

Minutes of August 12, 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 August 12, 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 July 9 through August 12, 2025, including an update on the following:

- During this period, there were forty-seven (47) Total Calls for Service / Self-Initiated Activity, eight (8) Total Reports Taken, and zero (0) Total Arrests / Citations. Deputy Haren noted:
 - Two (2) hit-skip crashes occurred; the at-fault party was not located.
 - FCSO detectives are actively investigating a break-in at the storage facility on Rings Road over the weekend. Several campers were damaged, property was stolen, and a truck and trailer were taken.
 - Deputy Haren provided an update on previous reports from the July 9 meeting:
 - The attempted robbery remains under active investigation, with no suspects identified;
 - Despite reviewing several hours of footage, no evidence was recovered regarding the firearm theft at the Fishel Drive South storage facility. Responding to questions from Mr. Rozanski, Deputy Haren confirmed serial numbers have been entered into the national stolen firearm tracking system. The investigation is closed pending further information.

Append #001

Opportunity for Residents to Speak:

No comments.

Resolution to Conclude Colby M. Simkins' Employment as a Part-Time Firefighter/EMT-B due to Accepting a Full-Time Position Elsewhere:

Motion:

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

A RESOLUTION CONCLUDING COLBY M. SIMKINS' EMPLOYMENT AS A PART-TIME FIREFIGHTER / EMT-B

WHEREAS, the Board of Township Trustees of Washington Township hired Colby M. Simkins on March 6, 2025, and

WHEREAS, the Board of Trustees for Washington Township recognizes Colby M. Simkins has voluntarily resigned his position with the Township to accept a full-time position elsewhere.

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:	Colby M. Simkins
Position / Department:	Firefighter EMT-B / Fire
Classification:	Part-Time
Effective date:	July 7, 2025

Section 2: Colby M. Simkins 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 August 12, 2025. #2025.08.12.001

Append #002

Resolution to Contingently Hire Robert H. Morton as Full-Time Probationary Battalion Chief:

Discussion:

Chief Donahue explained that a memorandum later in the agenda requests filling two (2) Battalion Chief positions: one to replace Adam Smith, who was promoted from Battalion Chief to Assistant Fire Chief on March 1, and another in anticipation of Battalion Chief Harris' retirement in early 2026. He emphasized the importance of continuity of operations and noted that savings from Chief O'Connell's retirement in March will fund the temporary addition. He also recalled that a temporary increase in firefighter staffing was permitted in 2023 under special circumstances. The Trustees expressed no concerns with the request.

Motion:

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

A RESOLUTION TO CONTINGENTLY HIRE ROBERT H. MORTON AS FULL-TIME PROBATIONARY BATTALION 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 1, 2026, in the position of Battalion Chief, and;

WHEREAS, during the August 12, 2025 Washington Township's Board of Trustees Meeting, the Board approved to hire an additional Battalion Chief temporarily to meet the community and operational needs of the department, and;

WHEREAS, to adequately provide services, it is necessary to fill the vacancy in the position, and;

WHEREAS the human resource manager, fire chief, assistant fire chief and township administrator recommends the contingent appointment of Robert H. Morton as long as the Township receives a satisfactorily background check results as outlined in his contingent offer of employment;

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 contingent hiring of:

Name: Robert H. Morton
Position: Probationary Battalion Chief
Classification: Uniformed Full-Time Exempt
Base Salary: \$151,210.65
Effective date: To Be Determined

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 August 12, 2025.

#2025.08.12.002

Append #003

Resolution to Contingently Promote Matthew J. Scarbury as Full-Time Probationary Battalion Chief:

Motion:

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

A RESOLUTION TO CONTINGUENTLY PROMOTE MATTHEW J. SCARBURY AS FULL-TIME PROBATIONARY BATTALION 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 April 26, 2025, in the position of Battalion Chief, and;

WHEREAS, to adequately provide services, it is necessary to fill the vacancy in the position, and;

WHEREAS, the human resource manager, fire chief, assistant fire chief and township administrator recommends the contingent appointment of Matthew J. Scarbury as long as the Township receives a satisfactorily recommendation from his promotional psychological evaluator;

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 contingent promotion of:

Name: Matthew J. Scarbury
Position: Probationary Battalion Chief
Classification: Uniformed Full-Time Exempt
Base Salary: \$151,210.65
Effective date: To Be Determined

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 August 12, 2025.

