

## Minutes of December 8, 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 December 8, 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:

There was no report from the deputy. A new person will be assigned to cover Washington Township by Franklin County Sheriff's Department.

### Resolution Concluding Employment:

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

A RESOLUTION CONCLUDING THOMAS S. SMALLSREED EMPLOYMENT AS A PART-TIME FIREFIGHTER / PARAMEDIC

WHEREAS, the Board of Township Trustees of Washington Township hired Thomas S. Smallsreed on October 29, 2020; and

WHEREAS, the Board of Trustees for Washington Township recognizes that Thomas S. Smallsreed 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:                  | Thomas S. Smallsreed           |
| Position / Department: | Firefighter / Paramedic / Fire |
| Classification:        | Part-Time                      |
| Effective date:        | November 24, 2020              |

SECTION 2: Thomas S. Smallsreed is not 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SECTION 4: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.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.

#2020.12.08.001

Append #001

### Resolution Approving Contract:

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

A RESOLUTION AUTHORIZING AND DIRECTING THE TOWNSHIP ADMINISTRATOR TO EXECUTE A 2021 INFORMATION TECHNOLOGY PROJECT MANAGEMENT, ENGINEERING, SYSTEMS ADMINISTRATION, AND DESKTOP SUPPORT SERVICES AGREEMENT WITH COMPU CORP/MAXTECH FOR AN AMOUNT NOT TO EXCEED \$186,600.00 FOR THE PERIOD 1/1/2021 THROUGH 12/31/2021.

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 phased plan to upgrade servers, hardware, software, licensing and firewalls to modernize and update various Township IT related systems; and

WHEREAS, CompuCorp has been providing the Township these services, and the Township has been pleased by the progress made and services provided; and

WHEREAS, the Board of Trustees of Washington Township now wants to enter into a new Agreement with CompuCorp for the period of January 1, 2021 through December 31, 2021.

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 with CompuCorp for information technology managed services (as set forth in the scope of services).

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. Resolution adopted:

#2020.12.08.002

Append #002

**2021 Temporary Budget:**

**Estimated Revenues**

At this time 2021 estimated revenues are relatively flat in comparison to 2020 revenues, with the exception of the Gasoline Fund. 2021 estimated gas tax revenues were adjusted down, primarily related to reduced travel and gas consumption during 2020. These revenues may recover in 2021.

**Estimated Revenues by Fund**

|                           | <b>2020 Permanent Budget</b> | <b>2021 Temporary Budget</b> | <b>Percent Change between 2020 Permanent and 2021 Temporary Budget</b> |
|---------------------------|------------------------------|------------------------------|--|
| <b>General Fund</b>       | \$ 1,510,930                 | \$ 1,511,303                 | 0.0%   |
| <b>Motor Vehicle Fund</b> | \$ 4,500                     | \$ 4,500                     | 0.0%   |
| <b>Gasoline Fund</b>      | \$ 130,000                   | \$ 110,000                   | -15.4%   |
| <b>Police Fund</b>        | \$ -                         | \$ -                         | 0.0%   |
| <b>Fire Fund</b>          | \$ 21,257,883                | \$ 21,577,461                | 1.5%   |
| <b>EMS Billing Fund</b>   | \$ 900,000                   | \$ 900,000                   | 0.0%   |
| <b>TOTAL REVENUES</b>     | \$ 23,803,313                | \$ 24,103,264                | 1.3%   |

**Expenditure Appropriations**

With regard to the General Fund, the most significant increase in appropriations is related to engineering and consulting fees associated with the Amlin area improvement project. Approximately 75% of the current known costs will be apportioned to the General Fund, with the remaining 25% of those costs being apportioned to the Motor Vehicle and Gas Tax Funds. Appropriations totaling \$20,000 has been added to the Police Fund should the township need to consider hiring special duty deputies for traffic control or special events. Most operating costs associated with the Fire Fund remain relatively flat, with the exception of increases associated with 2021 salary and fringe increases. Significant Fire Fund capital expenditures included in this budget are delivery of the new fire engine and roof painting to Station 91. Both of these items were approved by the Board in 2020, but will be payable in 2021.

**Proposed Appropriations by Fund**

|                           | <b>2020 Permanent Budget</b> | <b>2021 Temporary Budget</b> | <b>Percent Change between 2020 Permanent and 2021 Temporary Budget</b> |
|---------------------------|------------------------------|------------------------------|--|
| <b>General Fund</b>       | \$ 976,650                   | \$ 1,414,250                 | 44.8%  |
| <b>Motor Vehicle Fund</b> | \$ 67,000                    | \$ 15,000                    | -77.6%   |
| <b>Gasoline Fund</b>      | \$ 244,300                   | \$ 294,300                   | 20.5%  |
| <b>Police Fund</b>        | \$ 30,000                    | \$ 20,000                    | -33.3%   |
| <b>Fire Fund</b>          | \$ 21,367,800                | \$ 21,416,800                | 0.2%   |
| <b>EMS Billing Fund</b>   | \$ 1,362,500                 | \$ 1,492,500                 | 9.5%   |
| <b>TOTAL EXPENDITURES</b> | \$ 24,048,250                | \$ 24,652,850                | 2.5%   |

