

# RECORD OF PROCEEDINGS



## PRAIRIE TOWNSHIP BOARD OF TRUSTEES

MARCH 28, 2018 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Chairman Steve Kennedy called this meeting of the Prairie Township Board of Trustees to order on March 28, 2018 at 7:00 p.m. with Trustee Doug Stormont and Trustee Cathy Schmelzer present. Randi Good, HR/Operations Coordinator, Fire Chief Chris Snyder and Assistant Fire Chief Allen Scott were also in attendance (See attached sign in sheet for a complete list of additional attendees).

Mr. Kennedy led the Pledge of Allegiance.

### Approval of Minutes - March 14, 2018 Regular Meeting Minutes

Comments/Issues: None

**Mr. Kennedy moved to approve the March 14, 2018 regular meeting minutes . Mr. Stormont seconded. The votes were as follows: Mr. Stormont , Aye; Mr. Kennedy , Aye; Mrs. Schmelzer , Aye. The meeting minutes for the March 14, 2018 regular meeting were approved.**

### Report from the Franklin County Sheriff 's Office

Deputy Hatfield spoke before the Board and summarized criminal activity that occurred over the past two weeks and was available to take questions from the audience.

### Fiscal Officer 's Report

#### Approval of Warrant Payroll

This week's warrants list detailed payments to 73 vendors summing \$125,991.70. Approximately 42% of this total is comprised of payment to the City of Grove City for dispatching services for January through March in the amount of \$52,998.80.

Dan requested the Board's approval to pay all items on this week's warrant list summing \$125,991.70 along with this week's payroll of \$248,893.48 for a total cash disbursement of \$374,885.18.

Comments/Issues: None

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

### Standing Business:

#### Fire Department

##### Memorandum of Understand ing with Battelle

Chief Snyder asked the Board to approve the annual Memorandum of Understanding between Battelle and Prairie Township and authorize him to execute the agreement. The agreement outlines working expectations for cooperation between Battelle and the Fire Department.

Comments/Issues: None

**Mr. Kennedy moved that the Board approve the annual Memorandum of Understanding with Battelle, which contains guidelines for cooperation between Battelle and the Fire Department, and authorize the Fire Chief to the execute the necessary documents. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; M rs. Schmelzer, A ye. Motion passed.**

##### GSA Federal Supply Schedule Purchase Order

Chief Snyder asked the Board to approve the updated GSA (Government Services Administration) Federal Supply Schedule Purchase Order for their Verizon Wireless Services and authorize the Fire Chief to execute all necessary documents. We renew this agreement annually.

Comments/Issues: None

# RECORD OF PROCEEDINGS



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MARCH 28, 2018 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

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

### Renovation Expenditures

Chief Snyder asked the Board to approve an additional \$35,000.00 to TRG for renovation costs to station 241. This is in addition to the \$25,000 that was approved in October 2017. In addition Chief Snyder sought the approval of \$17,000.00 to the Bradley Company for office furniture. This should complete the renovation project under budget from the \$100,000.00 that was previously approved, totaling \$95,475.00.

Comments/Issues: None

**Mr. Kennedy moved that the Board approve an additional \$35,000.00 to TRG for renovation costs and \$17,000.00 to Bradley Company for office furniture for Station 241. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, A ye. Motion passed.**

### IT Purchases

Chief Snyder asked the Board to approve the expenditure of \$103,891 to 7 different vendors for hardware and software costs for the fire department. Nearly \$60,000 was earmarked in our dispatching transition plan of 2017. Chief Snyder also asked that the Board authorize the Chief to execute all of the necessary agreements and scope of work associated with each of the following vendors. This will be a Fire Capital expenditure.