#2025.08.12.003

Append #004

Resolution to Authorize and Direct Payment of \$5,000 to the Dublin Education Foundation as the Second of Three Annual Installments of a \$15,000 Grant in Support of Drug and Alcohol Awareness/Prevention Programs; with Biannual Reports to the Board of Trustees Regarding Uses of the Funds Contributed:

Discussion:

Mr. Rozanski expressed concern that the presentation by Dublin Education Foundation (DEF) representatives at the June 10 meeting did not adequately demonstrate that Township funds were used for drug and alcohol awareness/prevention programs. He requested improvements in reporting, as well as scheduling the agreed biannual presentations to the Board.

Motion:

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

AUTHORIZING AND DIRECTING PAYMENT OF \$5,000 TO THE DUBLIN EDUCATION FOUNDATION AS THE SECOND OF THREE ANNUAL INSTALLMENTS OF A \$15,000 GRANT IN SUPPORT OF DRUG AND ALCOHOL AWARENESS/PREVENTION PROGRAMS; WITH BIENNIAL REPORTS TO THE BOARD OF TRUSTEES REGARDING USES OF THE FUNDS CONTRIBUTED

WHEREAS, The Dublin Education Foundation (DEF) was created to enrich innovative learning projects in Dublin City Schools through grant funding and network collaborations; and

WHEREAS, Washington Township is a beneficiary of the OneOhio Opioid Settlement which provides funding to support drug/alcohol prevention education and activities; and

WHEREAS, The Board of Trustees of Washington Township adopted a resolution on July 9, 2024 to authorize and direct a grant of \$15,000 to the Dublin Education Foundation, payable in annual installments of \$5,000 for the years 2024, 2025 and 2026, in support of grant requests DEF has received for primary and secondary drug and alcohol awareness/prevention programs; and

WHEREAS, Washington Township supports the efforts of the Dublin Education Foundation to provide programming that actively reduces and prevents youth substance misuse; and DEF agrees to provide biannual reports to the Board of Trustees regarding uses of the funds contributed.

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 of Washington Township hereby authorizes and directs the Fiscal Officer to provide \$5,000 from OneOhio Opioid Settlement funds to the Dublin Education Foundation to support the above causes as stated, and as the 2025 annual installment of the \$15,000 grant payable in annual installments of \$5,000 for the years 2024, 2025 and 2026.

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. Kranstuber seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted August 12, 2025.

#2025.08.12.004

Append #005

Motion to Authorize the Township Administrator to Enter into an Agreement with Just Paint It!, LLC for Exterior Repair and Painting at Station 92, Cost Not to Exceed \$11,705:

Discussion:

Chief Donahue presented photos of deteriorating wood at Station 92. The Plexiglas in the bell tower is also distorted and discolored. Mr. Rozanski recommended replacing it with Lexan, a more durable product.

Motion:

Mr. Harris moved to introduce and authorize the Township Administrator to enter into an agreement with Just Paint It!, LLC for exterior repair and painting at Station 92, cost not to exceed \$11,705, seconded by Mr. Kranstuber. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.08.12.005

Append #006

Motion to Authorize the Fire Department to Fill Two (2) Battalion Chief Positions Identified Using a Competitive Process, Effective Immediately:

Discussion:

The Trustees acknowledged discussion prior to the resolutions to hire Robert Morton and promote Matthew Scarbury.

