer a solution to the bottleneck of stormwater experienced at the intersection of Cosgray and Rings Road, and will be completed prior to the proposed roundabout at this intersection.

Mr. Rozanski inquired whether the Franklin County Engineer's Office used the Township funds previously provided to complete a stormwater study. Mr. Richter confirmed they had, and indicated this may have directly impacted the reduced amount of funding requested from Washington Township for this project. Mr. Richter will provide a resolution to the Board at the December 12<sup>th</sup> Trustee meeting.

- Residential Stakeholder Summary

Battalion Chief Adam Smith presented a summary of the Residential Stakeholder meeting held on Wednesday, October 11 at the Washington Township Administration building. Chief Smith indicated there were six (6) residents in attendance who provided beneficial feedback and input throughout the hour and a half-long meeting. Captain Brandon Bair facilitated the meeting, with notes recorded by Chief Smith.

The meeting touched on the following topics:

- Vision for the Fire Department – The residents suggested continuing with the current partnerships the department has fostered and seek additional opportunities. These opportunities could include coordination with local parent-teacher and educational organizations. The residents indicated that maintaining ISO-1 and Accreditation with the Center for Public Service (CPSE) remains a high priority.

- Influences on the Department:
  - Resident Age;
  - Population Density (i.e. Bridge Park);
  - Growing School Population;
  - Recreational Marijuana Use.
- Suggested Action Items – The goal of these items is to increase the connection of the fire department and the community:
  - Continue to increase internet presence;
  - Promote a link between the City of Dublin and Washington Township websites;
  - Create a presence in DublinLife Magazine, a regular contribution was encouraged;
  - Publish “Top” lists in DublinLife and on social media, i.e. Top causes of fire, top reasons for falls in seniors, etc.;
  - Grow the relationship with the school district and the City of Dublin; promote public education programs, get involved with the PTO and the Forever Dublin (formerly Aging in Place) program;
  - Maintain a high level of service for everyone.
- Mr. Rozanski noted that there is still a large number of Dublin residents who do not know that Washington Township is the fire department who serves them. He recommended determining whether there is a mechanism to determine new residents and in turn send new residents a welcome message introducing Washington Township as their fire department. Mr. Kranstuber recommended coordinating efforts with the City of Dublin in the event they are already aware of a mechanism for determining new residents, and whether they have a similar initiative.
- Resident Gene Bostic inquired as to what role Washington Township Fire Department plays in the Forever Dublin initiative. Chief O’Connell responded that there is an opportunity to streamline the process for the program. For example, if the department has a run on an elderly resident who may not have resources, that information could potentially be relayed to the City of Dublin to initiate a connection between the resident and potential resources of the program.
- Information on the Forever Dublin initiative may be found online at <https://foreverdublin.com/>.

#### **Round Table:**

Township Administrator Eric Richter provided an update:

- Mr. Richter expressed his appreciation to Ms. Grossman for coordinating a gift basket from the Township to Dan Sutphen.

Chief Alec O’Connell provided an update:

- Chief O’Connell informed the Board of Trustees that he received a tentative resignation from a full-time firefighter, scheduled for January 14, 2024. He anticipates there may be an additional resignation forthcoming from another firefighter and will continue to provide updates.
- He mentioned there has been training at several vacant houses on State Route 161, near Lowe’s Home Improvement. The fire department wanted to burn the houses for training, but has not yet received a response from the City of Dublin. He stated there is another property that may be used for fire training, provided the City of Dublin approves.

Assistant Chief John Donahue provided an update:

- Chief Donahue provided the monthly report for October, and a third quarter update on the department’s 2023 goals. Mr. Rozanski mentioned that response times for the month are higher than the year-to-date. Chief Donahue noted that the 83 mutual aid responses provided during the month of October are included in the figure for the month, and may contribute to the increased time.
- He expressed appreciation to the Shriners for providing grant money toward the purchase of Automated External Defibrillator (AED) units to be placed at parks within the city in coordination with the City of Dublin.

Human Resources Manager Catherine Grossman provided an update:

- Ms. Grossman reminded the Trustees of the Holiday Party on Thursday, December 14.

Fiscal Officer Joyce Robinson provided an update:

- Ms. Robinson expressed appreciation to Mrs. Lawler for her assistance in preparing notes for the Trustee Meeting minutes.

Trustee Jan Rozanski provided an update:

- Mr. Rozanski attended a meeting regarding the City of Dublin's long-range planning and potential growth trends. The consultants provided a projection of the population increasing to 127,000 by 2040 and to 150,000 by 2050. He noted that this will take significant planning for Washington Township. Chief O'Connell agreed. He is optimistic that the projections already used by Washington Township Fire Department, which are based on land use to determine the direct impact on the fire department, will be beneficial in the process.

Trustee Stu Harris provided an update:

- Mr. Harris mentioned that all central Ohio fire levies passed.

Trustee Charles Kranstuber provided an update:

- Mr. Kranstuber recommends that the Board review the roadmap for the Fiscal Officer position, potentially at either the December or January regularly scheduled meeting. Mr. Richter confirmed that the recommended timeline will be provided in the December meeting packet.

**Adjourn Meeting:**

Meeting of November 14, 2023, adjourned at approximately 6:40 p.m.

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Mr. Charles Kranstuber, Chair

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Ms. Joyce E. Robinson, Fiscal Officer