

## **Minutes of September 24, 2024**

### **Record of Proceedings**

The Washington Township Board of Trustees regularly scheduled meeting held at Washington Township Administration Building, 6200 Eiterman Road, Dublin, Ohio, on September 24, 2024, at 6:00 p.m., with Mr. Stu Harris, Chairman, calling the meeting to order, and it opened with the Pledge of Allegiance.

Roll call – Mr. Stu Harris, Chair – Present

Mr. Jan Rozanski, Vice Chair – Present

Mr. Charles Kranstuber, Trustee – Absent

### **Franklin County Deputy Sheriff's Report:**

Deputy Burton Haren with Franklin County Sheriff's Office (FCSO) submitted a written and verbal report to the Trustees for September 11 through September 24, 2024, including an update on the following:

- During this period, there were thirteen (13) Total Calls for Service / Self-Initiated Activity, two (2) Total Reports Taken, and one (1) Total Arrest / Citation:
  - The citation resulted from an automobile crash.
- Deputy Haren noted the Drug Enforcement Agency (DEA) National Prescription Take Back Day is Saturday, October 26. FCSO is hosting collection sites at several Kroger locations from 10 a.m. to 2 p.m., with the collection site closest to Washington Township at 4656 Cemetery Road, Hilliard. The City of Dublin and Dublin Police will also participate in the National Take Back Day. Per the City of Dublin website, the National Take Back event will be held at the Dublin Justice Center, 6565 Commerce Parkway, Dublin. Append #001

### **Oath of Office**

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

- Matt Meyers as Full-Time Probationary Firefighter, badge pinned by his wife Andrea.

Chief O'Connell welcomed Firefighter Meyers to the Washington Township Fire Department family, and thanked the other firefighters in attendance. He described the competitive process that allowed Firefighter Meyers' military background to shine through. Chief O'Connell reminded Firefighter Meyers and his family that the goal of WTFD is to take care of the firefighters, and noted that the Trustees and Township Administrator ensure that every resource possible is made available to meet that goal. Chief O'Connell asked for the family's help in ensuring that Firefighter Meyers takes advantage of the mental health services offered by WTFD when needed.

### **Opportunity for Residents to Speak:**

Mr. Gene Bostic provided a brief update on the St. John Lutheran Church Proposed Planned Unit Development (PUD). He noted that the group from the church will meet with the City of Dublin Planning and Zoning on Friday to outline the next steps, which will likely take place near the end of the year.

Mr. Richter introduced Dr. Brenda Sickle Santanello to the board as the resident they will be approving to appoint as a regular member of the Zoning Commission. Dr. Sickle Santanello provided a brief background on herself, as a surgical oncologist who has resided in the Township community for nineteen (19) years. She expressed her appreciation to the Board of Trustees for the appointment, and noted that serving on the Zoning Commission will be a great way to give back and preserve the community's values. Mr. Rozanski expressed the board's appreciation to Dr. Sickle Santanello for serving on the commission.

### **Presentation and Update from David Conley, Rockmill Financial Consulting**

Mr. David Conley, President / Owner of Rockmill Financial Consulting, introduced himself. He provided a brief background on himself and the company, a financial consulting group specializing in government finance. Mr. Conley explained that he will be attending the next several meetings to collaborate with the

board to formulate a plan with regard to the existing WTFD tax levy that is set to expire December 31, 2025. Several items for consideration include the timing to place the levy on the ballot, in the May primary or in the November general election, and whether to request a renewal or replacement levy. Mr. Conley described the successful history of the WTFD levy and will bring data to the next meeting outlining percentages of passing rates, as well as whether the levy has been on the same ballot as a ballot initiative from Dublin City Schools.

Mr. Conley responded to inquiries from Mr. Harris and Mr. Rozanski, explaining a ballot initiative in 2025 is the only option that will allow either a renewal or replacement of the existing levy, as opposed to a new levy. If the Township were to allow the current levy to expire, the only option would be to place a new levy on the ballot in 2026. Since funding from tax levies are collected in arrears, a new levy in 2026 would result in a loss of tax revenue for the year 2025, requiring the Township to operate on cash reserves for the 2026 calendar year. He further explained there are no statutes requiring the Township to keep a specific amount of funds in reserve, only the self-imposed limit which was created when the Township previously identified a specific objective to create a solid foundation by increasing reserves. Mr. Richter continued discussion of a previous board's financial philosophy, which included discontinuing the Township Parks and Recreation Department in order to provide cost-savings to the General Fund. There was discussion surrounding the current board's philosophy and how they want to proceed. Mr. Richter reminded the board that any financial policy the board approves is not law, it will simply serve as a guideline for the current and future boards to consider. Append #002

**Motion by Mr. Rozanski, seconded by Mr. Harris to introduce the resolutions as listed on the agenda.**

Motion passed.

