

PRAIRIE TOWNSHIP BOARD OF TRUSTEES

23 MAPLE DRIVE

REGULAR MEETING/JULY 2, 2008

The regular meeting of the Prairie Township Board of Trustees was called to order by the Chairperson Ms. Schlosser, with Mr. Kennedy, Mr. Stormont and Mr. McCardle present. Also attending were: Chief Feustel, Mr. Hatmaker, and Mr. McAninch. (See attached list).

Ms. Schlosser led the Pledge of Allegiance.

2009 Budget Public Hearing

Mr. Hatmaker explained the budget is the first step in the annual budget and appropriations cycle. The budget is due to the Franklin County Budget Commission by July 15 of each year. The budget has been submitted and does meet all state and county requirements. The budget has been available for review at the Township Hall.

Mr. Distelhorst stated that last year's budget had overstated interest income by \$100,000.00 and questioned how this affected the budget for 2008.

Ms. Schlosser answered that the current year budget states that we are over budget by \$87,000.00 because of that income overstatement. However, compared to the revenue and expenses, we are on track to be under budget for 2008.

Mr. Hatmaker assured Mr. Distelhorst that adjustments have been made to the budget.

Ms. Schlosser stated that there have been controls put into place with 5/3rd (the Fifth Third Investment Group) and the fiscal officer to insure that an overstatement of that size will not occur again.

Ms. Schlosser read from the budget:

For 2009 the total revenue is expected at \$1,627,100.00 in the general fund, with total expenditures from the general fund of \$1,630,396.27. So there is a small deficit showing for 2009 of \$3,296.27.

Ms. Schlosser explained that in the past the Board has taken a very conservative approach in the revenue numbers to ensure that revenue is not overstated again. It has worked in the past and the Township has come under budget.

Mr. Kennedy added Prairie Township has a \$13 million budget from the government's view. The expenditures are \$7.2 million with a majority of that expense being safety services which is pretty common. The fire department, with both of their funds, are at \$4.7 million, and the road department has around \$800,000 for roadwork along with about \$300,000 to do additional road work. The board takes the budget very seriously and the balancing of the budget very seriously. The budget has been balanced for the past two years and is expected to be balanced again.

There being no further questions or comments regarding the budget, Ms. Schlosser closed the 2009 Budget Public Hearing at 7:05 p.m.

Ms. Schlosser moved, Mr. Stormont seconded, the Board approves the proposed annual budget for the year commencing January 1, 2009 and submit said budget to the Franklin County Budget Commission pursuant to Ohio Revised Code Section 5705.30. Vote; Aye.

Ms. Schlosser moved, Mr. Kennedy seconded the Board approve the minutes for the regular meeting of June 18, 2008. Vote; Aye

Deputy Weiner reported that there have been several stolen cars in the area. Three cars have been recovered along with three apprehensions. The third took place an hour before the meeting at Advance Auto. There were two arrests made. There was a drive by style shooting on Woodlawn Ave. Neither property nor person was hit. The

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suspect vehicle drove by a house and discharged four or five rounds. The suspect drove up to the stop sign, lost control and hit a tree. At that point the suspect jumped out and ran. He was chased down and apprehended.

Deputy Weiner highlighted the monthly statistics for May: 478 dispatched runs, 589 pick up runs, 36 domestic runs, 17 gun runs, 106 reports taken, 17 felony arrests, 31 misdemeanor arrests, 6 felony warrant arrests, 19 misdemeanor warrant arrests, 25 prisoners conveyed, 22 total crashes investigated, and wrote 15 crash citations. Copies of the report were left for the public at the Township Hall.

A search warrant was executed on O'Hara Road and several arrests were made.

A resident asked if there was a current rise in vandalism such as vehicle break-ins.

Deputy Weiner replied that vehicle break-ins are on the rise right now. Annhurst road had several cars broken into. The third shift cars are aware of this and are looking out for this.

Mr. Stormont moved, Mr. Kennedy seconded, the Board adopt Resolution 20-08, "A RESOLUTION HONORING LIEUTENANT RONALD D. BALL FOR THIRTY-SEVEN YEARS OF SERVICE TO PRAIRIE TOWNSHIP AND CONGRATULATING HIM ON HIS RETIREMENT." Roll Call: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schlosser, Aye.

Ms. Schlosser moved, Mr. Stormont seconded, and the Board promoted Firefighter Timothy C. Hannum to the position of Fire Lieutenant effective immediately. Vote; Aye.

