

## **Minutes of May 13, 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 May 13, 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 – Present

Mr. Stu Harris, Trustee – Present

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

Deputy Burton Haren with Franklin County Sheriff's Office (FCSO) submitted a verbal report to the Trustees for April 23 through May 13 2025, including an update on the following:

- During this period, there were eighteen (18) Total Calls for Service / Self-Initiated Activity, one (1) Total Report Taken, and zero (0) thefts:
  - The single report resulted from car crash on I-270.
- Deputy Haren indicated his unit and an undercover unit are working with the Franklin County Prosecutor's office on abatements, mostly for non-residential properties. Mr. Richter was made aware of the efforts, and will be meeting with a representative from the Prosecutor's office.

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

No comments.

### **Swearing-in of Assistant Fire Chief Adam Smith and Full-Time Firefighter Seth Wirt:**

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

- Adam Smith as Full-Time Probationary Assistant Fire Chief, badge pinned by his wife, Marla.
- Seth Wirt as Full-Time Probationary Firefighter, badge pinned by his wife, Sarah.

Chief Donahue welcomed Adam Smith in his new role as Assistant Fire Chief for Washington Township Fire Department, and congratulated him on the promotion. Chief Smith has served as Battalion Chief for the past six (6) years of his twenty-eight (28) year career at WTFD. He has a strong family history of serving the Washington Township and Dublin community, with his father previously serving as Battalion Chief for WTFD. Chief Donahue explained the selection process attracted around twenty-six (26) qualified applicants, and Chief Smith was clearly the top candidate for the department. Chief Donahue looks forward to collaborating with Chief Smith to continue the department's tradition of excellence, serving both the community and the firefighters of WTFD. Chief Smith expressed his appreciation for his family and friends in attendance; wife, Marla; children, Wilson and Lydia; parents, Steve and Sue; Sister Melissa and nephews Max and Tucker; and Scott and Leona Jones.

Chief Donahue congratulated Seth Wirt on his promotion to full-time probationary firefighter. Chief Donahue indicated Firefighter Wirt participated in a competitive process among qualified internal personnel. He has served WTFD as a part-time firefighter for over a year, and is currently working toward his paramedic certification. Firefighter Wirt expressed his appreciation to his family for attending, including his parents and siblings, as well as his wife, Sarah and her parents. Chief Donahue shared a passage from decorated former Captain of New York City Fire Department and former Chief of Waterbury Fire Department in Connecticut, Tom Brennan. Chief Brennan's words emphasized the importance of training throughout one's career, from probationary firefighter, as Firefighter Wirt is now, to Fire Chief.

Chief Donahue addressed Firefighter Wirt's family, highlighting the care and support Washington Township's Trustees and administration offer to personnel, in both physical and psychological fitness.

He encouraged the family to reach out if they ever become aware of any support needed for Firefighter Wirt.

With many WTFD officers and firefighters in attendance to witness the swearing-in ceremonies, Mr. Rozanski took the opportunity to express appreciation on behalf of the Board of Trustees to the department for their outstanding service day in and day out. He stated the support for the fire levy on May 6 is attributed to the outstanding service and professionalism of the firefighters of WTFD. He further expanded by stating that short-term actions like posting signs of support for the levy are important, but it is the consistent daily effort of the firefighters that truly garners the outstanding support from the community.

**Resolution to Hire Megan N. Schiff as Full-Time Probationary Community Safety Liaison:**

**Discussion:**

Ms. Grossman confirmed a competitive process of thirteen (13) external applicants. She explained Mrs. Schiff is very familiar with the community, coming from Northwest Regional Emergency Communications Center (NRECC), and Mrs. Schiff indicated she is looking forward to using her dispatching experience and criminology degree for the benefit of the township.

**Motion:**

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

**RESOLUTION TO HIRE MEGAN N. SCHIFF AS FULL-TIME PROBATIONARY COMMUNITY SAFETY LIAISON**

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 January 15, 2025, in the position of Community Safety Educator, and;

WHEREAS, during the February 25, 2025 Washington Township's Board of Trustees Meeting, the Board approved to expand the responsibilities of the Community Safety Educator position and identified the updated position as the Community Safety Liaison, 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, fire marshal, 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 hiring:

Name: Megan N. Schiff

Position: Probationary Community Safety Liaison

Classification: Non-Uniformed / Full-Time Non-Exempt / Fire

Base Salary: \$65,000.00

Effective date: May 24, 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 May 13, 2025. #2025.05.13.001

Append #001

**Resolution to Authorize the Township Administrator to Execute a Lease Agreement with the City of Dublin for the Installation of Drone Network Program Equipment on Township-Owned Property:**

**Discussion:**

Chief Donahue noted this initiative is a joint partnership with Dublin Police Department (DPD) which has previously been discussed in regularly scheduled meetings. DPD is in the process of installing four (4) drones within Washington Township. DPD received certification from the FAA last week to permit remote deployment of the drones without line of sight. The drones can be deployed to any area of the township within ninety (90) seconds, providing live video coverage and thermal imaging to both the police department and fire department. The Township will be providing access to internet and power while DPD will pay for the drone and all accompaniments. Responding to questions from Mr. Rozanski, Chief Donahue confirmed the agreement allows use of the drones by the fire department, and added it will be at no cost to the Township.

