

PRAIRIE TOWNSHIP BOARD OF TRUSTEES

23 MAPLE DRIVE      REGULAR MEETING/NOVEMBER 26, 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, Dave McAninch, Jim Strunk and Elizabeth Anderson. (See attached list).

Mr. Nourse led the Pledge of Allegiance.

Mr. Nourse moved, Mr. Wharton seconded the Board approve the minutes as written for the regular meeting of November 13, 2002. Vote; Aye.

The Clerk presented the following items:

1. The Clerk presented the Board with "Pay Request Number 3" in the amount of \$48,968.46 from Darby Creek Excavating for the Hilton Avenue Project. The request was approved by Bischoff & Associates and requires the signature of the Chairman of the Board of Trustees to submit to OPWC and CDBG. Franklin County Engineers are also requesting reimbursement for a portion of the Engineering fees from Ohio Public Works in the amount of \$20,436.08.

Mr. Wharton moved, Ms. Keller seconded the Board approve Pay Request Number 3 from Darby Creek Excavating in the amount of \$48,968.46 for the Hilton Avenue Project and approve the Chairman to sign. Vote; Aye.

2. The Clerk presented an Ohio Public Works Disbursement Request Number 3 on the Hilton Avenue Project. The request is for \$54,714.00 which is \$34,277.92 paid directly to Darby Creek Excavating and \$20,436.08 paid to the Franklin County Engineers.

Ms. Keller moved, Mr. Wharton seconded the Board approve the Chairman to sign the Disbursement Request Number 3 to Ohio Public Works Commission in the amount of \$54,714.00 for the Hilton Avenue Project. Vote; Aye.

3. The Clerk presented a Community Development Block Grant (CDBG) request for payment Number 3 on the Hilton Avenue Project. The request is for \$1,321.77 which is 8% of Pay Request Number 3 and is paid to Prairie Township and Prairie Township will in turn pay Darby Creek Excavating.

Ms. Keller moved, Mr. Wharton seconded the Board approve the Chairman to sign the Community Development Block Grant (CDBG) request for Payment Number 3 on the Hilton Avenue Project. The request is for \$1,321.77 which will be paid directly to Prairie Township and in turn Prairie Township will pay Darby Creek Excavating. Vote; Aye.

4. The Clerk presented a Waiver of Conflict letter from Bricker & Eckler LLP and the purpose of the letter is to confirm that both Prairie Township and Ohio-American waive any conflict of interest that each might assert against Bricker & Eckler for the work performed to date or in the future with respect to a franchise agreement. Prairie Township agrees that Bricker & Eckler will represent only Ohio-American with respect to a franchise agreement and Ohio-American waives any conflict that might have existed with respect to Bricker & Eckler's prior participation in the prior draft franchise agreement.

Mr. Wharton moved, Ms. Keller seconded the Board approve the Waiver of Conflict letter for signature dated November 21, 2002. Roll call vote resulted as follows: Mr. Wharton; Aye, Ms. Keller; Aye, Mr. Nourse; Aye.

5. The Clerk presented an additional invoice from Feller, Finch & Associates for the Annhurst Road Drainage Improvements to prepare the record drawing, as built, for installed storm sewer at a cost of \$68.00.

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Mr. Wharton moved, Ms. Keller seconded the Board approve payment of the invoice in the amount of \$68.00 from Feller, Finch & Associates to prepare the record drawing for the Annhurst Road Drainage Improvements. Vote; Aye.

6. The Clerk presented a note to the Board of Trustees, Chief Lavelly and Dave McAninch; Road Superintendent that was received from Ms. Mary Farley & Mr. Bob Hills, Jr. of 518 North Grener Road expressing their appreciation for the prompt removal of tree debris caused by the storm on November 10 & 11, 2002.
7. The Clerk presented a Resolution Establishing a Curfew for Persons Under Eighteen Year of Age. Mr. Nourse read the draft resolution at the meeting on November 13, 2002.

Mr. Nourse moved, Ms. Keller seconded the Board approve the Resolution Establishing a Curfew for Persons Under Eighteen Years of Age. Roll call vote resulted as follows: Mr. Wharton; Aye, Ms. Keller; Aye, Mr. Nourse; Aye. (Resolution 22-02).

