

## Minutes of July 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 July 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 – Present

Mr. Stu Harris, Trustee – Present

### 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 June 11 through July 8, 2025, including an update on the following:

- During this period, there were twenty (20) Total Calls for Service / Self-Initiated Activity, six (6) Total Reports Taken, and two (2) Total Arrests / Citations;
- On June 15, a vehicle stolen out of Columbus Police jurisdiction was recovered in a parking lot off Cosgray Road in the Township after a concerned resident contacted the FCSO to report the vehicle was suspicious to the area;
- There are two incidents under investigation by the FCSO Detective Bureau:
  - One attempted robbery, a carjacking at gunpoint from a residence on Cosgray Road; and
  - On July 5, twenty-five (25) firearms were stolen from a storage unit on Fishel Drive.

Append #001

### Opportunity for Residents to Speak:

Mr. Harris requested attendee Hilary Damaser to introduce herself. Ms. Damaser obliged, and indicated she was in attendance to observe as she will be running for Washington Township Trustee this year.

### Resolution to Hire Arthur J. Green as Part-Time Probationary Firefighter/EMT-B:

#### Motion:

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

#### **RESOLUTION TO HIRE ARTHUR J. GREEN AS A PART-TIME PROBATIONARY FIREFIGHTER / EMT-B**

WHEREAS, Washington Township provides fire suppression and prevention, emergency medical services and other Township administrative duties to its constituents, and

WHEREAS, a need to fill a vacancy in the position of part-time 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 township administrator, human resource manager, and fire chief;

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 of:

Name: Arthur J. Green

Position: Probationary Firefighter / EMT-B

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

Hourly Rate: \$19.17

Effective date: June 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. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted July 8, 2025. #2025.07.08.001

Append #002

**Resolution to Hire Kyle J. Muchmore as Part-Time Probationary Firefighter/EMT-B:**

**Motion:**

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

**RESOLUTION TO HIRE KYLE J. MUCHMORE AS A PART-TIME PROBATIONARY FIREFIGHTER / EMT-B**

WHEREAS, Washington Township provides fire suppression and prevention, emergency medical services and other Township administrative duties to its constituents, and

WHEREAS, a need to fill a vacancy in the position of part-time 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 township administrator, human resource manager, and fire chief;

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 of:

Name: Kyle J. Muchmore  
Position: Probationary Firefighter / EMT-B  
Classification: Uniformed / Part-Time Non-Exempt / Fire  
Hourly Rate: \$19.17  
Effective date: June 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 July 8, 2025. #2025.07.08.002

Append #003

**Resolution to Hire Paul A. Olesh as Part-Time Probationary Firefighter/EMT-B:**

**Motion:**

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

**RESOLUTION TO HIRE PAUL A. OLESH AS A PART-TIME PROBATIONARY FIREFIGHTER / EMT-B**

WHEREAS, Washington Township provides fire suppression and prevention, emergency medical services and other Township administrative duties to its constituents, and

WHEREAS, a need to fill a vacancy in the position of part-time 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 township administrator, human resource manager, and fire chief;

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 of:

Name: Paul A. Olesh  
Position: Probationary Firefighter / EMT-B  
Classification: Uniformed / Part-Time Non-Exempt / Fire  
Hourly Rate: \$19.17  
Effective date: June 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. Rozanski seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted July 8, 2025. #2025.07.08.003  
Append #004

**Resolution to Hire Jaxon L. Swank as Part-Time Probationary Firefighter/EMT-B:**

**Motion:**

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

**RESOLUTION TO HIRE JAXON L. SWANK AS A PART-TIME PROBATIONARY FIREFIGHTER / EMT-B**

WHEREAS, Washington Township provides fire suppression and prevention, emergency medical services and other Township administrative duties to its constituents, and

WHEREAS, a need to fill a vacancy in the position of part-time 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 township administrator, human resource manager, and fire chief;

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 of:

Name: Jaxon L. Swank  
Position: Probationary Firefighter / EMT-B  
Classification: Uniformed / Part-Time Non-Exempt / Fire  
Hourly Rate: \$19.17  
Effective date: June 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. Rozanski seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted July 8, 2025. #2025.07.08.004  
Append #005

**Resolution to Hire Emearson A. Szewczyk-White as Part-Time Probationary Firefighter/EMT-B:**

**Motion:**

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

**RESOLUTION TO HIRE EMEARSON A. SZEWCZYK-WHITE AS A PART-TIME PROBATIONARY FIREFIGHTER / EMT-B**

WHEREAS, Washington Township provides fire suppression and prevention, emergency medical services and other Township administrative duties to its constituents, and

WHEREAS, a need to fill a vacancy in the position of part-time 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 township administrator, human resource manager, and fire chief;

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 of:

Name: Eme arson A. Szewczyk-White  
Position: Probationary Firefighter / EMT-B  
Classification: Uniformed / Part-Time Non-Exempt / Fire  
Hourly Rate: \$19.17  
Effective date: June 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 July 8, 2025. #2025.07.08.005  
Append #006