Chief Feustel swore Mr. Hannum in as an officer of the Prairie Township Fire Department.

Ms. Schlosser called a ten minute recess to the meeting at 7:20.

Ms. Schlosser called the meeting to order at 7:30.

The Fiscal Officer presented the following items:

After the Trustees reviewed the pending warrant list, Ms. Schlosser moved, Mr. Kennedy seconded the Board approve the pending warrant list of \$88,608.76 and the ADP payroll in the amount of \$98,504.94 for a combined sum of \$187,113.70. Vote; Aye. (See pending warrant list).

Mr. McCardle gave an update on the status of the IRS letter received April 7. The letter regards the 2004 payroll tax returns, the quarterly form 941s, and the annual form W-3. PAYCOR requested IRS form 8821, a tax information authorization form. Mr. McCardle explained that the PAYCOR representative stated that it would five to seven business days for the form to be processed by the IRS, and shortly thereafter, PAYCOR will be able to communicate with the IRS on the Township's behalf. Both PAYCOR and Mr. McCardle feel that the \$14,000.00 in tax deposits that their letter indicates were not received, along with \$6,000.00 in penalties and interest, could possibly be something as simple as a keying error on the IRS's part. There is, however, a \$1,100.00 difference in the amount reported quarterly and yearly. PAYCOR is working towards and explanation for the imbalance. Mr. McCardle anticipates more feedback from PAYCOR once the IRS has processed Form 8821.

Mr. McCardle updated the Board on the transition from ADP to PAYCOR. During PAYCOR's process of setting up the Township's account, it was determined it would be in the Township's best interest to continue with ADP for one more pay period to allow PAYCOR more time to ensure the conversion will be set up properly. PAYCOR will begin processing payroll beginning with the paychecks dated July 16.

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Mr. McCardle announced that he will begin recruiting and filling a permanent part-time accounting assistant position. Under the Ohio Revised Code section 507.021, as fiscal officer, Mr. McCardle is authorized to hire or appoint support staff. The Township has always had support staff in place to aid the fiscal officer/clerk's office. Donetta Brock has largely filled this role for years, and more recently, a temporary employee from Snyder-Blake has been helping relieve Ms. Brock of her workload for the last four to five months. Mr. McCardle would like to move this position from an admin only position to a position that reports directly to the Fiscal Officer. As the process moves closer to filling the position, Mr. McCardle will approach the board to formerly request a supplemental appropriation, moving the funds for this position from administration staff to fiscal officer staff. Mr. McCardle will run an ad in the Columbus Dispatch Help Wanted section.

Ms. Schlosser stated that the person in the position now has been doing work for the Township as well as for the Fiscal Officer and questioned if this would be lost when the position moves to the Fiscal Officer's line code.

Mr. McCardle explained that his expectations are that the responsibilities of the Fiscal Officer be the highest priority for this person's workload. Mr. McCardle stated that he expects for everyone to continue to work as a team, but that the predominate focus is that the responsibilities of the Fiscal Office be paramount to this position.

Mr. Hatmaker added that the idea for the position, as it is now, is to allow for Ms. Brock to begin training someone in the front office, and prepare for her retirement in the next few years.

Standing Business:

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

1. Chief Feustel requested the Board accept the resignation of Jacob Rowe from the part-time list. Mr. Rowe is leaving the department in good-standing.

Ms. Schlosser moved, Mr. Stormont seconded the Board accept the resignation of part-time Firefighter Jacob Rowe. Vote; Aye.

2. Chief Feustel thanked everyone who participated and came out for the Fish Fry. He thanked the Board for their support of the Fire Department and their roll in the annual fish fry.

There was no standing business for the Zoning Department.

Ms. Schlosser did receive one item to take back to Zoning during the break. It was questioned if all proper permits were secured in the building of the church on Norton Road. Mr. Hatmaker will address this issue with the Zoning Department.

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

1. Mr. McAninch reminded the board that at the April 23, 2008 Trustee meeting, he brought an estimate to the board for the 2008 road work projects. The estimate was for \$272,171.70 from the Franklin County Engineer's office. The estimate changed to \$307,872.24. There is \$275,000.00 appropriated for roadwork and \$25,000.00 for sidewalk repairs. As it stands currently, there is a \$32,872.24 shortfall for the completion of the work that was approved at that meeting. The bid for sidewalks came in high this year; however, there are still enough people interested to complete

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\$18,070.86 worth of work. There are six people who Mr. McAninch has been unable to reach. As it stands currently, after the completion of sidewalks, the remaining balance can be applied to the road projects bringing the shortfall to \$25,943.10. Mr. McAninch recommended rescheduling the paving of Green Street and Pleasant Alley for next year.

