

Minutes of October 7, 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 October 7, 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

Swearing-In of Battalion Chief Matthew Scarbury:

Mr. Rozanski administered the oath of office to following:

- Matthew Scarbury as Full-Time Probationary Battalion Chief, badge pinned by his father-in-law, Tim Mitchell.

Chief Donahue welcomed Matt Scarbury in his new role as Battalion Chief for the Washington Township Fire Department and congratulated him on his well-deserved promotion. Chief Scarbury began his career with the department in 1997 as a part-time firefighter and was promoted to full-time just eight (8) months later. Over the years, he rose through the ranks of Lieutenant and Captain, leading to this achievement.

Chief Donahue explained that the role of a Battalion Chief carries the responsibility for overseeing an entire shift and all of its operations. He noted the selection process attracted approximately 22 highly qualified applicants, both internal and external, and that Chief Scarbury clearly stood out as the top candidate. He also commended Chief Scarbury's dedication to the fire service, highlighting his commitment to training by serving as lead instructor and training officer at the Delaware Area Career Center.

Chief Scarbury expressed his appreciation for the support of his family and friends in attendance, including his wife, Heather; his mother; his mother- and father-in-law; and his siblings along with their families.

Addressing Battalion Chief Scarbury's family, Chief Donahue emphasized the care and support Washington Township's Trustees and administration extend to all personnel, both in terms of physical and psychological well-being. He encouraged the family to reach out if they ever become aware of any support Chief Scarbury might need.

Franklin County Deputy Sheriff's Report:

No officer was present.

Opportunity for Residents to Speak:

No comments.

2025 Compensation Plan Update – Logan Kaim, Fishel Downey Albrecht & Riepenhoff LLP:

Mr. Kaim explained his firm conducted a similar compensation study for the Township in 2018 and 2022 with the purpose of assessing any necessary adjustments to remain competitive in attracting and retaining highly qualified personnel. The presentation included listings of the jurisdictions surveyed, positions compared, and considerations for the firm's recommendation. He noted that job descriptions were used to compare like positions when titles between jurisdictions were not an exact match. In addition to base wage discussions, Mr. Kaim addressed a discrepancy with the industry average for rank differentials from Firefighter to Lieutenant and Lieutenant to Captain, while confirming the rank differential from Captain to Battalion Chief remains competitive compared to the industry average. Mr. Kaim concluded his presentation with the firm's recommendation to increase the base wage for all

personnel, increase the pay differential for Firefighter to Lieutenant from 9% to 10%, and increase the pay differential for Lieutenant to Captain from 7% to 8%.

Mr. Kaim noted the industry standard is to compare the base wage with consideration given to longevity pay, scheduled overtime, and supplement for paramedic certification. He provided several reasons for using this data: the figures are calculated similarly between jurisdictions, the HR departments from which the figures are collected have easy access to ensure accurate data is provided, and these are the factors candidates consider when deciding where to apply for employment. In contrast, the figures for other benefits such as insurance, leave time, HSA contributions, etc. are difficult to compare due to the plethora of possibilities offered by each jurisdiction. Mr. Kranstuber noted the Board of Trustees has discretion over the base wage and the discussion should center around the marketability of the Township positions. He continued that in order to maintain the department's 98% approval rating, the base wage needs to remain competitive.

Mr. Richter indicated the formal resolution will be presented at the October 28 meeting. Following discussion, the trustees decided to thoroughly review the information provided and continue discussion during the October 7 meeting.

Append #001

Resolution to Conclude Brian C. West's Employment as Firefighter/Paramedic for the Purposes of Retirement:

Motion:

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

A RESOLUTION CONCLUDING BRIAN C. WEST'S EMPLOYMENT AS FIREFIGHTER / PARAMEDIC

WHEREAS, the Board of Township Trustees of Washington Township hired Brian C. West on February 22, 1997, and

WHEREAS, the Board of Trustees for Washington Township recognizes Brian C. West has voluntarily resigned from his 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:	Brian C. West
Position / Department:	Firefighter-Paramedic / Fire
Classification:	Full-Time
Effective date:	September 17, 2025

Section 2: Brian C. West is not 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 October 7, 2025.

