

Minutes of March 24, 2020

### **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 March 24, 2020, 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. Jan Rozanski, Vice Chair - Present  
 Mr. Charles Kranstuber, Trustee – Present

### **Resolution to Execute Contract with Novak Consulting Group:**

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

**A RESOLUTION AUTHORIZING AND DIRECTING THE TOWNSHIP ADMINISTRATOR TO EXECUTE AN AGREEMENT BETWEEN WASHINGTON TOWNSHIP AND THE NOVAK CONSULTING GROUP FOR THE PURPOSES OF FACILITATING A BOARD OF TRUSTEES MANAGEMENT RETREAT**

WHEREAS, Washington Township, Ohio (Franklin, Delaware, and Union Counties) and The Novak Consulting Group have had a longstanding professional relationship in which The Novak Consulting Group has provided professional services to the Township in the past related to operational efficiency studies and executive recruitment; and

WHEREAS, the term of this Agreement is to provide professional services for a one-day management retreat at a fixed fee cost not to exceed \$5,500;

WHEREAS, The Novak Consulting Group is uniquely qualified to assist the Board of Trustees in facilitating a township vision and prioritizing the goals of the Board of Trustees based upon services previously provided to the Township; and

WHEREAS, the work product resulting from the retreat will provide goal-setting and prioritization, and a roadmap and vision for the Township Administrator and Township staff to carry out.

**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 authorizes and directs the Township Administrator to execute an Agreement between Washington Township and The Novak Consulting Group for the purposes of facilitating a Board of Trustees management retreat.

**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. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolutions adopted March 24, 2020 #2020.03.24.001

Append #001

### **Resolution to Promote:**

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

**RESOLUTION TO PROMOTE NICHOLAS J. BROWN 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 March 27, 2020, in the position of Firefighter / Paramedic, 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, fire chief and Township Administrator;

**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: Nicholas J. Brown

Position: Probationary Firefighter / Paramedic  
 Classification: Uniformed Full-Time Non-Exempt  
 Salary: \$60,026.68 annually  
 Effective date: April 4, 2020

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. Resolutions adopted March 24, 2020 #2020.03.24.002  
 Append #002

**Resolution to Seek Quotes for Cleaning Services:**

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

A RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO SEEK QUOTES AND AUTHORIZE CONTRACTS UP TO \$20,000 FOR THE PROVISION OF CLEANING SERVICES TO CLEAN, DISINFECT AND SANITIZE ALL TOWNSHIP-OWNED BUILDINGS AND STATIONS FOR A PERIOD OF ONE YEAR

WHEREAS, Washington Township, Ohio (Franklin, Delaware, and Union Counties) recognizes that COVID-19 (Coronavirus) has been characterized by the World Health Organization (WHO) as a global pandemic; and

WHEREAS, Ohio Department of Health guidelines related to stopping the spread of COVID-19 include robust cleaning, sanitization and disinfecting of common workplace areas including kitchens, bathrooms, showers, door handles and light switches;

WHEREAS, the Township Administrator is currently seeking quotes for the provision of these services but recognizes the sense of urgency in having these services available during this current health epidemic; and

WHEREAS, the Township Administrator intends to work with the lowest bidder who can also meet the needs of the Township.

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 authorizes and directs the Township Administrator to execute a contract up to \$20,000 for the provision of cleaning services to clean, disinfect and sanitize all township-owned buildings and stations for a period of one year.

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. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolutions adopted March 24, 2020 #2020.03.24.003  
 Append #003

**2020 Permanent Budget:**

**Estimated Revenues**

No changes were made relative to 2020 estimated revenues provided in December 2019.

**2020 Estimated Revenues by Fund**

	<b>2020 June Tax Budget</b>	<b>2020 Permanent Budget</b>	<b>Percent Change between 2020 Tax and Permanent Budget</b>
<b>General Fund</b>	\$ 1,403,494	\$ 1,510,930	7.7%
<b>Motor Vehicle Fund</b>	\$ 4,500	\$ 4,500	0.0%
<b>Gasoline Fund</b>	\$ 90,000	\$ 130,000	44.4%
<b>Police Fund</b>	\$ -	\$ -	0.0%
<b>Fire Fund</b>	\$ 22,674,679	\$ 21,257,883	-6.2%
<b>EMS Billing Fund</b>	\$ 900,000	\$ 900,000	0.0%
<b>TOTAL REVENUES</b>	\$ 25,072,673	\$ 23,803,313	-5.1%

### Expenditure Appropriations

The only adjustment from the 2020 temporary budget approved in December 2019 is an increase of appropriations totaling \$750,000 to cover potential emergency expenses associated with the COVID-19 (Coronavirus). The appropriations are being put in place to cover potential overtime salary and fringe, EMS supplies, and contract services.

