

Minutes of April 22, 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 22, 2025, at 5:00 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 – Present

Mr. Stu Harris, 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 March 12 through April 22, 2025, including an update on the following:

- During this period, there were thirty-five (35) Total Calls for Service / Self-Initiated Activity, five (5) Total Reports Taken, six (6) Total Arrests / Citations, ten (10) Traffic Stops, five (5) Vehicle Crashes, and zero (0) Thefts:
 - The five (5) reports resulted from auto crashes;
 - The Drug Enforcement Agency (DEA) National Prescription Take Back Day is Saturday, April 26 from 10 a.m. to 2 p.m., with the collection site closest to Washington Township located at the Kroger at 4656 Cemetery Road, Hilliard, Ohio;
 - The FCSO Community Relations Unit will host a Citizens Academy in August. It is a 13-week program meeting one (1) day per week, offering an opportunity for citizens to gain insight into the daily functions and responsibilities of the FCSO. Additional information and registration can be found on the FCSO website under the Programs tab at <https://sheriff.franklincountyohio.gov/Programs/Citizens-Academy>. Append #001

Opportunity for Residents to Speak:

No comments.

Swearing-in of Fire Chief John Donahue:

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

- John L. Donahue as Full-Time Probationary Fire Chief, badge pinned by his wife, Stephanie.

Mr. Rozanski stated it was with great pleasure he administered the oath of office on behalf of the Board of Trustees. Mr. Richter echoed the sentiment, emphasizing Chief Donahue is already excelling as Fire Chief.

Chief Donahue expressed what an honor and a pleasure it is to work for Mr. Richter and the Board of Trustees, sharing his gratitude for their unwavering support. Chief Donahue expressed sincere appreciation to his family for always pushing him to be the best with unbridled love and support. Representative of their support, Chief Donahue's wife, Stephanie; oldest daughter, Katie, and her husband, Paul; and youngest daughter, Bridget, and her fiancé, Logan, were in attendance to witness Chief Donahue's swearing-in ceremony. Chief Donahue also took the opportunity to thank the administrative staff of Washington Township. He noted that, most importantly, he extends his appreciation to the firefighters of Washington Township Fire Department, with admiration for their training, dedication and service, and noted he looks forward to continue working with each of them to serve the community. Chief Donahue thanked others in attendance, including Liberty Township Fire Chief Jim Reardon and Battalion Chief Ben Lovell. Former WTFD Chief O'Connell was also in attendance, Chief Donahue explained he gained not only a co-worker, but a true friend through the succession process.

Resolution to Conclude Linda Latham's Employment as Executive Finance Specialist for the Purpose of Retirement:

Motion:

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

A RESOLUTION CONCLUDING LINDA LATHAM'S EMPLOYMENT AS EXECUTIVE FINANCE SPECIALIST

WHEREAS, the Board of Township Trustees of Washington Township rehired Linda Latham on October 4, 2022, and

WHEREAS, the Board of Trustees for Washington Township recognizes Linda Latham has voluntarily resigned from her position with the intention of retiring.

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 retirement of:

Name:	Linda Latham
Position / Department:	Executive Finance Specialist / Fiscal
Classification:	Full-Time
Effective date:	June 6, 2025

Section 2: Linda Latham 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. 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 22, 2025. #2025.04.22.001
Append #002

Resolution to Promote Adam M. Smith as Full-Time Probationary Assistant Fire Chief:

Motion:

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

RESOLUTION TO PROMOTE ADAM M. SMITH AS FULL-TIME PROBATIONARY ASSISTANT FIRE CHIEF

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 March 15, 2025, in the position of Assistant Fire Chief, 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:	Adam M. Smith
Position:	Probationary Assistant Fire Chief
Classification:	Uniformed Full-Time Exempt
Base Salary:	\$161,795.39
Effective date:	April 26, 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. Kranstuber seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted April 22, 2025. #2025.04.22.002
Append #003

Motion to Authorize the Township Administrator to Enter into an Agreement with ImageTrend for the Purchase of a Record Management System, Cost Not to Exceed \$56,000:

Mr. Rozanski moved to introduce and authorize the Township Administrator to enter into an agreement with ImageTrend for the purchase of a record management system, cost not to exceed \$56,000, seconded by Mr. Kranstuber. Motion passed with all members of the Washington Township Trustees whom were present voting Aye. #2025.04.22.003

Append #004

Motion to Authorize the Township Administrator to Enter into an Agreement with Buckeye Body and Equipment and FDT Diesel to Install a New Motor and Complete Body Improvements to 2012 Ford F550, Cost Not to Exceed \$33,000:

Discussion:

Chief Donahue reminded the board that this truck was used as the dive truck until the motor failed late last year. After much consideration and research, the Vehicle Maintenance Committee recommended replacing the motor and converting the vehicle to the department's utility truck. This adjustment will attain significant savings for the department as \$77,000 was included in this year's budget to replace Utility 91. Chief Donahue also explained that a former WTFD ambulance has been repurposed as the new dive truck, providing a warm and controlled environment for crews to change into their diving gear.

Motion:

Mr. Kranstuber moved to introduce and authorize the Township Administrator to enter into an agreement with Buckeye Body and Equipment and FDT Diesel to install a new motor and complete body improvements to 2012 Ford F550, cost not to exceed \$33,000, seconded by Mr. Rozanski. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.04.22.004

Append #005

Motion to Authorize the Township Administrator to Enter into an Agreement with Columbus FiberNet (Team Fishel) for Fiber Splicing, Hot Cuts and Installation, Cost Not to Exceed \$14,250:

Discussion:

Mr. Richter explained the work from this agreement will enhance redundancy with the Township's fiber, further reducing risk of disruption to connectivity for the five (5) Township buildings. This initiative is the result of Mr. Richter previously requesting the City of Dublin to consider this type of opportunity for the Township as the city expands its own connectivity.

Motion:

Mr. Kranstuber moved to introduce and authorize the Township Administrator to enter into an agreement with Columbus FiberNet (Team Fishel) for fiber splicing, hot cuts and installation, cost not to exceed \$14,250, seconded by Mr. Rozanski. Motion passed with all members of the Washington Township Trustees whom were present voting Aye. #2025.04.22.005

Append #006

Motion to Approve Meeting Minutes:

Mr. Kranstuber moved to introduce and approve the minutes from the April 8, 2025, Board of Trustees Meeting, seconded by Mr. Rozanski. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.04.22.006

Append #007

Motion to Approve Consent Agenda:

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

- Medical Payments – March 2025 \$ 180,068.39
- Bills: April 15, 2025 \$ 209,623.95
- Payroll: Monthly April 4, 2025 \$ 9,584.00
- Payroll: April 11, 2025 \$ 534,100.64
- Monthly Financial Report for March 2025

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

#2025.04.22.007

Append #008

Round Table Discussions:**Township Administrator Eric Richter:**

- Mr. Richter thanked Mr. Melody and Mr. Kranstuber for facilitating the Township hosting the Dublin City Schools Business Advisory Council. The meeting was very well attended with good dialogue. Mr. Richter emphasized that the Township is open to hosting similar meetings in the future;
- Mr. Richter noted the Spring/Summer Newsletter will begin arriving in resident mailboxes next week.

Chief John Donahue:

- Chief Donahue outlined a residential fire on Shady Nelms Drive that occurred late Sunday night into Monday morning. He noted an insurance investigator is currently reviewing the incident, although it appears the fire was accidental and is believed to have resulted from a malfunctioning Lithium-ion battery. Chief Donahue praised the work of the responding crews, and Lt. Kristen Hunt for providing training covering similar scenarios. Responding to questions, Chief Donahue indicated the vast majority of electronic devices now contain Lithium-ion batteries, including laptops, earbuds, cell phones and electric vehicles, to name just a few. He explained the batteries are designed to last a lot longer, but as they age and breakdown, they have the potential to off-gas and create a fire. He noted this is a common challenge in the fire service, with little being done in the battery industry to prevent the issue. Chief Donahue commented that WTFD firefighter Dalan Zartman and Lt. Bill Kahler have become subject matter experts, traveling the country and internationally for training to bring knowledge back to WTFD. He indicated the subject is also an area of focus for the Northwest Area Strike Team.
Mr. Richter added that, coincidentally, Washington Township included an article in the most recent *Dublin Life* magazine regarding Lithium-ion batteries. An article on the subject is also included in the upcoming Township Newsletter. Chief Donahue confirmed Mr. Rozanski's comments that another common misunderstanding with Lithium-ion batteries is that even after extinguishing the fire and confirming the battery has returned to room temperature, the battery can off-gas and combust again;
- Chief Donahue confirmed WTFD will have a dodgeball team participating on May 9;

