

PRAIRIE TOWNSHIP BOARD OF TRUSTEES

23 MAPLE DRIVE REGULAR MEETING/DECEMBER 11, 2002

The regular meeting of the Prairie Township Board of Trustees was called to order by the Chairman, Mr. Nourse, with Ms. Keller, Mr. Wharton and Ms. Easter present. Also attending were: Chief Lavelly, Jim Strunk and Elizabeth Anderson. (See attached list).

Mr. Nourse led the Pledge of Allegiance.

Mr. Nourse moved, Ms. Keller seconded the Board approve the minutes as written for the regular meeting of November 26, 2002 and the special meetings of December 2, 2002, December 4, 2002 and December 6, 2002. Vote; Aye.

The Clerk presented the following items:

Mr. Nourse explained the Cooperation Agreement between The Nature Conservancy and the Clerk requested a motion from the Board to approve the cooperation agreement and Ms. Keller to sign on behalf of the Board of Trustees.

Mr. Nourse moved, Mr. Wharton seconded the Board approve the Cooperation Agreement between The Nature Conservancy and Prairie Township and approve Ms. Keller to sign on behalf of the Board of Trustees. Vote; Aye.

Mr. Wharton moved, Ms. Keller seconded the Board adopt the following Temporary Appropriations for the year 2003. Roll call vote resulted as follows: Mr. Wharton; Aye, Ms. Keller; Aye, Mr. Nourse; Aye.

**TOWNSHIP TEMPORARY APPROPRIATIONS RESOLUTION**

**GENERAL FUND:**

**ADMINISTRATIVE:**

1000-110-111-0000	SALARIES – TRUSTEES	30,000.00
1000-110-121-0000	SALARIES - CLERK	10,000.00
1000-110-122-0000	SALARIES - CLERK’S STAFF	15,000.00
1000-110-131-0000	SALARY – ADMINISTRATOR	20,000.00
1000-110-141-0000	SALARIES - LEGAL COUNSEL	100,000.00
1000-110-211-0000	PUBLIC EMPLOYEES RETIREMENT SYSTEM	20,000.00
1000-110-213-0000	MEDICARE	1,000.00
1000-110-214-0000	VOLUNTEER FIREMEN’S DEPEND. FUND	100.00
1000-110-230-0000	WORKERS’ COMPENSATION	10,000.00
1000-110-240-0000	UNEMPLOYMENT COMPENSATION	1,000.00
1000-110-312-0000	AUDITING SERVICES	500.00
1000-110-314-0000	CTY AUDITOR’S & CTY TREASURER’S FEES	10,000.00
1000-110-315-0000	ELECTION EXPENSES	1,000.00
1000-110-330-0000	TRAVEL AND MEETING EXPENSE	1,000.00
1000-110-345-0000	ADVERTISING	500.00
1000-110-389-0000	OTHER INSURANCE	100,000.00
1000-110-410-0000	OFFICE SUPPLIES	1,000.00
1000-110-591-0000	CONTRIBUTION TO OTHER ORGANIZATION	100.00
1000-110-599-0000	OTHER	25,000.00

**TOWNSHIP HALL:**

1000-120-160-0000	SALARIES - ALL OTHER TOWNSHIP STAFF	2,000.00
1000-120-359-0000	OTHER UTILITIES	5,000.00
1000-120-420-0000	OPERATING SUPPLIES	500.00
1000-120-599-0000	OTHER	5,000.00

**ZONING:**

1000-130-150-0000	COMPENSATION BOARD & COMM. MBRS	500.00
1000-130-160-0000	SALARIES - ALL OTHER TOWNSHIP STAFF	20,000.00
1000-130-410-0000	OFFICE SUPPLIES	1,000.00
1000-130-599-0000	OTHER	2,000.00

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**POLICE PROTECTION:**

1000-210-370-0000 CONTRACT FOR SHERIFF 200,000.00

**FIRE PROTECTION:**

1000-220-490-00000 OTHER SUPPLIES 1,000.00  
 1000-220-599-00000 OTHER 1,000.00

**LIGHTING:**

1000-310-360-0000 CONTRACTED SERVICES 500.00

**HIGHWAYS:**

1000-330-360-0000 CONTRACTED SERVICES 500,000.00

**HEALTH:**

1000-420-370-0000 BOARD OF HEALTH 10,000.00

**PARKS:**

1000-610-420-0000 OPERATING SUPPLIES 100.00  
 1000-610-599-0000 OTHER 100.00

**CAPITAL OUTLAY:**

1000-760-710-0000 LAND 100,000.00  
 1000-760-720-0000 BUILDINGS 50,000.00  
 1000-760-730-0000 IMPROVEMENT OF SITES 50,000.00  
 1000-760-740-0000 MACHINERY, EQUIPMENT AND FURNITURE 50,000.00