**Motion to Authorize the Township Administrator to Enter into an Agreement with Byers Imports for the Purchase of a New Volkswagen ID.Buzz, Cost Not to Exceed \$60,000:**

**Discussion:**

Chief Donahue indicated the department intends to consolidate the replacement of the 2008 Honda Civic and 2010 Chevrolet Colorado into one vehicle. The Honda was sold through GovDeals earlier this year, and the Chevrolet will be placed for sale through GovDeals upon receipt of the new vehicle. Chief Donahue emphasized the increased storage potential with a van, as well as ease of accessing the stored materials. The ID.Buzz will become a focal point, advertising WTFD and the public education/CPR program while traveling throughout the Township. Additionally, he noted the new vehicle is all electric, further solidifying the Township's commitment to sustainability. Mr. Richter added the intent is to tastefully wrap the vehicle to be easily identified as a WTFD vehicle, providing a lot of functionality with the added benefit of eye-catching branding. He noted this will allow the ID.Buzz to be the entry into various special events throughout the Township and City of Dublin.

**Motion:**

Mr. Kranstuber moved to introduce and authorize the Township Administrator to enter into an agreement with Byers Imports for the purchase of a new Volkswagen ID.Buzz, cost not to exceed \$60,000, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye. #2025.07.08.006  
Append #007

**Motion to Authorize the Township Administrator to Enter into a Three-Year Agreement with Timeclock Plus, LLC for the Purchase of Aladtec Software, Cost Not to Exceed \$12,630 in 2025:**

**Discussion:**

Chief Donahue praised Captain Evan DeGiralomo for his time and research of various scheduling software. Chief Donahue explained Aladtec is equivalent in pricing to the current scheduling software, TeleStaff, but will provide improved technical support.

**Motion:**

Mr. Harris moved to introduce and authorize the Township Administrator to enter into an agreement with Timeclock Plus, LLC for the purchase of Aladtec Software, cost not to exceed \$12,630 in 2025, seconded by Mr. Kranstuber. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.07.08.007

Append #008

**Motion to Approve Meeting Minutes:**

Mr. Kranstuber moved to introduce and approve the minutes from the June 10, 2025, Board of Trustees Meeting, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.07.08.008

Append #009

**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 – June 2025      \$ 280,343.64
- Electronic Payments – June 2025    \$1,400,906.34
- Bills: June 15, 2025                 \$ 139,542.10
- Bills: June 30, 2025                 \$ 163,479.77
- Payroll: June 20, 2025                \$ 494,723.14
- Payroll: Monthly July 3, 2025        \$ 9,584.00
- Payroll: July 3, 2025                 \$ 583,975.31
- Monthly Financial Report for May 2025

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

#2025.07.08.009

Append #010

**Round Table Discussions:**

**Township Administrator Eric Richter:**

- At the request of the City of Dublin, Mr. Richter attended the annexation petition hearing with Madison County Commissioners on June 17. He was requested to testify on the resolution adopted by Township Trustees last year indicating Washington Township is committed to provide fire & EMS services within the boundaries of the City of Dublin, including newly acquired land in Madison County, if Madison County Commissioners approved the annexation. Mr. Richter indicated a decision on the petition should be made in the next several weeks;
- Mr. Kranstuber confirmed he will attend the Franklin County Township Association and Board of Health Advisory Committee on July 24. Mr. Richter indicated he would RSVP for himself and Mr. Kranstuber;
- There was discussion surrounding scheduling the annual strategic planning session, with the board deciding to wait until after Jan. 1 to return to a late winter/early spring timeline for the session;
- At the board's request, Mr. Richter notified the trustees of a personal out of state trip August 1-11;
- Mr. Richter notified the board that the City of Dublin will hold another community conversation surrounding the West Innovation District at Washington Township Administrative Offices, in

addition to several others around the community. The meeting at Washington Township will be held Tuesday, July 15 from 8 – 9 a.m.;

- Mr. Richter passed around a postcard received from the United States Post Office indicating the Amlin location is in search of an alternate location after its current lease was not renewed. Mr. Melody inquired about the Township owned property at 5468 Cosgray Road. Mr. Richter confirmed it was within the radius the postal service is looking, but would be less than ideal ingress and egress. Additionally, he noted the land is currently used for the community garden;
- Mr. Richter provided an update on several properties within the Township:
  - The property at 6114 Shier Lane has been mowed and Mr. Richter is working with the vendor for additional cleanup of vegetation and debris;
  - The property at 6927 Rings Road was recently purchased through auction, and appears to be receiving needed attention from the new owner;
  - Mr. Richter received a call regarding a potential new development in Jerome Township that involves several parcels that are partially within Washington Township along State Route 161, West of Costco. He noted the majority of the land is in Union County/Jerome Township, with the portion of the parcels in Washington Township likely to become parking for the proposed development. He explained this would require the Washington Township Zoning Commission to convene and rezone the parcels to match that of Jerome Township, which would ultimately be brought to the Board of Trustees;
  - There were issues achieving a quorum for the Board of Zoning Appeals to hear the variance requests for 5945 Dublin Road in June. The meeting has been scheduled for Wednesday, July 23 at 7 p.m. at the Washington Township Town Hall.
- There was discussion around Washington Township becoming a member of the Japan-America Society of Central Ohio (JASCO). Mr. Rozanski inquired about the requirements of membership, concerned with added responsibilities for staff. Following conversation, it was agreed to remit the \$500 membership fee to become a member of JASCO.