- Dell for Computers \$36,955.00
- B&H for Monitors \$2,095.00
- PARR for Mounting Hardware \$6,094.00
- ESO for Fire & Medic Software \$31,233.00
- Grove City for CAD Software \$12,505.00
- MCPC for Office 365 Licenses \$10,509.00
- CDW for Office 2016 Upgrade \$4,500.00

Comments/Issues: None

**Mr. Kennedy moved that the Board approve an expenditure of \$103,891.00 to 7 different vendors, as submitted, and authorize the Fire Chief to execute the necessary documents and scope of work. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, A ye. Motion passed.**

### GovDeals

Chief Snyder asked the Board to approve posting no longer needed office furnishings and IT related items for sale on GovDeals.

Comments/Issues: None

**Mr. Kennedy moved that the Board approve posting office furnishings and IT related items on GovDeals. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, A ye. Motion passed.**

### Community Center

No items.

### Roads, Cemeteries, and Parks Department

#### 2018 Sidewalk Program (13-18)

Ms. Good asked the Board to adopt a resolution declaring its intent to proceed with this year's sidewalk program, setting a public hearing for the program and approving advertisement of the hearing. The public hearing will be held at 7:00 p.m. on May 9, 2018. Owners of the properties where these sidewalks are

# RECORD OF PROCEEDINGS



## PRAIRIE TOWNSHIP BOARD OF TRUSTEES

MARCH 28, 2018 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

located will receive a registered letter before the public hearing.

Comments/Issues: None

**Mr. Kennedy moved that the Board adopt Resolution 13-18 "A Resolution declaring intent to repair certain sidewalks and levy special assessments, to set a public hearing at which the Board will hear comments about said repairs and to authorize advertisement of the public hearing." Mr. Stormont seconded. The roll call votes were as follows: Mr. Schmelzer, Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.**

### 2018 Sidewalk Contractor

Ms. Good recommended the Board approve Berkshire Boys Inc. for the 2018 Sidewalk Program. The cost for 4" sidewalk removed and replaced is 31.00 per linear foot. The cost for 6" sidewalk removed and replaced is 33.00 per linear foot. The cost for curb and gutter removed and replaced is 38.00 per linear foot. The cost of concrete drive approach removed and replaced is 64.00 a square yard. The township requested pricing from three vendors and only one responded.

Comments/Issues: None

**Mr. Kennedy moved that the Board approve entering into an agreement with Berkshire Boys, Inc. for the 2018 sidewalk program and authorize the Service Director to execute the necessary paperwork. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mr. Schmelzer, Aye. Motion passed.**

### Task Order - GRSC Phase II Renderings

Ms. Good asked the Board to approve a task order under the Township's Master Services Agreement with Stantec Consulting for preparation of renderings for the planned TOPS field, which is the centerpiece of Phase II of the Galloway Sports Complex project. The cost of this Task Order is \$5,590.00. As you know, the Township will pursue initial work toward the estimated \$1.8MM project using \$500,000 with some expected, but limited, Township match out of the Parks Capital Fund. This expenditure will be part of that match. Funding beyond this initial stage will be provided through the fundraising efforts of the Prairie Community Fund.

Comments/Issues: None

**Mr. Kennedy moved that the Board approve the proposed Task Order for Stantec Consulting for preparation of renderings of the planned TOPS recreation field and related improvements and authorize the Township Administrator to execute the agreement. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.**

### Mulch Purchase

Ms. Good recommended the Board approve the purchase of mulch for the West Broad Street Streetscape medians. Mr. McAninch recommended we buy the mulch from Buckeye Resources for a cost of \$21.50 per cubic yard, delivered. The loads of mulch come in semi-trucks 70 yards at a time. The cost per semi-truck is \$1,505.00 I would like to ask the Board's permission to purchase this mulch just as Mr. McAninch does salt on an as needed basis without coming back to the board each time knowing that you have already approved the cubic yard price.

