

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

JANUARY 15, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Chairwoman Cathy Schmelzer called this meeting of the Prairie Township Board of Trustees to order on January 15, 2020 at 7:00 p.m. with Vice-Chairman Steve Kennedy, Trustee Doug Stormont and Fiscal Officer Dan McCardle present. Township Administrator Rob Peters, Fire Chief Scott, Recreation Director Michael Pollack and Franklin County Sheriff's Office Deputy Carter were also in attendance. (See attached sign-in sheet for a complete list of additional attendees).

Ms. Schmelzer led the Pledge of Allegiance.

Approval of Minutes - January 2, 2020 Special Meeting and Regular Meeting Minutes

Comments/Issues: None

Ms. Schmelzer moved to approve the January 2, 2020 Special Meeting and Regular Meeting Minutes . Mr. Stormont seconded. The votes were as follows: M s. Schmelzer , Aye; Mr. Stormont , Aye; Mr. Kennedy , Aye. The meeting minutes for the January 2, 2020 Special Meeting and Regular Meeting were approved.

Report from the Franklin County Sheriff 's Office

Deputy Carter spoke before the Board and introduced himself. He summarized the criminal activity that occurred over the past two weeks in our township. Deputy Carter took several questions from those in attendance.

Fiscal Officer 's Report

Approval of Warrant s and Payroll

This week's warrants list detailed payments to 69 vendors summing \$174,378.86. Approximately 55% of this total is comprised of payments to the Franklin County Sheriff's office in the amount of \$75,661.91 for our monthly contract payment, \$9,735.33 to MORPC for annual membership and \$12,721.95 to AEP for lighting districts.

Mr. McCardle will request the Board's approval to pay all items on this week's warrant list summing \$174,378.86 along with last weeks (January 10) payroll of \$222,695.05 for a total cash disbursement of \$397,073.91.

Comments/Issues: None

Ms. Schmelzer motioned "so moved". Mr. Kennedy seconded. The Votes were as follows: Mr . Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer , Aye. Motion passed.

Approval to process 1/24/20 Payroll related warrants

Mr. McCardle asked the Board to approve processing warrants related to the January 24 payroll for Deferred Comp, Flex Spending, Payroll Garnishments, etc.

Comments/Issues: None

Ms. Schmelzer moved that the Board authorize the Fiscal Officer to process 1/24/2020 payroll related warrants. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Transfers

Mr. McCardle asked the Board for authorization to make the following transfers:

Amount	From	To	Purpose
\$56,000.00	JEDD (#2904)	W. Broad St (#4302)	Operating
\$250,000.00	General (#1000)	Road District (#2141)	Road Work
\$37,904.00	General (#1000)	FEMA (#2902)	Cash contribution

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\$100,000.00	General (#1000)	Parks Capital (#4301)	Galloway Sports Complex
\$56,114.56	General (#1000)	W. Broad St (#4302)	Operating
\$25,317.92	General (#1000)	Inah (\$4401)	OPWC Loan payments
\$16,637.51	General (#1000)	S. Greener 1 (#4402)	OPWC Loan payments
\$6,463.00	General (#1000)	S. Greener 2 (#4404)	OPWC Loan payments
\$15,977.68	General (#1000)	Palmetto (#4405)	OPWC Loan payments
\$18,542.82	General (#1000)	Woodlawn (#4406)	OPWC Loan payments

Comments/Issues: None

Ms. Schmelzer moved that the Board authorize the Fiscal Officer to make transfers, as presented. Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Advances

Mr. McCardle asked the Board for authorization to make the following advances:

Amount	From	To	
\$435,433.00	General (#1000)	Parks Capital (#4301)	Repayment to GF through Grant Receipts
\$1,307,264.00	General (#1000)	FEMA (#2902)	Repayment to GF through Grant Receipts

Comments/Issues: None

Ms. Schmelzer moved that the Board authorize the Fiscal Officer to make advances, as presented. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Standing Business:

Fire Department

Chief Scott summarized the Fire/EMS Department's December runs as well as statistics for the entire year of 2019 - see below. Chief Scott also took questions from those in attendance.

December 2019 Activity Report

Total Runs	430
EMS Runs	314
Fire Runs	116
Sta. 241	371
Sta. 243	59
Automatic Aid Given	155

2019 Annual Activity Report

Total Runs	5,338
EMS Runs	3,899
Fire Runs	1,439
Sta. 241	4,648

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Sta. 243 690

Automatic Aid Given 1,937

Structure Fires in Prairie Twp. 6

Community Center

Personal Service Contracts (Res. 0 5-20)

Mr. Pollack asked the Board to adopt Resolution 05-20, which authorizes the Community Center to enter contracts with various contractors, as listed below for various positions within the center as a fixed rate of compensation. The Personal Service Contracts are in effect from January 1, 2020 to December 31, 2020.

