

Minutes of June 11, 2019

### 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 June 11, 2019, at 6:00 p.m. Meeting was called to order by Mr. Charles Kranstuber, Chair, and the meeting opened with the Pledge of Allegiance.

Roll call – M. Charles Kranstuber, King, Chair – Present - Arrived at 6:25 p.m.  
Mr. Gene Bostic, Vice Chair, - Present  
Ms. Denise Franz King, Trustee – Present

### Administer the Oath of Office:

Ms. King administered the oath of office to probationary Battalion Chief Adam Smith and probationary Fire Inspector Scottie Cantrell.

### 2020 Temporary Budget:

Mr. Eric Richter, Township Administrator, stated the 2019 Revenue estimates were used as a baseline for the 2020 Temporary Budget. Staff worked internally on a 2020 Temporary Appropriation Budget. The proposed 2020 Temporary Budget relies on a number of estimates related to cost of living adjustments and 2020 benefit costs, both of which remain unknown at this time. Staff continue to explore ways to shift costs to the new EMS Fund related to personnel, supplies and capital equipment.

### Estimated Revenues by Fund

	2019 Permanent Budget	2020 Temporary June Tax Budget	Percentage Change 2019 - 2020
<b>General Fund</b>	\$ 1,401,413	\$ 1,403,494	0.1%
<b>Motor Vehicle Fund</b>	\$ 4,500	\$ 4,500	0.0%
<b>Gasoline Fund</b>	\$ 90,000	\$ 90,000	0.0%
<b>Police Fund</b>	\$ -	\$ -	0.0%
<b>Fire Fund</b>	\$ 21,680,179	\$ 22,674,679	4.6%
<b>EMS Billing Fund</b>	\$ 900,000	\$ 900,000	0.0%
<b>TOTAL REVENUES</b>	\$ 24,076,092	\$ 25,072,673	4.1%

### Proposed Appropriations by Fund

	2019 Permanent Budget	2020 Temporary June Tax Budget	Percentage Change 2019 - 2020
<b>General Fund</b>	\$ 875,860	\$ 1,043,300	19.1%
<b>Motor Vehicle Fund</b>	\$ 17,000	\$ 17,000	0.0%
<b>Gasoline Fund</b>	\$ 194,700	\$ 194,700	0.0%
<b>Police Fund</b>	\$ -	\$ 30,000	0.0%
<b>Fire Fund</b>	\$ 21,795,056	\$ 20,009,705	-8.2%
<b>EMS Billing Fund</b>	\$ 1,545,500	\$ 1,442,500	-6.7%
<b>TOTAL EXPENDITURES</b>	\$ 24,428,116	\$ 22,737,205	-6.9%

### Appropriations within the Police Fund

The last few budget years there have been no budgeted appropriations within the Police Fund. In 2019 we utilized some of these special revenue funds for Sheriff's special duty work within the Township. Going forward there may be situations in which we may want to utilize some of these restricted purpose funds for speed/traffic enforcement, special events or other special duty events during 2020.

### Summary

Revenue estimates provided by the Franklin County Budget Commission indicate continued, modest growth in real estate tax levy receipts. These dollars, combined with additional revenue from the EMS Billing Fund have placed the Township in an excellent cash position.

On the appropriation side, this is a 2020 temporary budget and expenses are based on the information the Township has as of June 2019. However, staff has included pre-identified capital improvement projects which have been historically projected for 2020. In both the General and Fire Funds a concerted effort was made to align anticipated revenues and expenditures, irrespective of cash fund balances in each.

### Resolution to Approve the 2020 Temporary Budget:

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

WHEREAS the levels of resources have been identified for the 2020 fiscal year, and

WHEREAS appropriate planning and consultation within the Township has been accomplished; and

WHEREAS the Township's Fiscal Officer, Administrator and the Fire Chief are now prepared to present the 2020 Temporary Budget; and

WHEREAS the Township's Fiscal Officer, Administrator and the Fire Chief have prepared the 2020 Temporary Budget Appropriations resolution;

NOW THEREFORE BE IT RESOLVED, that the 2020 Temporary Appropriations and Fiscal Operating, Capital and Debt Service Budgets of Washington Township, Franklin, Delaware and Union Counties, Ohio, for fiscal year 2020 as supported in the accompanying documentation and approved by the Trustees, Fiscal Officer, Administrator and the Fire Chief, to make expenditures within the projected income levels, provided that bills and payrolls shall be submitted to and approved for payment upon resolution of the Board; and

BE IT FURTHER RESOLVED, that the Fiscal Officer be instructed to incorporate the Temporary Budget Resolutions, and all supporting documents into the minutes and appendices of this meeting, and to file these materials with the official records of this Township.

