

Minutes of April 8, 2025

Record of Proceedings

The Washington Township Board of Trustees regularly scheduled meeting held at Washington Township Administration Building, 6200 Eiterman Road, Dublin, Ohio, on April 8, 2025, at 6:00 p.m., with Mr. Jan Rozanski, Chairman, calling the meeting to order, and it opened with the Pledge of Allegiance.

Roll call – Mr. Jan Rozanski, Chair – Present

Mr. Charles Kranstuber, Vice Chair – Arrived 6:46 p.m., during Roundtable Discussions

Mr. Stu Harris, Trustee – Present

Franklin County Deputy Sheriff's Report:

Deputy Burton Haren with Franklin County Sheriff's Office (FCSO) was not present to provide a report. He indicated he would provide an update at the next scheduled meeting.

Opportunity for Residents to Speak:

No comments.

Distinguished Service Award Presentation:

Chief Donahue described an incident at the end of January where an employee of a grocery store suffered cardiac arrest. Off duty nurse Natalie Robison was shopping at the time and responded to a request to begin administering CPR, after which a Dublin Police Department (DPD) officer administered an AED. Chief Donahue commended the efforts of Mrs. Robison and the DPD officer, which contributed to the survival of the patient. Chief Donahue presented Mrs. Robison with the WTFD Distinguished Service Award.

While not present, Chief Donahue also commended the efforts of Megan Herron who arrived on the scene of an automobile accident where the driver had suffered cardiac arrest. Ms. Herron administered CPR until WTFD crews arrived, contributing to the survival of the driver. Chief Donahue noted Ms. Herron's award would be delivered to her.

Resolution to Promote Seth A. Wirt as Full-Time Probationary Firefighter / EMT-B:

Motion:

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

RESOLUTION TO PROMOTE SETH A. WIRT AS 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 on April 4, 2025, in the position of Firefighter / Paramedic, 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: Seth A. Wirt

Position: Probationary Firefighter / EMT-B

Classification: Uniformed Full-Time Non-Exempt

Base Salary: \$70,534.52

Effective date: April 12, 2025

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 whom were present voting Aye. Resolution adopted April 8, 2025. #2025.04.08.001
Append #001

Resolution to Conclude Alice Cai's Employment as a Part-Time Probationary Firefighter / EMT-B:

Motion:

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

A RESOLUTION CONCLUDING ALICE CAI'S EMPLOYMENT AS A PART-TIME FIREFIGHTER / EMT-B

WHEREAS, the Board of Township Trustees of Washington Township hired Alice Cai on October 12, 2023, and

WHEREAS, the Board of Trustees for Washington Township recognizes Alice Cai has voluntarily resigned from her position to attend medical school.

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:	Alice Cai
Position / Department:	Firefighter-Paramedic / Fire
Classification:	Part-Time
Effective date:	April 22, 2025

Section 2: Alice Cai 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, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted April 8, 2025. #2025.04.08.002
Append #002

Resolution to Authorize and Direct the Township Administrator to Execute a Landscape Service Agreement with Brightview Landscape Services for Bed Care, Flowers, and Mowing, Cost Not to Exceed \$35,100:

Discussion:

Mr. Richter provided a memo in the trustee packet outlining services by Brightview Landscaping. He indicated there was no increase between 2023 and 2024, and a roughly 6% increase from 2024 to 2025. This contract includes mowing at the Administration Building, the historic cemetery, Township-owned vacant land at McKittrick and Jerome, the community garden and the recent improvements in Amlin.

Motion:

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

A RESOLUTION AUTHORIZING AND DIRECTING THE TOWNSHIP ADMINISTRATOR TO EXECUTE A LANDSCAPE SERVICE AGREEMENT WITH BRIGHTVIEW LANDSCAPE SERVICES FOR BED CARE, FLOWERS, AND MOWING, COST NOT TO EXCEED \$35,100.00.

WHEREAS, the Board of Trustees understands the importance of having the landscape at the Township properties and community common areas well-maintained. This includes bed weed control, seasonal bed detailing and fertilization, pruning ornamental trees and shrubs, installing seasonal flowers/color, and mowing services; and

WHEREAS, Washington Township cannot adequately handle these services in-house; and

WHEREAS, BrightView Landscape Services previously provided the Township these services; and

WHEREAS, the Board of Trustees of Washington Township now wants to enter into a new one (1) year Landscape Service Agreement with BrightView Landscape Service for bed care, flowers, and mowing (beginning on January 1, 2025 and ending on December 31, 2025).

