

Minutes of November 13, 2018

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 November 13, 2018, at 6:00 p.m. Meeting was called to order by Ms. Denise Franz King, Chair, and the meeting opened with the Pledge of Allegiance.

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

Sheriff's Report:

Deputy Jessie Hatfield gave an updated Report from Franklin County Sheriff's Department.

Resolution Authorizing and Approving Filing of Annexations:

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

RESOLUTION AUTHORIZING AND APPROVING FILING OF ANNEXATION PETITION AND AUTHORIZING ALL FURTHER ACTION(S) IN RELATION TO SAID ANNEXATION

WHEREAS, Ohio Revised Code (R.C.) 709.02 authorize owners, including political subdivisions, of real estate in the unincorporated territory of a township to petition for the annexation of such real estate to a municipal corporation that is contiguous to that real estate; and

WHEREAS, the Board of Township Trustees of Washington Township ("Township") desires to seek the annexation of certain real estate owned by it, presently located within Jerome Township, into the city of Dublin, Ohio;

NOW, **THEREFORE, BE IT RESOLVED** by the Board of Trustees of Washington Township, Franklin, Delaware, and Union Counties, State of Ohio:

SECTION 1: The Township hereby authorizes the annexation of certain land/real estate owned in whole by the Township, located in Union County, Ohio; specifically, Parcel Nos. 1700150300000 and 1700150310000, pursuant to R.C. 709.02, via the regular/traditional-type, majority-owner annexation petition which is attached hereto.

SECTION 2. The Township authorizes the Township Administrator, Eric Richter, to sign said annexation petition for and on behalf of the Township; and further appoints Jennifer A. Flint, Esq. to act as the Township's agent during the annexation process, and authorizes the Township Administrator to designate another individual to act as the Township's agent if a successor agent is deemed necessary.

SECTION 3. The Township further authorizes the Township Administrator to execute any additional legal or other documents necessary to, and that may be a part of, the annexation process.

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 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. Bostic seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolutions adopted November 13, 2018

#2018.11.13.001

Append #001

Pay and Compensation:

The Township's current Compensation Resolutions expire on December 14, 2018. These Resolutions summarize compensation for Township employees. The Township consulted with Ben Albrecht with Fishel Downey Albrecht & Riepenhoff LLP to conduct a compensation study for the Township. Based on the study's findings, the Resolutions have been updated to reflect:

Uniformed Personnel

- Increase entry-level Firefighter base rate to position the Township's as 3rd highest pay amongst comparable;
- Increase top-level Firefighter base rate to position the Township's as 3rd highest pay amongst comparable;
- Calculate equal percentages between entry-level to top-level Firefighter steps;
- Adjust and define differentials between ranks to position the Township as the 3rd amongst comparable average differential percentages;
- Insert Inspector, Deputy Fire Marshal, Training / EMS Coordinator and Fire Marshal to pay scale based upon defined differential and data;
- Base rate increases in 2019 are adjusted based on the study findings;
- Base rate increases in 2020 are 2%.

Non-Uniformed Personnel

- Adjust current employee compensation based upon data within ranges, employee skill and experience;
- Define procedure to determine base pay and pay adjustments through the band ranges;
- Base rate increases in 2019 are adjusted based on the study findings;
- Base rate increases in 2020 are 2%.

Recommendation

Mr. Eric Richter, Township Administrator, Fire Chief Alec O'Connell and Ms. Catherine Grossman, Human Resources Manager, recommended and requested the Washington Township Board of Trustees to approve and adopt the 2019 - 2020 Compensation Resolution for both Uniformed and Non-Uniformed Personnel.

Pay and Compensation plan for Uniform Washington Township Employee:

Motion by Mr. Kranstuber, seconded by Mr. Bostic approving the Pay and Compensation Plan for Uniform Washington Township Employees as presented and recommended. Motion passed. Noting: Plan is appended to the Meeting Minutes.

#2018.11.13.002

Append #002

Pay and Compensation Plan for Non-Uniform Washington Township Employees

Motion by Mr. Bostic, seconded by Mr. Kranstuber approving the Pay and Compensation Plan for Non-Uniform Washington Township Employees as presented and recommended. Motion passed. Noting: Plan is appended to the Meeting Minutes.

#2018.11.13.003

Append #003

Approval of Digital Portable Radio for Medic #95

Station 95's Medic apparatus is currently in-service and running without one (1) of the two (2) walkie-style portable radios that the medics typically carry. Each firefighting position is assigned a walkie-style radio to assure the safety of all personnel operating on the scene. These radios are utilized to communicate on each and every call. Some examples of uses include: to communicate with dispatch, the Incident Commander, the police, to call for additional resources, and to call for a Mayday, if needed. The second walkie-style portable radio that was assigned to M95 has a major internal component failure. It will not "take the template", the channels needing to be stored in the radio's computer memory. This particular radio reaches its end-of-life date in 2019 and would need to be replaced next year, even if it was still usable, as Motorola can remotely, disable these devices by disallowing them repeater access. This replacement will prevent the needed purchase to replace this walkie next year. 7000 XE Digital Portable Radio w/Microphone and Battery for Medic 95 \$6,617.45

Motion:

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to allow the Township Administrator to enter into an agreement with B & C Communications to purchase one 7000XE Digital Portable Radio with

microphone and battery for Medic #95 at a purchase price not to exceed \$6,700 as requested. Motion passed.