**Resolutions Adopting 2021 Temporary Budget:**

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

WHEREAS the levels of resources have been identified for the 2021 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 2021 Temporary Budget; and

WHEREAS the Township's Fiscal Officer, Administrator and the Fire Chief have prepared the 2021 Temporary Budget Appropriations resolution;

NOW THEREFORE BE IT RESOLVED, that the 2021 Temporary Appropriations and Fiscal Operating, Capital and Debt Service Budgets of Washington Township, Franklin, Delaware and Union Counties, Ohio, for fiscal year 2021 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. Rozanski seconded the motion and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2020.12.08.003

Append #003

**2021 Property & Casualty Insurance Renewals:**

Mr. Ryan Keenan with The Keenan Agency was present to review the Property and Casualty Insurance with the Board of Trustees. The overall increase for insurance is 6%, cyber insurance was basically no increase.

Motion by Ms. King, seconded by Mr. Rozanski, to authorizing payment of the 2021 Property and Casualty Insurance Renewals, Cost Not to Exceed \$115,070. Motion passed.

#2020.12.008.004

Append #004

**Purchase of New Stove:**

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to authorize the Township Administrator to purchase a new stove/oven for Station #93, with the purchase price to be determined by the Administrator. #2020.12.08.005

**Approval of the Minutes:**

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to approve the meeting minutes as presented for November 17, 2020. Motion passed. #2020.12.08.006

**Approval of Bills, Payroll and Transfers:**

Motion by Ms. King, seconded by Mr. Kranstuber, to approve and ratify the Bills for November 30, 2020, in the amount of \$89,193.27. Motion passed. #2020.12.08.007

Append #005

Motion by Mr. Rozanski, seconded by Ms. King, to approve and ratify the Bills for November 15, 2020, in the amount of \$117,911.70. Motion passed. #2020.12.08.008

Append #006

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to approve and ratify the Electronic Payments for November 2020, in the amount of \$1,387,144.06. Motion passed. #2020.12.08.009

Append #007

Motion by Ms. King, seconded by Mr. Rozanski, to approve and ratify the Medical Payments for November 2020, in the amount of \$42,341.79. Motion passed. #2020.12.08.010

Append #008

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to approve and ratify the Monthly Payroll Report for December 4, 2020, in the amount of \$9,755.47. Motion passed. #2020.12.08.011

Append #009

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to approve and ratify the Bi-Weekly Payroll Reports for November 13, 2020, in the amount of \$455,533.07. Motion passed. #2020.12.08.012

Append #010

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to approve and ratify the Bi-Weekly Payroll Reports for November 27, 2020, in the amount of \$577,667.32. Motion passed. #2020.12.08.013

Append #011

Motion by Ms. King, seconded by Mr. Rozanski, to accept the October Monthly Financial Reports as submitted. Motion passed. #2020.12.08.014

Append #012

**Round Table Discussion:**

Mr. Eric Richter discussed with the Board a request from SWACO to use one of the Township facilities as a recycle drop off location. The Board held a discussion and even though the Board is in favor of the recycling program they don't necessarily want a container on the Township's property due to traffic and the maintenance. The Township offers recycling for its residents through Rumpke.

Mr. Richter stated Mr. John Nash has resigned from the Zoning Appeals Board and the Board discussed possible candidates within the unincorporated area of the Township that could be willing to serve. Mr. Richter will draft a letter outlining the position to be sent to possible candidates, then the Board of Trustees would like to interview the candidate, go over policy and procedures of the Zoning Appeals, it's process and expectations of the Board of Trustees for the Zoning Appeals Board.

Mr. Richter stated Washington Township did not score high enough for any OPWC Funding for the Amlin Project. This means the Township is on its own for the cost of this project but might be able to partner with other entities to help with the costs, since these are not really the costs of the Township.

The Township still exploring avenues of how to diversity staff employment and a discussion was held.

Chief Alec O'Connell gave updates on training of personnel, COVID-19, vaccines and the process to distribute and administer it, the risks, etc.

**Standard Year End Resolutions:****Trustees Compensation:**

Motion by Ms. King, seconded by Mr. Kranstuber, to adopt the resolution accepting maximum compensation allowable by law for the Township Trustees established by the Ohio General

Assembly and published in the Ohio Revised Code for individual Township Trustees for and during the year 2021. Motion adopted December 8, 2020.

#2020.12.08.014  
Append #013

**Township Fiscal Officer Compensation:**

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to adopt the resolution accepting maximum compensation allowable by law for the Township Fiscal Officer established by the Ohio General Assembly and published in the Ohio Revised Code for individual Township Fiscal Officer for and during the year 2021. Motion adopted December 8, 2020.

#2020.12.08.015  
Append #014

**Benefits:**

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to adopt the resolution declaring eligibility of Elected Officials to receive health insurance benefits and to provide any/all benefits offered by Washington Township to the newly elected officials and Township Trustees and the Fiscal Officer for and during the year 2021 per the Ohio Revised Code. Motion adopted December 8, 2020.