**Motion:**

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

**A RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE A LEASE AGREEMENT WITH THE CITY OF DUBLIN FOR THE INSTALLATION OF DRONE NETWORK PROGRAM EQUIPMENT ON TOWNSHIP-OWNED PROPERTY**

WHEREAS, for public safety, the City of Dublin is installing a remote drone network that will enable the City to respond quickly to incidents; and

WHEREAS, as part of this Program, the City needs to install Program Equipment on various buildings in the City and Township; and

WHEREAS, R.C. 505.11(A) allows when, in its opinion, the township would be benefited, the board of township trustees may lease township real property to any person upon terms agreed upon by the board and the lessee; and

WHEREAS, the Township and City now want to enter into a lease agreement so that the City can install and maintain the Program Equipment at the following location:

Within the HVAC fenced area at or near the rear of the building located at 6200 Eiterman Road, Dublin, Ohio or at another location at this or another address in the Township which is mutually agreed upon by the City and Township.

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 believe the Township as well as its residents and business will benefit tremendously if the City of Dublin is allowed to lease the space described above to install its Drone Network Program Equipment.

Section 2: The Township Administrator is hereby authorized and directed to execute a Lease Agreement, in substantially the same form and content as the lease agreement attached hereto as Exhibit A and incorporated herein by reference, with the City of Dublin.

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. Kranstuber seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted May 13, 2025. #2025.05.13.002

Append #002

**Motion to Authorize the Township Administrator to Enter Into an Agreement with Phoenix Safety Outfitters LLC for the Annual Purchase of Firefighting Personal Protective Equipment, Cost Not to Exceed \$26,280**

**Discussion:**

Chief Donahue mentioned this is the second set of purchases for the year. He praised the work of Captain DeGiralomo, who took the lead to coordinate a group purchasing agreement amongst NRECC agencies and Phoenix Safety Outfitters LLC. The group purchasing agreement reduced the cost by around \$400 per set and improved delivery time from six (6) months to approximately six (6) weeks.

**Motion:**

Mr. Kranstuber moved to introduce and authorize the Township Administrator to enter into an agreement with Phoenix Safety Outfitters LLC for the annual purchase of firefighting personal protective equipment, cost not to exceed \$26,280, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.05.13.003

Append #003

**Motion to Authorize the Township Administrator to Enter Into an Agreement with Tablet Command, Inc. for the Group Purchase of an Incident Command Software, Cost Not to Exceed \$35,900:**

Item removed from the agenda.

This item was removed from the agenda, with discussion tabled to a future meeting.

**Motion to Authorize the Township Administrator to Enter Into an Agreement with Fishel, Downey, Albrecht & Riepenhoff LLP for the Purpose of Performing a Salary Survey and Compensation Plan Review, Cost Not to Exceed \$15,000:**

**Discussion:**

Responding to questions from Mr. Rozanski, Ms. Grossman explained the last salary survey was completed three (3) years ago. She indicated the Township would be prudent to run another study to review any potential changes since the Covid pandemic and recent economic fluctuations, and to follow the Township policy of completing a salary survey every three (3) to five (5) years.

**Motion:**

Mr. Kranstuber moved to introduce and authorize the Township Administrator to enter into an agreement with Fishel, Downey, Albrecht & Riepenhoff LLP for the purpose of performing a salary survey and compensation plan review, cost not to exceed \$15,000, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.05.13.004

Append #004

**Motion to Approve Meeting Minutes:**

Mr. Kranstuber moved to introduce and approve the minutes from the April 22, 2025, Board of Trustees Meeting, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.05.13.005

Append #005

**Motion to Approve Consent Agenda:**

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

- Medical Payments – April 2025      \$ 178,577.17
- Electronic Payments – April 2025    \$1,369,853.73
- Bills: April 30, 2025                 \$ 170,297.78
- Payroll: Monthly May 2, 2025        \$ 9,584.00
- Payroll: April 25, 2025               \$ 576,862.81