Mr. Kennedy recommended that because of the reimbursement of \$38,800.00 from the Mix and Stiles demolition from the county, all work should continue as planned. The work will be more expensive to complete next year.

Ms. Schlosser agreed that the work should be done as the roads need to be repaved.

Ms. Schlosser moved, Mr. Kennedy seconded the Board approve the 2008 Roadwork dated July 2, 2008 projects proceed at an estimated cost of \$307,872.24. Vote; Aye.

2. Mr. McAninch stated that he has received calls on mosquitoes. Mr. McAninch has been in contact with the Franklin County Board of Health. They have sent a report regarding their activities. To date they have not fogged, however the numbers are getting to the point where they may have to begin fogging. The Board of Health stated that the mosquitoes that are out now are floodway mosquitoes that are out during the day. Fogging will not eliminate this problem. Mr. McAninch recommended that if there are complaints regarding standing water or mosquitoes to call the 462-BITE number and report. Mr. McAninch assured everyone that if a response is not given, please call him and he will call the Board of Health himself for a response.

Ms. Schlosser requested that the newspapers include that number (462-BITE) in their articles.

A resident asked how the Summer Youth Program is going.

Mr. McAninch stated that the program is going great. They have been painting house numbers on curbs beginning with the western portion of the Township.

Mr. Tracy Hatmaker, Administrator, addressed the Board with the following Administrative matters:

1. Mr. Hatmaker requested the board's guidance on several nuisance cases in the Township.

Mr. Hatmaker stated that Mr. Boldman, 6561 Hall Road, had called and requested a six week extension, as well as the owner, who requested a two week extension. A two week extension was granted.

Ms. Schlosser moved, Mr. Stormont seconded the Prairie Township Board of Trustees find the conditions at 271 Evergreen Terrace, the vacant lots north of 89 Postle Boulevard, and 461 Smith Road to be a nuisance and that the Board hereby directs staff to abate said nuisance at the expense of the property owner as per the requirements in Ohio Revised Code Section 505.87. Vote; Aye.

Ms. Schlosser moved, Mr. Stormont seconded the Prairie Township Board of Trustees find the conditions at 362 Old Village Road to be a nuisance and that the Board hereby directs staff to abate said nuisance at the expense of the property owner as per the requirements in Ohio Revised Code Section 505.87. Vote; Aye.

A resident questioned why a property on Galloway Road has not been

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mowed.

Ms. Schlosser explained that the Township cannot mow until the green certified card is returned from the lien holders and owners.

The resident questioned if the property will be cleaned up and cleared of the fallen trees.

Ms. Schlosser responded that to clean up the fallen debris it would require a second posting because the first posting was for grass and weeds only.

2. Mr. Hatmaker requested the Board consider a resolution that requires transient vendors to register, as well as regulates the time of day they may operate, the duration of operations, and other aspects of their conduct in Prairie Township. Once the resolution is adopted, the resolution will be provided to the sheriff, the prosecution attorney, and the Municipal Court of Franklin County.

Mr. Kennedy explained the resolution as limiting the amount of time vendor stands can be at one property before moving. Non-profit door-to-door vendors will not be affected by this resolution.

Ms. Schlosser commented that as long as a stand has registered, the Township can make sure that all licenses are in place. If the stand has not registered, it will need to be reported so that the sheriff can enforce the resolution.

A resident asked if this affects solicitors that are going door-to-door to sell items such as repaving of driveways.

Mr. Hatmaker answered that it does cover these solicitors as well. Also, they may not approach homes that have the "No Solicitation" postings. If the postings are ignored, the solicitor would be punishable by the fines in the resolution.

The resident questioned the speed with which the resolution is being presented.

Mr. Hatmaker replied that this topic has actually been discussed several times in the past.

Mr. Kennedy explained that local business owners who have thousands of dollars invested in their fixed locations are where most of the complaints are coming from. Mr. Kennedy stated that he feels as though this has been needed for a long time.

Ms. Schlosser remarked that this will allow the Township to regulate with a little more fervor around the food establishments. No permits will be awarded to those who do not have the appropriate licenses from the Board of Health.