Contractor	Effective Date	Rate
Sandy Hull	January 1, 2020-December 31, 2020	\$22.00 per class
Ohio History Connection	March 24, 2020-December 31, 2020	\$75.00 per class
Claudia Johnson	January 18, 2020-December 31, 2020	\$10 per child
Brian Stewart/BWS Education	March 14, 2020-December 31, 2020	70% of registration fees
Erika Bardnell	February 5, 2020-December 31, 2020	70% of registration fees
Theresa Ankamah	April 7, 2020-December 31, 2020	\$100.00 per student
Andra Gillum	March 5, 2020-December 31, 2020	\$100.00/\$150.00 per student
Mark Oldenquist/Stem Com	January 1, 2020-December 31, 2020	\$180 per student for summer camp/70% registration fees for workshops
Katie Grace Kissel	January 23, 2020-December 31, 2020	70% of registration fees

Comments/Issues: None

Ms. Schmelzer moved that the Board adopt Resolution 05 -20, "A Resolution authorizing Personal Service Contracts for Contractors in the Recreation Department ". Mr. Stormont seconded. Roll Call Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Vermont Systems Software

Mr. Pollack asked the Board to approve payment to Vermont Systems (RecTrac) in the amount of \$7,908.00. This invoice is for the annual maintenance and support costs for the software. This software is used for all operations and registrations.

Comments/Issues: None

Ms. Schmelzer moved that the Board approve payment to Vermont Systems in the amount of \$7,908.00 for RecTrac annual maintenance and support . Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Aquatic Supervisor Job Description and Pay Range

Mr. Pollack asked the Board to approve a revised job description and pay range for the Aquatics Supervisor Position. The changes to the job description are minor and include changes to the job requirements. The proposed pay range is \$50,000 - 70,000 (the current range is \$45,000 - \$65,000).

Comments/Issues: None

Ms. Schmelzer moved that the Board approve the revised job description and pay range for the Aquatics Supervisor position. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Aquatic Supervisor - Approval to Advertise

With Courtenay Chaffin's recent promotion, the Aquatics Supervisor position is now vacant (Courtenay will remain in the position until it is filled). Mr. Pollack asked for the Board approval to advertise the Aquatic Supervisor position.

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Comments/Issues: None

Ms. Schmelzer moved that the Board approve advertising the Aquatics Supervisor position. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Part Time Employee Pay Increases (Correction)

At the January 2nd meeting, the Board authorized pay increases to various eligible part-time employees at the Community Center. Mike Hall, Fitness Attendant was included in this group, however, the rate amount was incorrect. Mike's new rate should be \$10.38 (not \$10.08 which was requested).

Comments/Issues: None

Ms. Schmelzer moved that the Board approve pay the correct pay rate for Michael Hall of \$10.38 per hour. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Board of Elections agreement

Mr. Pollack asked the Board to authorize him to sign an agreement with the Franklin County Board of Elections to hold elections at the Community Center for the year 2020.

Comments/Issues: None

Ms. Schmelzer moved that the Board authorize the Recreation Director to execute an agreement with the Franklin County Board of Elections to hold elections at the Community Center. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Mr. Pollack reported the December Statistics for the Community Center and took several questions from those in attendance.

Community Center Monthly Report

	Numbers as of	30-Dec-19	percentage
Total Current Community Center Members		7,158	
Total Members that are Prairie Township Residents		2,611	36.48%
Total Members that are Non-Residents		4,547	63.52%
Total Members that are JEDD/JEDZ		211	2.95%
Total Members that are Senior Citizens		4,128	57.67%
Total Unique Senior Citizen Visits		6,198	
Number of new members/renewals since last report		223	
How many memberships that expired that were not renewed		364	
Retention rate percentage		98.00%	
Events or significant programs			
Tree Lighting		150	
Breakfast with Santa		100	
Elf on the Shelf (16 Businesses Participated)		60 Forms Distributed	
Letters to Santa		65	

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Current status of One Field Fundraising	\$728,355.
	00
	\$490,000.
State Capital Money	00
Giving Tree- Added \$250 in November	\$3,355.00
	\$25,000.0
Columbus Foundation Grant Commitment	0
	\$100,000.
Galloway baseball Club - Doug White-Commitment over 4 years	00
	\$80,000.0
Galloway Baseball Club - Grove City Bingo Hall - Commitment over 4 years	0
Trebel - Commitment over 3 years	\$25,000
Anonymous Donor Commitment	\$5,000

Additionally, there was an in-depth discussion on the discontinuation of AARP tax preparation at the Community Center. Mr. Kennedy suggested that the township reconsider or find an alternate location.