- Payroll: May 9, 2025 \$ 494,587.85

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

#2025.05.13.006

Append #006

### **Round Table Discussions:**

#### **Township Administrator Eric Richter:**

- Mr. Richter included the Dublin Food Pantry impact report in the board packets, as provided by the Food Pantry's Executive Director Julie Erwin-Rinaldi;
- Mr. Richter provided another warm appreciation letter from a resident following an EMS run on Easter;
- Mr. Richter provided an update on several upcoming road projects in the area:
  - Beginning in mid to late June, there will be lane closures on Cosgray Road south of Rings Road for new stormwater improvement lines that will connect to the improvements completed in Amlin in 2023. Mr. Richter noted the Township will be contributing \$15,000 toward the project with the remaining balance to be split and paid by the City of Dublin, Franklin County Engineer's Office (FCEO) and grant funding;
  - The FCEO will replace a culvert on Eiterman Road, with the road being closed for approximately forty-five (45) days, beginning in late June or early July.
- Mr. Rozanski confirmed he will attend the upcoming Tax Incentive Review Council (TIRC) meetings with Mr. Richter on May 20 and May 29;
- Mr. Richter informed the board he responded to an inquiry from a resident regarding expiring terms of Washington Township elected officials, confirming Mr. Harris and Mr. Kranstuber are up for reelection this year, as well as Fiscal Officer Melody;
- Mr. Richter informed the board of a meeting held by the City of Dublin regarding the West Innovation District in the vicinity of the Township Administration building. He noted that several Township residents from the Ballantrae neighborhood expressed concerns with rezoning the parcels to Light Industrial. Additionally, there was concern whether several parcels on Houchard Road would be included in the rezoning. Mr. Richter confirmed to the trustees that the parcels on Houchard would only be rezoned should they annex into the City of Dublin. Similar to Ballantrae residents, residents on Houchard shared concern over potential uses on the land proposed to be rezoned;
- Mr. Richter attended a meeting about the Big Darby Accord plan update this afternoon, he will provide more information as it becomes available later in the year;
- Mr. Richter provided Mr. Harris an August 1 deadline for any articles to be shared in the Fall/Winter edition of the Township's Newsletter;
- Mr. Richter confirmed the board would like to schedule a date for strategic planning, he will send potential dates to the group to meet for several hours on a Saturday morning over the summer;
- Mr. Richter echoed the appreciation shared earlier in the meeting for those who helped with the levy, and is very pleased with the results and substantial support from the community;
- Mr. Rozanski inquired whether the Dublin Education Foundation (DEF) has reached out to present to the board as requested when the Township provided the organization with a grant in 2024. Mr. Richter has not received a request, and will connect with a representative of the DEF;
- Mr. Richter confirmed the trustees' desire to cancel the regularly scheduled meeting on Tuesday, May 27.

**Chief John Donahue:**

- Chief Donahue also expressed his appreciation to those who helped with the successful levy campaign. He noted the levy passed every precinct, with a 78.5% passage rate overall. He asked the trustees to reach out if any levy signs need to be picked up;
- Chief Donahue provided an update on the 2024 Annual Report, which has been posted to the Township website. He expressed his appreciation to Firefighter Troy Elmore for assembling the report, and Mrs. Lawler for her assistance in editing. Mr. Richter noted the report will also be included in the Strategic Planning binder;
- Chief Donahue presented the monthly report for April. He provided an update on the residential fire that occurred on Easter, noting that everyone involved is physically doing fine;
- Chief Donahue explained that despite being beat in the first round, the firefighters enjoyed participating in dodgeball at Dublin Coffman on Friday;
- Chief Donahue provided an update on the final preparations for the Memorial Tournament, including crews dedicated to assess any potentially hazardous situations;
- Responding to questions from Mr. Harris, Chief Donahue indicated the Flower Sale sold out on Saturday, displaying a tremendous show of support from the community. Proceeds from the flower sale benefit Honor Flight Columbus. Chief Donahue complimented the tremendous work of Firefighter Charles Cattrell on the flower sale, as well as the poinsettia sale in late fall. Mr. Rozanski mentioned Mrs. Rozanski appreciated the assistance she was provided at the sale.

**Human Resources Manager Catherine Grossman:**

- Ms. Grossman provided an update on recent recruiting efforts:
  - The most recent part-time firefighter selection process is concluding with offers to six (6) candidates, contingent on a successful background check process. Orientation for the successful candidate(s) will be held in June;
  - Efforts to fill the Finance Specialist position continue following the May 6 application deadline;
  - Applications are currently being accepted for the Battalion Chief vacancy following the promotion of Adam Smith to Assistant Fire Chief. The selection process will include internal and external applicants;
  - Additionally, a Captain's promotional process will begin soon.

**Fiscal Officer Scott Melody:**

- Mr. Melody expanded on the selection process for the Finance Specialist position. He has completed interviews via Zoom with seven (7) potential candidates, with another scheduled for tomorrow. He will begin in person interviews next week and has asked Mr. Richter, Ms. Grossman, Mrs. Barb Duhl and Mrs. Linda Latham to be involved in the interview process;
- Mr. Melody indicated the month of April has been closed.

**Trustee Jan Rozanski:**

- Mr. Rozanski took the opportunity to share his experience at the Ohio Military Hall of Honor Induction Ceremony on May 2. According to the organization's website, ohioheroes.org, nominees must meet several criteria, including being the recipient of a U.S. military medal for valor. Mr. Rozanski recalled the story of, possibly, the only inductee from Dublin, Ohio to date. He explained this honoree is still in active service, and detailed the acts of heroism that qualified him for the prestigious Navy and Marine Corps Achievement Medal. Mr. Rozanski stated with pride, that the young man honored is his son, Sergeant Alex J. Rozanski.

**Adjourn Meeting:**

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to adjourn the meeting of May 13, 2025 at approximately 7:01 p.m.

#2025.05.13.007

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Mr. Jan Rozanski, Chair

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Mr. Scott Melody, Fiscal Officer