

PRAIRIE TOWNSHIP BOARD OF TRUSTEES

23 MAPLE DRIVE

REGULAR MEETING/JULY 9, 2003

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

Ms. Keller led the Pledge of Allegiance.

Ms. Keller moved, Mr. Wharton seconded the Board approve the minutes of the regular meeting of June 25, 2003 and the special meeting of June 26, 2003 as written. Vote; Aye.

Deputy Foster addressed the Board and was available for questions from residents. Mr. Pitts expressed a concern that the Sheriff's Department is not enforcing the curfew in the Village Park area. Deputy Foster stated that he has called parents in the past when curfew is violated. In the case of a repeat violation, the parents are charged. Mr. Pitts invited the deputy to attend the Village Park association meeting. Deputy Foster stated that effective July 14th, cars that are blocking sidewalks will be ticketed.

Ms. Keller invited Mr. Jamie Tickle, Franklin County Engineer, to explain the 2003 bids that have been recently opened and reviewed by the County. Mr. Bill Harris, CDBG, has also reviewed the bids and Exhibits 9A and 9B were incomplete from Miller Pavement Maintenance, who is the apparent low bidder. Exhibits 9A and 9B require that an attempt is made for MBE/WBE participation. Mr. Pete Miller, Miller Pavement Maintenance, was given a copy of the documents that were submitted with the bid for review. The Franklin County Commissions first opportunity to approve the bid, allowing Prairie Township to award, would be August 5, 2003. The original completion date is September 30, 2003. Mr. Miller, after review of the documents, stated that in Exhibit A and Exhibit B no subcontractors were listed, on the subcontractor list a change was made from "no subcontractors used" to listing Coady Contracting and Ogelsby Contracting as subcontractors. The estimator that completed the bid packet made an error in omitting Exhibit 9A & B. Mr. Miller completed Exhibit 9A and B without the addresses and initialed the document stating that he will forward a complete document by 12:00 noon tomorrow. Upon receipt of the complete document, it will be forwarded to Mr. Bill Harris, Community Development Block Grant, for review. The CDBG award on this project is \$60,000.00. A revised completion date was discussed and November 15, 2003 was set as the completion date. Mr. Tickle, Franklin County Engineers, will submit the documents to Mr. Bill Harris when received.

Ms. Keller moved, Mr. Wharton seconded the Board award the contract for the 2003 Road Improvement Project to Miller Pavement Maintenance, Inc. in the amount of \$1,032,823.46 in spite of the irregularities in Exhibit 9A and 9B as it is in the best interest of Prairie Township; contingent upon the submission of the completed Exhibit 9A and 9B by 12:00 noon, July 10, 2003 and upon the acceptance by Mr. Bill Harris, CDBG. Roll call vote resulted as follows: Mr. Nourse; Aye. Mr. Wharton; Aye., Ms. Keller; Aye.

The Clerk presented the following items:

1. A renewal of the banking depository agreement with National City Bank and Fifth Third Bank, for the period covering August 1, 2003 through July 31, 2005, was presented to the Board.

Mr. Wharton moved, Ms. Keller seconded the Board approve the renewal of the banking depository agreement with National City Bank and Fifth Third Bank for the period covering August 1, 2003 through July 31, 2005. Vote; Aye.

2. An approval letter for financial assistance in the amount of \$454,400.00 from

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The Ohio Public Works Commission for the Medfield Way Improvements was presented to the Board and approval was requested for the Township Trustees Chairperson to sign.

Mr. Nourse moved, Mr. Wharton seconded the Board approve the Township Trustees Chairperson sign the approval letter for financial assistance in the amount of \$454,400.00 from The Ohio Public Works Commission on the Medfield Way Improvements. Vote; Aye.

3. An approval letter for financial assistance in the amount of \$187,812.00 from The Ohio Public Works Commission for the 2003 Curb Ramp Improvements was presented to the Board and approval was requested for the Township Trustees Chairperson to sign.

Mr. Nourse moved, Mr. Wharton seconded the Board approve the Township Trustees Chairperson sign the approval letter for financial assistance in the amount of \$187,812.00 from the Ohio Public Works Commission on the 2003 Curb Ramp Improvements. Vote; Aye.

4. The Clerk presented a Law Director Agreement and corresponding Resolution appointing Mr. Donald Brosius; Loveland & Brosius, on a part-time basis as an independent contractor for a period commencing July 4, 2003 pursuant to ORC Sec 504.15. Donald F. Brosius shall be compensated for such services up to ten hours per month at a rate of \$1,400.00. Services in excess of ten hours per month shall be paid monthly at a customary hourly rate not to exceed \$165.00 per hour plus expenses.

