

Minutes of May 26, 2020

Record of Proceedings

Due to Covid-19 this regularly scheduled meeting of the Washington Township Board of Trustees was conducted remotely via <http://global.gotomeeting.com/join/147176629> from the Washington Township Administration Building, 6200 Eiterman Road, Dublin, Ohio, on May 26, 2020, at 6:00 p.m. Meeting was called to order by Ms. Denise Franz King, Chair.

Ms. King reviewed the process of the remote meeting.

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

Franklin County Deputy Report:

The Deputy was not present for the meeting but Ms. King stated Deputy Jason Ronk has agreed to get the speed trailer for Dublin Road south of the historic district of the City of Dublin, and to patrol the area in the late afternoon and evening.

Resolution to Conclude Employment:

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

A RESOLUTION CONCLUDING NICHOLAS BUCCI'S EMPLOYMENT AS A PART-TIME FIREFIGHTER / PARAMEDIC

WHEREAS, the Board of Township Trustees of Washington Township hired Nicholas Bucci on November 15, 2018; and

WHEREAS, the Board of Trustees for Washington Township recognizes that Nicholas Bucci has communicated his intention to resign 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: Nicholas Bucci
 Position / Department: Firefighter / Paramedic / Fire
 Classification: Part-Time
 Effective date: May 18, 2020

SECTION 2: Nicholas Bucci 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SECTION 4: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.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. Rozanski seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted May 26, 2020.

#2020.05.26.001
 Append #001

Resolution Concluding Employment:

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

A RESOLUTION CONCLUDING NICHOLAS S. HIGHLEY'S EMPLOYMENT AS A PART-TIME FIREFIGHTER / PARAMEDIC

WHEREAS, the Board of Township Trustees of Washington Township hired Nicholas S. Highley on October 1, 2015; and

WHEREAS, the Board of Trustees for Washington Township recognizes that Nicholas S. Highley has communicated his intention to resign 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: Nicholas S. Highley

Position / Department: Firefighter / Paramedic / Fire
 Classification: Part-Time
 Effective date: April 26, 2020

SECTION 2: Nicholas S. Highley 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 May 26, 2020. #2020.05.26.002

Append #002

Resolution Concluding Employment:

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

A RESOLUTION CONCLUDING ALEC L. RAZOR'S EMPLOYMENT AS A PART-TIME FIREFIGHTER / EMT-B

WHEREAS, the Board of Township Trustees of Washington Township hired Alec L. Razor on November 12, 2018; and

WHEREAS, the Board of Trustees for Washington Township recognizes that Alec L. Razor has communicated his intention to resign 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: Alec L. Razor
 Position / Department: Firefighter / EMT-B / Fire
 Classification: Part-Time
 Effective date: April 24, 2020

SECTION 2: Alec L. Razor 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. Rozanski seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted May 26, 2020. #2020.05.26.003

Append #003

Resolution to Promote:

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

RESOLUTION TO PROMOTE HENRY W. KWAN 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 June 12, 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: Henry W. Kwan
 Position: Probationary Firefighter / Paramedic
 Classification: Uniformed Full-Time Non-Exempt
 Salary: \$60,026.68 annually
 Effective date: May 30, 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. Rozanski seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted May 26, 2020. #2020.05.26.004
 Append #004

Resolution to Promote:

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

RESOLUTION TO PROMOTE DANIEL W. ROWE 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 May 2, 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: Daniel W. Rowe
 Position: Probationary Firefighter / Paramedic
 Classification: Uniformed Full-Time Non-Exempt
 Salary: \$60,026.68 annually
 Effective date: May 30, 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. Resolution adopted May 26, 2020. #2020.05.26.005
 Append #005

Resolution to Rehire:

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

RESOLUTION TO REHIRE NATHAN C. CASTLE TO PART-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 in the position of part-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 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 rehiring of:
 Name: Nathan C. Castle
 Position: Probationary Firefighter / Paramedic
 Classification: Uniformed Part-Time Non-Exempt
 Hourly Rate: \$14.79
 Effective date: May 30, 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. Rozanski seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted May 26, 2020. #2020.05.26.006
 Append #006

Resolution to Purchase:

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

A RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO PURCHASE LAPTOP COMPUTERS, AND ANCILLARY I.T. RELATED EQUIPMENT, TO INCLUDE 11 LAPTOP COMPUTERS TO REPLACE OUTDATED EQUIPMENT AND TO SUPPORT THE TOWNSHIP'S TELEWORK CAPABILITIES, COST NOT TO EXCEED \$19,500.00.

