

PRAIRIE TOWNSHIP BOARD OF TRUSTEES

23 MAPLE DRIVE REGULAR MEETING/JANUARY 7, 2004

The regular meeting of the Prairie Township Board of Trustees was called to order by the Chairman, Ms. Keller, with Mr. Stormont Mr. Wharton and Ms. Montag present. Also attending were: Chief Lavelly, Dave McAninch, Connie Swisher and Tracy Hatmaker (See attached list).

Ms. Keller led the Pledge of Allegiance.

Ms. Keller recognized and welcomed Mr. Doug Stormont as the new Trustee.

Mr. Wharton moved, Ms. Keller seconded the Board dispense with the reading of the minutes of the December 22, 2003 and approve the minutes as submitted. Vote; Aye.

The Clerk conducted the election of Chairman and Vice-Chairman as follows:

Ms. Keller nominated Mr. Wharton for Chairman.
Mr. Stormont seconded the nomination.
Mr. Nourse moved the nominations be closed.
Mr. Wharton seconded the motion.

Roll call vote on the motion to close the nominations resulted as follows:

Mr. Nourse	Aye
Mr. Wharton	Aye
Ms. Keller	Abstain

Roll call vote on the nomination as Chairman resulted as follows:

Mr. Nourse	Ms. Keller
Mr. Wharton	Ms. Keller
Ms. Keller	Abstain

Mrs. Easter declared Ms. Keller the duly elected Chairman for the year 2003.

Mr. Nourse nominated Mr. Wharton for Vice-Chairman.
Ms. Keller seconded the nomination.
Ms. Keller moved the nominations be closed.
Mr. Nourse seconded the motion.

Roll call vote on the motion to close the nominations resulted as follows:

Mr. Nourse	Aye
Ms. Keller	Aye
Mr. Wharton	Abstain

Roll call vote on the nomination for Vice-Chairman resulted as follows:

Mr. Nourse	Mr. Wharton
Mr. Wharton	Abstain
Ms. Keller	Mr. Wharton

Mrs. Easter declared Mr. Wharton the duly elected Vice-Chairman for the year 2003.

The Chair was turned over to Ms. Keller, Chairman to complete the meeting.

Ms. Keller appointed Mr. Wharton and Mr. Nourse to serve on the Volunteer Firefighters Indemnity Board for the year 2003. Vote; Aye.

Ms. Keller moved, Mr. Wharton seconded the regular meeting times be set for every other Wednesday beginning with the next meeting on January 22, 2003 and every

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other Wednesday thereafter at 7:00 p.m. at the Township Hall, 23 Maple Drive, Columbus, Ohio. Vote; Aye.

Mr. Wharton moved, Ms. Keller seconded the Board allow administrative expenses at actual cost, including parking, meals and mileage at .34/mile for all travel outside of the township and further these expenses be allowed at the same rate and on the same basis for any other township employee authorized to travel on behalf of the township and that the Zoning Inspectors be allowed mileage at a rate of .34/mile for all travel within the township if the zoning vehicle is not available. Vote; Aye.

Ms. Keller moved, Mr. Wharton seconded, the Board retain Capt. Terry Sanders as Fire Marshall for the year 2003. Vote; Aye.

Mr. Wharton moved, Mr. Nourse seconded, the Board retain Loveland & Brosius as legal counsel for the Board for the year 2003. Vote; Aye.

Ms. Keller moved, Mr. Nourse seconded, the Clerk be authorized to request advances of tax money from the Franklin County Auditor in 2003 as money becomes available. Vote; Aye.

Ms. Keller moved, Mr. Nourse seconded the Board continue the employment of Wilbur Riebel, Chain & Flag, Galloway Cemetery at a rate of \$150.00 per month and Alton Cemetery at a rate of \$200.00 per month. Vote; Aye.

Ms. Keller moved, Mr. Nourse seconded, the Board rehire all township employees for the current year. Vote; Aye.

FIRE DEPT.	Wages per negotiated contracts
ROAD/CEMETERY DEPT.	Wages per contracts
ZONING DEPT.	Wages per contracts

MISCELLANEOUS LABOR:

Cemetery Chain-Alton	\$2,400/year, payable \$200 per month
Cemetery Chain-Galloway	\$1,800/year, payable \$150 per month

TRUSTEES:

TERESA P. KELLER	\$18,234.00 ANNUAL SALARY
JOSEPH A. WHARTON	\$18,234.00 ANNUAL SALARY
JEFFREY M. NOURSE	\$11,705.00 ANNUAL SALARY

CLERK:

KATHLEEN EASTER	As per Section 507.09 of the ORC
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Mr. Wharton moved, Ms. Keller seconded the cemetery charges remain at present levels as follows:

Graves:	\$600 per grave	
Township Residents:	Opening & Closing Weekdays	\$300
	Opening & Closing Saturday until noon	\$400
Non-Resident	Opening & Closing Weekdays	\$450
	Opening & Closing Saturday until noon	\$575
Cremation:		\$150
Baby Burial:	36-40 inch	\$150
Foundations:	30 cents Per Square Inch	
St. James Burial:	Baby	\$300
	Regular	\$450
Disinterment Fee:	Resident	\$800
	Non-Resident	\$1,150

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No burial Sunday or holidays observed by state and county government. All charges to be paid by cash, certified or cashier's check. Prices subject to change without notice.

The Clerk presented the following items:

Mr. Wharton moved, Ms. Keller seconded, the Board allow all expenses for elected officials for the winter convention of the Ohio Township Association to be held February 5-8, 2003 at the Hyatt Regency at the Greater Columbus Convention Center including mileage, parking, meals and registration. Vote; Aye.

Mr. Wharton moved, Mr. Nourse seconded, the Board approve Dave McAninch; Road Superintendent, James Strunk; Zoning Inspector and Elizabeth Anderson; Township Administrator attend the Ohio Township Association winter convention to be held February 5-8, 2003 at the Hyatt Regency at the Greater Columbus Convention Center and to allow all expenses including mileage, parking, meals and registration. Vote; Aye.

Ms. Keller moved, Mr. Wharton seconded the Board approve the Clerk reduce the Fifth Third Sweep investment account by \$300,000.00. Vote; Aye.

The Trustees have received and reviewed the financials statements for the month of December, 2002.

After the Trustees viewed the pending warrant list, Ms. Keller moved, Mr. Wharton seconded, the Board approve payment of the ADP payroll in the amount of \$84,939.49 and approve payment of the following bills. Vote; Aye. (See pending warrant list).

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

1. Former volunteer Fire Department Captain James Fenner passed away last week. He had over 25 years experience with the department and his grandson FF James Troesch is currently with the Prairie Township Fire Department.
2. Chief Lavelly stated that unofficial numbers indicated that the EMS runs were down in 2002 by 109 and fire runs were down by 47 in 2002. A complete breakdown will be available in the near future to include response time.
3. On New Years Eve the Fire Department had 18 runs. There have been 70 runs at this time in 2003.
4. Chief Lavelly stated that the medic is on line at Horton and delivery is scheduled for sometime in February.
5. FF Greg Burton is scheduled for surgery on January 14, 2003 and is expected to have 6-8 weeks rehabilitation.

Ms. Keller moved, Mr. Wharton seconded the Board approve vacation for Chief Lavelly for February 14 – 24, 2003. Vote; Aye.

Mr. Nourse stated that he is on the 900 MHZ Advisory Board and attended a meeting today. Mr. Nourse asked Chief Lavelly if Prairie Township has any "dead zones" and Chief indicated that we do have limited coverage zones in the township. There is no communication, even within the Township, in these areas. Mr. Nourse would like to identify these zones as the federal government has released \$3.4 billion in funding for emergency communication nationwide. In small communities, such as Prairie Township, there is \$300 million earmarked. Mr. Nourse would like to cover a dead zone in Prairie Township and maybe a neighboring jurisdiction with the funds that are

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available. Chief Lavelly stated that the installation of another tower in southwest Franklin County is well over \$1 million and there are 13 across the City of Columbus. Mr. Nourse stated that Mr. Dave Ziegler with the City of Columbus Public Safety Department, Communications Division, has offered to identify the dead zones and determine the severity of the communication problem in Prairie Township and Mr. Nourse will notify Chief Lavelly when the visit is scheduled. Mr. George Nunamaker, 279 Cole Road, stated that he is familiar with the dead zones in the Lake Darby area of the Township.

Dave McAninch, Road Superintendent, addressed the Board with the following Road/Cemetery Department matters:

1. Mr. McAninch stated that several manhole covers on township roads have been hit with the snow plows recently and the problem areas have been identified. There are 35 covers in Lincoln Village North and 11 of these are warranty items from the 2002 road contract with Shelly & Sands if repaired with asphalt. There will be an additional expense of \$300.00 each if they are repaired by Shelly & Sands with concrete. South of W. Broad Street there have been 13 manhole covers identified and 6 of the 13 were caused when the Franklin County Engineers installed the new sanitary sewer system in the Mix addition. The Franklin County Engineers have been asked to repair the 6 in the Mix addition. Dave McAninch presented prices to repair the remaining covers by excavating a 12" concrete collar around the manholes. The total to repair 31 covers with concrete from Don's Flat Work is \$13,950.00 (\$450.00 ea.) and from Shelly & Sands the total repair with concrete would be \$18,600.00 (\$600.00 ea.). Dave McAninch presented a letter from Mr. Ed Drobina, Franklin County Sanitary Engineer Operations Superintendent, stating that they do not have a problem with the Township adjusting the manholes but would like to have an inspector on site when the adjustment is made. One plow has been damaged and fortunately this plow was already scheduled to be replaced due to an error in delivery. Dave McAninch stated that he feels the problem needs to be addressed. Mr. Wharton asked if there was additional liability to the Township when a manhole cover is hit and Dave McAninch stated that this was not a problem. Mr. Nourse recommended that the repairs be added to the 2003 road work.

Mr. Nourse moved, Ms. Keller seconded the Board approve Shelly & Sands add the repair of 11 manhole covers in Lincoln Village North to be boxed out (1' on each side and 1' depth) with concrete collars to the 2002 Road Improvement Project punch list at \$300.00 each at total cost of \$3,300.00. Vote, Aye.

Dave McAninch stated that the additional repairs to the manhole covers in the township will be made in conjunction with the 2003 Road Improvement Project.

2. The Road/Cemetery Superintendent stated that the survey is completed on the Methodist Episcopal (ME) Church cemetery in Alton. A tree line on the east and south border of the cemetery will have to be elevated and underbrush removed in order to install a fence. There is an oak and ash tree in the cemetery that will need to be elevated and the underbrush removed and stumps ground. Peterman Tree and Lawn Service quoted \$1,200.00 total for all the work needed in the cemetery and brush removed.

Mr. Wharton moved, Ms. Keller seconded the Board approve Peterman Tree & Lawn Service elevate the south and east border, remove underbrush and grind stumps out at a total cost of \$1,200.00. Vote; Aye.

Mr. McAninch stated that Mr. Joe Testa's office has ordered two veteran stones to be placed in the cemetery and damaged stones will be reset. A decision to adopt the cemetery has not been made at this time. Dave McAninch will have

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a price to install a fence at the Alton cemetery at the next meeting.

3. Dave McAninch attended a meeting with the Franklin County Board of Health on mosquito control for 2003. The Road Superintendent stated that last year we enjoyed the third or highest level of service in the township. Franklin County would like to know if Prairie Township is interested in a regional district for mosquito control for 2003. The cost for level three service would be \$5,000.00. If a regional district is formed with Norwich and Brown Townships, the cost would drop to \$3,752.76. An answer is required by the end of January, as the time to larvicide for mosquito control is fast approaching. Mr. Wharton recommended that Prairie Township exclusively opt for level three at a cost of \$5,000.00 with resources dedicated only to Prairie Township. Mr. Nourse requested a copy of the contract to review before the next meeting.
4. The Road Superintendent extended a “thank you” to Mr. Jason Thomas, Zoning Clerk, for his efforts in implementing a new timesheet online.
5. Flags are now flying at Lakota and Carl Frye Parks with lights.

Mr. James Strunk, Zoning Inspector, appeared before the Board with the following Zoning Department matters:

1. Mr. Strunk stated that 23 violation letters have been sent out since the last meeting. Several private citizens have been reporting violations which would indicate that public awareness is increasing.
2. Basketball hoops in the right-of-way will be picked up at the convenience of the Road Department as the compliance date was January 2, 2003. The hoops that are picked up will be tagged and held at the Road Department for 7 days for owners who wish to exercise the one-time option to reclaim the hoop.
3. Judge Pfeifer visited the Carney property at 6425 W. Broad Street. The owner and Kelly’s Auto Sales, who is leasing the property, were advised to work out a settlement and summary judgment with a Township legal representative or a case will be prepared for trial. The OEPA is issuing two citations on the same property that addresses waste evaluation and used oil generator standards. The OEPA Division of Surface Water is also drafting a letter of compliance and the details have not been finalized. Mr. Nourse stated that algae has been visible on the property north of W. Broad Street and would like to make Brady Koehler, Franklin County Soil & Water, aware of it .
4. Two cases for overweight and over-length trucks have been given to legal counsel in an attempt to get summary judgments rather than go to trial.
5. Mr. Strunk is compiling a four page list of changes to the zoning resolution after further review of the code. A list of proposed changes will be given to legal counsel for review and eventually to the Zoning Commission.