Ms. Keller moved, Mr. Wharton seconded the Board approve the appointment of Mr. Donald Brosius as Law Director of Prairie Township and approval of the Law Director Agreement, to serve on a part-time basis as an independent contractor commencing July 4, 2003. Roll call vote resulted as follows: Mr. Nourse; Aye, Mr. Wharton; Aye, Ms. Keller; Aye.

Ms. Keller moved, Mr. Wharton seconded the Board hire Mr. Donald Brosius; Loveland & Brosius, as Law Director of Prairie Township pursuant to ORC Sec. 504.15 effective July 4, 2003 and shall be compensated at a rate of \$1,400.00 per month for up to ten hours and \$165.00 per hour in excess of ten hours per month plus expenses. The Resolution is hereby declared an emergency (Resolution 12-03). Roll call vote resulted as follows: Mr. Nourse; Aye, Mr. Wharton; Aye, Ms. Keller; Aye.

The Trustees received and reviewed the financial statements for the month of June, 2003.

5. The Clerk stated that Mr. Elie Sabbagh, Feller, Finch & Associates requested a meeting with a member of the Board of Trustees and Dave McAninch regarding the Medfield Way Improvements Project. Mr. Nourse stated that he would meet with Mr. Sabbagh and Dave McAninch at a date and time to be determined.
6. The Clerk requested approval from the Board of Trustees to cover the full cost of medical, dental and life insurance for all full-time employees and elected officials from 6/1/03 thru 5/31/04.

Ms. Keller moved, Mr. Nourse seconded the Board approve covering the full cost of medical, dental and life insurance for all full-time employees and elected officials from 6/1/03 thru 5/31/04. Roll call vote resulted as follows: Mr. Wharton; Aye, Mr. Nourse; Aye, Ms. Keller; Aye.

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

\$ 5,000.00 from 2231-760-740-0000 to 2231-330-213-0000

7. The Clerk announced to the Board and Trustees and residents of the Township that she will not seek re-election in November.

After the Trustees reviewed the pending warrant list, Mr. Wharton moved, Ms. Keller seconded, the Board approves the payment of the ADP payroll in the amount of \$82,693.58 and approves payment of the following bills. Vote; Aye. (See pending warrant list).

Ms. Anderson addressed the Board of Trustees and introduced Jason Thomas, IT Coordinator to address the following IT issues:

1. Mr. Thomas discussed new computer equipment for the Road Department, which will be purchased through Dell and CDWG on state contract. The Dell Dimension 8300 series is a Pentium IV computer, printer and pocket PC at a total cost not to exceed \$2,900.00. The purchase from CDWG will include a battery backup surge protector, Norton System Works Professional and USB cable for the printer at a cost not to exceed \$200.00. Mr. Wharton stated that this is the last upgrade which will complete the infrastructure within the Township.

Ms. Keller moved, Mr. Wharton seconded the Board approve the purchase, on State Contract #533195-2, the Dell Pentium IV Dimension 8300 series desktop computer, Hewlett Packard printer/fax/copier/scanner and the Dell handheld computer at a cost not to exceed \$2,900.00. Vote; Aye.

Ms. Keller moved, Mr. Wharton seconded the Board approve the purchase, on State Contract #533114-1, from CDWG the Norton System Works 2003 Professional software at a cost not to exceed \$200.00. Vote; Aye.

2. The IT Coordinator asked for clarification from the Board of Trustees on the contract with Mr. Todd Jenkins as a vendor. Ms. Easter referred to the minutes from the June 25, 2003 meeting. In that meeting a motion was made to contract with Mr. Jenkins for a maximum of 10 hours in 2003, not to exceed \$750.00. Mr. Jenkins is to be contacted for high level technical network support only. Mr. Nourse stated that the data processing capability has drastically changed. Mr. Wharton clarified that in the case of a major problem, Jason Thomas has permission to call Todd Jenkins without calling a Board member. Mr. Wharton requested a monthly report of ongoing consulting costs.

Mr. Wharton moved, Mr. Nourse seconded the Board rescind the motion made on June 25, 2003 approving Todd Jenkins provide Level 3 technical support at a rate of \$75.00 per hour not to exceed \$750.00 for the year 2003. Vote; Aye.

Mr. Wharton moved, Mr. Nourse seconded the Board approve the IT Coordinator contact Mr. Todd Jenkins as needed for network service within the confines of the current budget. Vote; Aye.

3. Mr. Thomas gave the Board an update on the generator and cooling solutions. The estimates for the generator continue to be collected. Mr. Wharton requested a spreadsheet with cost comparison to be presented at the next meeting. The thermostat has been moved, sensor installed and the portable air conditioner may arrive by Friday.
4. The IT Coordinator reviewed vacation coverage for next week. Mr. Jenkins will be at the Township Hall on Monday, Wednesday and Friday of next week

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for one hour at a time to rotate the backup tapes, check the system logs and to do weekly maintenance.

