

## Minutes of April 11, 2017

### Record of Proceedings

Regular meeting of the Washington Township Board of Trustees was held at the Washington Township Administration Building, 6200 Eiterman Road, Dublin, Ohio, on April 11, 2017, at 8:00 a.m. Meeting was called to order by Mr. Gene Bostic, Chair and the meeting opened with the Pledge of Allegiance.

Roll call – Mr. Gene Bostic, Chair – Present  
 Ms. Denise Franz King, Vice Chair – Present  
 Mr. Charles Kranstuber, Trustee, - Present

### Syntero, Inc. at the Dublin Counseling Center:

Ms. Julie Erwin Rinaldi with Syntero Inc. /Dublin Counseling Center was present to review the annual report with the Board of Trustees.

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to approve the continued support of the Dublin Counseling Center in the amount of \$55,000 - \$1 per Washington Township resident (estimated population of 48,000 as the Township has done in previous years) and to also help support the various programs, including the Mental Health for Veterans, Syntero, Inc. offers. Motion passed.

#2017.04.11.001

Append #001

### Resolution Accepting Resignation:

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

**A RESOLUTION TERMINATING JEFFREY GROSSMAN'S EMPLOYMENT AS A PART-TIME FIREFIGHTER**

WHEREAS, the Board of Township Trustees of Washington Township rehired Jeffrey Grossman on January 12, 2017 to work as a Part-Time Firefighter; and

WHEREAS, the Board of Trustees for Washington Township recognizes that Jeffrey Grossman has communicated his intention of resigning for personal reasons.

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 termination:

Name: Jeffrey Grossman  
 Position / Department: Firefighter/Fire  
 Classification: Part-time  
 Effective date: March 22, 2017

Section 2: Jeffrey Grossman 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. Bostic seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2017.04.11.002

Append #002

### Resolution Accepting Resignation:

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

**A RESOLUTION TERMINATING JOHN T. MCFARLAND'S EMPLOYMENT AS A PART-TIME FIREFIGHTER**

WHEREAS, the Board of Township Trustees of Washington Township hired John T. McFarland on January 12, 2017 to work as a Part-Time Firefighter; and

WHEREAS, the Board of Trustees for Washington Township recognizes that John T. McFarland has communicated his intention of resigning for personal reasons.

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 termination:

Name: John T. McFarland

Position / Department: Firefighter/Fire

Classification: Part-time

Effective date: April 1, 2017

Section 2: John T. McFarland 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. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2017.04.11.003

Append #003

#### **Resolution Accepting Resignation:**

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

**A RESOLUTION TERMINATING MATTHEW KECK'S EMPLOYMENT AS A PART-TIME FIREFIGHTER**

WHEREAS, the Board of Township Trustees of Washington Township hired Matthew Keck on October 13, 2009 to work as a Part-Time Firefighter; and

WHEREAS, the Board of Trustees for Washington Township recognizes that Matthew Keck has communicated his intention of resigning for personal reasons.

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: Matthew Keck

Position / Department: Firefighter/Fire

Classification: Part-time

Effective date: April 3, 2017

Section 2: Matthew Keck 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. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2017.04.11.004

Append #004

#### **Resolution to Amend the 2017-2018 Compensation Resolution to Include IT Specialist:**

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

**RESOLUTION TO ADOPT THE 2017-2018 COMPENSATION PLANS FOR WASHINGTON TOWNSHIP NON-UNIFORMED PERSONNEL**

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

WHEREAS, the Board of Trustees selects to offer a competitive compensation package and views it as necessary and appropriate for attracting and retaining skilled employees in the Township's workforce, and WHEREAS, the Board of Trustees wishes to memorialize employee compensation opportunities in a

comprehensive compensation resolution,

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 Amended 2017-2018 Compensation Plan for non-uniformed personnel herein attached to include the Information Technology Systems Specialist Position.

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. Bostic seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2017.04.11.005

Append #005

**Motion to Approve the Position Description of IT Specialist:**

Motion by Mr. Kranstuber, seconded by Mr. Bostic to approve the position description of IT Specialist as presented and recommended. Motion passed.

#2017.04.11.006

Append #006

**Resolution to Hire:**

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

**RESOLUTION TO HIRE MATTHEW W. SNIDER AS A PROBATIONARY IT SYSTEMS SPECIALIST**

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

WHEREAS, a need to fill a vacancy in the position of Information Technology Systems Specialist, 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: Matthew W. Snider

Position: Probationary IT Systems Specialist

Classification: Non-Uniformed Full-Time Non-Exempt

Salary: \$27.16 per hour

Effective date: May 8, 2017

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 on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2017.04.11.007

Append #007

**Resolution Authorizing and Approving Electronic Signatures:**

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

**A RESOLUTION AUTHORIZING AND APPROVING THE USE OF THE TOWNSHIP TRUSTEES' ELECTRONIC SIGNATURES ON TOWNSHIP CHECKS**

WHEREAS, the current practice and policy requires a majority of the Board of Trustees of Washington Township to approve paying outstanding invoice, debts, or other sums of money via check; and

WHEREAS, once the expenditure is approved, at least two Trustees and the Fiscal Officer must personally sign each check before it can be issued to the payee; and

WHEREAS, while the requirements to approve the payment of invoices will not change, the Board of Trustees would like the ability to use their electronic signatures on checks once the payment has been lawfully approved.