Motion:

Mr. Rozanski moved to introduce and authorize the Fire Department to fill two (2) Battalion Chief positions identified using a competitive process, effective immediately, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.08.12.006

Append #007

Motion to Incorporate the Field Training Officers (FTOs) into the Washington Township Performance

Bonus Program:

Discussion:

Chief Donahue explained that recommendations to improve the EMS program in 2023 led to the identification of three (3) Firefighter/Paramedics to serve as Field Training Officers (FTOs), in addition to their role as Firefighter/Paramedic with WTFD. EMS Manager Kevin McDowell was instrumental in the identification of the internal candidates. The FTO program has successfully advanced EMS training, core competencies, Quality Assurance, and protocol updates. Chief Donahue confirmed that despite their added responsibilities, FTOs received no extra compensation or promotion. Chief Donahue requested they be included in the Performance Bonus Program in recognition of their work and future goals.

Motion:

Mr. Harris moved to introduce and incorporate the Field Training Officers (FTOs) into the Washington Township Performance Bonus Program, seconded by Mr. Rozanski. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.08.12.007

Append #008

Motion to Approve Meeting Minutes:

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

#2025.08.12.008

Append #009

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 – July 2025 \$ 302,724.26
- Electronic Payments – July 2025 \$1,408,463.41
- Bills: July 15, 2025 \$ 118,106.00
- Bills: July 25, 2025 \$ 58,896.00
- Bills: July 31, 2025 \$ 144,998.19
- Payroll: July 18, 2025 \$ 558,709.97
- Payroll: Monthly August 1, 2025 \$ 9,584.00
- Payroll: August 1, 2025 \$ 485,996.43
- Monthly Financial Report for June 2025

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

#2025.08.12.009

Append #010

Round Table Discussions:

Township Administrator Eric Richter:

- Mr. Richter reported completion of Baldwin Road paving by The Shelly Company, selected through the Franklin County Engineer's Office (FCEO) consolidated bid program. FCEO reported residents shared positive feedback. Mr. Richter noted Fishel Drive was paved in 2024, while the other two (2) roads for which the Township is responsible, Shier Lane and Holliday Lane remain in good condition;
- Mr. Richter shared an email from resident Bob Fathman praising WTFD's response to his neighbor's request for help;
- Mr. Richter provided information on the annexation of Country Side Mobile Homes Park on Avery Road into the City of Columbus;
- Mr. Richter referred to an email from Franklin County Public Health (FCPH) which he had forwarded to the Trustees, noting that spraying for mosquitoes increases in correlation with traps testing positive for West Nile Virus. He reminded the Trustees that the Township contracts with FCPH for this service to Township residents. Mr. Richter stated the adversarial response to mosquito spraying, mentioned in the email, was not from Township residents;
- Mr. Richter provided an update on the 2025 Open House. This year's theme is Lithium-Ion battery safety. With Fire Marshal Parsons' guidance and support, WTFD will offer dry-cell and Lithium-Ion battery recycling kits, allowing residents to drop off dry-cell and Lithium-Ion batteries at Open House;
- Mr. Richter distributed to each Trustee and Fiscal Officer Melody a packet of the materials which are traditionally discussed during the annual strategic planning session. He requested the Board to review the documents and reach out to him with any questions;
- Mr. Richter provided an update on the trees that were planted between Station 93 and the adjacent neighborhood, discussed in previous meetings. He indicated several of the newly-planted trees did not survive. The trees were covered under warranty and have been replaced by Davey Tree Service. As a follow up to previous discussions and in response to the direction of the Trustees, Mr. Richter confirmed he explained to the neighborhood residents that the Township will work with the Homeowners' Association and not through individual residents;
- Mr. Richter confirmed the pavement sealing at Stations 92, 93 and 95 has been completed;
- Mr. Richter thanked Mr. Rozanski for attending the Franklin County Township Association and Board of Health Advisory Committee on July 24;
- Mr. Richter confirmed he continues to follow progress of issues pertinent to the Township within the legislature.