Comments/Issues: None

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

### Pay Request #4 - Concession Stand

Ms. Good recommended the Board approve pay request # 4 for the GRSC Concession Stand to LeVeck Commercial Construction & Development in the amount of \$105,749.80. This pay request is for Concrete Material and Labor, Masonry Material and Labor, Rough Carpentry Labor, Metal Roof Material and Labor, Siding & Trim Material and Labor, Doors and Hardware Labor, Coiling Door Material and Labor, Signage

# RECORD OF PROCEEDINGS



## PRAIRIE TOWNSHIP BOARD OF TRUSTEES

MARCH 28, 2018 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Material, Plumbing Labor, HVAC Material and Labor, Electrical Material and Labor, Earthwork Material and Labor, Project Management, Temporary Facilities and General Conditions.

Comments/Issues: None

**Mr. Kennedy moved that the Board approve Pay Application #4 for the Galloway Sports Complex to LeVeck Commercial Construction & Development in the amount of \$105,749.80 . Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy , Aye; Mrs. Schmelzer , Aye. Motion passed.**

### Building and Zoning:

#### Part- Time Zoning Assistant Hours

Ms. Good asked the Board authorize an increase in Cassady Critchfield's work hours to 1500 hours per year. These hours were presented as part of the 2018 budget and included in the 2018 appropriations. She worked 921.26 hours in 2017.

Comments/Issues: None

**Mr. Kennedy moved that the Board authorize 1500 work hours per year for Cassady Critchfield. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy , Aye; Mrs. Schmelzer , Aye. Motion passed.**

#### Zoning Specialist Step Increase

Ms. Good asked the Board to approve an increase to step 3 for Alicia Armentrout, effective April 1, 2018. The increase will take Alicia from \$21.00 per hour to \$22.00 per hour.

Comments/Issues: None

**Mr. Kennedy moved that the Board approve the step 3 increase for Alicia Armentrout to \$22.00 per hour, effective April 1, 2018 . Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy , Aye; Mrs. Schmelzer , Aye. Motion passed.**

### Administration

#### Nuisance Cases

No one was in attendance to speak on behalf of the properties.

**Mr. Kennedy move that the Board adopt Resolution NU-45 -18 "A Resolution declaring nuisance and ordering abatement at 5272 Beacon Hill Road ." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer , Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.**

**Mr. Kennedy moved that the Board adopt Resolution NU-46 -18 "A Resolution declaring nuisance and ordering abatement at 4680-4682 Beacon Hill Road ." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer , Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.**

**Mr. Kennedy moved that the Board adopt Resolution NU-47 -18 "A Resolution declaring nuisance and ordering abatement at 298 North Murray Hill ." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer , Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.**

**Mr. Kennedy moved that the Board adopt Resolution NU-50 -18 "A Resolution declaring nuisance and ordering abatement at 220 Postle Boulevard ." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer , Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.**

**Mr. Kennedy moved that the Board adopt Resolution NU-53 -18 "A Resolution declaring nuisance and ordering abatement at 6561 Hall Road ." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer , Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.**

#### Second Reading and Adoption (HR 01-18) ROW Regulations and Guidelines

# RECORD OF PROCEEDINGS



## PRAIRIE TOWNSHIP BOARD OF TRUSTEES

MARCH 28, 2018 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Ms. Good asked the Board adopt Resolution HR 01-18. This resolution establishes the Prairie Township Right-of-Way Regulations and Guidelines for Excavation/Construction Permits. This resolution will address items, such as advertisement benches, placed in rights-of-way, parking pads along streets with no curbs, update excavation and construction requirements and fees and penalties. In addition, the Township has witnessed recent occurrences where wireless providers and companies build infrastructure to support wireless equipment and have sought to install these facilities in the right-of-way. This resolution will place regulations on the placement of such wireless communication facilities and the excavations located in the right-of-way. Violation of this resolution may result in a civil fine.

Comments/Issues: None

**Mr. Kennedy moved that the Board adopt Resolution HR 01-18 "A Resolution establishing Right-of-Way regulations in the Township, including requirements for excavation and wireless communications facilities located in the Right-of-Way" Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer, Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.**

### Second Reading and Adoption (HR-02-18) LHR Citation

Ms. Good asked the Board to adopt Resolution HR 02-18. This resolution revises the Prairie Township Limited Home Rule Citation Form. After discussions with the Franklin County Municipal Court, revisions were necessary to the form. A citation form is needed in a limited home rule township in order to impose civil fines for any violations of the resolution.