#2025.10.07.001

Append #002

Resolution to Join Soil and Water Conservation Districts and Communities Across Ohio in Recognizing the Week of October 1-7 as Stormwater Awareness Week:

Motion:

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

A RESOLUTION JOINING SOIL AND WATER CONSERVATION DISTRICTS AND COMMUNITIES ACROSS OHIO IN RECOGNIZING THE WEEK OF OCTOBER 1st – 7th AS STORMWATER AWARENESS WEEK

WHEREAS, urban stormwater runoff impacts water quality in the Scioto River and other creeks and tributaries within Washington Township; and

WHEREAS, population growth, residential and commercial development, and the resulting changes to the landscape will only increase stormwater quality and quantity concerns throughout Ohio; and

WHEREAS, it is currently recognized that control of stormwater quantity and quality is most effectively implemented when people and organizations understand the related causes and consequences of polluted stormwater runoff and flooding, and the actions they can take to control these; and

WHEREAS, the development and implementation of effective, outcomes-based stormwater education and outreach programs will meet the related federal stormwater pollution control requirements and those of the communities they serve so that Ohio continues to be a great place to live, work and play.

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 Soil and Water Conservation Districts and Communities across Ohio in recognizing the week of October 1st – 7th as Stormwater Awareness Week.

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. Harris seconded the motion, and the roll was called, and all members of the Washington Township Trustees whom were present voting Aye. Resolution adopted October 7, 2025. #2025.10.07.002

Append #003

Resolution to Authorize Fund Transfers to the Capital Projects Fund (430) for the Acquisition, Replacement, or Improvements of Fixed Assets of the Township:

Discussion:

Mr. Richter explained the Capital Projects Fund was established in February for the purpose of setting aside resources to use in purchasing fixed assets such as apparatus. He provided an update on revenues through the month of August: the General Fund and EMS Billing Fund have exceeded revenue estimates for the year and the Fire Fund is at 92% of the estimate. This data supported the transfer of funds to the Capital Projects Fund.

Motion:

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

AUTHORIZING THE FOLLOWING FUND TRANSFERS TO THE CAPITAL PROJECTS FUND (430) FOR THE ACQUISITION, REPLACEMENT, OR IMPROVEMENTS OF FIXED ASSETS OF THE TOWNSHIP:

FROM:		TO:	
100.101.59100 (GENERAL FUND)	(\$350,000)	430.100.49210	\$350,000
211.211.59100 (FIRE FUND)	(\$300,000)	430.211.49210	\$300,000
228.228.59100 (EMS BILLING FUND)	<u>(\$350,000)</u>	430.228.49210	<u>\$350,000</u>
	(\$1,000,000)		\$1,000,000

WHEREAS, pursuant to Ohio Revised Code Section 5705.13(C), the board of township trustees of a township may establish a capital projects fund for the purpose of accumulating resources for the acquisition, construction, or improvement of fixed assets of the township; and

WHEREAS, the Board established a capital projects fund on February 11, 2025 for the purpose of accumulating resources for the acquisition, construction, and/or improvement of fixed assets necessary to meet the future capital needs of the Township as set forth herein below;

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 established a capital projects fund (the "Capital Projects Fund") to be used for the purpose of accumulating resources for the acquisition, construction, and/or improvement of fixed assets (within the meaning of Ohio Revised Code Section 5705.13(C)) necessary to meet the future capital needs of the Township. The fixed assets that the Board intends to acquire, construct, and/or improve with the money to be accumulated in the Capital Projects Fund includes, but is not limited to, acquiring real property, improving buildings and purchasing equipment and technology to support Township and Township Fire Department operations (the "Projects").

Section 2: The Capital Projects Fund shall be funded over a maximum period of ten (10) years by: (1) transfers of Township funds for the Projects; (2) donations from outside the Township for the Projects; and (3) transfers of other amounts from such funds and sources as the Board may determine from time to time, which transfers by separate resolutions of the Board shall determine the amount of money to be accumulated for the Projects. The Board hereby directs the Fiscal Officer to make an initial transfer of \$1,000,000 from the Township (General Fund: \$350,000; EMS Billing Fund: \$350,000; Fire Fund: \$300,000) for the acquisition, construction, and/or improvement of the fixed assets described herein.

