

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

MARCH 15, 2017 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Chairman Doug Stormont called this meeting of the Prairie Township Board of Trustees to order on March 15, 2017 at 7:00 p.m., with Vice-Chairman Ron Ball and Trustee Steve Kennedy present. Tracy Hatmaker, Township Administrator, Assistant Fire Chief Allen Scott, James Gant, Recreation Director, and Fiscal Officer Dan McCardle were also in attendance. (See attached sign in sheet for a complete list of additional attendees).

Mr. Stormont led the Pledge of Allegiance.

Approval of Minutes - March 1, 2017 Regular Meeting Minutes and March 1, 2017 Special Meeting Minutes

Comments/Issues: None

Mr. Stormont moved to approve the March 1, 2017 regular meeting minutes and March 1, 2017 special meeting minutes . Mr. Kennedy seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball, Aye. The meeting minutes for the March 1, 2017 regular meeting and March 1, 2017 special meeting were approved.

Sheriff's Report

Deputy Russell summarized the February criminal statistics report for Prairie Township.

Fiscal Officers Report

Approval of Warrants and Payroll

This week's warrants list detailed payments to 81 vendors summing \$277,524.26. 60% of this total is comprised of payments to the Franklin County Sheriff's Office in the amount of \$68,220.65 for the monthly contract and \$98,355.39 to the Franklin County Commissioners for insurance premiums.

Mr. McCardle requested the Board's approval to pay all items on this week's warrant list summing \$277,524.26 along with this week's payroll of \$200,704.63 for a total cash disbursement of \$478,228.89.

Comments/Issues: None

Mr. Stormont motioned "so moved". Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Transfer

Mr. McCardle asked the Board to make a transfer of \$15,287.00 to the JEDD fund (2904) from the JEDZ fund (2903). This was posted to the wrong fund in 2016 and this transfer will correct the error.

Comments/Issues: None

Mr. Stormont moved that the Board approve transferring \$15,287.00 to the JEDD fund (2904) from the JEDZ fund (2903). Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Advance of Funds Trail Grant

Mr. McCardle asked the Board to approve an advance of \$474,315.00 from the General Fund to the Parks Capital Fund. This is for the Hell Branch Trail Grant. This is the 75% grant portion of the project that will be advanced back to the General Fund from ODNR once the township submits the proper paperwork.

Comments/Issues: None

Mr. Stormont moved that the Board approve an advance from the General Fund to the Parks Capital Fund in the amount of \$474,315.00. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

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Standing Business

Fire Department

Station 241 Exterior Renovating

Assistant Chief Scott asked the Board to authorize the Fire Chief to enter into an agreement with Neighborgal Painting to power wash, re-caulk and paint the exterior of Station 241. The amount for all services is \$10,225.00. This is a planned project and the funds are secured in the Capital Budget. Project completion is planned for spring.

Comments/Issues: None

Mr. Stormont moved that the Board authorize the Fire Chief to enter into an agreement with Neighborgal Painting to power wash, re-caulk and paint the exterior of Station 241 at a cost of \$10,225.00. **Mr. Ball** seconded. The votes were as follows: **Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye.** Motion passed.

GSA Federal Supply Schedule Purchase Order

Chief Scott asked the Board to authorize the Fire Chief to update the current GSA (Government Services Administration) Federal Supply Schedule Purchase Order for their Verizon Wireless Services. This expands the line capabilities from 13 to 20. They are currently replacing 9 individual data plans and replacing them with 4 JetPaks which will allow multiple connections to a single device therefore significantly reducing the monthly costs.

Comments/Issues: None

Mr. Stormont moved that the Board authorize the Fire Chief to update the current GSA Federal Supply Schedule Purchase Order for the Verizon Wireless Services from 13 to 20 lines and execute the necessary documents. **Mr. Ball** seconded. The votes were as follows: **Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye.** Motion passed.

Memorandum of Understanding with Battelle

Chief Scott sought approval from the Board for the Fire Chief to sign an annual Memorandum of Understanding between Battelle and the Prairie Twp. Fire Department. This outlines working expectations of each of the parties.

Comments/Issues: None

Mr. Stormont moved that the Board authorize the Fire Chief to approve the annual Memorandum of Understanding between Battelle and the Fire Department and execute the necessary documents. **Mr. Ball** seconded. The votes were as follows: **Mr. Stormont, Aye; Mr. Ball, Aye; Mr. Kennedy Aye.** Motion passed.

Medic 241 Repairs

Chief Scott asked the Board to approve the full amount for repair of Medic 241 in accordance with the Township Policy Manual's emergency purchase provision. Medic 241 was sent to Rush for excessive exhaust smoke and running rough. It was determined that it needed new injectors and an EGR cooler assembly replacement as the main items of repair. The total estimate is \$13,419.43. As an emergency, Mr. Hatmaker and Chief Snyder approved the repair.