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

\$5,000.00 from 2031-330-360-0000 to 2031-330-599-0000  
\$5,000.00 from 1000-760-740-0000 to 1000-120-359-0000

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 \$70,455.86 and approve payment of the following bills. Vote; Aye. (See pending warrant list).

Mr. Mike Stakely asked the Board how the curfew resolution will be enforced and announced to the general public. Mr. Nourse stated that it will be mentioned in the *Westside Messenger* and the Sheriff will enforce the curfew effective December 27, 2002.

Mr. Jim Stunk, Zoning Inspector, addressed the Board with the following Zoning Department matters:

1. The Zoning Inspector reported that 17 violation letters have been sent out since November 14, 2002. The Field Inspector is addressing signage violations in the Township.
2. Mr. Strunk met with Attorney Stan Smith, to discuss the property at 8604 Edgewater where an illegal business is being operated in a residential area. Mr. Smith feels there is sufficient evidence to take this case to court if the owner fails to comply with the last notice sent out by the Zoning Department.
3. The Board of Zoning Appeals will be hearing at least 5 cases at the December 10, 2002 meeting.
4. At the last Zoning Commission meeting, the Zoning Resolution Amendments were unanimously approved. The Zoning Commission recommend approval to the Board of Trustees. Mr. Strunk suggested the Trustees set a hearing date of December 23, 2002 at 7:00 p.m., the regular Trustee meeting.

Mr. Nourse moved, Ms. Keller seconded the Board set the Trustee hearing date on December 23, 2002 at 7:00 p.m. to hear zoning application #161-RZ-02. Vote; Aye.

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Mr. Wharton moved, Ms. Keller seconded the Board approve the re-appointment of Ms. Hulda Moffitt to the Zoning Commission Board for a 5 year term beginning January 1, 2003 and ending December 31, 2007. Vote; Aye

5. Mr. Jim Weimer has expressed an interest in changing his position on the Zoning Commission from a permanent member to an alternate position expiring December 31, 2003 and the Zoning Department is waiting for this request in writing.
6. Mr. Ken Hibbert has expressed a desire to be re-appointed to the Board of Zoning Appeals for a term expiring December 31, 2007 and the Zoning Department is waiting for this request in writing.

Mr. Nourse stated that there is one position remaining on the Zoning Commission to be filled and any resident interested should express their intent in writing to the Zoning Department.

Mr. & Mrs. Dick, 85 Cole Road, expressed a concern with the signage violations by M/I along Galloway Road and Cole Road. Mr. Nourse requested that the Zoning Department send a letter to M/I Homes stating our dissatisfaction with the fact that these signs are littered along the roadway.

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

1. Chief Lavelly introduced Dr. Sherry Stevens to the Board of Trustees and stated that she had been invited to the meeting and recommends her as the Prairie Township Medical Director in charge of the Paramedic program in the Township and we will operate under her medical license effective December 1, 2002. Mr. Nourse asked several questions of Dr. Stevens and she responded that her area of specialty is Emergency Medicine. Her experience in Emergency Medicine began with her residency and she has worked with Medical Directors in two Townships. She plans on taking the self-study Ohio ACEP (American College of Emergency Physicians) course which certifies physicians as Medical Directors. Mr. Nourse asked if Dr. Stevens would be interested in medical benefits in exchange for salary and she stated that she has medical coverage and is not interested. Salary of \$5,000.00 per year, paid quarterly, and benefits were discussed. Her attorney is still reviewing the job application and does not foresee any problems. Any remedial action needed will be identified by Dr. Stevens and action will be taken by the Fire Department.

Mr. Wharton moved, Mr. Nourse seconded the Board approve the appointment of Dr. Sherry Stevens as Prairie Township Medical Director effective December 1, 2002 at a salary of \$5,000.00 per year to be paid in quarterly payments. Roll call vote resulted as follows: Mr. Wharton; Aye, Ms. Keller; Aye, Mr. Nourse; Aye.

