

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

SEPTEMBER 9, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Due to the current COVID-19 Health Emergency, this meeting was closed to the public and livestreamed via Facebook.

Ms. Schmelzer opened the meeting and led in the Pledge of Allegiance.

Chairwoman Cathy Schmelzer, Vice Chair Steve Kennedy, Trustee Doug Stormont, Fiscal Officer Sherry Henning, and Township Administrator Rob Peters were all in attendance at the township hall. All other department heads and Deputy Ronk were all excused in advance from the meeting.

Approval of Minutes - August 26, 2020 Regular Meeting

Comments/Issues: None

Ms. Schmelzer : So Moved". Mr. Stormont seconded. The votes were as follows: Mr. Stormont , Aye: Mr. Kennedy , Aye; Ms. Schmelzer , Aye. The meeting minutes for the August 26 , 2020 Regular Meeting and Special Meeting were approved.

Franklin County Sheriff 's Office

Mr. Peters reported that he did not receive a report from Deputy Ronk and noted that Deputy Ronk was dealing with reports of four wheelers, ATV's and dirt bikes in the township.

Fiscal Officer 's Report

Approval of Warrant s and Payroll

This week's warrants list detailed payments to 70 vendors totaling \$106,783.00.

Ms. Henning requested the Board's approval to pay all items on this week's warrant list totaling \$106,783.00 along with the September 10, 2020 payroll of \$223,673.02 for a total cash disbursement of \$330,456.02.

Comments/Issues: None

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

Standing Business:

Fire Department

Disposal/Donation of Items

Mr. Peters asked the Board to approve the disposal and/or donation of 193 sections of fire hose, 9 nozzles, and 24 MSA Self-Contained Breathing Apparatus, as well as some miscellaneous associated equipment. This equipment has been recently replaced by FEMA grant money and can no longer be used for firefighting purposes. Some will be kept for other non-emergency functions. The majority will be donated to a program that provides obsolete equipment to third world countries.

Comments/Issues: None

Ms. Schmelzer moved that the Board approve donation or disposal of obsolete items, as presented. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Fire Hose and Applicant Grant

Mr. Peters asked the Board to amend the bid amount that was previously approved at the July 1st, 2020 meeting for the fire hose and appliance grant project. The original approved request was \$55,396.53 with \$2,637.93 being the township obligation. The requested amount is 95% federal is \$52,626.70 and 5% township obligation is \$2,769.83.

RECORD OF PROCEEDINGS



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SEPTEMBER 9, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Comments/Issues: None

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

Transfer to Capital Funds

Mr. Peters asked the Board to approve transferring \$187,000.00 from the Fire Fund (#2191) to the Fire Capital Fund (#2111) and \$110,000.00 from the EMS Fund (#2281) to the EMS Capital Fund (#2282). These transfers are done annually to build these funds for major purchases.

Comments/Issues: None

Ms. Schmelzer moved that the Board approve transferring \$187,000.00 from the Fire Fund to the Fire Capital Fund and \$110,000.00 from the EMS Fund to the EMS Capital Fund. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

August 2020 Activity Report

Total Runs	428
EMS Runs	304
Fire Runs	124
Sta. 241	375
Sta. 243	53
Auto/Aid Given	Not available do to software issues

Community Center

Operations Manager - Pay Increase

Mr. Peters asked the Board to approve a pay increase for Courtenay Chaffin, Operations Manager at the Community Center of \$2,500.00 annually. This will make Courtenay’s new salary \$70,000.00 annually.

Comments/Issues: None

Ms. Schmelzer moved that the Board approve a pay increase for Courtenay Chaffin to \$70,000.00 annually, effective September 16, 2020. Mr. Stormont seconded. Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Part-time employees - Pay Increase

Mr. Peters asked the Board to approve the following pay increases for part-time staff at the Community Center. All of these staff members have met the requirements established by the Board at the May 11, 2016 Trustee Meeting. (Note: we did not due quarterly increases in April due to the Center being closed, which is why the list is more than usual).