Comments/Issues: None

Mr. Stormont moved that the Board approve the full amount of emergency repair to Medic 241 at an estimated cost of \$13,419.43. **Mr. Ball** seconded. The votes were as follows: **Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye.** Motion passed.

Full Time Position

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Chief Scott will ask the Board to offer **conditional employment** to the individual with the highest combined score from Wednesday's interviews. (The name of this person will be provided to the Board members on Wednesday evening before the meeting.) Pending approval of this request, as well as successful completion of a physical on March 16th, a resolution to hire this candidate will be presented to the Board on March 29, 2017. The successful candidate could then begin employment as soon as March 30, 2017. (If the first place candidate does not pass the physical, we will recommend that the Board hire the second place candidate at your March 29th meeting.)

Comments/Issues: None

Mr. Stormont moved that the Board approve a conditional offer of employment to Andrew Joseph contingent on successful completion of a pre-employment physical and background check, as well as final approval by the Board on March 29, 2017. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Ball, Aye; Mr. Kennedy Aye. Motion passed.

Community Center

Murray Hill Shut Down for 5k

Mr. Gant asked the Board to approve shutting down Murray Hill from West Broad Street to Medfield Way on Friday, September 22, 2017 from 3pm to 11pm. This is for a 5k event which James plans to hold in conjunction with a block party for the community.

Comments/Issues: None

Tabled until March 29, 2017 meeting.

GovDeals

Mr. Gant asked the Board for permission to place the following items on GovDeals:

- 2 Laptop stands
- 4 Boxes of air filters (do not fit our HVAC units)

Comments/Issues: None

Mr. Stormont moved that the Board authorize the Recreation Director to place two laptop stands and four boxes of air filters on GovDeals. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Roads, Cemeteries & Parks Department

Mr. McAninch was previously excused from attending the meeting.

Gravel Pricing

On behalf of Mr. McAninch, Mr. Hatmaker recommended that the Board approved the purchase of commercial 304 gravel for the Galloway Road Sports Complex and the offsite trail. The price per ton delivered is \$15.00. The vendor is Forrest Trucking. Dave received two more bids, one from Jones Topsoil for \$18.37 per ton delivered and one from MS Trucking for \$18.00 per ton.

Comments/Issues: None

Mr. Stormont moved that the Board approve the purchase of gravel for the Galloway Sports Complex and the off-site trail at a cost of \$15.00 per ton. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Part Time Employee

Mr. Hatmaker asked the Board to hire a part-time employee for the Roads/Cemeteries/Parks Department. This will bring staff up to six full-time and three part-time employees. The part-time employees work a maximum of 1500 hours a year. Mr. McAninch recommended Seige Bostick for this position. He would be

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paid according to the part-time Road Laborer pay scale approved by the Board on March 2, 2016 (starting rate of \$13.00 per hour). Mr. McAninch would like for him to start work on April 3, 2017. Mr. McAninch has a recommendation for a second part-time employee new hire at the next meeting.

Comments/Issues:

Mr. Stormont moved that the Board approve hiring Seige Bostick as a part-time Road Laborer, effective April 3, 2017, at a starting rate of \$13.00 per hour. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Galloway Sports Complex Concession Stand Task Order

Mr. Hatmaker asked the Board to approve a task order for services related to design and construction of the concession stand at the Galloway Sports Complex. This task order, entered into under our Master Services Agreement with Stantec, is for services related to building design, project management, architectural design and preparation of contract specifications and bid documents at a total cost of \$46,000.00. I will also ask that the Board authorize me to sign the agreement.

Comments/Issues: Trustee Ball asked if the \$46,000.00 cost was in line with expectations. Mr. Hatmaker explained that our Service Director had carefully examined two options for this.

Mr. Stormont moved that the Board approve a task order with Stantec in the amount of \$46,000 for design services, project management, architectural design, bid documents and contract specifications related to the concession stand at the Galloway Sports Complex and authorize the township administrator to execute the agreement. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Trail Grant Task Order

Mr. Hatmaker asked the Board approve a task order for the preparation of construction documents and the necessary permitting for the portion of Hell Branch Trail project that is not on the Sports Complex site. This will be under our Master Service Agreement with Stantec and cost of \$8,100.00. I will also ask you to authorize me to sign the agreement. This task order includes submitting the plans to the Franklin County Engineers for their review. This review will cover coordination of the pedestrian crossing design on Galloway Road, estimate of construction quantities, sediment and erosion control plan, storm water management report and applicable EPA documents.

Comments/Issues: None

Mr. Stormont moved that the Board approve a task order with Stantec in the amount of \$8,100.00 for construction documents and permitting for the Hell Branch trail project and authorize the township administrator to execute the agreement. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Mulch West Broad Street

Mr. Hatmaker asked the Board to approve the purchase of mulch for the West Broad Street Streetscape mediums. Mr. McAninch recommends buying the mulch from Buckeye Resources at a cost of \$21.50 per cubic yard (delivered). Mr. McAninch also got a quote from Kurtz Brothers, which was \$28.05 per cubic yard (delivered).