**OTHER:**

1000-910-910-0000 OPERATING TRANSFERS OUT 50,000.00  
 1000-920-920-0000 ADVANCES OUT 100,000.00  
 1000-930-930-0000 CONTINGENCIES 50,000.00

**TOTAL GENERAL FUND APPROPRIATIONS 1,544,900.00**

**MOTOR VEHICLE LICENSE TAX:**

2011-330-160-0000 SALARIES 15,000.00  
 2011-330-213-0000 MEDICARE 200.00

**TOTAL MVL TAX FUND 15,200.00**

**GASOLINE TAX FUND:**

2021-330-160-0000 SALARIES 40,000.00  
 2021-330-213-0000 MEDICARE 200.00  
 2021-330-360-0000 CONTRACTED SERVICES 5,000.00

**TOTAL GASOLINE TAX FUND 45,200.00**

**ROAD AND BRIDGE FUND:**

2031-330-160-0000 SALARIES 50,000.00  
 2031-330-213-0000 MEDICARE 200.00  
 2031-330-323-0000 REPAIRS AND MAINTENANCE 15,000.00  
 2031-330-359-0000 OTHER UTILITIES 2,000.00  
 2031-330-360-0000 CONTRACTED SERVICES 500.00  
 2031-330-420-0000 OPERATING SUPPLIES 10,000.00  
 2031-330-490-0000 OTHER SUPPLIES 10,000.00  
 2031-330-599-0000 OTHER 10,000.00  
 2031-760-720-0000 BUILDINGS 40,000.00  
 2031-760-740-0000 MACHINERY, EQUIPMENT AND FURNITURE 50,000.00

**TOTAL ROAD AND BRIDGE FUND 187,700.00**

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**CEMETERY FUND:**

2041-410-160-0000	SALARIES	50,000.00
2041-410-213-0000	MEDICARE	500.00
2041-410-323-0000	REPAIRS AND MAINTENANCE	5,000.00
2041-410-360-0000	CONTRACTED SERVICES	5,000.00
2041-410-420-0000	OPERATING SUPPLIES	5,000.00
2041-410-599-0000	OTHER	5,000.00
2041-760-730-0000	IMPROVEMENT OF SITES	10,000.00
2041-760-740-0000	MACHINERY, EQUIPMENT AND FURNITURE	10,000.00

**TOTAL CEMETERY FUND 90,500.00**

**SPECIAL LEVY FIRE:**

2191-220-160-0000	SALARIES	2,000,000.00
2191-220-212-0000	SOCIAL SECURITY	5,000.00
2191-220-213-0000	MEDICARE	10,000.00
2191-220-215-0000	POLICE & FIREMEN'S DIS. & PENSION FUND	100,000.00
2191-220-323-0000	REPAIRS AND MAINTENANCE	35,000.00
2191-220-359-0000	OTHER UTILITIES	40,000.00
2191-220-360-0000	CONTACTED SERVICES	10,000.00
2191-220-389-0000	OTHER INSURANCE	150,000.00
2191-220-420-0000	OPERATING SUPPLIES	100,000.00
2191-220-599-0000	OTHER	5,000.00
2191-760-720-0000	BUILDINGS	35,000.00
2191-760-740-0000	MACHINERY, EQUIPMENT AND FURNITURE	50,000.00
2191-920-920-0000	SALARIES - ALL OTHER TOWNSHIP STAFF	50,000.00

**TOTAL SPECIAL LEVY FIRE FUND 2,590,000.00**

**PERMISSIVE MOTOR VEHICLE LICENSE FUND:**

2231-330-160-0000	SALARIES	100,000.00
2231-330-213-0000	MEDICARE	1,000.00
2231-330-360-0000	CONTRACTED SERVICES	1,000.00
2231-330-420-0000	OPERATING SUPPLIES	1,000.00
2231-760-740-0000	MACHINERY, EQUIPMENT AND FURNITURE	50,000.00

**TOTAL PERMISSIVE MVL LICENSE FUND 153,000.00**

**AMBULANCE AND EMERGENCY MEDICAL FUND:**

2281-230-323-0000	REPAIRS AND MAINTENANCE	5,000.00
2281-230-360-0000	CONTRACTED SERVICES	2,000.00
2281-230-420-0000	OPERATING SUPPLIES	10,000.00
2281-230-599-0000	OTHER - OTHER EXPENSES	4,000.00
2281-760-740-0000	MACHINERY, EQUIPMENT AND FURNITURE	3,000.00