Section 3: If the Township has not entered into a contract for the acquisition, construction, or improvement of fixed assets relating to the Capital Projects Fund during a period of ten (10) years after the date of this Resolution, then the Fiscal Officer shall return such monies to the fund or funds from which they originated or to the fund that originally was intended to receive such monies.

Section 4: It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

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 October 7, 2025.

#2025.10.07.003

Append #004

Motion to Authorize the Township Administrator to Enter into an Agreement with Otis Elevator for the Repair of Station 95's Elevator:

Discussion:

Chief Donahue noted the pump motor for the man lift at Station 95 went out approximately a year ago. The original manufacturer has closed, delaying the repair until a replacement part could be located.

Motion:

Mr. Kranstuber moved to introduce and authorize the Township Administrator to enter into an agreement with Otis Elevator for the repair of Station 95's elevator, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.10.07.004

Append #005

Motion to Authorize the Township Administrator to Enter into Agreements and Procure the Necessary Products to Migrate to Microsoft 365 Perpetual Licensing:

Discussion:

Mr. Richter explained this motion follows discussion held during the September 9 meeting. Following the end of support for the Township's current licensing, the only option is to transition to Microsoft 365. He noted the Township IT vendor located a lower price under state term pricing with CDW.

Motion:

Mr. Kranstuber moved to introduce and authorize the Township Administrator to enter into agreements and procure the necessary products to migrate to Microsoft 365 perpetual licensing, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.10.07.005

Append #006

Motion to Authorize the Township Administrator to Procure a New Dell PowerEdge R770 Server to be Housed at our Primary Data Center, Cost Not to Exceed \$105,000:

Discussion:

Mr. Richter explained the new server will be used to replace the two current servers at DartPoints data center, which were purchased in 2019 and installed in 2020. Those two servers will be used to replace an older server at the Administration Building to serve as redundant servers. He detailed that the Township continues to host legacy data from the former Firehouse software in adherence to the records retention policy. When the records retention period expires, the data will no longer require storage. He anticipates a similar purchase will not be required in the future as more data storage is moved off-premises and into cloud storage.

Motion:

Mr. Kranstuber moved to introduce and authorize the Township Administrator to enter into agreements and procure the necessary products to migrate to Microsoft 365 perpetual licensing, seconded by Mr. Rozanski. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.10.07.006

Append #007

Motion to Approve Meeting Minutes:

Mr. Kranstuber moved to introduce and approve the minutes from the September 9, 2025, Board of Trustees Meeting, seconded by Mr. Harris. Motion passed with all members of the Washington Township Trustees whom were present voting Aye.

#2025.10.07.007

Append #008

Motion to Approve Consent Agenda:

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

- Bills: September 15, 2025 \$ 173,438.93
- Bills: September 30, 2025 \$ 104,354.87
- Payroll: September 12, 2025 \$ 495,038.87
- Payroll: September 26, 2025 \$ 538,795.97
- Payroll: Monthly October 3, 2025 \$ 9,584.00
- Transfers August 2025 \$ 6,500.00

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

#2025.10.07.008

Append #009

Round Table Discussions:

Township Administrator Eric Richter:

- Mr. Richter provided an update on the proposed Gateway Crossing development plan that was discussed during the September 9 meeting. The proposed plan was introduced and heard by the Jerome Township Zoning Commission on September 22. Following an approximately hour-long conversation, the proposal was tabled until the Commission's October 27 meeting. Mr. Richter confirmed there has been no proposal submitted to Washington Township yet. He stated the trustees' concerns were shared with City of Dublin Manager Megan O'Callaghan, and she is reviewing the water and sewer service agreement for the area of the proposed development.
- Mr. Richter detailed the September 29 meeting of the Washington Township Zoning Commission, sitting as the Architectural Review Board. The board approved the zoning certificate for exterior renovations at 6927 Rings Road contingent upon the owner acquiring appropriate building permits from Franklin County.
- Mr. Richter provided an update on the legislative changes to cybersecurity incident reporting in the State of Ohio. He noted the Township's existing Disaster Recovery Plan is being reviewed to ensure all requirements of the new legislation are addressed.
- Following the September 9 meeting, Deputy Haren followed up with the Franklin County Sheriff's Office Community Intervention team to connect with the unhoused individual at the Rings Cemetery. Mr. Richter shared Deputy Haren's emailed response with the board. He also provided a picture of the newly installed sign indicating the cemetery is closed from dusk until dawn.
- Mr. Richter stated, as Ohio University alumni, he was pleased to represent the Ohio City & County Management Association's (OCMA) Student Development Committee at OU's Public Service Day on September 29.
- Mr. Richter provided the trustees with the recommendations provided by the Governor's Tax Reform Working Group. He confirmed the Senate also overrode the Governor's vetoes for replacement property tax provisions included in the budget bill.