Comments/Issues: None

Mr. Stormont moved that the Board approve the purchase of mulch for the West Broad Street mediums from Buckeye Resources at a cost of \$21.50 per cubic yard. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Authorization to Sign the Hellbranch Trail Grant Agreement and Related Documents

Mr. Hatmaker asked the Board authorize the Township Service Director to sign all documents related to approval of the grant agreement for the Hell Branch Trail Project, including, but not limited to, the agreement and related environmental review certifications. Timing on this project is crucial and depending on when we receive documents from ODNR it would be detrimental to the timing of the project

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to have a possible two week gap between the Township returning signed documents and the timing of our regular scheduled trustee meetings. Since this project partially is within the sports complex project, we are already behind and it is causing increased cost by having to phase some of our legally required bidding process. Mr. McAninch has sent an e-mail from ODNR outlining the process for the Township to receive reimbursement for the project, which is a 75% grant and 25% match by the township.

Comments/Issues: None

Mr. Stormont moved that the Board authorize the Service Director to execute all necessary documents related to the Hell Branch Trail Grant Agreement, including, but not limited to, the Grant Agreement and related environmental review certifications. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Approval to Advertise for Galloway Sports Complex Bids

Mr. Hatmaker asked the Board to approve the advertising, bid opening and award schedule of Phase 1 of the Galloway Sports Complex Parking Lot and Multi-Purpose Trail segments **not** covered under the Hell Branch Trail Grant. This would be for boxing out, sub grade compaction, gravel installation and compaction of the above mentioned areas. The schedule would be as follows:

- First advertisement March 22, 2017
- Second advertisement March 29, 2017
- Bid opening April 7, 2017 at 9:00am at 23 Maple Drive
- Notice of Award at the board's regular scheduled Trustee Meeting of April 12, 2017.

Comments/Issues: None

Mr. Stormont moved that the Board approve advertising, the bid opening and award schedule for Phase 1 of the Galloway Sports Complex Marking lot and multi-purpose trail. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Building and Zoning Department

Ms. Swisher was previously excused from attending the meeting.

No items

Administration

Nuisance Cases

Mr. Hatmaker asked the Board's guidance on the nuisance cases that were forwarded in advance of the meeting.

No residence were in attendance to speak about the nuisance conditions.

Mr. Stormont moved that the Board adopt Resolution NU-16 -17 "A Resolution declaring nuisance and ordering abatement at 80-160 Old Village Road ." Mr. Kennedy seconded. Roll call votes were as follows: Mr. Kennedy, Aye; Mr. Ball, Aye; Mr. Stormont , Aye. Motion passed.

Mr. Stormont moved that the Board adopt Resolution NU-17 -17 "A Resolution declaring nuisance and ordering abatement at 438 Lennox Avenue ." Mr. Ball seconded. R oll call votes were as follows: Mr. Kennedy, Aye; Mr. Ball, Aye; Mr. Stormont , Aye. Motion passed.

Mr. Stormont moved that the Board adopt Resolution NU-1 8-17 "A Resolution declaring nuisance and ordering abatement at 311 Pasadena Avenue ." Mr. Ball seconded. R oll call votes were as follows: Mr. Kennedy, Aye; Mr. Ball, Aye; Mr. Stormont , Aye. Motion passed.

Mr. Stormont moved that the Board adopt Resolution NU-1 9-17 "A Resolution declaring nuisance and ordering abatement at 4678-4688 Hilton Avenue ." Mr. Ball seconded. R oll call votes were as follows: Mr. Kennedy, Aye; Mr. Ball, Aye; Mr. Stormont , Aye. Motion passed.

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West Broad Street Banners

Mr. Hatmaker asked the Board to approve the purchase of banners for the light poles along West Broad Street from Bronner's Commercial Display. The designed banners include a Prairie Township welcome banner, a Community Center banner, a farmer's market banner and a patriotic banner. This purchase would include a total of seventy five (75) 24' x 60' banners at a cost of \$54.00 each. The total cost of the banners is \$4,050.00 and the estimated shipping is \$75.00. I will request the Board approve the purchase not to exceed \$4,200.00 (in case shipping is higher than estimated).

Comments/Issues: None

Mr. Stormont moved that the Board approve the purchase of 75 banners from Bronner's Commercial Display at a cost not to exceed \$4,200.00. Mr. Ball seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Ball Aye. Motion passed.

Old Business

None

New Business

None

Public Comment

A Township resident from the West Pointe and Lake Darby neighborhood summarized his recent communication with the Public Utilities Commission of Ohio and the local water company (Aqua) regarding the water quality in his neighborhood.

Announcements

None

Adjournment

Meeting adjourned at 7:40 p.m.

Chairman Doug Stormont

Fiscal Officer Dan McCardle