BE IT FURTHER RESOLVED, that 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.

BE IT FURTHER RESOLVED that 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 June 11, 2019. #2019.06.11.001

Append #001

### Resolution to Promote Kevin McDowell:

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

RESOLUTION TO PROMOTE KEVIN W.R. MCDOWELL 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 April 19, 2019, 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 the 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:	Kevin W.R. McDowell
Position:	Probationary Firefighter / Paramedic
Classification:	Uniformed Full Time Non-Exempt
Salary:	\$75,477.67 annually
Effective date:	June 22, 2019

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 June 11, 2019.

#2019.06.11.002

Append #002

#### **Fire Department Succession Planning Policy:**

Chief Alec O'Connell introduced Lieutenant Scott Stewart and he presented a Power Point presentation outlining the Fire Department's Succession Planning Policy to the Board of Trustees. Chief O'Connell stated a change in leadership, management, and supervisory positions are inevitable throughout all institutions. It is imperative to ensure the continuous coverage of duties critical to the ongoing operations of the Washington Township Fire Department. The organization must be consistently staffed with qualified and competent officer candidates to fill vacancies as they become available. A proactive approach will identify and educate potential candidates through routine training and educational opportunities within the organization. A succession plan lessens the impact of officer vacancies through proactively instituting a program to develop personnel that are trained, have worked in the position on a temporary basis, and are capable to fill these positions prior to an opening arising. This minimizes the impact to the Fire Department, our customers, and the services provided. This policy outlines the process for those seeking promotional opportunities within the Fire Department; additionally, it delineates officer candidate development through the use of a formalized mentoring program. Finally, it provides guidance to current officers and Out-Of-Class Firefighters regarding required training and education as approved by the Fire Chief. This document's intent is to guide the process when a vacancy exists for any of the herein outlined positions. Note: Policy appended to the meeting Minutes.

Motion by Mr. Bostic, seconded by Ms. King, to approve the Washington Township Fire Department Succession Planning Policy as presented and recommended. Motion passed.

#2019.06.11.003

Append #003

#### **Approval of the Minutes:**

Motion by Ms. King, seconded by Mr. Bostic, to approve the meeting minutes for May 28, 2019, as presented. Motion passed.

#2019.06.11.004

Motion by Mr. Kranstuber, seconded by Ms. King, to approve the meeting minutes for June 6, 2019, as presented. Mr. Bostic abstained. Motion passed.

#2019.06.11.005

#### **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 May 31, 2019, in the amount of \$199,328.72. Motion passed.

#2019.06.11.006

Append #004

Motion by Ms. King, seconded by Mr. Bostic, to ratify the payroll for May 31, 2019, in the amount of \$428,885.95. Motion passed.

#2019.06.11.007

Append #005

#### **Round Table Discussion:**

Mr. Eric Richter held a discussion regarding the damage to the Amlin alley storm drain basin and having the repairs done to eliminate any safety issues. Township has a quote from Franklin County and the Board discussed having repairs completed and then requesting reimbursement from the adjacent developer who may have contributed to the damage caused.

Mr. Richter stated the final purchase bid for the Amlin Pizza Shop came in at \$96,050 which was purchased by an individual. The Washington Township Board of Trustees held a special meeting on June 6, 2019, to approve up to \$65,000 bid to purchase the Amlin Pizza Shop and was not the successful bidder.

#### **Motor Vehicle Registration Tax:**

Motion by Ms. King, seconded by Mr. Kranstuber, moved to not raise the Motor Vehicle Registration Tax. The General Assembly recently passed House Bill 62 which gives Townships the option to increase

the Motor Vehicle Tax by \$5.00 for those vehicles registered in the unincorporated area of the Township.  
 Motion passed.

#2019.06.11.008

Append #006

**Executive Session:**

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to go into executive session for the purposes of Personnel Matters ORC #121.22(G)(1) - for the purpose of discussing discipline of a public employee at 7:00 p.m. Motion passed.

#2019.06.11.009

**Reconvened:**

Meeting Reconvened at 7:23 p.m.

**Motion Personnel:**

Motion by Ms. King, seconded by Mr. Bostic, approve Firefighters/Paramedics Alan Baker, Charles W. Cattrell and John J. Egan, each receive a one day suspension without pay for failure to follow departmental protocols as recommended by the Human Resources Manager, Fire Chief and the Township Administrator. Motion passed.

#2019.06.11.010

**Adjourn Meeting:**

Meeting of June 11, 2019, adjourned at approximately 7:24 p.m.

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 Mr. Charles Kranstuber, Chair

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 Ms. Joyce E. Robinson, Fiscal Officer