5. Mr. Thomas informed the Board of Trustees that four all-port scan attacks to the Township system have been stopped and are being traced.

Ms. Anderson, Township Administrator, addressed the Board of Trustees with the following administrative items:

1. The property at 271 Evergreen has been abandoned and condemned by the Franklin County Board of Health and a contract has been awarded to demolish the property.
2. Ms. Anderson reported that the ownership of the property at 330 Evergreen Terrace is in question and the Franklin County Board of Health plans to accept bids to have the property demolished. Dave McAninch has been successful in keeping the property secure and safe.
3. The Administrator recently met with a representative from MS Consultants with regard to the Norton Road widening and they wish to acquire the southeast corner of Norton Road and Palmetto Road (.042 acres) which will allow the City of Columbus to widen Norton Road to five lanes with a turn lane including a bike lane and sidewalks on both sides of the road. The City of Columbus would like to rent a small portion in addition to this area for the storage of equipment for a period of two years and the Township will be compensated. The documents are in the Trustees office for review. MS Consultants are requesting an answer by October and this will be discussed at the next meeting.
4. The Township Administrator addressed the issue of Department Head employee evaluations and pay increases. Ms. Anderson recommended a 4% pay increase for Chief Lavelly and a 10% increase for Dave McAninch, Road Superintendent based on the reviews. Each department head has reviewed their employees as well. Mr. Wharton would like to hold an executive session at the next meeting after having time to review the documents. Mr. Nourse stated that some departments have had sub-standard performance and he does not feel, in some cases, that pay increases are warranted. Mr. Wharton requested a prepared packet in spreadsheet form detailing salaries and proposals.

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

1. Chief Lavelly reported that the fish fry was very successful and the weather was beautiful.
2. Chief Lavelly recommended hiring Dr. Lawrence Turton, DO, to act as Medical Director with assistant/resident Dr. Gary Malone to share the duties, under the direction of Dr. Turton. By sharing the duties, the doctors will provide a higher level of service and direction to Prairie Township. The new Medical Director position will be effective when the paperwork is approved by the State of Ohio. The proposed salary for the Medical Director is \$5,000 per year paid quarterly.

Ms. Keller moved, Mr. Nourse seconded the Board hire Dr. Lawrence Turton, DO, as Medical Director effective when Prairie Township is notified by the State of Ohio at a salary of \$5,000.00 per year paid quarterly. Vote; Aye.

3. Chief Lavelly presented the new EMS Critical Infectious Exposure Guidelines for adoption. Chief Lavelly stated that these guidelines have been drawn up by COT (Central Ohio Trauma System) and are being used by Franklin County

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and all area hospitals. Ms. Keller explained that the new guidelines are much more comprehensive than the previous plan.

Ms. Keller moved Mr. Wharton seconded the Board adopt the new EMS Critical Infectious Exposure Guidelines presented at the meeting of June 25, 2003 to replace the old Exposure Control Plan. Vote; Aye.

4. Chief Lavelly informed the Board that the Fire Department has a training meeting scheduled for tomorrow morning and Chief Lavelly, Captain Sanders and an officer from each unit has been assigned to the committee. Mr. Nourse inquired as to training that has been taking place in the last two weeks. Mr. Nourse suggested an executive session regarding fire department personnel matters at the conclusion of the meeting.
5. Chief Lavelly expressed an urgent need for part-time firemen, as this is heavy vacation season. Chief Lavelly stated that he has several applications for part-time firemen on file.

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

1. The Road Superintendent informed the Board that the Franklin County Sanitary Engineer's Department would like to budget in 2004 for a sanitary sewer on Inah Avenue and Gladys Road. Currently residents on the west side of Gladys Road and all of Inah Avenue are on septic and aeration systems. The Township requires when a road cut is done for excavation that controlled density fill, which is 100% compactable, be used in the road cut. The estimate for this project with the control density fill would be \$935,000.00 and if they were permitted to use granular backfill the cost would be reduced to \$455,000.00. Franklin County does not feel that the funds would be available if control density is required. Assurances will be given, in writing by Franklin County, that they would rectify any settling problems in the road if granular backfill is approved. Mr. Nourse would like to ask Mr. Tom Shockley, Franklin County Sanitary Engineer, if Prairie Township could make an arrangement to lower the tap fee or give the residents a payment option in exchange for using granular backfill. This item was tabled for the next two weeks.
2. Dave McAninch gave a Summer Youth Program update stating that the program is at the halfway point and positive comments have been received from residents. A special "thank you" was extended to Chief Lavelly for providing the crew on duty with fish sandwiches on Friday and Rebecca Thurn for tracking hours worked and for providing ice water daily.

Mr. Neil Distelhorst stated that he felt if the sanitary systems had failed he could understand being forced to tap into the sanitary sewer system but it is terrible to force someone to tap into a system with a septic system that is operating properly. Mr. Nourse speculated that with M/I having bought the property and by extending the sewer line north, it makes financial sense for Franklin County to now continue the extension after the majority of the cost will be absorbed by M/I Homes.