<b>Fire Fund</b>	<b>From</b>	<b>To</b>
221.211.51800 Salary	\$10,990,000	\$11,490,000
221.211.52110 Pension	\$ 2,600,000	\$ 2,700,000
211.211.53600 Contracts	\$ 100,000	\$ 200,000
<b>EMS Fund</b>		
228.228.54100 EMS Sup.	\$ 150,000	\$ 200,000

### 2020 Proposed Appropriations by Fund

	<b>2020 Temporary Budget</b>	<b>2020 Permanent Budget</b>	<b>Percent Change between 2020 Temporary and Permanent Budget</b>
<b>General Fund</b>	\$ 976,650	\$ 976,650	0.0%
<b>Motor Vehicle Fund</b>	\$ 67,000	\$ 67,000	0.0%
<b>Gasoline Fund</b>	\$ 244,300	\$ 244,300	0.0%
<b>Police Fund</b>	\$ 30,000	\$ 30,000	0.0%
<b>Fire Fund</b>	\$ 20,667,800	\$ 21,367,800	3.4%
<b>EMS Billing Fund</b>	\$ 1,312,500	\$ 1,362,500	3.8%
<b>TOTAL EXPENDITURES</b>	\$ 23,298,250	\$ 24,048,250	3.2%

### Resolution Approving 2020 Permanent Budget:

Mr. Kranstuber 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 Permanent Budget; and

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

NOW THEREFORE BE IT RESOLVED, that the 2020 Permanent 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 Permanent 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. Rozanski seconded the motion and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolutions adopted March 24, 2020

#2020.03.24.004

Append #004

**Motion to Enter Into an Agreement With On Duty Equipment:**

Motion by Ms. King, seconded by Mr. Rozanski, authorizing the Township Administrator to enter into an agreement with On Duty Equipment Company to purchase 13 bulletproof vests, cost not to exceed \$10,500.00. Motion passed.

#2020.03.24.005

Append #005

**Motion to Purchase EMS Bicycle Walkie Talkie Portable:**

Motion Mr. Kranstuber, seconded by Mr. Rozanski, authorizing the Township Administrator to purchase an EMS Bicycle Walkie Talkie Portable, cost not to exceed \$4,400.00. Motion passed.

#2020.03.24.006

#2020.03.24.006

Append #006

**Approval of the Minutes:**

Motion by Ms. King, seconded by Mr. Rozanski, to approve the meeting minutes as presented for February 25, 2020. Motion passed.

#2020.03.24.007

**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 February 28, 2020, in the amount of \$106,712.52. Motion passed.

#2020.03.24.008

Append #007

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to ratify the bills for the Township, and to include all the now and then certificates, dated March 15, 2020, in the amount of \$170,877.18. Motion passed.

#2020.03.24.009

Append #008

Motion by Ms. King, seconded by M. Kranstuber, to ratify the Electronic Bills, as presented, dated February 2020, in the amount of \$1,112,135.85. Motion passed.

#2020.03.24.010

Append #009

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to ratify the Medical UMR bills for February 2020, in the amount of \$178,828.35. Motion passed.

#2020.03.24.011

Append #010

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to ratify the payroll for March 6, 2020, in the amount of \$408,963.63. Motion passed.

#2020.03.24.012

Append #011

Motion by Ms. King, seconded by Mr. Rozanski, to ratify the payroll for March 20, 2020, in the amount of \$459,607.33. Motion passed.

#2020.03.24.013

Append #012

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to ratify the transfers for January 2020, in the amount of \$50,000. Motion passed.

#2020.03.24.014

Append #013

**Round Table Discussion:**

Discussions on the following:

- “Go To Meeting” as a precaution regarding the Covid-19 pandemic for the Township Board of Trustees Meeting and whether or not they are allowable, Mr. Eric Richter is still researching.
- The flooding in Amlin west of the railroad tracks on Rings Road. Mr. Rozanski stated the City of Dublin and Franklin County Engineers were working to resolve the drainage issue and to unblock the plugged up drainage pipes.
- The Zoning issue regarding the Helicopter landing pad on Hayden Run Road.
- Covid-19, policies/procedures/steps being taken by the Township to protect the employees and public. Updates on the EMS runs related to the virus, etc.
- Fire Levy and the Election being postponed.
- Zoning - The Board of Trustees feels the Zoning Appeals Board needs to follow the Resolutions regulations that are set in place and should not vary from those Resolutions. No action taken but further discussion will be had at the upcoming Strategic Planning Meeting and Zoning enforcement in the unincorporated area.

**Adjourn Meeting:**

Meeting of March 24, 2020, adjourned at approximately 7:12 p.m.

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Ms. Denise Franz King, Chair

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Ms. Joyce E. Robinson, Fiscal Officer