

Minutes of July 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 July 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

Annexation Discussion:

Ms. Becky Princehorn, Washington Township Legal Counsel with Bricker and Eckler was not present but did provide a memo regarding annexation for the Board to review.

Resolution to Accept Resignation:

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

A RESOLUTION CONCLUDING ANNA J. KALTENBACH'S EMPLOYMENT AS A PART-TIME FIREFIGHTER

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

WHEREAS, the Board of Trustees for Washington Township recognizes that Anna J. Kaltenbach has communicated her intention of resigning.

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:

Name: Anna J. Kaltenbach
Position / Department: Firefighter/Fire
Classification: Part-Time
Effective date: June 20, 2017

Section 2: Anna J. Kaltenbach 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Section 4: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

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

#2017.07.11.001

Append #002

Resolution to Accept Retirement:

Ms. King introduced and moved the adoption of the following Resolution:

A RESOLUTION CONCLUDING ERIC J. JOHNSON'S EMPLOYMENT AS A FULL-TIME EMS MANAGER

WHEREAS, the Board of Township Trustees of Washington Township hired Eric J. Johnson on October 22, 1994 to work as a Full-Time Firefighter and promoted to EMS Manager on December 12, 2009; and

WHEREAS, the Board of Trustees for Washington Township recognizes that Eric J. Johnson has communicated his intention of resigning for the purposes 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 resignation for the purposes of retirement of:

Name: Eric J. Johnson
 Position / Department: EMS Manager/Fire
 Classification: Full-Time
 Effective date: July 6, 2017

- Section 2: Eric J. Johnson 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. #2017.07.11.002
 Append #003

Resolution to Promote:

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

RESOLUTION TO PROMOTE STEPHEN T. PAYNE TO FULL-TIME PROBATIONARY FIREFIGHTER / PARAMEDIC

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 July 6, 2017, in the position of full-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 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 promotion of:

Name: Stephen T. Payne
 Position: Probationary Firefighter / Paramedic
 Classification: Uniformed Full Time Non-Exempt
 Salary: \$62,929.80 annually
 Effective date: July 15, 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.

Ms. King seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted. #2017.07.11.003
 Append #004

Approve Public Education Fee Schedule:

Chief Alec O’Connell presented the following comparatives for the Washington Township’s Educational Programs offered to the residence of the Unincorporated Area of WT, the City of Dublin, and the surrounding communities. These courses are focused on community safety and give the citizens the knowledge, skills and abilities to assist their fellow citizens. This fee schedule associated with these classes has not been updated for several years, so to be fiscally responsible, to recuperate a portion of the Township’s cost and address the ongoing need of public education the following fee structure is being recommended.

Class	Current Resident Fee	Current Non-Resident Fee	New Resident Fee	New Non-Resident Fee
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CPR - Washington Fire	\$10	\$25	\$25	\$35
Columbus	\$30			
Norwich Twp.	\$35			
Upper Arlington	\$20			
Violet Twp.	\$60			

CPR for Healthcare Provider -Washington Fire	\$10	\$25	\$25	\$35
Columbus	\$30			
Norwich Twp.	\$45			
Worthington	\$45			
Violet Twp.	\$60			

First Aid (includes book) - Washington Fire	\$15	\$20	\$30	\$40
Columbus	\$30			
Violet Twp.	\$60			

Friends & Family CPR - Washington Fire	\$5	\$10	\$10	\$15
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Skills Session (online CPR & FA classes) - Washington Fire	\$5	\$10	\$5	\$10
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Fire Extinguisher Training - Washington Fire			*\$20/ext.	
*subject to change depending on price of extinguisher, class is free if they supply their own extinguishers				

Red Cross Babysitting - Washington Fire	\$45	\$50	\$45	\$50
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Motion to Approve:

Motion by Mr. Bostic, seconded by Mr. Kranstuber to approve the recommended Public Education Fee Schedule as presented above. Motion passed.

#2017.07.11.004

Append #005

Information Technology (IT) Infrastructure Improvement:

A more cost effective plan has been developed by CompuCorp and WT staff. The proposal includes the following:

- Purchase a new, larger server to replace the two current 3-4 year old servers and alleviate the need to purchase the third smaller server mentioned above in the current state. This new, larger server will come with a 3 year warranty included in the purchase price.
- Purchase a 3 year, next business day warranty for the two SAN devices the Township currently owns.
- Purchase a Microsoft Data Center license to cover the 21 smaller virtual servers that the Township is currently operating without licenses. This is less expensive than purchasing 21 separate licenses and will bring the Township back into compliance with Microsoft.
- The Township currently has a 2-3 year old server that has never been placed in service. The server is of great quality, but does not contain enough RAM memory to be utilized. Additional RAM memory can be purchased, and then, this server can be placed in the Metro Data Center (MDC) to completely replicate the new proposed server in the first bullet above. This will allow the Township to not only have data backed up at the MDC, but also be completely replicated on a redundant server. If the server at the administration building were to ever fail, a quick “flip of a button” and the Township is fully operational once again. This would eliminate the need to restore data over several days as our current state above mandates.

Figure 1.

All prices below are close estimates based on quotes received.

Purchases	Current State - Expenses	Proposed Plan - Expenses
Licenses for 21 Virtual Servers	\$21,000	
Microsoft Server Datacenter		\$20,000
3 Year Warranties for SANs	\$ 7,000	\$ 7,000
3 Year Warranties for Two Current Servers	\$ 5,000	
Third Server	\$20,000	
New Larger Server		\$30,000
512 GB Ram for Replication		\$ 6,000
Total Approximate Expenditures	\$53,000	\$63,000

Although the proposed plan is slightly more expensive, it does contain several added benefits:

- The proposed plan will eliminate a capital expense of approximately \$40,000 placed in the 2018 temporary budget.
- All new equipment will be replacing 3-4 year old equipment
- Updated technology
- Adds complete network redundancy at the MDC that currently doesn't exist
- Virtually eliminates network downtime in the event of server failure

The 2017 IT budget contains the necessary funds for the proposed plan.

