

PRAIRIE TOWNSHIP BOARD OF TRUSTEES

23 MAPLE DRIVE REGULAR MEETING/MARCH 31, 2004

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

Mr. Wharton led the Pledge of Allegiance.

The newly elected Clerk, Lori J. Montag, was administered the Oath of Office by Trustee Mr. Wharton.

Mr. Wharton moved, Ms. Keller seconded the Board approve the minutes as written for the regular meeting of March 17, 2004 and minutes as written for the special meetings of March 29, 2004. Vote; Aye

Deputy Foster reported residents are leaving their garage doors open all night and reported a few thefts. Deputy Foster also reported the Bank One at the old Big Bear on West Board Street was robbed on March 30, 2004.

Mr. Jim Kennedy stated he could not believe in the entire Township the only thing to report is thefts from garage doors being left open. Deputy Foster stated he will have the Sheriff's Department report available at future meetings. A discussion followed.

The Clerk presented the following items:

The Certificate of Election and bond for Lori J. Montag was presented to the Board for approval.

Mr. Wharton moved, Ms. Keller seconded the Board approve the Certificate of Election and Bond for Lori J. Montag. Vote; Aye.

1. The Clerk presented to the Board A Resolution Amending and Restating the Township's Policy to "Pick-up" Employee Contributions to the Police and Firefighters' Disability and Pension Fund.

Mr. Wharton moved, Ms. Keller seconded the Board adopt A Resolution amending and Restating the Township's Policy to "Pick-up" Employee Contributions to the Police and Firefighters' Disability and Pension Fund. Roll call resulted as follows: Ms. Keller; Aye, Mr. Stormont; Aye, Mr. Wharton; Aye.

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

\$5,000.00 from 2031-330-490-0000 to 2031-330-360-0000.

2. The Clerk presented to the Board the 2004 Township Permanent Appropriation Resolution.

Mr. Wharton moved, Ms. Keller seconded the Board approve the 2004 Township Permanent Appropriation Resolution. Roll Call resulted as follows: Ms. Keller; Aye, Mr. Stormont; Aye, Mr. Wharton; Aye.

2004 TOWNSHIP PERMANENT APPROPRIATION RESOLUTION

GENERAL FUND:
ADMINISTRATIVE:

| | | |
|-------------------|---------------------------------|------------|
| 1000-110-111-0000 | SALARIES – TRUSTEES | 61,000.00 |
| 1000-110-121-0000 | SALARIES – CLERK | 28,500.00 |
| 1000-110-122-0000 | SALARIES - CLERK’S STAFF | 14,500.00 |
| 1000-110-131-0000 | SALARY – ADMINISTRATOR | 73,000.00 |
| 1000-110-139-0000 | SALARY – ADMINISTRATOR’S OFFICE | 75,000.00 |
| 1000-110-141-0000 | SALARIES - LEGAL COUNSEL | 300,000.00 |

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|-------------------|---------------------------------------|------------|
| 1000-110-211-0000 | PUBLIC EMPLOYEES RETIREMENT SYSTEM | 120,000.00 |
| 1000-110-213-0000 | MEDICARE | 5,650.00 |
| 1000-110-214-0000 | VOLUNTEER FIREMEN'S DEPENDENTS FUND | 200.00 |
| 1000-110-230-0000 | WORKERS' COMPENSATION | 50,000.00 |
| 1000-110-240-0000 | UNEMPLOYMENT COMPENSATION | 7,000.00 |
| 1000-110-312-0000 | AUDITING SERVICES | 6,000.00 |
| 1000-110-314-0000 | COUNTY AUDITOR'S AND TREASURER'S FEES | 32,000.00 |
| 1000-110-315-0000 | ELECTION EXPENSES | 9,000.00 |
| 1000-110-330-0000 | TRAVEL AND MEETING EXPENSE | 5,250.00 |
| 1000-110-345-0000 | ADVERTISING | 1,000.00 |
| 1000-110-389-0000 | OTHER INSURANCE | 240,000.00 |
| 1000-110-410-0000 | OFFICE SUPPLIES | 5,000.00 |
| 1000-110-591-0000 | CONTRIBUTIONS TO OTHER ORGANIZATIONS | 100.00 |
| 1000-110-599-0000 | OTHER | 145,000.00 |