#2024.09.24.001

**Resolution to Join Soil and Water Conservation Districts and Communities Across Ohio in Recognizing the Week of October 1-7<sup>th</sup> as Stormwater Awareness Week:**

**Discussion:** Mr. Richter noted that this is an annual resolution with promotion of Stormwater Awareness Week serving as one of the Township's requirements to remain a sub-licensee to Franklin County's National Pollutant Discharge Elimination System (NPDES) permit. He noted that representatives from Franklin County Soil and Water Conservation District (FCSWCD) will be in attendance at the next meeting to provide their required annual update.

**Motion:**

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

**A RESOLUTION JOINING SOIL AND WATER CONSERVATION DISTRICTS AND COMMUNITIES ACROSS OHIO IN RECOGNIZING THE WEEK OF OCTOBER 1st – 7th AS STORMWATER AWARENESS WEEK**

WHEREAS, urban stormwater runoff impacts water quality in the Scioto River and other creeks and tributaries within Washington Township; and

WHEREAS, population growth, residential and commercial development, and the resulting changes to the landscape will only increase stormwater quality and quantity concerns throughout Ohio; and

WHEREAS, it is currently recognized that control of stormwater quantity and quality is most effectively implemented when people and organizations understand the related causes and consequences of polluted stormwater runoff and flooding, and the actions they can take to control these; and

WHEREAS, the development and implementation of effective, outcomes-based stormwater education and outreach programs will meet the related federal stormwater pollution control requirements and those of the communities they serve so that Ohio continues to be a great place to live, work and play.

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 joins Soil and Water Conservation Districts and Communities across Ohio in recognizing the week of October 1st – 7th as Stormwater Awareness Week.

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.

Mr. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees that were present voting Aye. Resolution adopted September 24, 2024. #2024.09.24.002  
Append #003

**Resolution to Appoint Members of the Township Board of Zoning Appeals:**

**Discussion:** Mr. Richter noted that the board was provided information on the appointees for this resolution at the September 10 meeting.

**Motion:**

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

**A RESOLUTION APPOINTING MEMBERS OF THE TOWNSHIP BOARD OF ZONING APPEALS (R.C. Section 519.13)**

WHEREAS, R.C. 519.13 provides, if there is a vacancy in the Township Board of Zoning Appeals (“BZA”) for any reason, the board of township trustees shall appoint person(s) residing in the unincorporated area of the Township to fill such vacancy, or until a successor is appointed;

WHEREAS, there exists a vacancy on the BZA; and

WHEREAS, the Board has reviewed the qualifications of Township residents who are interested in membership on the BZA and have identified certain candidates as qualified for the positions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of the Township of Washington, Franklin, Delaware and Union Counties, Ohio, a majority of the members elected thereto concurring, that:

Section 1: The Board hereby appoints the following to serve as members of the BZA, beginning on January 1, 2024 and continuing through the unexpired term of the previously appointed members:

MEMBER – Joseph Warino, 5890 Houchard Road

ALTERNATE MEMBER – Chris Wiser, 5235 Avery Road

ALTERNATE MEMBER – David Downs, 5932 Houchard Road

Section 2: The newly appointed members of the BZA shall do all of the following: (1) take the necessary oath of office; and (2) timely complete all applicable education and continuing education requirements under Ohio law, regulation and rule, in accordance with R.C. 519.13.

Section 3: 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 this 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 Section 121.22 of the Ohio Revised Code.

Mr. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees that were present voting Aye. Resolution adopted September 24, 2024. #2024.09.24.003  
Append #004

**Resolution to Appoint Members of the Township Zoning Commission:**

**Motion:**

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

**A RESOLUTION APPOINTING MEMBERS OF THE TOWNSHIP ZONING COMMISSION (R.C. Section 519.04)**

WHEREAS, R.C. 519.04 provides, if there is a vacancy in the Township Zoning Commission (“Zoning Commission”) for any reason, the board of township trustees shall appoint person(s) residing in the unincorporated area of the Township to fill such vacancy, or until a successor is appointed;

WHEREAS, there exists a vacancy on the Zoning Commission; and

WHEREAS, the Board has reviewed the qualifications of Township residents who are interested in membership on the Zoning Commission and have identified certain candidates as qualified for the positions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of the Township of Washington, Franklin, Delaware and Union Counties, Ohio, a majority of the members elected thereto concurring, that:

Section 1: The Board hereby appoints the following to serve as members of the Zoning Commission, beginning on January 1, 2024 and continuing through the unexpired term of the previously appointed members:

MEMBER – Brenda Santanello, 4664 Hayden Run Road

ALTERNATE MEMBER – Stephen Sharpnack, 6086 Holiday Lane

Section 2: The newly appointed members of the Zoning Commission shall do all of the following: (1) take the necessary oath of office; and (2) timely complete all applicable education and continuing education requirements under Ohio law, regulation and rule, in accordance with R.C. 519.04.