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 authorizes and directs the Township Administrator to execute a Landscape Service Agreement with BrightView Landscape Services, for bed care, flowers, and mowing at the Township Facilities (as set forth in the scope of services), in substantially the same form and content as the Landscape Service Agreement and Scope of Services attached hereto as Exhibits A and B and incorporated herein by reference.

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.

Mr. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted April 8, 2025.

#2025.04.08.003

Append #003

Resolution to Authorize and Direct the Township Administrator to Execute a Landscape Service Agreement with Brightview Landscape Services for Turf Fertilization as well as Spring/Fall Operations, Cost Not to Exceed \$15,000:

Motion:

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

A RESOLUTION AUTHORIZING AND DIRECTING THE TOWNSHIP ADMINISTRATOR TO EXECUTE A LANDSCAPE SERVICE AGREEMENT WITH BRIGHTVIEW LANDSCAPE SERVICES FOR TURF FERTILIZATION AS WELL AS SPRING/FALL OPERATIONS, COST NOT TO EXCEED \$15,000.00.

WHEREAS, the Board of Trustees understands the importance of having the turf at the Township properties well-maintained. This includes fertilizing the ±12 acres of turf at the Administrative Building, Amlin Crossing Park, the Cosgray Road Cemetery, as well as all three Fire Stations. Work also is needed in the spring to clean up the landscape beds and in the fall to pick up leaves and winterize the landscape beds ("Spring/Fall Operations"); and

WHEREAS, Washington Township cannot adequately fertilize all this turf or provide these other services in-house; and

WHEREAS, BrightView Landscape Services previously provided the Township these services, and the Township has found their services to be adequate; and

WHEREAS, the Board of Trustees of Washington Township now wants to enter into a new one (1) year Landscape Service Agreement with BrightView Landscape Service for turf fertilization and Spring/Fall Operations (beginning on January 1, 2025 and ending on December 31, 2025).

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 authorizes and directs the Township Administrator to execute a Landscape Service Agreement with BrightView Landscape Services, for turf fertilization and Spring/Fall Operations (as set forth in the scope of services), in substantially the same form and content as the Landscape Service Agreement and Scope of Services attached hereto as Exhibit A and incorporated herein by reference.

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. Rozanski seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted April 8, 2025. #2025.04.08.004
Append #004

Resolution in Support of State Issue 2 Renewal of the State Capital Improvement Program on the May 6, 2025 Statewide Ballot:

Discussion:

Mr. Richter explained there is no obligation from the Township in conjunction with this resolution, it is simply a show support for the statewide bond issue that will be on the May 6 ballot. The issue must periodically be re-authorized by voters. Mr. Richter noted the Township has previously benefited from the program, using grant funds to complete the Amlin road improvement project.

Motion:

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

A RESOLUTION IN SUPPORT OF STATE ISSUE 2 RENEWAL OF THE STATE CAPITAL IMPROVEMENT PROGRAM ON THE MAY 6, 2025 STATEWIDE BALLOT

WHEREAS, the State Capital Improvement Program (SCIP) is a state-local government partnership program that funds local infrastructure projects in communities across Ohio; and

WHEREAS, the program has, for nearly 40 years, provided over \$7 billion for improvements to keep Ohio's roads and bridges safe and in good condition for residents, first responders, and all motorists traveling on Ohio roadways, and to improve local wastewater treatment, water supply, and stormwater infrastructure in all 88 Ohio counties; and

WHEREAS, the SCIP provides essential grants, loans, and loan assistance to local governments, including townships; and

WHEREAS, the SCIP will not raise taxes for Ohioans and the renewal is critical to prevent a gap in infrastructure investment, as the current authorization is set to sunset July 1, 2025; and

WHEREAS, funding for the State Capital Improvement Program relies on an amendment to Ohio's Constitution about every ten years, and has been overwhelmingly approved by voters three times since its creation in 1987;

WHEREAS, Washington Township has benefitted from SCIP, receiving \$1,500,000 in grant/loan funds for road infrastructure projects, which have significantly improved the quality of life and safety for Township residents; and

WHEREAS, infrastructure investment encourages economic development, creates and maintains business, contributes to public health and safety, creates construction jobs and helps keep Ohio competitive; and

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 the Strong Ohio Communities coalition in support of State Issue 2 and urges a YES vote on Issue 2 on May 6, 2025.