#### **Chief John Donahue:**

- Chief Donahue invited Fire Marshal Sam Parsons to introduce the team's newest addition, Community Safety Liaison Megan Schiff. Marshal Parsons indicated Megan served as a dispatcher for the Township's partner, NRECC. He commented that Megan has been an outstanding addition, quickly taking the lead on several projects, including promotion of the "what3words" app and implementation of an After the Fire kit program. Megan introduced herself to Mr. Kranstuber, and reintroduced herself to Mr. Rozanski and Mr. Harris, whom she had met at the Memorial Tournament and Dublin's Wetsuits and Way Cool Trucks event, respectively.

Megan provided an example of the After the Fire kit she has implemented. The kit is intended to be provided to residents following a fire, and contains several personal hygiene products, a first-aid kit and soft blanket.

Megan then took the opportunity to outline the "what3words" app, which provides a three (3) word combination for every ten foot (10') square in the world. Megan explained she met with the City of Dublin's GIS department to develop a map of Irish Fest, documenting the three (3) word combination for each of the vendor sites. Prior to the festival, the Fire Prevention Bureau will provide each vendor the three (3) words specific to the vendor's setup location, and will instruct the vendor to provide the combination if there is a need for first responders or a fire inspector at the vendor's location. This system will expedite response time by providing first responders a precise location;

- Chief Donahue presented the monthly report for June;
- Chief Donahue provided an update on the 2025 WTFD goals;
- Chief Donahue indicated WTFD received a \$2,500 grant for EMS equipment. He noted funds used for the grant were the result of fines collected for seatbelt violations;
- Chief Donahue expressed his appreciation to the shift on duty, who hosted the department heads for the City of Dublin during the morning session of their retreat today. He noted it was a great interaction;
- On Sunday, WTFD crews supported deployment of the National Guard by lining the convoy's travel route to the airport;
- Chief Donahue again commended the efforts of Firefighter/EMT-B Chad Reed and Firefighter/Paramedic Jeremy Stiver during the Dive Team response in West Jefferson last month. FF Reed and FF Stiver were in attendance to provide a demonstration of some of the dive equipment used after the meeting adjourned. Chief Donahue additionally praised FF Reed's recommendation to utilize an old Medic apparatus as the Dive Truck, which provides an enclosed space in which responders can change into dive gear en route to a scene;
- Chief Donahue brought attention to the email he sent to the board over the weekend, detailing the success of the basketball team representing WTFD in the World Police & Fire Games held in Birmingham, Alabama. Firefighter/Paramedics Evan Will, Nate Greene and Carter McCormick won the silver medal in the five on five basketball games, defeated in the Championship game by neighboring Columbus Fire;
- Chief Donahue expressed his appreciation to WTFD instructors, as well as EMS Manager Kevin McDowell and Training Manager Jamie Ross for completing the EMS Training Site Audit yesterday with flying colors. Successful completion allows WTFD to continue providing continuing education;
- Responding to questions from Mr. Rozanski regarding the annexation of the Madison County land into the City of Dublin, Chief Donahue confirmed he and department leadership continue to monitor developments that may require the addition of another fire station for WTFD. Chief Donahue noted that the land in Madison County is currently mostly farmland, and it will likely be several years before any population increase is attained. Additionally, he noted the ability to serve the area will be enhanced with new and improved roadways.

**Human Resources Manager Catherine Grossman:**

- Ms. Grossman indicated the first face-to-face interview in the Battalion Chief selection process will be held this Thursday. She anticipates presenting the board a resolution for hire at the regularly scheduled meeting on August 12;
- Ms. Grossman invited the board to attend the Employee Appreciation luncheon that will be held for each shift on Tuesday, July 22, Wednesday, July 23 and Thursday, July 24. She noted that Chief Donahue and Chief Smith will be serving as the grill masters each day.

**Fiscal Officer Scott Melody:**

- Mr. Melody reminded the board that Vanessa Wolfe began as Finance Specialist on June 23 and has done a great job working through payroll with Linda;
- Mr. Melody stated July 25 is Linda Latham's last day.

**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. Kranstuber 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 6:40 p.m., seconded by Mr. Rozanski. Motion passed with all members of the Washington Township Trustees that were present voting Aye. #2025.07.08.010

**Reconvened:**

The meeting reconvened at approximately 6:49 p.m. with no action taken.

**Adjourn Meeting:**

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to adjourn the meeting of July 8, 2025 at approximately 6:49 p.m. #2025.07.08.011

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Mr. Jan Rozanski, Chair

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Mr. Scott Melody, Fiscal Officer