Comments/Issues: None

**Mr. Kennedy moved that the Board adopt Resolution HR-02-18 "A Resolution revising Prairie Township Limited Home Rule Citation Form." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer, Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.**

### Second Reading and Adoption (HR 03-18) Transient Vendor/Do Not Knock

Ms. Good asked the Board to read a resolution into the record, by title only. This resolution establishes transient vendor regulations and a Do Not Knock Registry and related procedures and penalties. This resolution organizes the transient vendor regulations and the Do Not Knock Registry regulations into one limited home rule Resolution. Vendors must register with Prairie Township, paying a \$150.00 fee, can only go door to door during certain time periods, and will face a civil fine if they violate any regulations in this resolution.

Comments/Issues: None

**Mr. Kennedy moved that the Board adopt Resolution HR 03-18 "A Resolution establishing transient vendor regulations and a do no knock registry and related procedures and penalties." Mr. Stormont seconded. Roll call votes were as follows: Mrs. Schmelzer, Aye; Mr. Stormont, Aye; Mr. Kennedy, Aye. Motion passed.**

### 2018 Permanent Appropriations

Ms. Good presented the 2018 permanent appropriations for adoption.

Comments/Issues: None

**Mr. Kennedy moved that the Board approve the 2018 permanent appropriations as presented and authorize the Township Administrator to file with the County Auditor. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.**

### 2018 Sheriff's Contract

Ms. Good asked the Board to approve the 2018 Police Service Agreement with the Franklin County Sheriff's Office. This agreement sets the terms for police services in the Township and is valid January 1, 2018 through December 31, 2018. In 2017, the annual cost was \$71,101.45 a month (\$853,471.96 a year). The cost for 2018 is \$74,039.33 a month (\$888,471.96 a year). This is a 4% increase. This contract has increased 11.4% total over the last 5 years.

Comments/Issues: None

# RECORD OF PROCEEDINGS



## PRAIRIE TOWNSHIP BOARD OF TRUSTEES

MARCH 28, 2018 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

**Mr. Kennedy moved that the Board approve the 2018 Police Service Agreement with the Franklin County Sheriff's Office. Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.**

### 2017 Township Report

Copies of the 2017 Township Report were distributed prior to the meeting. Ms. Good asked the Board to approve the report for distribution.

Comments/Issues: None

**Mr. Kennedy move that the Board approve the 2017 annual Township Report as submitted and authorize its distribution . Mr. Stormont seconded. The votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schmelzer, Aye. Motion passed.**

### Hellbranch Trail Easement and MOU

The Board previously authorized Township Administrator Tracy Hatmaker to execute the Hellbranch multi-use trail easement and easement MOU. Mr. Hatmaker was out of the office and the documents needed execution before his return. Ms. Good asked the Board to authorize Trustee Kennedy's March 27, 2018 signing of the documents.

Comments/Issues: None

**Mr. Stormont moved that the Board authorize Chairman Steve Kennedy's March 27 signing of the Hellbranch multi-use trail easement and easement MOU. Mr. Kennedy seconded. The votes were as follows: Mr. Stormont, Aye; Mrs. Schmelzer, Aye; Mr. Kennedy, Aye. Motion passed.**

### Old Business

None

### New Business

Questions were raised and a brief discussion was had regarding the upcoming town meeting at Westland High School where staff from the Franklin County Water and Sewer will be holding an informational meeting on water rates. They will be available to take questions during this meeting.

### Public Comment

A resident asked what can be done when a car is parked on sidewalks. Deputy Hatfield replied that residents should call the non-emergency line for the Sheriff's Department and they will respond.

### Announcements

None

### Adjournment

Meeting adjourned at 7:35 p.m.

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Chairman Steve Kennedy

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MARCH 28, 2018 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

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Fiscal Officer Dan McCardle