**TOTAL AMBULANCE & EMERG. MEDICAL 24,000.00**

**LIGHTING ASSESSMENT FUNDS:**

2401-310-360-0000	CONTRACTED SERVICES	10,000.00
2402-310-360-0000	CONTRACTED SERVICES	25,000.00
2403-310-360-0000	CONTRACTED SERVICES	10,000.00
2404-310-360-0000	CONTRACTED SERVICES	5,000.00
2405-310-360-0000	CONTRACTED SERVICES	2,000.00
2406-310-360-0000	CONTRACTED SERVICES	5,000.00
2407-310-360-0000	CONTRACTED SERVICES	800.00

**TOTAL LIGHTING ASSESSMENT FUND 57,800.00**

**WESTPOINT STREET LIGHTING DISTRICT:**

2901-310-360-0000	CONTRACTED SERVICES	10,000.00
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**TOTAL WESTPOINT ST. LIGHTING DISTRICT 10,000.00**

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**HILTON AVENUE ROAD IMPROVEMENTS:**

4401-760-360-0000	CONTRACTED SERVICES	50,000.00
<b>TOTAL HILTON AVENUE IMPROVEMENTS</b>		<b>50,000.00</b>

**CEMETERY BEQUEST FUND #2:**

7001-410-360-0000	CONTRACTED SERVICES	300.00
<b>TOTAL CEMETERY BEQUEST FUND #2</b>		<b>300.00</b>

**CEMETERY BEQUEST FUND:**

8001-410-360-0000	CONTRACTED SERVICES	2,000.00
<b>TOTAL CEMETERY BEQUEST FUND</b>		<b>2,000.00</b>

**DEVELOPER'S ESCROW FUND:**

9001-710-599-0000	OTHER	19,352.00
<b>TOTAL DEVELOPER'S ESCROW FUND</b>		<b>19,352.00</b>

**ROAD CUT PERMITS:**

9002-710-599-0000	OTHER	1,000.00
<b>TOTAL ROAD CUT PERMITS</b>		<b>1,000.00</b>

**RECAPITULATION OF FUNDS:**

GENERAL FUND	1,544,900.00
MOTOR VEHICLE LICENSE TAX	15,200.00
GASOLINE TAX FUND	45,200.00
ROAD AND BRIDGE FUND	187,700.00
CEMETERY FUND	90,500.00
SPECIAL LEVY FIRE FUND	2,590,000.00
PERMISSIVE MOTOR VEHICLE LICENSE FUND	153,000.00
AMBULANCE & EMERGENCY MEDICAL FUND	24,000.00
LIGHTING ASSESSMENTS FUND	57,800.00
WESTPOINT STREET LIGHTING DISTRICT	10,000.00
HILTON AVENUE ROAD IMPROVEMENT	50,000.00
CEMETERY BEQUEST FUND #2	300.00
CEMETERY BEQUEST FUND	2,000.00
DEVELOPER'S ESCROW	19,352.00
ROAD CUT PERMITS	1,000.00
<b>GRAND TOTAL FOR ALL FUNDS</b>	<b>\$4,790,952.00</b>

Mr. Nourse moved, Ms. Keller seconded the Board approve the transfer of \$13,368.77 from the General Fund to the Hilton Avenue Road Improvement Fund and make payment of the same to Darby Creek Excavating as the Township share of pay request #3. Vote; Aye.

Mr. Nourse moved, Ms. Keller seconded the Board approve the payment in the amount of \$188.00 for the State and Franklin County Association Dues for the year 2003 for the Trustees and Clerk. Vote; Aye.

1. The Clerk presented a letter from Delta Dental indicating an increase in the monthly cost of dental coverage for the year 2003 to \$25.50 for Employee only, \$48.60 Employee with one dependent and \$88.86 Employee with two or more dependents.

Mr. Nourse moved, Mr. Wharton seconded the Board approve the monthly Delta Dental increase effective 1/1/03 to \$25.50 for Employee only, \$48.60 Employee with one dependent and \$88.86 Employee with two or more dependents. Vote; Aye.

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2. The Clerk presented an invoice from Bischoff & Associates for \$155.25 for services from 10/24/02 to 11/23/02, which will be paid by Franklin County upon approval of Prairie Township. After the Hilton project is completed, Franklin County will do one total disbursement for reimbursement from Ohio Public Works and Prairie Township. The Chairman's signature on the invoice is approval for Franklin County to pay.

Ms. Keller moved, Mr. Wharton seconded the Board approve the Chairman to sign and Franklin County to pay the invoice from Bischoff & Associates in the amount of \$155.25. Vote; Aye.