#2018.11.13.004

Append #004

Digital Fire Extinguisher Trainer:

Currently the fire department utilizes a pull-behind, trailer-mounted, fire extinguisher trainer to conduct fire safety evolutions for commercial occupancies within the city and township. This model has some drawbacks that include, recharging fire extinguishers after training, hydrostatically testing the fire extinguishers per specifications, and inclement weather situations, which causes last-minute class cancelations and scheduling inconveniences. A newer technology exists that affords participants of fire safety classes to be trained without any of the above drawbacks. Classes can even be conducted indoors during inclement weather. A Digital Fire Extinguisher Trainer is a hands-on system that makes training quick and convenient for those we serve. A rechargeable laser-driven extinguisher eliminates the cost, cancelled classes, and lost productivity associated with traditional methods. Since January 2018 the fire department has conducted ten (10) fire extinguisher classes with over one hundred sixty people completing the training. Three (3) additional classes have been cancelled due to inclement weather. This trainer can also be utilized at annual open house events and the public could reap a benefit that is generally reserved for businesses. This Lion BullsEye Digital Trainer has been budgeted for in 2018 in the amount of \$12,133.40

Motion:

Motion by Mr. Kranstuber, seconded by Mr. Bostic to allow the Township Administrator to enter into an agreement with Lion to purchase the BullsEye Digital Fire Extinguisher Trainer in the amount not to exceed \$12,500.00. Motion passed.

#2018.11.13.005

Append #005

Double Oven Purchase:

Currently the double oven and range at Fire Station 91 is broken. Only one (1) of the two (2) ovens function and the repair quote to fix the second oven is over \$500.00. The current oven is in excess of 25 years old and was purchased used at that time. It has had multiple repairs completed over the past several months and is again broken. Multiple quotes were obtained and Custom Distributors came in at the lowest replacement price. The recommended replacement for this broken oven is a Wolf Range oven, which is a commercial grade oven and has a life expectancy of approximately 30 years. The broken oven was budgeted to be replaced in 2019, but due to the urgency of this needed repair and the fact that budget line has adequate funds to currently replace it, it is recommended to proceed with the replacement a few months early. Requesting to purchase a 60" All-gas 6 burner range and two 2 convection ovens in the amount of \$14,649.00.

Motion

Motion by Ms. King, seconded by Mr. Kranstuber to allow the Township Administrator to enter an agreement with Custom Distributors to purchase a 60" double oven and range at a price not to exceed \$15,000.00. Motion passed.

#2018.11.13.006

Append #006

Township Logos

Motion by Mr. Kranstuber, seconded by Mr. Bostic, moved to approve the Township will keep the existing Fire Department logo represented by the current Firefighter uniform patch. An ad hoc committee to be formed including the Fire Chief, Administrator, Communications Manager, Trustee Bostic, FF Don Schleich and anyone else that would like to be on this committee, this committee should only have to meet once, for the purpose of assigning the appropriate Pantone color and font to match as closely as possible those used in the current Fire Department uniform patch. Once colors and font are determined, the Township Administrator will contact Ibel Agency to request they, at no cost to the Township, apply the new color palette and font to the Non-Fire Township logo, developed by Ibel Agency. Motion passed.

#2018.11.13.007

Append #007

Approval to Open New Checking Accounts:

Motion by Ms. King, seconded by Mr. Kranstuber, to allow the Fiscal Officer to open a zero balance checking accounts to make it easier to post and track expenses for the new Self-Funding Medical Insurance for Township Employees. Motion passed. #2018.11.13.008

Approval of the Minutes:

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to approve the meeting minutes for October 23, 2018, as presented. Motion passed. #2018.11.13.007

Motion by Ms. King, seconded by Mr. Kranstuber, to approve the meeting minutes for November 3, 2018, as presented. Motion passed. #2018.11.13.008

Approval of Bills, Payroll and Transfers:

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to ratify the bills for the Township, and to include all the now and then certificates, dated October 31, 2018, in the amount of \$470,046.69. Motion passed.

#2018.11.13.009

Append #007

Motion by Mr. Bostic, seconded by Ms. King, to ratify the ACH Payments for October 2018, in the amount of \$1,033,189.62. Motion passed.

#2018.11.13.010

Append #008

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to ratify the payroll for November 2, 2018, in the amount of \$441,753.02. Motion passed.

#2018.11.13.011

Append #009

Rockmill Financial Consulting Update:

Mr. David Conley was present and gave an update on the Washington Township operating forecast part 2, and a discussion was held. Noting: The presentation is appended to the Meeting Minutes and available for review.

Append #010

Adjourn Meeting:

Meeting of November 13, 2018, adjourned at approximately 8:07 p.m.

Ms. Denise Franz King, Chair

Ms. Joyce E. Robinson, Fiscal Officer