WHEREAS, the Board of Trustees understands the importance of utilizing technology for the efficient delivery of public services, while also maintaining the confidentiality and security of privileged information; and

WHEREAS, Washington Township implemented a multi-year information technology capital replacement schedule to maintain warranted equipment and spread the cost of this equipment over multiple budget cycles; and

WHEREAS, CompuCorp served as the Township's bidding agent to obtain the most favorable cost quote and to take advantage of any discounts available related to this bulk technology equipment purchase; and WHEREAS, the Board of Trustees of Washington Township now wants to purchase 2020 capital budget replacement laptop computers, and ancillary I.T. related equipment, to replace outdated equipment, and to support the Township's telework capabilities.

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 purchase 2020 capital budget replacement computers, laptops to enhance telework capabilities, and ancillary I.T. related equipment, cost not to exceed \$22,500.00.

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. Rozanski seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted May 26, 2020. #2020.05.26.007
 Append #007

Motion to Purchase EMS LifePak 15 Cardiac Monitors:

The department currently has three LifePak 12 monitor/defibrillators. These monitors have been in service for nearly 20 years. In June 2020 Stryker/Physio Control has determined that the LifePak 12 monitor has reached its end of life cycle. This has resulted in Stryker/Physio Control ending their service and support on these devices. Stryker has submitted a competitive and significantly discounted price quote on new replacement LifePak 15 monitor/defibrillators which includes a significant trade in on the

existing LifePak 12's. To facilitate the removal of the LifePak 12's from service Stryker/Physio Control has discounted the LifePak 15 (Monitor only) from \$36,730.00 to \$27,268.00, and increased the trade in value of the LifePak 12 from \$5,000.00 to \$7,500.00. This resulted in a total cost of \$22,820.93 including all required accessories.

The department budgeted to replace the LifePak 12's in 2020, 2021, and 2022. Stryker/Physio Control has agreed to this discount for multiple monitors allowing the department to replace two monitors in 2020, which will meet our needs in 2020 and 2021. The total price for two monitors will be \$45,641.86.

Motion:

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to authorize and direct the Township Administrator to purchase of two LifePak 15 Cardiac Monitors with accessories, with cost not to exceed \$46,000.00. Motion passed.

Noting: This expense was budgeted in the EMS Billing Fund, capital expenditure.

#2020.05.26.008

Append #008

Motion to Renew NetMotion Annual Licensing Support:

NetMotion mobility licenses are utilized on Township response vehicles (mobile workforces) to manage, optimize, accelerate and secure traffic to mobile devices. NetMotion mobility licenses are also utilized on various laptop computers for remote work capability and access. Requesting advance approval for the maintenance agreement, which expires August 31, 2020.

Motion by Ms. King, second by Mr. Kranstuber, authorizing the Township Administrator to renew NetMotion annual licensing support, with cost not to exceed \$2,995.00. Motion passed.

Noting: This expenditure was budgeted in the 2020 Information Technology contract services.

#2020.05.26.009

Append #009

I.T. Network Cabling Clean-Up and Installation of Network Cabinetry:

The purpose of this work would be to clean up the various I.T. cabling coming into each of our buildings and to secure any I.T. related servers/equipment in locked cabinets in each of those facilities. This is of particular importance at Station 95 where various network connectivity and switches are located in the small closet located within the bay. Consideration of moving equipment from this location was given, however the cost of re-wiring the network cabling was cost prohibitive. Mr. Richter stated that we feel comfortable securing the equipment in a locked cabinet will provide us with a cost effective solution in securing that equipment, particularly at that location.

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to authorize I.T. network cabling clean up, and installation of network cabinetry at each of the Township building locations, with cost not to exceed \$4,500 and as recommended. Motion passed.

#2020.05.26.010

Append #010

Approval of the Minutes:

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to approve the meeting minutes as presented for April 28, 2020. Motion passed.

#2020.05.26.011

Approval of Bills, Payroll and Transfers:

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to ratify the bills for the Township, and to include all the now and then certificates, dated April 30, 2020, in the amount of \$186,251.45. Motion passed.