TOWNSHIP HALL:

| | | |
|-------------------|-------------------------------------|-----------|
| 1000-120-190-0000 | SALARIES - ALL OTHER TOWNSHIP STAFF | 3,300.00 |
| 1000-120-359-0000 | OTHER UTILITIES | 20,000.00 |
| 1000-120-420-0000 | OPERATING SUPPLIES | 10,000.00 |
| 1000-120-599-0000 | OTHER | 15,000.00 |

ZONING:

| | | |
|-------------------|---|------------|
| 1000-130-150-0000 | COMPENSATION BOARD AND COMMISSION MEMBERS | 6500.00 |
| 1000-130-190-0000 | SALARIES - ALL OTHER TOWNSHIP STAFF | 156,000.00 |
| 1000-130-410-0000 | OFFICE SUPPLIES | 10,000.00 |
| 1000-130-599-0000 | OTHER | 16,000.00 |

POLICE PROTECTION:

| | | |
|-------------------|----------------------|------------|
| 1000-210-370-0000 | CONTRACT FOR SHERIFF | 216,000.00 |
|-------------------|----------------------|------------|

FIRE PROTECTION:

| | | |
|--------------------|----------------|------------|
| 1000-220-490-00000 | OTHER SUPPLIES | 5,000.00 |
| 1000-220-599-00000 | OTHER | 400,000.00 |

LIGHTING:

| | | |
|-------------------|---------------------|---------|
| 1000-310-360-0000 | CONTRACTED SERVICES | 1000.00 |
|-------------------|---------------------|---------|

HIGHWAYS:

| | | |
|-------------------|---------------------|------------|
| 1000-330-360-0000 | CONTRACTED SERVICES | 640,000.00 |
|-------------------|---------------------|------------|

SENIOR CENTER:

| | | |
|-------------------|---------------------------------|-----------|
| 1000-390-190-0000 | SALARIES | 42,000.00 |
| 1000-390-213-0000 | MEDICAL | 700.00 |
| 1000-390-323-0000 | REPAIRS AND MAINTENANCE | 1,000.00 |
| 1000-390-321-0000 | RENTS AND LEASES | 55,000.00 |
| 1000-390-359-0000 | UTILITIES OFFICE | 20,000.00 |
| 1000-390-360-0000 | CONTRACTED SERVICES | 3,300.00 |
| 1000-390-410-0000 | OFFICE SUPPLIES | 3,000.00 |
| 1000-390-420-0000 | OPERATING SUPPLIES | 3,000.00 |
| 1000-390-740-0000 | MACHINERY, EQUIPMENT, FURNITURE | 25,000.00 |
| 1000-390-599-0000 | OTHER EXPENSES | 7,000.00 |

HEALTH:

| | | |
|-------------------|-----------------|-----------|
| 1000-420-370-0000 | BOARD OF HEALTH | 50,000.00 |
|-------------------|-----------------|-----------|

PARKS:

| | | |
|-------------------|--------------------|-----------|
| 1000-610-420-0000 | OPERATING SUPPLIES | 5,000.00 |
| 1000-610-599-0000 | OTHER | 10,000.00 |

CAPITAL OUTLAY:

| | | |
|-------------------|------------------|--------------|
| 1000-760-321-0000 | RENTS AND LEASES | 00.00 |
| 1000-760-710-0000 | LAND | 1,000,000.00 |

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|-------------------|------------------------------------|-----------|
| 1000-760-720-0000 | BUILDINGS | 75,000.00 |
| 1000-760-730-0000 | IMPROVEMENT OF SITES | 40,000.00 |
| 1000-760-740-0000 | MACHINERY, EQUIPMENT AND FURNITURE | 20,000.00 |

OTHER:

| | | |
|-------------------|-------------------------|-----------|
| 1000-910-910-0000 | OPERATING TRANSFERS OUT | 10,000.00 |
| 1000-920-920-0000 | ADVANCES OUT | 00.00 |
| 1000-930-930-0000 | CONTINGENCIES | 00.00 |