Mr. George Nunamaker expressed concern with the confiscation process established for removing the basketball hoops and the lack of recreational areas for activity in the Township. Mr. Nourse stated that a Franklin County Prosecutor’s opinion is being sent with each letter. Ms. Keller mentioned that there has been public awareness about the basketball hoop problem and she is aware of the need to develop parks in the Township.

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

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1. Ms. Anderson updated the Board on the inventory being conducted at the Township Hall and would like a motion from the Board to declare four heating elements stored in the auxiliary garage, that are not on the inventory, to have no value. Ms. Anderson is considering donating the fire equipment in the garage to another Township and will bring this to the Board with more details. Mr. Wharton asked a Township resident with heating and cooling experience to place a value on the 4 heating items and he deemed them of no value. Mr. Wharton requested that the Administrator compile a list with a representative from the Fire Department to determine what equipment in the garage that is not on our inventory and would be suitable to donate.

Mr. Wharton moved, Ms. Keller seconded the Board approve the Township Administrator dispose of 4 heating elements in the auxiliary garage which have been deemed to have no value and are not on the inventory. Vote; Aye.

2. The Administrator discussed the advantages for the Board of Zoning Appeals, Zoning Commission and the Board of Trustees to have a laptop computer and a projector. Based on the recommendation of Jason Thomas and Sighe Brackman, Ms. Anderson recommended the Dell Latitude C64 laptop and the Dell 3100 MP projector with the same software that is on the existing Dell computers in the township hall at a total cost not to exceed \$4,700.00. The pricing is under the state pricing and would be purchased thru CDWG.

Mr. Neil Distelhorst expressed his reservations with the purchase of the laptop computer and projector recommended by the Administrator. Mr. Distelhorst would like to see the television set used in the meeting room for viewing images.

Mr. Wharton moved, Ms. Keller seconded the Board approve the purchase of a Dell Latitude C64 laptop computer and a Dell 3100 MP projector/data viewer with software from CDWG on state bid at a cost not to exceed \$4,700.00.

3. Ms. Anderson recommended the purchase of a digital camera and additional Nextel phone for the Zoning Inspector who will be traveling in the field more often in an effort to "spot check" field inspections. The departments that currently have digital cameras are using them often and are pleased with the results.

Mr. Nourse asked the Administrator to look into the option of piggybacking on the original purchase of Nextel phones for additional phones, at the next meeting.

4. Ms. Anderson addressed the issue of insurance coverage for the Zoning Inspector when traveling within the Township in his personal vehicle for Township business.

A motion from 1998 was mentioned by the Clerk where if employees use their personal vehicles for township business, from time to time, the township requires a Certificate of Insurance to be filed with the Clerk. In the event of an accident, the employee's personal insurance will be primary. The Administrator tabled the insurance issue until more information is collected.

5. The Administrator, in conjunction with the Zoning Clerk, recommended an increase in the hourly rate of \$.25/hr to \$7.50/hr based on her exemplary performance for the past 90 days. Ms. Blankenship is graduating in May 2003 and will be available for a full time position. Mr. Nourse stated that he has reservations of handling an internship position in this way and setting a precedent for future internship positions. The details of the program are to be investigated and compared with other employees in similar programs. Mr. Nourse explained the three categories of employee interns; those students that are college bound, those students looking to establish a skill and the others

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who are looking for work experience prior to graduation. Mr. Nourse requested that future students are students at Westland High School versus Grove City High School.

6. Ms. Anderson asked the Board of Trustees if Prairie Township would be interested in hosting a hazardous waste collection site with SWACO. Ms. Keller stated that there are several conditions that exist with coordinating the collection in the township. Mr. Nourse stated that the collection points are potentially problematic. A resident stated that there is currently a collection site on Georgesville Road.

Mr. Derek Gibson, WorkHealth, explained that they are an occupational medical provider for OhioHealth. WorkHealth strictly deals with workers compensation or work related injuries. A packet was distributed identifying four locations that are separate entities or occupational facilities. Physicals, drug testing, alcohol testing and injury care is performed at these locations. The goal is to get away from emergency room wait time for employees. All prices for injury care are billed by the State and WorkHealth works directly with the managed care provider. Work rehabilitation, physical therapy, occupational therapy, immunizations, physicals, drug testing etc. are all done on-site. Mr. Nourse explained that Prairie Township is taking advantage of every opportunity to reduce our rate with the Bureau of Workers Compensation and would benefit from additional cuts if a Drug-Free Workplace program were implemented in the township. Prairie Township currently has an inactive contract with WorkHealth. The Trustees plan to review the information presented and make a decision at the next meeting.

There being no further business to come before the Board, the meeting was adjourned at 9:05 p.m.

Chairman

Clerk