Name	Start Date	Position	Currently Hourly Rate	Hours worked since opening	proposed rate
Melissa Bissell	9/12/2018	Child Care Attendant	\$9.00	1048.02	\$9.27
		MOD	\$13.75		\$14.16
		Front Desk Attendant	\$10.00		\$10.30
		Water Swim Instructor	\$12.00		\$12.36
		Aquatics Instructor	\$17.00		\$17.51

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

SEPTEMBER 9, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Charity Lane	5/14/2018	Lifeguard	\$10.20	1061.12	\$10.51
		Headguard	\$12.00		\$12.36
		Water Swim Instructor	\$12.00		\$12.36
		Summer Day Camp Asst Dir	\$10.50		\$10.82
		Aquatic Instructor	\$17.00		\$17.51
Troy Martin	8/24/2017	Life Guard	\$11.01	2749.97	\$11.34
		Head Guard	\$12.78		\$13.16
		MOD	\$12.64		\$13.02
Scott Shane	11/5/2018	Fitness Attendant	\$10.00	971.88	\$10.30
		Group Exercise Instructor	\$13.00		\$13.39
		Personal Trainer	\$13.00		\$13.39
Pam Wylie	6/1/2018	Front Desk Attendant	\$10.00	978.59	\$10.30

Kristalyn France		Summer Camp Director	\$11.40	1149.73	\$11.74
		Summer Camp Assistant Director	\$10.50		\$10.82
		Head Lifeguard	\$12.44		\$12.81
		Lifeguard	\$11.97		\$12.33
Zoe Hiss		Childcare Attendant	\$9.00	964.16	\$9.27
		Recreation Leader	\$9.20		\$9.48
		Summer Camp Assistant Director	\$10.50		\$10.82
Chris Jibilian	12/4/2015	Front Desk	\$10.61	2893.13	\$10.93
Rachel Maynard	8/4/2018	Front Desk	\$10.00	928.55	\$10.30
		Recreation Leader	\$9.20		\$9.48

Comments/Issues: None

Ms. Schmelzer moved that the Board approve pay increases for part-time Community Center staff, as presented, effective September 16, 2020. Mr. Stormont seconded. Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Lockers

Michael Pollack received a quote for new locker doors that have a new lock mechanism that would eliminate the digital lockers and require members to bring their own lock. This would help to mitigate the

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

SEPTEMBER 9, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

spread of COVID-19 and prevent the staff from wiping down the digital locks in order to disinfect. It would also help to eliminate theft and user issues that occur. The cost for the replacement doors is \$11,677.00 and will be paid for from the CARES Fund.

Comments/Issues: None

Ms. Schmelzer moved that the Board approve the purchase of new locker doors from PSiSC at a cost of \$11,677.00. Mr. Stormont seconded. Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Petty Cash request

Mr. Peters asked the Board to authorize issuing \$1,500.00 in petty cash to the Community Center for use at the Farmer Market.

Comments/Issues: None

Ms. Schmelzer moved that the Board approve issuing \$1,500.00 petty cash to the Community Center for the Farmer Market and authorize the Fiscal Office to prepare a warrant on 9/10/20. Mr. Stormont seconded. Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Community Center Monthly Report

Numbers as of **31-Aug-20**
percentage

Total Current Community Center Members	6,252	
Total Members that are Prairie Township Residents	2,086	33.37%
Total Members that are Non-Residents	4,166	66.63%
Total Members that are JEDD/JEDZ	144	2.30%
Total Members that are Senior Citizens	3,992	63.85%
Total Unique Senior Citizen Visits	2,003	
Number of new members/renewals since last report	66	
How many memberships that expired that were not renewed	213	
Retention rate percentage	97.00%	
Events or significant programs		
Virtual Live SilverSneakers Classes	62	
Group Fitness Classes	50	
Basketball	204	
Pickleball	80	
Farmer's Market Average Attendance Per Market	275	
Gardening Class	4	

Roads, Cemeteries, and Parks Department

Speed Bumps

Mr. Peters recommended the Board approve the installation of two 14' speed humps on N. Grener Avenue between Beacon Hill and Garden Heights. These speed humps would replace the temporary

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

SEPTEMBER 9, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

speed humps that are currently there and would go in the same locations. This work would be done after the paving of N. Greener Avenue. Dave McAninch got a quote from Decker Construction for \$12,617.00 including thermo pavement markings. Mr. Peters asked the Board to authorize the Service Director to sign all of the necessary paperwork.

Comments/Issues: None

Ms. Schmelzer moved that the Board approve the installation of (2) 14 ' speed humps on N. Greener between Beacon Hill and Garden Heights at a cost of \$12,617.00 and authorize the Service Director to execute all necessary paperwork. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Irrigation for baseball fields at GRSC

Mr. Peters recommended that the Board approve reworking the irrigation system for the two new baseball fields at the GRSC. The cost for this is \$26,698.80 and the vendor is OHeil Site Solutions.