Chief John Donahue:

- Chief Donahue provided the September monthly report.
- Chief Donahue explained that Chief Smith is out of the office conducting a peer assessment in California. This process is similar to the assessment Washington Township received as part of the accreditation process. He stated Fire Marshal Sam Parsons is scheduled to conduct a peer assessment in Florida at the end of the month. He noted these assessments are at no cost to the Township and provide invaluable information which can be applied at Washington Township.
- Chief Donahue commended Lieutenant Jeff Larger for securing a \$13,000 FEMA grant to cover recertification of 30 Township personnel in the Blue Card Incident Training Program.
- Chief Donahue informed the trustees that while Dublin's previous resident survey did not include questions regarding the fire department, this year's survey did. The data indicated satisfaction with the Washington Township Fire Department remains high and is much higher than national benchmarks.
- Chief Donahue provided an update on fire apparatus that is on order. The new Medic is scheduled for final inspection on October 24 and the new Engine is scheduled to be delivered by the end of the year. He expressed pride that all department apparatus are manufactured here in Ohio, and noted the strike occurring at Sutphen should not affect the delivery of the Engine.

- Chief Donahue commended the efforts of Battalion Chief Mike Riebel and the crews who responded to the tanker rollover along State Route 161. He reported there was minimal gasoline leakage from the tanker, and only minor injuries to the truck driver who crews transported. The incident was handled very safely, with Chief Riebel excelling as Incident Commander.
- Chief Donahue reported an Open House attendance of approximately 700 across the four (4) stations. He thanked Community Education Coordinator Kori Hurley, Community Safety Liaison Megan Schiff, and the Fire Prevention Bureau for their efforts. He noted lithium ion batteries were collected for disposal during Open House and thanked Mr. Richter for his part in making the connection with the disposal company.
- Chief Donahue notified the trustees that the department will be holding a training burn at 8465 River Forest on October 25. The department has coordinated the burn with residents and the City of Dublin. Until the training burn, crews will be using the dwelling for other training such as hose evolutions, search and rescue, and ventilation, all of which serves as beneficial training for the department.

Human Resources Manager Catherine Grossman:

- Ms. Grossman stated the Captain promotional process has completed. She anticipates providing the trustees hiring and promotional recommendations in the coming weeks.
- The next Employee Communication Meeting is scheduled next Wednesday, October 15 and will include information from Todd Bollinger regarding insurance renewals.
- Ms. Grossman noted the Drug Free Work Place and Sick Leave policies are nearing completion for recommendation to the trustees.

Fiscal Officer Scott Melody:

- Mr. Melody agreed with Mr. Richter's assessment that revenues are solid.
- The month of August has been closed, and September is approximately 90% complete.

Trustee Chuck Kranstuber:

- Mr. Kranstuber commended the effort during Open House and the corresponding Poster Contest.

Trustee Stu Harris:

- Mr. Harris thanked Mr. Bostic for selecting the poster contest winners.
- Mr. Harris invited Firefighter Dalan Zartman to present information on lithium ion batteries at a future meeting. He was impressed with the knowledge Firefighter Zartman shared during Open House.

Adjourn Meeting:

Motion by Mr. Kranstuber, seconded by Mr. Harris, to adjourn the meeting of October 7, 2025 at approximately 7:31 p.m. #2025.10.07.009

Mr. Jan Rozanski, Chair

Mr. Scott Melody, Fiscal Officer