- WTFD will have three (3) personnel participating in the Policy/Fire Olympics in Alabama. Firefighters Evan Will, Nate Castle and Kory Carter will participate on the basketball team;
- Chief Donahue praised the phenomenal job by firefighter Chuck Cattrell to raise money for the annual Firefighter's Ball;
- Chief Donahue provided an update on the Cancer Screening Program the trustees approved at the previous meeting, with tentative dates between August 18 and 21 at the Administration Building. He will send additional information and confirmation as the dates approach;
- Chief Donahue noted the medication incinerator located on the Administration building property is fully functional as of last week, and should be up and running very soon. The incinerator will be used to dispose of medications dropped off at DPD;
- Chief Donahue notified the trustees that an update to the Ohio Fire Code is in the final stages. Once finalized, Chief Donahue will present the update to the trustees and Dublin City Council for adoption;
- The presentations to DCS Middle Schools by Chief O'Connell and Chief Donahue recently concluded with their final presentation at Dublin Sells Middle School;
- Chief Donahue provided an update on the CPR program at DCS High Schools this spring semester. Dublin Coffman was finalized this week. Dublin Jerome is scheduled next, and will conclude the program for the 2024-25 school year. Just over 800 students will have completed the program this school year;
- Chief Donahue noted that Mount Carmel opened its new Dublin location today, and Medic 92 was the first apparatus to transport to the hospital;
- Chief Donahue provided an update on Tablet Command, an incident management software. WTFD will be partnering with other NRECC agencies to implement the new software, including a cost-sharing model. He noted the new program will allow responding agencies to view all responding units, including those from mutual aid agencies;
- Chief Donahue provided a reminder of the spring flower sale, with proceeds benefitting Honor Flight Columbus. The sale precedes Mother's Day, running Thursday, May 8 through Saturday, May 10 at Station 91.

Human Resources Manager Catherine Grossman:

- Ms. Grossman noted that she and Mrs. Lawler attended the BWC Safety Congress last Thursday, April 17 at the Columbus Convention Center;
- Ms. Grossman provided an update on the Community Safety Liaison position, three (3) candidates will participate in in-person interviews tomorrow;
- Ms. Grossman confirmed there were twenty-four (24) participants in the Part-Time Firefighter interviews last week, with thirteen (13) advancing to the in-person interviews scheduled for next week;
- Ms. Grossman stated following Mrs. Latham's retirement announcement, the Finance Specialist position has been posted and two (2) responses have been received so far. Mr. Rozanski noted he received questions from several residents who believed it to be a new position, and clarified for them it is not an additional position.

Fiscal Officer Scott Melody:

- Mr. Melody provided an update that he is still working on access to the government site to confirm the Township's use of Covid funds received. He has opened a ticket to assist with resolution;

- Mr. Melody noted he enjoyed the visit last week with Mr. Harris and Chief Donahue to the Northwest Regional Emergency Communications Center (NRECC), in celebration of National Public Safety Telecommunicators Week;
- Mr. Melody also stated that last week, he, Mr. Harris and Mr. Richter attended the tour of the new facilities at OhioHealth Dublin, including the Trauma Level 3 unit.

Adjourn Meeting:

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to adjourn the meeting of April 22, 2025 at approximately 5:31 p.m.

#2025.04.22.008

Mr. Jan Rozanski, Chair

Mr. Scott Melody, Fiscal Officer