Ms. Elizabeth Anderson, Township Administrator, addressed the Board with the following Zoning issues, as Jim Strunk is out ill:

1. A Board of Zoning Appeals meeting was held last night and three applications were presented. A conditional use application for a daycare was tabled until the next meeting and a request for reconsideration for a variance for a setback for a garage was also tabled. An application for Doctors West to install a roof mount sign was approved.

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2. Ms. Anderson reported that the Franklin County Planning Commission met in regard to Mark Jones' property off of Bausch Road. The preliminary plat was approved with ten conditions and the vote was 9-0. Discussion followed. Mr. Nourse stated that the Board will have to address the issue that the Franklin County subdivision regulations require a stub street be added to any new road. This is basically a conservation development and Prairie Township must take the position that there is no stub street attached to this road.

Mr. Pitts asked that the Zoning Department start working with the residents of Prairie Township. Several residents have expressed that the department is being uncooperative. Ms. Anderson, Township Administrator, was not aware of the problem.

Mr. Distelhorst referred to a recent Columbus Dispatch article about the Hellbranch Watershed Forum and Prairie Township was not mentioned. Ms. Keller stated that she has left a message for the reporter and in fact our contribution is the second largest to the City of Columbus.

Mr. Jim Kennedy does not see why the Board of Zoning Appeals approved the roof mount sign at Doctors West Hospital. He does not feel there is a need for the sign.

Ms. Keller asked Ms. Anderson of the status on the liquor permit request in Mr. Strunk's absence. Mr. Wharton asked if this is a request for an additional bar in the shopping strip where two are currently. Ms. Anderson will report back to the Board at the next meeting which is prior to the response deadline.

Mr. Nourse gave a senior center update and stated that negotiations are continuing with Nationwide. The lease proposal is with Nationwide Mutual Insurance Company and the delay refers to insurance and indemnity. The lease requires a blanket indemnification by Prairie Township. Ohio Attorney General Opinion 99-049 states that Counties and Townships will not provide blanket indemnifications. The Attorney General suggests that Prairie Township recommend a cap of \$100,000.00 on the indemnification. An issue is also being investigated with the lease options.

Dave McAninch discussed playground equipment for the park bordered by Deerfield, Beacon Hill and Buena Vista. The Road Superintendent presented a quote from Anderson Recreational Design, Inc. for the equipment that has been selected for the park which is ADA compliant, including delivery and installation. The total of the quote is \$22,591.00 if purchased after August 1, 2003. The clerk stated that she had spoken with the Mr. Bob Hinkle, Chief Auditor of State, today and he gave assurances that it is not a legal requirement to bid out the playground equipment. Installation time would be approximately mid-September. Mr. Nourse stated that with the installation of this equipment, all Township parks will have equipment except the Phillips property.

Mr. Nourse moved, Ms. Keller seconded the Board approve the purchase of the playground equipment from Anderson Recreational Design, Inc. at a total cost of \$22,591.00 and the 3% discount for cash will be investigated. Vote; Aye.

The Clerk recommended that the residents of Lincoln Village North consider naming the park for future reference.

Mr. Nourse stated that Southwestern City Schools have reconsidered the installation of the skateboard park at Prairie Lincoln, Prairie Norton, Stiles and Alton Hall schools. A letter of thank you to Southwestern City Schools was presented with details of the park construction, signage, times of use and maintenance to be signed by the Chairperson. Ms. Keller will plan to attend the meeting on July 18th or 25th.

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Mr. Wharton moved, Mr. Nourse seconded the Board approve the Chairperson sign the letter to Southwestern City Schools with the details on the skateboard park. Vote; Aye.

Mr. Tad Hay addressed the Board regarding the court case that is now in process and asked what direction Prairie Township was taking on this matter. Mr. Hay asked how much money has been spent by Prairie Township on this case. He felt that the people of Prairie Township have a right to know how much has been spent on this case. Mr. Nourse explained that the trucks are parked in a residential district. Discussion followed. Mr. Hay filed a citizen's complaint that Mr. Larry Worthington, Galloway Road, installed a garage on his property within the last five years and did not get a permit from Prairie Township. The Board assured Mr. Hay that this issue will be investigated. Discussion followed.

Ms. Keller moved, Mr. Wharton seconded the Board adjourn into Executive Session at 10:15 p.m. for the purpose of discussing Fire Department personnel matters. Roll call vote resulted as follows: Mr. Wharton; Aye., Mr. Nourse; Aye, Ms. Keller; Aye.

The regular meeting resumed at 11:05 p.m.

There being no further business to come before the Board, the meeting was adjourned at 11:06 p.m.

Chairperson

Clerk