Section 3: 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 this 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 Section 121.22 of the Ohio Revised Code.

Mr. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees that were present voting Aye. Resolution adopted September 24, 2024. #2024.09.24.004

Append #005

**Resolution to Adopt Procedures for Alternate members of the Board of Zoning Appeals and Zoning Commission:**

**Discussion:** Mr. Richter noted that the Ohio Revised Code requires the Board of Trustees to prescribe procedures for how an alternate member serves the Zoning Commission and Board of Zoning Appeals. He also provided the board a copy of general guidelines for all members of the BZA and Zoning Commission.

**Motion:**

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

**A RESOLUTION ADOPTING PROCEDURES FOR ALTERNATE MEMBERS OF THE BOARD OF ZONING APPEALS AND ZONING COMMISSION (R.C. Sections 519.04 and 509.13)**

WHEREAS, alternate members of the Zoning Commission and Board of Zoning Appeals shall not engage in the discussion of, or voting on, any topic or application in which they are not sitting as a recognized voting member; and

WHEREAS, alternate members may participate in the discussion of general matters not requiring a vote, the election of officers, or the discussion of action items initiated by the township itself; however, they shall only cast a vote regarding such matters when sitting as a recognized voting member; and

WHEREAS, any alternate member who sits as a recognized voting member for any application should remain seated as a recognized voting member throughout the entire course of the subject hearing even if said hearing occurs over a course of multiple meetings or the full member they are sitting in for returns;

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of the Township of Washington, Franklin, Delaware and Union Counties, Ohio, a majority of the members elected thereto concurring, that:

Section 1: The Board hereby adopts the procedures for alternate members of the Washington Township Zoning Commission and Board of Zoning Appeals effective September 24, 2024.

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 this 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 Section 121.22 of the Ohio Revised Code.

Mr. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees that were present voting Aye. Resolution adopted September 24, 2024. #2024.09.24.005  
Append #006

**Motion by Mr. Rozanski, seconded by Mr. Harris to introduce the motions as listed on the agenda.**

Motion passed. #2024.09.24.006

**Motion to Authorize the Township Administrator to Enter into an Agreement with Yoder & Company Floors for Flooring at the Administration Building:**

**Discussion:** Chief Donahue explained this request is part of an overall multi-phase renovation project at the Administration building. This phase will include new flooring on the first floor hallway, bathrooms, kitchen, copy room, filing room, reception area and one office, as well as the second floor hallway, bathrooms and copy room, and both stairwells. Three bids were received for the project, Yoder & Company provided the lowest.

**Motion:**

Motion by Mr. Rozanski, seconded by Mr. Harris, to authorize the Township Administrator to enter into an agreement with Yoder & Co. Floors for flooring work at the Administrative Building at a cost not to exceed \$24,750. Motion passed. #2024.09.24.007  
Append #007

**Motion to Authorize the Township Administrator to Enter into an Agreement with Cable Communication Inc. for Security Camera Cabling and Installation at five Township Buildings:**

**Discussion:** Chief Donahue explained this is the final phase of security camera updates, after the first phase replaced existing security cameras in early 2024.

**Motion:**

Motion by Mr. Rozanski, seconded by Mr. Harris, to authorize the Township Administrator to enter into an agreement with Cable Communication Inc. for security camera cabling and installation for the fire stations and Administrative Building, at a cost not to exceed \$18,600. Motion passed. #2024.09.24.008  
Append #008

**Motion to Authorize the Township Administrator to Enter into an Agreement with Royal Concrete Construction LLC for Concrete Work at the Administration Building:**

**Discussion:** Chief Donahue noted this request is also part of the renovation project mentioned with the flooring request previously discussed in the meeting. This request is to repair the downspouts into the landscaping near the Town Hall entrance, damaged concrete West of the Town Hall entrance and outside the exit from the Administration offices. A future phase of the renovation project will include resealing the parking lot.

**Motion:**

Motion by Mr. Harris, seconded by Mr. Rozanski, to authorize the Township Administrator to enter into an agreement with Royal Concrete Construction LLC for concrete work at the Administrative Building cost not to exceed \$10,017. Motion passed.