Chief John Donahue:

- Chief Donahue noted Channel 10's Stacia Naquin visited this morning. She interviewed Chief Donahue and participated with BC Harris' unit on the Physical Agilities Test for a story to promote the Citizen Fire Academy (CFA). The story will air Wednesday or Thursday during the 6 p.m. news. Chief Donahue expressed his appreciation to Ms. Naquin for her support of WTFD and the firefighting profession;
- Chief Donahue praised Fire Marshal Parsons and the Fire Prevention team for proactive measures at Irish Fest, the 4th of July festivities and the Memorial Tournament. Marshal Parsons and his staff created instructional signs for staff in the event cooking tents. During Irish Fest, the What3Words address for the specific vendor was added to the sign, which allows crews to immediately identify the location of that vendor's tent through a three (3) word phrase;
- Chief Donahue recognized Chuck Cattrell for securing a \$30,000 grant from Firehouse Subs for a Polaris Ranger UTV, which arrived just in time to be used at Irish Fest;

- Responding to comments from the Board, Chief Donahue reported positive community reception of the new VW ID. Buzz public education vehicle. It has been a source of excitement at special events since its arrival. He noted there are still plans to include public education and fire safety messaging on the vehicle, in addition to the WTFD and Township logos;
- Chief Donahue notified the Board that the Lifepak 15 devices are reaching their end of life, and the department has been researching alternatives with Stryker. Chief Donahue will return with more information at a September meeting;
- Responding to questions from Mr. Harris, Chief Donahue confirmed WTFD's Accredited Agency status since 2007 and ISO-1 classification since 2018.

Assistant Fire Chief Adam Smith:

- Chief Smith provided the monthly report for July;
- Chief Smith provided an update on the department's Accreditation status. The Annual Compliance Report was submitted, followed by a conference call with a reviewer in July. The reviewer was extremely complimentary of the department's documentation and confirmed WTFD will maintain its accredited status. Chief Smith expressed his appreciation to Accreditation Manager Captain Brandon Bair;
- Chief Smith reported Lt. Kristen Hunt's brief activation with Ohio Task Force 1 for the recent weather event in the Pacific Ocean near Hawaii. Lt. Hunt was in Dayton, Ohio for approximately six (6) hours before the requested response was cancelled.

Human Resources Manager Catherine Grossman:

- Ms. Grossman provided an update on the next Part-Time Firefighter selection process to begin next month;
- Ms. Grossman reported the three (3) days of Employee Appreciation Lunches, one for each shift, were well-received;
- Ms. Grossman provided an update on the Compensation Study, a meeting is scheduled for August 27th to review the collected data with attorney Benjamin Albrecht, Fishel Downey Albrecht & Riepenhoff LLC;
- Ms. Grossman noted that attorney Brant Rhoad is currently reviewing the Drug Free Workplace Policy, which she anticipates will be ready for the Trustees to review in the next several months.

Fiscal Officer Scott Melody:

- Mr. Melody noted all items for July have been entered, and the month will be closed when Payroll/Financial Specialist Vanessa Wolfe returns from vacation;
- Mr. Melody reported second-half property tax distributions have begun.

Trustee Jan Rozanski:

- Mr. Rozanski shared a positive exchange with a European guest at Irish Fest, who was thrilled and impressed by the department's VW ID. Buzz.

Trustee Chuck Kranstuber:

- Mr. Kranstuber expressed appreciation for Dublin City Council and staff's collaborative work with residents on the West Innovation District.

Trustee Stu Harris:

- Mr. Harris thanked Community Education Coordinator Kori Hurley and Fire Marshal Parsons for Community Night Out participation. He noted the VW ID. Buzz was a highlight at the event;
- Mr. Harris thanked Mrs. Hurley and the firefighters who joined Mr. Harris and Mr. Kranstuber in passing out school supplies at the Back-to-School Supply Drive event held at Emerald Campus.

Ms. Amy Kramb, Dublin City Councilwoman and Liaison to Washington Township

- Ms. Kramb expressed her appreciation to those who worked the 4th of July festivities and Irish Fest events. She noted the success of both events.

Adjourn Meeting:

Motion by Mr. Harris, seconded by Mr. Kranstuber, to adjourn the meeting of August 12, 2025 at approximately 6:43 p.m.

#2025.08.12.010

Mr. Jan Rozanski, Chair

Mr. Scott Melody, Fiscal Officer