TOTAL GENERAL FUND APPROPRIATIONS 4,047,000.00

MOTOR VEHICLE LICENSE TAX:

| | | |
|-------------------|----------|-----------|
| 2011-330-190-0000 | SALARIES | 27,752.00 |
| 2011-330-213-0000 | MEDICARE | 500.00 |

TOTAL MOTOR VEHICLE LICENSE TAX FUND 28,252.00

GASOLINE TAX FUND:

| | | |
|-------------------|---------------------|-----------|
| 2021-330-190-0000 | SALARIES | 66,642.09 |
| 2021-330-213-0000 | MEDICARE | 1,000.00 |
| 2021-330-360-0000 | CONTRACTED SERVICES | -0- |

TOTAL GASOLINE TAX FUND 67,642.09

ROAD AND BRIDGE FUND:

| | | |
|-------------------|------------------------------------|-----------|
| 2031-330-190-0000 | SALARIES | 41,300.00 |
| 2031-330-213-0000 | MEDICARE | 700.00 |
| 2031-330-323-0000 | REPAIRS AND MAINTENANCE | 40,000.00 |
| 2031-330-359-0000 | OTHER UTILITIES | 10,000.00 |
| 2031-330-360-0000 | CONTRACTED SERVICES | 60,000.00 |
| 2031-330-420-0000 | OPERATING SUPPLIES | 70,000.00 |
| 2031-330-490-0000 | OTHER SUPPLIES | 45,000.00 |
| 2031-330-599-0000 | OTHER 27,600.00 | |
| 2031-760-720-0000 | BUILDINGS | 55,000.00 |
| 2031-760-740-0000 | MACHINERY, EQUIPMENT AND FURNITURE | 85,000.00 |

TOTAL ROAD AND BRIDGE FUND 434,600.00

CEMETERY FUND:

| | | |
|-------------------|------------------------------------|-----------|
| 2041-410-190-0000 | SALARIES | 91,000.00 |
| 2041-410-213-0000 | MEDICARE | 1,400.00 |
| 2041-410-323-0000 | REPAIRS AND MAINTENANCE | 25,000.00 |
| 2041-410-360-0000 | CONTRACTED SERVICES | 15,000.00 |
| 2041-410-420-0000 | OPERATING SUPPLIES | 35,000.00 |
| 2041-410-599-0000 | OTHER | 18,500.00 |
| 2041-760-730-0000 | IMPROVEMENT OF SITES | 95,100.00 |
| 2041-760-740-0000 | MACHINERY, EQUIPMENT AND FURNITURE | 20,000.00 |

TOTAL CEMETERY FUND 301,000.00

SPECIAL LEVY FIRE:

| | | |
|-------------------|--|--------------|
| 2191-220-190-0000 | SALARIES | 1,896,829.00 |
| 2191-220-212-0000 | SOCIAL SECURITY | 142,809.26 |
| 2191-220-213-0000 | MEDICARE | 33,398.94 |
| 2191-220-215-0000 | POLICE & FIREMEN'S DISABILITY AND PENSION FUND | 230,337.51 |
| 2191-220-323-0000 | REPAIRS AND MAINTENANCE | 40,000.00 |
| 2191-220-359-0000 | OTHER UTILITIES | 44,100.00 |
| 2191-220-360-0000 | CONTACTED SERVICES | 15,000.00 |
| 2191-220-389-0000 | OTHER INSURANCE | 330,000.00 |
| 2191-220-420-0000 | OPERATING SUPPLIES | 70,000.00 |
| 2191-220-599-0000 | OTHER | 100,000.00 |
| 2191-760-720-0000 | BUILDINGS | 20,000.00 |
| 2191-760-740-0000 | MACHINERY, EQUIPMENT AND FURNITURE | 70,000.00 |

TOTAL SPECIAL LEVY FIRE FUND 2,992,475.10

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PERMISSIVE MOTOR VEHICLE LICENSE FUND:

| | | |
|--|------------------------------------|-------------------|
| 2231-330-190-0000 | SALARIES | 98,500.00 |
| 2231-330-213-0000 | MEDICARE | 1,450.00 |
| 2231-330-360-0000 | CONTRACTED SERVICES | 55,000.00 |
| 2231-330-420-0000 | OPERATING SUPPLIES | 5,000.00 |
| 2231-760-740-0000 | MACHINERY, EQUIPMENT AND FURNITURE | 128,375.13 |
| TOTAL PERMISSIVE MOTOR VEHICLE LICENSE FUND | | 288,375.13 |