#2020.05.26.012

Append #011

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to ratify the bills for the Township, and to include all the now and then certificates, dated May 15, 2020, in the amount of \$66,427.62. Motion passed.

#2020.05.26.013

Append #012

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to ratify the bills for the Township, and to include all the now and then certificates, dated April 15, 2020, in the amount of \$7,915.98. Motion passed.

#2020.05.26.014

Append #013

Motion by Ms. King, seconded by M. Kranstuber, to ratify the Electronic Bills, as presented, dated March 2020, in the amount of \$1,101,062.95. Motion passed. #2020.05.26.015

Append #014

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to ratify the Medical UMR bills for April 2020, in the amount of \$136,312.43. Motion passed. #2020.05.26.016

Append #015

Motion by Ms. King, seconded by Mr. Kranstuber, to ratify the payroll for May 1, 2020, in the amount of \$432,416.75. Motion passed. #2020.05.26.017

Append #016

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to ratify the payroll for May 15, 2020, in the amount of \$427,315.55. Motion passed. #2020.05.26.018

Append #017

Round Table Discussion:

COVID-19/Township Administration Protocols:

Mr. Richter stated the Township Buildings remain closed to the public and are following the Governor's Responsible ReStartOhio General Office Environment guidelines. Staff who were previously set up with telecommuting capabilities continue to do so intermittently. Safety guidelines were created and distributed to the Amlin Crossing Community Gardeners, which had a soft opening on May 9, 2020. Feedback from the gardeners has been positive, and it appears everyone is following the guidelines when at the garden.

All Township buildings remain closed to the public at this time. We are evaluating the non-emergency services we provide (such as fingerprinting, car seat installations, etc.) to determine what services we may be able to resume in a safe manner, for both our staff and the public. In the interim, public education staff have been re-assigned to other duties including cleaning/disinfecting surfaces, manikins, and exploring virtual class opportunities. Other projects will include cleaning/organization of zoning office, records retention review/disposal, and other clean-up projects.

Amlin Projects:

EMH&T has completed the survey field work and expect the basemapping to be completed the week of May 25th. Mr. Kranstuber requested to expedite this project.

FM Global Grant:

Fire Prevention staff obtained a grant from FM Global in the amount of \$1,937 for the purchase of a portable lighting system and digital camera. Congratulations and thanks to the Fire Prevention staff on their efforts!

COVID-19 Revenue:

Federal CARES funding in the amount of \$24,995.67 was deposited to the credit of the EMS Billing Fund to be used for expenses related to COVID-19 including gloves, PPE, cleaners, etc. SB310 has been passed by the Ohio Senate and is being deliberated in the Ohio House. The State of Ohio would pass \$350 million CARES Act dollars to local governments based on existing local government fund formulas. If passed by the House, the Township would anticipate receiving \$39,200 based on the current LGF formula. These monies must also be used for COVID-19 related expenses.

2nd Half Settlement:

Franklin County Treasurer will extend the property tax due date from June 20th to August 5th, 2020. This will delay the Townships second half levy settlement to early September.

Fire Department Flower Sale:

Mr. Rozanski commended the Fire Department on the annual flower sale, for which \$15,000 was raised for the Honor Guard. It was very well organized and a success!

Executive Session for Personnel Matters:

Motion by Ms. King, seconded by Mr. Kranstuber, to adjourn into executive session for the discussion of Personnel Matters, and to disciplinary matters of Township Staff at the request of the Administrator and per the Ohio Revised Code Section #121.22 (G)(1) at 7:00 p.m. The roll was called on and all members of the Washington Township Board of Trustees voted aye. Motion passed. #2020.05.26.019

Reconvened:

Meeting Reconvened at 7:36 p.m.

Executive Session Land Acquisition:

Motion by Ms. King, seconded by Mr. Kranstuber, to adjourn into executive session for the discussion of Land Acquisition per the request of the Trustees and per the Ohio Revised Code Section #121.22(G)(2) at 7:36 p.m. and the roll was called upon with all members of the Board of Trustees present, voting aye. Motion passed. #2020.05.26.020

Reconvened:

Meeting reconvened at 7:45 p.m. No action taken during executive sessions.

Adjourn Meeting:

Meeting of May 26, 2020, adjourned at approximately 7:45 p.m.

Ms. Denise Franz King, Chair

Ms. Joyce E. Robinson, Fiscal Officer