3. The Clerk presented a notice from the Ohio Division of Liquor Control for a liquor permit transfer from Jerry F. Greenlee to Jose Luis Aguirre DBA Grener Rd. Market & Carryout. The Clerk asked the Board if they would like to request a hearing.

Mr. Nourse tabled the liquor permit transfer request from Jerry F. Greenlee to Jose Luis Aguirre DBA Grener Rd. Market & Carryout until the meeting of December 23, 2002.

Ms. Keller moved, Mr. Wharton seconded the Board approve the following supplemental appropriations. Vote; Aye

- \$10,000.00 from 2191-760-720-0000 to 2191-220-359-0000
- \$10,000.00 from 2191-760-720-0000 to 2191-220-323-0000
- \$ 100.00 from 2041-410-599-0000 to 2041-410-213-0000

Mr. Wharton moved, Ms. Keller seconded the Board approve the Clerk reduce the Fifth Third Sweep Account by \$200,000.00. Vote; Aye.

After the Trustees reviewed the pending warrant list, Ms. Keller moved, Mr. Wharton seconded the Board approve the payment of the ADP payroll in the amount of \$87,851.57 and approve payment of the following bills. Vote; Aye. (See pending warrant list).

The Trustees received and reviewed the financial statements for the month of November, 2002.

Chief Lavelly addressed the Board with the following Fire Department matters:

1. Retired Fire Captain Louis Scheiderer was involved in an auto accident and is in critical condition in Grant Hospital.

Mr. Wharton moved, Mr. Nourse seconded the Board approve sending flowers to Mr. Scheiderer. Vote; Aye.

Chief Lavelly and a family member in attendance stated that flowers would not be appropriate at this time as he is unconscious and on life support in intensive care.

Mr. Wharton moved, Mr. Nourse seconded the Board rescind the motion to send flowers to Mr. Scheiderer. Vote; Aye.

2. Chief Lavelly requested vacation carryover for Captain Sanders, 24 hours; Lt. Ron Kern, 72 hours; FF Greg Burton, 36 hours, Chief Lavelly; 40 hours.

Mr. Nourse moved, Ms. Keller seconded the Board approve vacation carryover for Captain Sanders; 24 hours, Lt. Ron Kern; 72 hours; FF Greg Burton; 36 hours and Chief Lavelly; 40 hours which must be used in the first quarter of 2003. Vote; Aye.

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3. Chief Lavelly presented a request for communication equipment to be installed in the new medic. The request is to purchase from Motorola the dual-operational 800MHZ radio at a cost of \$3,500.00 with terms net 30 days and the purchase of headsets and labor to install from B&C Communications at a total cost of \$2,498.00.

Mr. Wharton moved, Mr. Nourse seconded the Board approve the purchase from Motorola of a dual-operational 800 MHZ radio for the new medic, at a total cost of \$3,500.00. Vote; Aye.

Mr. Wharton moved, Mr. Nourse seconded the Board approve the purchase of headsets for the new medic from B&C Communications including labor at a total cost of \$2,498.00. Vote; Aye.

4. The Policy & Procedures Manual was discussed with Chief Lavelly primarily Section 900 on discipline. The thought was that this section should be a contractual matter not an administrative matter. Section 900 has been revised from a policy to a guideline.

Mr. Nourse moved, Mr. Wharton seconded the Board approve the Fire Department Policy & Procedures Manual as presented. Roll call vote resulted as follows: Mr. Wharton; Aye, Ms. Keller; Aye, Mr. Nourse; Aye.

Due to weather conditions Dave McAninch was absent and Ms. Elizabeth Anderson, Township Administrator, addressed the Board with the following Road Department matters:

1. Ms. Anderson stated that corner of Beacon Hill and Maple Drive was surveyed and the tree in question is in the right of way.

Mr. Rick Miller, Bischoff & Associates, addressed the Board and presented a Proposal for Engineering – Surveying Services for Specified Subdivision Mapping. The maps shall include labeled topographical, contour lines, streets, etc. at a cost of \$300.00 per map and \$20.00 for additional copies. The areas to be included are Lincoln Village North, Lincoln Village South, Village Park, George Fox Drive, Little Farms and Youngland Estates. Mr. Nourse stated that he would like to discuss the proposals that have been received from EMH&T, Feller Finch & Assoc. and Bischoff & Assoc. with Dave McAninch, Road Superintendent, and a recommendation will be made from the Board at the December 23, 2002 meeting.