#2024.09.24.009

Append #009

**Motion to Approve Meeting Minutes:**

Motion by Mr. Harris, seconded by Mr. Rozanski, to approve the minutes from the September 10, 2024, Board of Trustees Meeting. Motion passed.

#2024.09.24.010

Append #010

**Motion by Mr. Rozanski, seconded by Mr. Harris to introduce the Consent Agenda as listed on the agenda.** Motion passed.

#2024.09.24.011

**Motion to Approve Consent Agenda:**

Motion by Mr. Rozanski, seconded by Mr. Harris, to approve the Consent Agenda as presented and as follows:

- Bills: September 15, 2024      \$ 105,430.43
- Payroll: September 13, 2024    \$ 552,292.45
- Monthly Financial Report August 2024

Motion passed.

#2024.09.24.012

Append #011

**Round Table Discussions:**

**Township Administrator Eric Richter:**

- Mr. Richter provided an update on the collaboration he mentioned at a previous meeting with news anchor Stacia Naquin, who has been an advocate of the department and a proponent of Honor Flight. Filming took place yesterday, beginning at Stacia's home and concluding at one of the stations. Ms. Naquin will use footage from her camera crew in a news spot, and served as a host for interviews of twelve separate WTFD firefighters to use for PSAs to promote Fire Prevention Week. Look for the individual videos on WT social media soon;
- The Township's newsletter has started to reach mailboxes, and should be out to all residents by the end of this week;
- Mr. Richter outlined an orientation for new and existing members of the BZA and Zoning Commission, to be led by attorney Rebecca Princehorn in the Township Administration building on October 28;
- Mr. Richter emphasized the benefits of having a full capacity BZA and Zoning Commission, allowing review and update of the Township Zoning Resolution and Comprehensive Plan.

**Fire Chief Alec O'Connell:**

- Chief O'Connell provided information on the department's succession plan, explaining that nineteen WTFD firefighters have been going through the Lieutenant Promotional Process, most recently completing an assessment last week with several Ohio Fire Chiefs. Creating a promotional list ahead of time allows the department to more quickly return to a full level of staffing in the event of a vacancy.

**Assistant Fire Chief John Donahue:**

- Chief Donahue provided an update on providing a CPR program to Dublin City Schools (DCS). Starting October 28, four or five WTFD personnel will be teaching CPR during the student's health education program. The department will be distributing three separate pamphlets to the roughly 800 students who will be involved in the class; the first covering CPR basics, the second covering First Aid basics, and the third outlining the roadmap to become a WTFD firefighter. The pamphlets will be co-branded with WT/WTFD and DCS logos. Chief Donahue noted that the

pamphlet outlining the roadmap to becoming a WTFD firefighter is a result of the initiatives from the Diversity Committee;

- Mr. Harris commented on the talks Chief Donahue and Chief O’Connell have participated in at several of the middle schools.

**Human Resources Manager Catherine Grossman:**

- Ms. Grossman stated that the Township will receive around \$38,000 in Bureau of Workers’ Compensation rebates;
- Ms. Grossman and Chief Donahue submitted an application that was approved for a tech credit to reimburse the Township \$6,000 for reimbursing at least that amount to WTFD firefighters for Paramedic school. She noted this effectively fully funds schooling for one WTFD firefighter;
- Ms. Grossman provided an update on the virtual job fair “Dublin Talent Connect” she mentioned at the previous meeting. One student expressed interest in connecting during the job fair, but did not respond to the chat invitation. She noted this is the first time WTFD has participated;
- Ms. Grossman asked the trustees to mark their calendar for the Township holiday party on Wednesday, December 4.

**Fiscal Officer Scott Melody:**

- Mr. Melody outlined a potential change in investment strategy for the Township savings account, noting that additional information will be forthcoming. Mr. Richter explained that Mr. Melody can reach out to Mr. Conley for financial advising on any Township matter.

**Trustee Jan Rozanski:**

- Reflecting on Mr. Conley’s presentation earlier in the meeting, Mr. Rozanski attributed the high turnout and levy approval ratings to the hard work and dedication of WTFD firefighters. He further detailed that he has never heard a discouraging word about the department. Ms. Amy Kramb, City of Dublin Councilwoman and liaison to Washington Township, reiterated Mr. Rozanski’s sentiments stating that several utility lines have been struck during installation of citywide fiber by altafiber, and every call she has taken ends with the resident on the other end commenting how professional and helpful the fire department has been.

**Adjourn Meeting:**

Motion by Mr. Rozanski, seconded by Mr. Harris, to adjourn the meeting of September 24, 2024 at approximately 7:17 p.m. Motion passed.

#2024.09.24.013

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Mr. Stu Harris, Chair

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Mr. Scott Melody, Fiscal Officer