#2020.12.08.016  
Append #015

**Appointing Members to Zoning Appeals & Zoning Commission Boards:**

Ms. King moved to adopt the resolution appointing members to the Washington Township Board of Zoning Appeals & Zoning Commission Boards as follows:

- Mr. Richard Kear is reappointed to a five-year term as a member of the Zoning Appeals Board effective January 1, 2021, expiring December 31, 2025.
- Ms. Rebecca Princehorn is reappointed secretary, treasurer, ex officio, of the Zoning Appeals effective January 1, 2021, expiring December 31, 2021.
- Mr. Tom Frazier is appointed to a five-year term as a member of the Zoning Commission Board effective January 1, 2021, expiring December 31, 2025.

Mr. Kranstuber seconded the resolution. Motion adopted December 8, 2020.

#2020.12.08.017  
Append #016

**Committee Compensation:**

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to adopt a resolution fixing compensation to members of the Washington Township Zoning Commission, Board of Zoning Appeals, and the Fire Appeals Board to allow compensation for these Boards as follows: Member, \$35 per meeting attended; Chair, \$10 per meeting attended above compensation as committee member - \$45; if there is an appointed Secretary - \$35 per meeting above compensation as committee member. Motion passed December 8, 2020.

#2020.12.08.018  
Append #017

**Execute Certain Agreements:**

Motion by Ms. King, seconded by Mr. Kranstuber, to adopt a resolution authorizing the Chair and Fiscal Officer, Administrator and/or the Fire Chief to enter into and execute certain agreements that have been formally introduced and approved by the Board of Trustees and renewal agreements for maintenance and services, change orders to agreements previously approved by the Board for construction and to stay within the department's budget and provided a report of all such agreements shall be presented to the Board for ratification at the next regularly scheduled meeting. Motion adopted December 8, 2020.

#2020.12.08.019  
Append #018

**Zoning:**

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to approve the schedule of zoning fees to include an increase of \$5.00 for zoning map copies as follows:

|                           |       |
|---------------------------|-------|
| Copy of Land Use Plan     | 30.00 |
| Copy of Zoning Resolution | 30.00 |

|   |        |                                |
|---|--------|--------------------------------|
| Copy of Zoning Map  | 20.00  |                                |
| Certificate of Zoning Compliance  | 30.00  |                                |
| Application for variance, appeal<br>or other action of the Board<br>of Zoning Appeals                 | 80.00  |                                |
| Application for rezoning or other<br>action of the Zoning Commission                                  | 500.00 |                                |
| Additional fee for a special meeting<br>of either the Board of Zoning<br>Appeals or Zoning Commission | 100.00 |                                |
| Home occupation permits   | 30.00  |                                |
| Motion passed December 8, 2020  |        | #2020.12.08.020<br>Append #019 |

**Township's Attorneys:**

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to adopt the resolution employing Township's attorneys for particular matters for the year 2021 as follows:

- Bosius, Johnson & Griggs, LLC, Attorneys at Law
- Bricker and Eckler, LLP.
- Isaac, Wiles & Burkholder, LLC
- Sybert, Rhoad, Lackey & Swisher, LLC, Attorneys

Motion adopted December 8, 2020. #2020.12.08.021  
Append #020

**Memberships:**

Motion by Mr. Rozanski, seconded by Ms. King, to adopt the resolution renewing membership in the Coalition of Large Ohio Urban Townships, Ohio Township Association, Franklin County Township Association and Delaware County Township Association and Joining the Union County Township Association. Motion adopted December 8, 2020. #2020.12.08.022

Append #021

**Election of Chair and Vice Chair:**

Motion by Ms. King, seconded by Mr. Rozanski, to nominate Mr. Charles Kranstuber as chair of the Washington Township Board of Trustees for 2021. Mr. Kranstuber abstained. Motion passed December 8, 2020. #2020.12.08.023

Motion by Ms. King, seconded by Mr. Kranstuber, to nominate Mr. Rozanski, as the Vice Chair of the Washington Township Board of Trustees for 2021. Mr. Rozanski abstained. Motion passed December 8, 2020. #2020.12.08.024

**Meetings:**

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to establish the second Tuesday at 6:00 P.M. and the fourth Tuesday at 6:00 P.M. of each month for convening regular meetings of the Washington Township Board of Trustees, with meetings to be held at the Township Administration Building, 6200 Eiterman Road. Motion passed December 8, 2020

#2020.12.08.025

**Gov Deals:**

Motion by Ms. King, seconded by Mr. Rozanski, to authorize the use of Gov Deals for the purpose of auctioning Township Assets no longer needed. Motion passed December 8, 2020.

#2020.12.08.026

**Adjourn Meeting:**

Meeting of December 8, 2020, adjourned at approximately 7:25 p.m.

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Ms. Denise Franz King, Chair

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Ms. Joyce E. Robinson, Fiscal Officer