Mr. Jim Strunk, Zoning Inspector, addressed the Board with the following Zoning Department issues:

1. Mr. Strunk stated that 16 additional violation letters have been sent since the last meeting and the Field Inspector has been directed to continue increased enforcement of the sign regulations.
2. The Zoning Inspector is collecting addresses of Township residents that have basketball hoops currently in the right of way and are causing problems for the Road Department when they are plowing snow. A mass mailing will be sent requesting that the resident remove the basketball hoop within 7 days or the Road Department will confiscate it.
3. Mr. Strunk reported that the Board of Zoning Appeals heard 4 variance cases and 1 appeals case at their last meeting. The appeal was denied by the Board of Zoning Appeals and the variances were approved.
4. The Franklin County Planning Commission approved both the variance for the curb radius and the preliminary plat for the proposed Allric Meadows subdivision and Mr. Strunk presented a map to the Board.

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Mr. Nourse moved, Ms. Keller seconded the Board approve the reappointment of Mr. Ken Hibbert to the Board of Zoning Appeals for a full term beginning January 1, 2003 and expiring December 31, 2007. Vote; Aye.

Mr. Nourse moved, Mr. Wharton seconded the Board approve the change of status for Mr. Jim Wiemer to an alternate on the Zoning Commission for a term expiring December 31, 2003. Vote; Aye.

Mr. Nourse stated that there is an opening on the Zoning Commission to fill Mr. Wiemer's unexpired term.

5. The Zoning Inspector has received three request letters to be considered for the opening on the Zoning Commission. Mr. Strunk recommended Mr. Glen Hymer for the position as he has been a resident for 38 years and is a member of the Westland Area Commission and the Prairie Township Steering Committee.

Mr. Wharton moved, Mr. Nourse seconded the Board approve the appointment of Mr. Glen Hymer to the unexpired term on the Zoning Commission beginning January 1, 2003 and expiring December 31, 2006. Vote; Aye.

Mr. Nourse recommended Ms. Janice Pitts be considered for the open position on the Township Steering Committee as the Board of Trustees have no authority to appoint members to this Committee.

Ms. Elizabeth Anderson, Township Administrator, addressed the Board with the following Administrative issues:

1. Ms. Anderson stated that she would like to indefinitely table the request for Mr. Jason Thomas to take a TIA class.
2. The Township Administrator requested the approval for Mr. Jim Strunk, Zoning Inspector, to attend the Zoning seminar entitled "Practical Guide to Zoning and Land Use Law in Ohio" in Columbus on January 22, 2003 at a total cost of \$259.00.

Mr. Wharton moved, Ms. Keller seconded the Board approve Mr. Strunk attend the Zoning Seminar entitled "Practical Guide to Zoning and Land Use Law in Ohio" in Columbus on January 22, 2003 at a total cost of \$259.00. Vote; Aye.

3. Ms. Anderson requested that the topic of the potential purchase of the projector and laptop computer be tabled at this time. The need for the laptop computer would be for a docking station in the Township Hall. The projector would be beneficial for Board of Zoning Appeals, Zoning Commission and Board of Trustee meetings to project images for the entire audience to view.
4. Ms. Anderson presented a request from Dave McAninch for reimbursement of a course at Columbus State entitled "Heavy Construction Drawing" that he will be taking in the evenings from January 6, 2003 – March 22, 2003. The total cost of the course is \$195.00.

Mr. Wharton moved, Mr. Nourse seconded the Board approve Dave McAninch take the course entitled "CIVL 123 Heavy Construction Drawing" at Columbus State from January 6, 2003 – March 22, 2003 at a total cost of \$195.00. Reimbursement will be based on his resolution. Vote; Aye.

Mr. Jim Kennedy addressed the Board and stated that he is in favor of the purchase of the projector and laptop for the Township Hall. Mr. Wharton stated that this is a great

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communication tool for presentations. Mr. Nourse asked that the Zoning Department investigate a web site with surplus property available to purchase.

The Clerk reminded those in attendance that the next meeting, due to the Christmas Holiday, will be held on December 23, 2002 at 7:00 p.m.

Mr. Nourse moved, Mr. Wharton seconded the Board recess into Executive session to discuss a Fire Department personnel matter at 8:05 p.m. Roll call vote resulted as follows: Mr. Wharton; Aye, Ms. Keller; Aye, Mr. Nourse; Aye.

The regular meeting resumed at 8:28 p.m.

Mr. Wharton moved, Mr. Keller seconded the Board approve Mr. Nourse sign a memorandum to Chief Lavelly regarding trading time and time sheet investigation. Roll call resulted as follows: Mr. Wharton; Aye, Ms. Keller; Aye, Mr. Nourse; Aye.

There being no further business to come before the Board, the meeting was adjourned at 8:30 p.m.

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Chairman

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Clerk