Dave McAninch has asked Doug White and Brad Elgin if they were willing to pay for or contribute to this cost. They will get back to him. If they say yes then the Board can approve the donation. If they do not want to contribute or pay the Board will have to pay for it out of the Parks Capital Fund. We still have \$19,004.90 dollars in our VPA account with Kansas State Bank left over from the \$425,000.00 we borrowed for the concession stand that Kansas State Bank has told me we can use for this irrigation project. If we use this, our balance will be \$7,693.90. If we do not use this then we can apply that \$19,004.90 to our loan for the concession stand and it will lower our payment by a little bit. Then we would have to pay the full amount out of the Parks Capital Fund. Dave does recommend that we irrigate these outfields.

This is a lot of information, but if Galloway Baseball does not donate for this project to get done and the Board decides to do it we can use the money in our VPA account with Kansas State Bank and pay for the balance out of the Parks Capital Fund this is the option I recommend. The other option if the board decides to do the project is pay for it all out of the Parks Capital Fund.

Comments/Issues: None

Ms. Schmelzer moved that the Board approve reworking the irrigation system for the two new baseball fields at the Galloway Road Sports Complex at a cost of \$26,698.80. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

August 2020 Report

- 8 Graves sold
- 11 funerals
- Chipped tree limbs at 68 addresses
- 2nd footer pour of the year in cemeteries
- Spray weeds along all curb and gutter streets

Commercial Building and Zoning

Monthly Report - August 2020

Development/Informational Meetings	27
Nuisance Inspections	98
Declared Nuisances	31
Zoning Inspections	18
Zoning Violations	6
Do Not Knock Registries	2
Contractor Registrations	1
Zoning Compliances (Permits)	37
MS4 Land Disturbance Permits	2
Commercial Permits	5
Zoning Revenue	\$1,890.00
Commercial Building Revenue	\$ 2,052.83

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

SEPTEMBER 9, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Administration

Nuisance Cases

Ms. Schmelzer moved that the Board adopt Resolution NU- 189-20 "A Resolution declaring nuisance and ordering abatement at 188 Lawrence 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- 190-20 "A Resolution declaring nuisance and ordering abatement at 371 Lennox 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- 191-20 "A Resolution declaring nuisance and ordering abatement at 115 Maple Drive ". 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- 192-20 "A Resolution declaring nuisance and ordering abatement at 406 Maple Drive ". 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- 193-20 "A Resolution declaring nuisance and ordering abatement at 504 Maple Drive ". 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- 195-20 "A Resolution declaring nuisance and ordering abatement at 4669 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- 196-20 "A Resolution declaring nuisance and ordering abatement at 4540-4560 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- 198-20 "A Resolution declaring nuisance and ordering abatement at 247 Postle Blvd.". 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- 199-20 "A Resolution declaring nuisance and ordering abatement at 471 Woodlawn 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- 200-20 "A Resolution declaring nuisance and ordering abatement at 240-001619 Woodlawn 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- 201-20 "A Resolution declaring nuisance and ordering abatement at 6280 Bausch Road ". 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- 202-20 "A Resolution declaring nuisance and ordering abatement at 6595 Maple Park Way ". Mr. Stormont seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Transfer to the Community Center

Mr. Peters asked the Board to approve transferring \$50,000 from the General Fund, \$30,000.00 from the JEDD Fund and \$35,000.00 from the JEDZ Fund (for a total transfer of \$115,000.00) to the Community Center Fund. This is the remaining amount of transfers that we have appropriated for the year.

Comments/Issues: None

Ms. Schmelzer moved that the Board approve transferring \$115,000.00 (\$50,000 from the General Fund, \$30,000 from the JEDD Fund and \$35,000 from the JEDZ Fund) to the Community Center Fund. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

SEPTEMBER 9, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Letter to Budget Commission

Mr. Peters asked the Board to approve sending a letter to the Budget Commission to increase revenue and appropriations in the CARES Fund #2272 by \$323,745.28. This is the amount of the 2nd distribution that was received on September 3, 2020.

Comments/Issues: Mr. Peters commented that he received notification that the township will receive a final payment of approximately \$625,000.00

Ms. Schmelzer moved that the Board approve sending a letter to the Budget Commission to increase revenue and appropriations in the CARES Fund (#2272) by \$323,745.28. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Nuisance Assessments

Mr. Peters asked the Board to execute a "Return and Statement to County Commissioners" requesting the assessments totaling \$3,071.46 for high grass and weed abatement at (7) properties in July through September 2020, as well as execute a "Return and Statement to County Commissioners" requesting assessments totaling \$4,775.87 for removal of trash and debris at (5) properties in July through September 2020.