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 approves the use of their electronic signatures only on Washington Township checks i.e., checks made payable to an individual, business, or other entity from the then-available funds of Washington Township. In doing so, the Board of Trustees of Washington Township recognizes their electronic signatures as legally binding to the fullest extent allowed by law and equivalent to handwritten signatures. An electronic signature on a Township check, whose amount has not been previously approved by a majority vote of the Board of Trustees, is not binding on Washington Township. After this Resolution takes effect, the electronic signature (or handwritten signature) of at least two Trustees plus the Fiscal Officer's signature must appear on each check. Once this Resolution is adopted, each Township Trustee and every Trustee elected thereafter shall approve an electronic signature to be used only on Township checks. Any individual, who makes inappropriate or illegal use of electronic signatures, is subject to discipline, up to and including termination, and criminal prosecution under Federal and/or State laws.

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.

SECTION 5: This Resolution shall be in full force and effect immediately upon adoption.

Mr. Bostic seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2017.04.11.008  
Append #008

**Contract Agreement with EEOC:**

Motion by Mr. Kranstuber, seconded by Ms. King, to authorizing the Township Administrator to enter into a contract agreement on behalf of Washington Township Trustees with Equal Employment Opportunity Commission to provide training to the Staff of Washington Township as per the recommendation. Motion passed.

#2017.04.11.009  
Append #009

**Physio Control Lifepak 15 Purchase:**

Motion by Mr. Kranstuber, seconded by Ms. King, to approve the purchase of Lifepak 15 V with Accessories in the amount of \$22,275.20 and to include a 4 year maintenance agreement for \$5,861.60. This will replace the Lifepak 12 which has been in service since July 2001, and it will be traded in for the new Lifepak 15 for an approximate credit of \$6,500. Motion passed.

#2017.04.11.010  
Append #010

**Appoint Members to the Tax Incentive Review Counsel:**

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to appoint Ms. King and Ms. Robinson to the Tax Incentive Review Counsel. Motion passed.

#2017.04.11.011

**Approval of the Minutes:**

Motion by Ms. King, seconded by Mr. Bostic, to approve the meeting minutes of February 11, 2017, as presented. Motion passed.

#2017.04.11.012

**Approval of Bills, Payroll and Transfers:**

Motion by Mr. Kranstuber, seconded by Ms. King, to ratify the bills for the Township, and to include all the now and then certificates, dated March 15, 2017, in the amount of \$71,582.56. Motion passed.

#2017.04.11.013  
Append #011

Motion by Ms. King, seconded by Mr. Bostic, to ratify the payroll for March 10, 2017, in the amount of \$394,655.45. Motion passed. #2017.04.11.014

Append #012

Motion by Mr. Bostic, seconded by Ms. King, to ratify the payroll for March 24, 2017, in the amount of \$409,705. Motion passed. #2017.04.11.015

Append #013

**Interim Township Administrator:**

Motion by Mr. Kranstuber, seconded by Ms. King, to appoint Chief Alec O'Connell as acting Interim Township Administrator and to serve until an Administrator is hired, authorizing him to sign contracts under \$2,500 but all contracts must be approved by the Board of Trustees, appropriating 20% of his salary from the General Fund. Motion passed. #2017.04.11.016

**Medical Marijuana:**

Mr. Brian Zets, Township's Legal Counsel was present to give an update on Medical Marijuana law and how it affects the Township. Append #014

Motion by Ms. King, seconded by Mr. Kranstuber, to direct legal counsel to draft a resolution that prohibits cultivation, processing and retail dispensing of Medical Marijuana in Washington Township, to be approved by the Board of Trustees at the next meeting. Motion passed. #2017.04.11.017

**Round Table Discussions:**

**Executive Session for Personnel Matters:**

Motion by Ms. King, seconded by Mr. Kranstuber, to adjourn into executive session for the discussion of Personnel Matters - Disciplinary Actions for a Public Employee per the request of the Township Administrator and per the Ohio Revised Code Section #121.22 (G)(1) at 9:05 a.m. The roll was called on and all members of the Washington Township Board of Trustees voted aye. Motion passed.

#2017.04.11.016

**Reconvened:**

Meeting reconvened at approximately 9:25 a.m.

**Motion:**

Motion by Ms. King, seconded by Mr. Bostic, to appoint Brosius, Johnson and Griggs, LLC as a third party for the purpose of investigating the conduct of Firefighter John Story, who has a warrant out of his arrest in Delaware County and as part of the removal procedures under #505.38 so the Board can make a decision. Motion passed. #2017.04.11.017

**Adjourn Meeting:**

Meeting of April 11, 2017, adjourned at approximately 9:26 a.m.

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Mr. Gene Bostic, Chair

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Ms. Joyce E. Robinson, Fiscal Officer