Service Director Dave McAninch and Zoning Inspector Connie Swisher were both excused from this evenings meeting. Mr. Peters shared the Zoning Departments December report.

Zoning Department Report

Franklin County Courthouse	12/9/2019
Development Meetings	6
Nuisance Inspections	43
Declared Nuisances	9
Zoning Inspections	17
Zoning Violations	9
Do Not Knock Registries	2
Contractor Registrations	2
Zoning Compliances (Permits)	12
MS4 Land Disturbance Permits	1
Open Space Permit (Hunting)	5
Commercial Permits	5
Variances	1

Roads, Cemeteries, and Parks Department

No items

Commercial Building and Zoning:

Toole & Associates Contract

Toole & Associates has proposed a new one-year contract for Commercial Building Permit Services. Our previous two-year contract expired in 2017 and was renewable annually thereafter with no action required to renew. The new contract has a \$5.00 per hour increase in rates and (2) new charges: \$45.00 charge for Certificate of Occupancy Issuance and \$100.00 charge for yearend BBS Year end reporting.

Comments/Issues: Mr. Kennedy asked for clarification on what the acronym BBS stands for.

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Ms. Schmelzer moved that the Board approve a new contract with Toole & Associates and authorize the Township Administrator to execute the agreement. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Vacation Carry-over

Mr. Peters asked the Board to approve vacation carry-over of 48 hours for Dana Scott (this is 16 hours over the allotted 32 hours allowed without Board approval).

Comments/Issues: None

Ms. Schmelzer moved that the Board approve vacation carry-over of 48 hours for Dana Scott. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Administration

Nuisance Cases

No one was in attendance to speak on behalf of these properties

Ms. Schmelzer moved that the Board adopt Resolution NU-01 -20 "A Resolution declaring nuisance and ordering abatement at 407 Yarmouth Lane." Mr. Stormont seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Ms. Schmelzer moved that the Board adopt Resolution NU-03 -20 "A Resolution declaring nuisance and ordering abatement at 4668 Henley Avenue." Mr. Stormont seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Ms. Schmelzer moved that the Board adopt Resolution NU-04 -20 "A Resolution declaring nuisance and ordering abatement at 4756 Hilton Avenue." Mr. Stormont seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Ms. Schmelzer moved that the Board adopt Resolution NU-06 -20 "A Resolution declaring nuisance and ordering abatement at 358 Woodlawn Avenue." Mr. Stormont seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Faithful Performance of Duty Coverage

Mr. Peters presented an application from OTARMA for Faithful Performance of Duty Coverage ("FPD Coverage"). The Board can elect in lieu of surety bonds for all elected officials (and possibly employees who are required to be bonded, still being clarified by OTARMA). There are no upfront costs for the FPD coverage, the costs will be added to the annual liability insurance renewal. Electing this coverage will eliminate the need to track and renew individual bonds and will eliminate the need for submitting individual personal data that is required for traditional bonding.

Comments/Issues: Longtime Active Twp. Resident Neil Distlehurst asked what cost will be saved by opting into this program.

Ms. Schmelzer moved that the Board adopt Resolution 06-20 "A Resolution to authorize the township to purchase and use of "employee dishonesty and faithful performance of duty policy " through OTARMA". Mr. Stormont seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Mr. Peters announced that we have received notification from America Electric Power regarding improvements in the Alton area. A meeting is being held at the Community Center on 1/16/2020 at 5:30 p.m. to discuss the project and Mr. Peters will attend.

Mr. Peters also announced that the application for grant funds that the township submitted for state capital budget was recommended for funding by the Columbus Partnership.

Old Business

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None

New Business

Mary Myer, township resident, asked if there were any updates on the water utility company transfer. Trustee Kennedy shared his latest information on this with those in attendance. Mary also asked for the trustees to begin sharing - recapping - what they have done on behalf of the township as trustees over the past couple weeks. Trustee Schmelzer had prepared notes listing the various tasks she has done that was available for pick-up for those who wanted a copy.

Joe Finn, township resident, stood before the Board and formally requested copies of the December bank reconciliation, the December bank statements, year-end reports that reflect our cash balances, as well as an investment schedule.

Public Comment

None

Announcements

None

Adjournment

Meeting adjourned at 8:02 p.m.

Chairwoman Cathy Schmelzer

Fiscal Officer Dan McCardle