Motion to Approve IT Infrastructure:

Motion by Mr. Kranstuber, seconded by Mr. Bostic to approve the above IT Infrastructure Improvement Plan as presented and recommend in the amount of \$63,000 and to authorize the Interim Township

Administrator to sign the agreement on behalf of Washington Township Board of Trustees. This expenditure is not to exceed the total project costs above, +/- 10%. Motion approved.

#2017.07.11.005
Append #006

Motion to Approve IT Software/Hardware Upgrades:

Washington Township currently utilizes Microsoft Office 2007 and Microsoft Exchange 2007 for general document, spreadsheet, database and email software. Microsoft announced in April 2017 that they have ended support for this version of the software. To assure updates remain available for future security threats, it is recommended the Township upgrade to the Microsoft Office and Exchange 2016 versions. If approved, we will transition from using MS Office in a terminal server environment to a local workstation environment and will save approximately \$30,000 in doing so.

Additionally, approximately 20 township computer workstations have been identified for replacement based on the age and expected life cycle of the computers.

All prices below are estimates based on conversations with CompuCorp and may change once actual quotes are received.

Item	Quantity	Price
Microsoft Office 2016	50 Workstations (\$305.62)	\$16,000
Microsoft Exchange 2016	160 users (\$72.04)	\$13,000
Computer Workstation	20 (\$660.00)	\$13,200
Total Approximate Expenditures		\$42,200

The 2017 IT budget contains the necessary funds for the above expenses.

Motion to Approve the IT Capital Expenditures:

Motion by Mr. Kranstuber, seconded by Mr. Bostic to approve the above IT Capital Expenditures as presented and recommended in the amount of \$42,200 and to authorize the interim Township Administrator to sign the agreement on behalf of the Washington Township Board of Trustees. This expenditure is not to exceed total costs above, +/- 10%. Motion approved.

#2017.07.11.005
Append #006

Approve Travel and Lodging Expenses for Re-Accreditation Commission Hearing:

The Commission on Fire Accreditation International evaluated the department and recommended attending the commission hearing for possible re-accreditation. The re-accreditation hearing is July 27 and will be held in Charlotte, North Carolina. The Township's accreditation team consists of five department members and a member of the Northwest Regional Communication Center (NRECC). The expenses below include airfare and lodging. Department members will depart on July 25th and return on July 28th.

Accreditation Members	Travel	Hotel (2 Nights)	Total
1 (NRECC)	\$550		\$550
5	\$2,500	\$2100	\$4,600
		Total Cost	\$5,150

Approval of Travel Expenditures:

Motion by Mr. Kranstuber, seconded by Ms. King, to approve the Travel and Lodging Expenses for the Re-Accreditation Commission Hearing in Charlotte, North Carolina as requested in the amount not to exceed \$5,150. Motion passed.

#2017.07.11.006
Append #007

Washington Township Fire Department's 80th Birthday:

Motion by Mr. Bostic, seconded by Ms. King, to approve the expenditures of \$2,500 for the WT Fire Department's 80th Birthday Celebration which will be held on August 20th, 2017 at Fire Station #91. Motion passed.

#2017.07.11.007

Append #008

Approval of the Minutes:

Motion by Ms. King, seconded by Mr. Kranstuber, to approve the meeting minutes of June 13, 2017, as amended. Motion passed.

#2017.07.11.008

Motion by Mr. Bostic, seconded by Ms. King, to approve the meeting minutes of May 23, 2017, as presented. Motion passed.

#2017.07.11.009

Motion by Ms. King, seconded by Mr. Kranstuber, to approve the meeting minutes of May 9, 2017, as presented. Motion passed.

#2017.07.11.010

Approval of Bills, Payroll and Transfers:

Motion by Mr. Bostic, seconded by Mr. Kranstuber, to ratify the bills for the Township, and to include all the now and then certificates, dated June 30, 2017, in the amount of \$857,004.48. Motion passed.

#2017.07.11.011

Append #009

Motion by Ms. King, seconded by Mr. Kranstuber, to ratify the bills for the Township, and to include all the now and then certificates, dated June 15, 2017, in the amount of \$94,607.13. Motion passed.

#2017.07.11.012

Append #010

Motion by Mr. Bostic, seconded by Ms. King, to ratify the ACH Bills for the Township, and to include all the now and then certificates, dated June 2017, in the amount of \$1,432,851.85. Motion passed.

#2017.07.11.013

Append #011

Motion by Ms. King, seconded by Mr. Kranstuber, to ratify the payroll for June 30, 2017, in the amount of \$442,670.29. Motion passed.

#2017.07.11.014

Append #012

Motion by Mr. Bostic, seconded by Ms. King, to ratify the payroll for June 16, 2017, in the amount of \$426,994.41. Motion passed.

#2017.07.11.015

Append #013

Motion by Mr. Kranstuber, seconded by Ms. King, to ratify the payroll for June 7, 2017, in the amount of \$8,994.10. Motion passed.

#2017.07.11.016

Append #014

Round Table Discussions:

Adjourn Meeting:

Meeting of July 11, 2017, adjourned at approximately 8:50 a.m.

Mr. Gene Bostic, Chair

Ms. Joyce E. Robinson, Fiscal Officer