2. Chief Lavelly addressed the Board with a request from FF Greg Burton for carryover of 14 hours of holiday time, 24 hours of personal time and 36 hours of vacation time. FF Burton was injured off-duty and it appears that he will be off the remainder of 2002. Mr. Wharton stated that he is not in favor of addressing the carryover of holiday and personal time as the union contract states this is not permitted, Mr. Nourse agreed. Chief Lavelly will address the vacation request after December 1<sup>st</sup>, which is the date all these requests have to be submitted to Chief Lavelly.
3. The six changes to the Policy & Procedures Manual were discussed and FF Goldhart, union steward, added his comments. FF Goldhart stated that after legal review, there are some sections that seem to be in conflict with the way they will be implemented versus the labor agreement. Mr. Nourse recommended a special meeting on Wednesday, December 4, 2002 at 4:00

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p.m. at the Township Hall to discuss the recommended changes to the Fire Department Policy & Procedures Manual. The comments from the legal review will be shared with the Board prior to the special meeting.

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

1. The Road Superintendent stated that an additional dumpster was required for the storm cleanup from C.O.C. at a cost of \$280.00. A total of three dumpsters were needed for the cleanup.

Mr. Wharton moved, Ms. Keller seconded the Board approve an additional dumpster for the storm cleanup from C.O.C. at a cost of \$280.00. Vote; Aye.

2. Dave McAninch stated that one vermin control trap was stolen from the Township and a police report has been filed. The Wildlife Control Company is to be reimbursed for the trap at a total cost of \$29.00.

Mr. Nourse moved, Mr. Wharton seconded the Board approve the payment of \$29.00 to The Wildlife Control Company for the stolen trap. Vote; Aye.

3. Dave McAninch reported that at this time \$2,400.00 has been spent of the \$2,500.00 allocated for vermin control, not including what may be in the traps at this time and recommends the discontinuation of the program. A total of 19 raccoons and one possum were trapped. No animals have been reported to be rabid or have distemper. The Road Superintendent suggested going forward on a case-by-case basis.

Mr. Nourse moved, Mr. Wharton seconded the Board approve the cost of \$75.00 to The Wildlife Control Co., Inc. for blood and tissue testing on a animal trapped on Kuhlwein Road. Vote; Aye.

Mr. Nourse moved, Ms. Keller seconded the Board approve the allocation of \$500.00 to The Wildlife Control Co., Inc. for future trappings on a case-by-case basis. Vote; Aye.

4. The mosquito control program was discussed and a letter has been received from the Franklin County Board of Health describing three levels of service that is available. These levels were discussed and the Maximum level of service has a maximum cost of \$5,000.00. Fogging by the Road Department will continue. The Clerk will send a response to the Franklin County Board of Health stating that the Optimum Service Level has been chosen for mosquito protection for the 2003 season.

Mr. Nourse moved, Ms. Keller seconded the Board approve the Optimum Service Level of mosquito protection for the 2003 mosquito season. Vote; Aye.

Mr. Nourse explained that the Federal government designated Prairie Township as a management agency for stormwater management which means that we are empowered to regulate and control stormwater in the Township by replacing pipes or enclosing ditches etc. The City of Columbus signed a consent agreement between Ohio EPA because Columbus does not know where there sanitary systems are. Ohio EPA stated that they did not know the capacity of the system, where the pipes are buried etc. Prairie Township does not have a reference as to where our pipes are and with new construction expected at Owen Street, Norton Road, Inah Avenue and Murnan Road it is time to locate these systems. In addition to the price from EMH&T, Mr. Elie Sabbagh, Feller Finch & Associates, was introduced and presented a proposal for mapping the existing storm sewer system at a cost of \$5,500.00. Mr. Nourse suggested that Dave McAninch request a third proposal from Bischoff, Miller & Associates for the next meeting.

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Mr. Ison inquired as to trimming a Maple tree at the southwest corner of Beacon Hill and Maple Drive for a future roller blade park. Dave McAninch will request that Franklin County survey the right of way to determine if the tree is in the right-of-way.

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

1. Ms. Anderson requested that the Board table the information on the Comp. TIA class for Jason Thomas, Zoning Clerk. Ms. Anderson asked Mr. Wharton about CAD training.
2. The Employee Christmas Luncheon was discussed and Ms. Anderson recommended the Board approve an open invitation to former and present employees as well as elected officials for a luncheon on December 24<sup>th</sup> at 11:00 a.m. at the Township Hall. The suggestion was made to purchase the food and supplies from Big Bear as last year at a cost not to exceed \$350.00.