Ms. Schlosser moved, Mr. Stormont seconded the Board adopt Resolution 21-08 "A RESOLUTION ESTABLISHING THE REGULATION AND REGISTRATION OF TRANSIENT VENDORS WITHIN THE UNINCORPORATED AREA OF PRAIRIE TOWNSHIP, FRANKLIN COUNTY, OHIO." Roll Call: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schlosser, Aye.

Another resident asked what the course of action will be if a vendor does want to conduct business in the Township, and how the residents will know that he has obtained a permit.

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Mr. Hatmaker responded that either the sheriff or Township may be called. The Zoning Department will be responsible for the day to day implementation of this resolution. A background check will be conducted and if anything “interesting” comes up, a permit may not be issued.

Mr. Hatmaker responded to another resident’s question asking about identification. Mr. Hatmaker stated that if a permit is issued to a door-to-door salesman, a Prairie Township I.D. will be issued stating the appropriate permits have been obtained.

The cost of the permits will be \$50.00.

3. Mr. Hatmaker presented the agreement with the Prairie Senior Association (PSA) that clarifies their role as a support organization for the Prairie Township Senior Center. The agreement also clarifies that these are two separate organizations.

Mr. Stormont moved, Mr. Kennedy seconded the Board approve the proposed agreement between Prairie Township and the Prairie Senior Association and authorize the Chair to execute the subject agreement. Vote; Aye.

4. Mr. Hatmaker reminded the Board that in April the Board approved an agreement to work with Mike Arcari and Associates on some strategies for implementation of the Economic Development Strategy and the Joint Economic Development District agreement with Columbus. Mike Arcari and his associate John McGory have formulated a recommendation to work with Township business to provide incentives that will go along with the JEDD. The incentives will also encourage investment in the private infrastructure by requiring that those incentives go along with building improvements. M. Arcari and Associates has recommended proceeding with the second phase.

Ms. Schlosser moved, Mr. Kennedy seconded the Board accept the report and recommendations contained in the June 30, 2008 letter from M. Arcari and Associates and direct that firm to proceed with phase two of the project as per the agreement approved by the Board on March 12, 2008. Vote; Aye.

5. Mr. Hatmaker stated that the Township has requested a quote from Peck, Shaffer & Williams LLP, and has asked him to investigate linking the tax incentives to a Community Reinvestment Area and the JEDD. Mr. Hatmaker requested the Board pass a resolution to approve a letter of engagement.

Mr. Kennedy clarified that any recommendations or any dollar amount that comes from this resolution would need to be brought to the Board at another time.

Ms. Schlosser moved, Mr. Stormont seconded the Board adopt Resolution 22-08 “A RESOLUTION APPROVING AND AUTHORIZING THE ACCEPTANCE OF AN ENGAGEMENT LETTER FROM PECK, SHAFFER & WILLIAMS LLP TO PROVIDE, FROM TIME TO TIME, SERVICES AS SPECIAL COUNSEL TO THE TOWNSHIP IN ACCORDANCE WITH THE TERMS OF THE ENGAGEMENT LETTER.” Roll Call: Mr. Stormont, Aye; Mr. Kennedy, Aye; Mrs. Schlosser, Aye.

6. Mr. Hatmaker presented a grant agreement for the South Greener Avenue phase I. The project cost is \$1,105,845 and is funded by Ohio Public Works. The agreement approves the \$717,690 grant and a \$388,155 zero interest, twenty year loan.

Mr. Stormont moved, Mr. Kennedy seconded the Board approve the agreement and authorize the Chair to sign it. Vote; Aye.

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Ms. Schlosser announced that the trustee meeting packets have been scanned and e-mailed to the Trustees saving the cost of printing.

Old Business: None

New Business: None

Public Comment:

A resident asked for clarification of how things will be affected once the part-time position is filled and moved under the fiscal office's line item.

Mr. McCardle reiterated that Ms. Brock will continue to be a strong source of guidance.

Ms. Schlosser stated that the need at this point is to begin to transfer the knowledge that Ms. Brock has to other individuals in preparation for Ms. Brock's retirement.

The resident questioned why the position was eliminated a few years ago if there is a need.

Mr. Kennedy responded that the full-time position is now a part-time position. There are, as has been in the past, three people in the office. Mr. Kennedy feels as though there should be at least two people who completely know the responsibilities of the Fiscal Officer's office.

Mr. Kennedy stated that the job responsibilities will be split about 80/20 (80% Fiscal Officer's Office and 20% Township Administrator's Office). The goal is to continue to operate as a team.

Announcements:

There being no further business to come before the Board, the meeting was adjourned at 8:40 p.m.

Chairperson

Fiscal Officer