Comments/Issues: None

Ms. Schmelzer moved that the Board execute a "Return and Statement to County Commissioners" requesting the assessment of \$ 3,071.46 for abatement of high grass and weeds at (7) properties in July through September 2020, as well as execute a "Return and Statement to County Commissioners" requesting the assessment of \$ 4,775.87 for removal of trash and debris at (5) properties in July through September 2020. Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

2020 Sidewalk Replacement Program Assessments (Res. 27-20)

This year there were 15 participants with a total assessment of \$24,570.50. The participants for this year's program were all voluntary due to COVID-19. I will ask the Board to adopt Resolution 27-20 "A Resolution to Levy Special Assessments For The Repair Of Sidewalks In Prairie Township."

Comments/Issues: Mr. Peters commented that these assessments are interest free for 10 years

Ms. Schmelzer moved that the Board adopt Resolution 27-20 "A Resolution to Levy Special Assessments For The Repair Of Sidewalks in Prairie Township." Mr. Stormont seconded. Roll Call Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, No; Ms. Schmelzer, Aye. Motion passed.

Nuisance Tree (Res. 28-20)

At the June 3, 202020 Trustee meeting, the Board declared a tree at 278 Mix Avenue a nuisance tree and ordered the homeowner the remove the tree. The tree and stump were properly removed at a cost of \$1477.00 which the Township paid for, and the owner agreed to. I will ask the Board to approve the assessment of \$1,477.00 for nuisance tree removal at 278 Mix Avenue to be paid over a five-year period interest free.

Comments/Issues: None

Ms. Schmelzer moved that the Board adopt Resolution 28-20, "A Resolution to levy a special assessment for the removal of a nuisance tree in Prairie Township." Mr. Stormont seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, No; Ms. Schmelzer, Aye. Motion passed.

Sale of Township owned properties (Res. 29-20 & 30-20)

Mr. Peters presented resolutions for the sale of multiple vacant lots on Mix Avenue and Emmit Avenue. Both resolutions contain language to authorize me to execute all necessary paperwork.

Res. 29-20: A Resolution authorizing the sale of the township's interest in real property located on Mix Avenue. This sale includes 2 lots on Mix Avenue (Parcel #240-001003) to Mr. Jesse Gooslin, Jr. at a sale price of \$5,200.00

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

SEPTEMBER 9, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Res. 30-20: A Resolution authorizing the sale of the township's interest in real property located on Emmitt Avenue. This sale includes 3 lots on Emmitt Avenue (Parcel # 240-001475, 240-001474 and 240-000884) to Ms. Catherine Martinez with a sale price of \$3,450.00.

Comments/Issues: None

Ms. Schmelzer moved that the Board adopt Resolution 29-20, A Resolution authorization the sale of the township 's interest in real property located on Mix Avenue ". Mr. Stormont seconded. Roll Call Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, No; Ms. Schmelzer, Aye. Motion passed.

Ms. Schmelzer moved that the Board adopt Resolution 30-20, A Resolution authorization the sale of the township 's interest in real property located on Emmitt Avenue". Mr. Stormont seconded. Roll Call Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, No; Ms. Schmelzer, Aye. Motion passed.

Resolution Accepting Tax Levies for the 2021 Collection Year (Res. 31-20)

Mr. Peters asked the Board to approve Resolution 31-20, which accepts the Budget Commission's tax amounts and rates and authorizes the county to collect the taxes. The Franklin County Budget Commission requests such a resolution annually to set tax amounts and rates for the upcoming year.

Comments/Issues: None

Ms. Schmelzer moved that the Board adopt Resolution 31-20 , "A resolution accepting the amounts and rates determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the county auditor. " Mr. Stormont seconded. Roll Call Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, No; Ms. Schmelzer, Aye. Motion passed.

Westport Road Notification

Mr. Peters notified the Board that he received a letter from a developer regarding a 60 unit multi-family development on Westport Road. He will pass the information along to Connie Swisher. The township has 30 days to file an opposition.

New Business

Mr. Peters addressed social media comments/questions from last meeting regarding the purchasing of three vehicles in which the Trustees approved, using the CARES Act Funds. There is a limited amount of time to use these funds, two of the trucks are for road department and one is for the zoning department. The use of the CARES Act funds are limited to safety and/or to provide services to the community.

The water update is in the newsletter coming out shortly. Franklin County and the City of Columbus still need to come to an agreement.

Security Cameras are now in the Township Hall building. The exterior of the building still needs done. The Community Center security cameras are done. Fire Station 241 is in progress.

Old Business

None

Meeting adjourned at 7:34 pm

Chairwoman Cathy Schmelzer

Fiscal Officer Sherry Henning