Ms. Keller moved, Mr. Wharton seconded the Board approve holding a Christmas luncheon on December 24, 2002 at 11:00 a.m. at the Township Hall open to present and former employees and elected officials at a cost not to exceed \$350.00. Vote; Aye.

Ms. Keller presented the signed and framed copy of the Hellbranch Watershed Forum Cooperative Agreement. This agreement is signed by Grove City, Columbus, Pleasant Township, Prairie Township, Norwich Township, Brown Township and the Franklin County Engineers. All of the respective jurisdictions are to be working toward the anti-degradation of the Hellbranch Watershed.

As a result of one of the recommendations from the Feller, Finch & Associates study on Old Village Road, there is a box culvert in a ditch conveying stormwater under I-270 that is owned and operated by ODOT. The ditch has debris in it that is hindering the culvert and ditch from functioning as it should. Mr. Nourse presented a draft letter to the Ohio Department of Transportation, Mr. Thomas Lyden, regarding recent stormwater flooding on Old Village Road, requesting ODOT clean the box culvert and ditch under I-270 conveying stormwater.

Mr. Wharton moved, Ms. Keller seconded the Chairman of the Board of Trustees sign the letter to ODOT requesting they clean out the box culvert and ditch under I-270. Vote; Aye.

Mr. Nourse addressed the job description for the Township Administrator and read the duties and responsibilities and also addressed immediate tasks as follows: Employee Handbook completed by February 1, 2003 and an Employee evaluation and performance rating system and forms by March 1, 2003

Mr. Nourse moved, Mr. Wharton seconded the Board approve the job description for the Township Administrator as presented and immediate tasks to be completed in February and March of 2003. Vote; Aye.

Mr. Nourse moved, Ms. Keller seconded the Board approve the Township Administrator prepare a Township Employee Handbook by February 1, 2003 and a Township Employee Evaluation and Performance rating system and forms by March 1, 2003. Vote; Aye.

Mr. Wharton asked that Ms. Anderson determine whether the department heads (road, fire, administration) should prepare, for the 2004 budget, a line item budget for what they have spent for the second half of 2003. The purpose is to have each department become aware and responsible for the dollars spent in the Township.

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Mr. Nourse addressed the upcoming Sheriff contract for 2003 and 2004. The Township has received a quotation for services at a total cost of \$288,527.69 for 2003 (-3.51%) and \$300,874.61 for 2004 (+4.28%). Mr. Nourse suggested a public hearing with the Franklin County Sheriff on December 11, 2002 at 5:00 p.m. at the Township Hall for the purpose of discussing the upcoming contract and past services received.

Mr. Wharton moved, Ms. Keller seconded the Board approve holding a public hearing with the Franklin County Sheriff's Department to discuss the upcoming contract and past services received. Vote; Aye.

Mr. Wharton moved, Ms. Keller seconded the Board approve the cancellation of the special meetings scheduled for November 30, 2002 and December 1, 2002 for the purpose of adopting access management regulations in the Township. Vote; Aye.

Mr. Wharton stated that he would like Mr. Jason Thomas, Zoning Clerk, collect information on a data viewer to project images on a screen or wall in the meeting room exploring both the low and high price ranges that are available.

Mr. Kennedy asked that the Board look into the possibility of bridal paths on the southern half of the Phillips property.

Ms. Pitts asked for an update on the cemetery project. Dave McAninch stated that Franklin County will have the pins set in the area by the end of the year and the Road Superintendent will meet with Mr. Joe Testa next week and there is a good chance they will adopt the M.E. Alton Cemetery in Alton.

Mr. Ison mentioned a water problem on Alton Road and requested that the Board ask that the Franklin County Engineers clean out the ditches on both sides of Alton Road and if necessary build a new bridge that intersects Clover Groff and Alton Road to possibly eliminate the water problem.

There being no further business to come before the Board, the meeting was adjourned at 9:32 p.m.

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Chairman

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Clerk