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. Rozanski seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted April 8, 2025. #2025.04.08.005

Append #005

Motion to Authorize the Township Administrator to Enter Into an Agreement with Grail and United Diagnostic Services, LLC for the Purchase of Cancer Screening at a Cost Not to Exceed \$112,000:

Discussion:

Chief Donahue explained this initiative, in combination with the annual physical and mental health assessment, continues the Township's commitment to whole body care for Township employees. He noted that cancer is especially a concern among firefighters, citing a recent example of a WTFD firefighter's skin showing visible residue following response to a fire, despite being fully protected by turnout gear. The cancer screening will consist of two separate tests. The first is a blood test that reviews DNA for abnormalities that may lead to any of fifty (50) different types of cancer. The second is an ultrasound of nine (9) different organs, including the skin. Chief Donahue noted that approximately 70% of those tested have an abnormality detected which the individual can then review with their primary care physician. The funds utilized for the cancer screening are the result of savings realized by the Township's use of a self-funded high deductible healthcare plan in conjunction with health savings accounts for employees.

Mr. Rozanski praised the project, and emphasized the importance of early detection to increase the chances for successful treatment.

Motion:

Mr. Rozanski moved to introduce and authorize the Township Administrator to enter into an agreement with Grail and United Diagnostic Services, LLC for the purchase of cancer screening at a cost not to exceed \$112,000, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye. #2025.04.08.006

Append #006

Motion to Approve Meeting Minutes:

Mr. Harris moved to introduce and approve the minutes from the March 11, 2025, Board of Trustees Meeting, seconded by Mr. Rozanski. Motion passed with all members of the Washington Township Trustees whom were present voting Aye. #2025.04.08.007

Append #007

Motion to Approve Consent Agenda:

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

- Bills: March 13, 2025 \$ 214,011.91
- Bills: March 14, 2025 \$ 3,031.07
- Bills: March 31, 2025 \$ 123,128.48
- Electronic Payments – March 2025 \$1,459,663.78

- Payroll: March 14, 2025 \$ 585,319.47
- Payroll: March 28, 2025 \$ 580,435.03
- Monthly Financial Report for February 2025

Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.04.08.008

Append #008

Round Table Discussions:

Township Administrator Eric Richter:

- Mr. Richter provided an update on the grant request to fund the Shared Use Path along Shier Rings Road, noting that all application materials were submitted by the deadline. He will provide additional updates when a response is received. He reminded the Board that if the grant is approved, funds are anticipated in 2026;
- Mr. Richter addressed questions from the Board at the March 11 meeting regarding land purchase, and provided a previously emailed response from attorney Rebecca Princehorn stating the Township can purchase land identified for public purpose, but may not be purchased as an investment;
- Mr. Richter noted that Ms. Grossman would speak more to the advisory notice in the packet regarding executive actions at the federal level about discriminatory and illegal practices;
- Mr. Richter provided the PowerPoint presentation he and Chief Donahue have been presenting to groups regarding facts for the levy. He inquired whether the Board would like any adjustments before sharing the information with the Dublin Schools Business Advisory Council when the Township hosts the group on April 22. It was decided the presentation will be split between each of the trustees, the fiscal officer, Mr. Richter and Chief Donahue;
- Mr. Richter shared a patient letter that complimented exceptional care received from WTFD crews;
- Mr. Richter explained there are several dead or dying Norwegian spruce trees used for screening between station 93 and residences behind the station. After meeting with the condo association board and Davey Tree Service, Davey will be removing and replacing the affected trees with five (5) new evergreens consistent with recent new plantings in the same area. The work is anticipated to be completed within the next several weeks prior to sealing the asphalt at the station;
- Mr. Richter confirmed that Mr. Rozanski will attend the Tax Incentive Review Council meetings for Dublin on May 20 and May 29. Mr. Richter will send a reminder as the meetings approach;
- Mr. Richter notified the Board he will be out of the office at the end of the month;
- Mr. Richter and Chief Donahue will be attending the Dublin City Schools Young Professionals Academy (YPA) advisory meeting tomorrow. WTFD is currently hosting an intern from the YPA program.

Chief John Donahue:

- Chief Donahue commented on the resolution to accept Alice Cai's resignation. He noted Alice has been phenomenal in her time with WTFD. She was accepted to UCLA medical school and will be spending this summer wildland firefighting in Oregon prior to beginning school;
- Chief Donahue noted Seth Wirt has been a part-time firefighter with WTFD and was promoted to full-time following the recent retirement of WTFD firefighter Alan Baker;
- Chief Donahue presented the monthly report for March noting the department's call volume is still trending higher than the same time last year;

- Chief Donahue reported on the progress of the Township's DEI Advisory committee. The committee is meeting quarterly and has made headway on some of the initiatives focusing on retention and recruitment of WTFD firefighters;
- Chief Donahue outlined the current YPA intern's schedule with the department, Mason began his program at administration and will be spending time with the fire prevention before dedicating time with each of the four (4) stations;
- Chief Donahue mentioned that as part of a grant received, Ohio TechCred will be sending reimbursement for the tuition of WTFD part-time firefighter Joe Commisso, who just completed paramedic school. He noted Joe is on the list of part-time firefighters eligible for promotion to full-time when a position becomes available;
- Chief Donahue stated the Township will also receive reimbursement from FEMA for Lt. Kristen Hunt's time served on Ohio Task Force 1 while assisting with deadly flooding in Kentucky and surrounding states;
- Chief Donahue confirmed to Mr. Harris that WTFD will have a dodgeball team for the May 9 event.

Human Resources Manager Catherine Grossman:

- Ms. Grossman commented on the advisory notice included in the trustee packets, which provides guidance to HR departments regarding the President's Executive order regarding DEI initiatives. She noted that advice from attorneys specializing in the area is for organizations receiving any federal funds to cease DEI programs. Ms. Grossman noted that the WTFD DEI Advisory committee has an upcoming meeting scheduled, and should consider postponing future meetings until more is known, since the Township has received federal funds. Chief Donahue also noted the department recently applied for a \$400,000 federal grant for firefighter assistance;
- Ms. Grossman provided an update on the current part-time hiring process. The Physical Abilities Test (PAT) is scheduled for this week, following three days of practice available last week. She anticipates resolutions to hire the successful candidates to be presented to the Board during a regularly scheduled meeting in June;
- Ms. Grossman provided an update on the hiring process for the Community Safety Liaison position. Of the twenty-six (26) responses, thirteen (13) were invited to a first interview via Zoom next week;
- Ms. Grossman noted the Township will receive an approximate \$2,000 reimbursement from Ohio BWC for a Drug Free Workplace initiative.

Fiscal Officer Scott Melody:

- Mr. Melody notified the Board that he and Mrs. Linda Latham are researching the status of the Township's report following the usage of American Rescue Plan Act (ARPA) funds in 2022. The Township donated \$53,000 of those funds to the Dublin Food Pantry, which Mrs. Latham has a printout of the report submitted. However, the organization is looking for the electronic version. With the transition from previous Fiscal Officer Joyce Robinson to Mr. Melody, access to the online accounts has been an issue;
- Mr. Melody noted that he is working on adjusting the 2025 budget to account for transfers into the newly-created Capital Improvements Fund.

Trustee Jan Rozanski:

- Mr. Rozanski noted that he will be attending the visit scheduled at Dublin Methodist Hospital with Mr. Harris next Thursday, April 17.

Trustee Stu Harris:

- Mr. Harris inquired about the opening of the new Mount Carmel facility. Ms. Kramb confirmed a ribbon-cutting for public officials on Thursday, and the open house on Saturday, April 12.

Executive Session – Personnel – To Consider the Appointment, Employment, Dismissal, Discipline, Promotion, Demotion or Compensation of a Public Employee or Official, or the Investigation of Charges or Complaints Against a Public Employee, Official, Licensee, or Regulated Individual, Unless the Employee, Official, Licensee, or Regulated Individual Requests a Public Hearing by Division (G)(1) of Section 121.22 of the Revised Code:

Mr. Rozanski introduced and moved to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section 121.22 of the Revised Code at approximately 6:48 p.m., seconded by Mr. Kranstuber. Motion passed with all members of the Washington Township Trustees that were present voting Aye.

#2025.04.08.009

Reconvened:

The meeting reconvened at approximately 7:10 p.m. with no action taken.

Adjourn Meeting:

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to adjourn the meeting of April 8, 2025 at approximately 7:10 p.m.

#2025.04.08.010

Mr. Jan Rozanski, Chair

Mr. Scott Melody, Fiscal Officer