AMBULANCE AND EMERGENCY MEDICAL FUND:

| | | |
|---|------------------------------------|-------------------|
| 2281-230-190-0000 | SALARIES | 128,130.00 |
| 2281-230-213-0000 | MEDICARE | 1,870.00 |
| 2281-230-323-0000 | REPAIRS AND MAINTENANCE | 15,000.00 |
| 2281-230-359-0000 | OTHER UTILITIES | 15,000.00 |
| 2281-230-360-0000 | CONTRACTED SERVICES | 50,000.00 |
| 2281-230-420-0000 | OPERATING SUPPLIES | 40,000.00 |
| 2281-230-599-0000 | OTHER - OTHER EXPENSES | 10,000.00 |
| 2281-760-740-0000 | MACHINERY, EQUIPMENT AND FURNITURE | 20,000.00 |
| TOTAL AMBULANCE AND EMERGENCY MEDICAL FUND | | 280,000.00 |

LIGHTING ASSESSMENT FUNDS:

| | | |
|---------------------------------------|---------------------|-------------------|
| 2401-310-360-0000 | CONTRACTED SERVICES | 13,000.00 |
| 2402-310-360-0000 | CONTRACTED SERVICES | 60,000.00 |
| 2403-310-360-0000 | CONTRACTED SERVICES | 18,000.00 |
| 2404-310-360-0000 | CONTRACTED SERVICES | 10,000.00 |
| 2405-310-360-0000 | CONTRACTED SERVICES | 4,000.00 |
| 2406-310-360-0000 | CONTRACTED SERVICES | 10,000.00 |
| 2407-310-360-0000 | CONTRACTED SERVICES | 1,300.00 |
| TOTAL LIGHTING ASSESSMENT FUND | | 116,300.00 |

WESTPOINT STREET LIGHTING DISTRICT:

| | | |
|---|---------------------|------------------|
| 2901-310-360-0000 | CONTRACTED SERVICES | 12,000.00 |
| TOTAL WESTPOINT STREET LIGHTING DISTRICT | | 12,000.00 |

HILTON AVENUE ROAD IMPROVEMENTS:

| | | |
|--|---------------------|--------------|
| 4401-760-360-0000 | CONTRACTED SERVICES | 00.00 |
| TOTAL HILTON AVENUE ROAD IMPROVEMENTS | | 00.00 |

OPWC MEDFIELD WAY PROJECT:

| | | |
|--|---------------------|-------------------|
| 4403-760-360-0000 | CONTRACTED SERVICES | 623,400.00 |
| TOTAL OPWC MEDFIELD WAY PROJECT | | 623,400.00 |

OPWC HANDICAP RAMPS:

| | | |
|----------------------------------|---------------------|-------------------|
| 4404-760-360-0000 | CONTRACTED SERVICES | 253,800.00 |
| TOTAL OPWC HANDICAP RAMPS | | 253,800.00 |

CEMETERY BEQUEST FUND #2:

| | | |
|---------------------------------------|---------------------|--------------|
| 7001-410-360-0000 | CONTRACTED SERVICES | 50.00 |
| TOTAL CEMETERY BEQUEST FUND #2 | | 50.00 |

CEMETERY BEQUEST FUND:

| | | |
|------------------------------------|---------------------|--------------|
| 8001-410-360-0000 | CONTRACTED SERVICES | 20.00 |
| TOTAL CEMETERY BEQUEST FUND | | 20.00 |

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DEVELOPER'S ESCROW FUND:

| | | |
|--------------------------------------|-------|------------------|
| 9001-710-599-0000 | OTHER | 19,352.00 |
| TOTAL DEVELOPER'S ESCROW FUND | | 19,352.00 |

ROAD CUT PERMITS:

| | | |
|-------------------------------|-------|-----------------|
| 9002-710-599-0000 | OTHER | 9,150.00 |
| TOTAL ROAD CUT PERMITS | | 9,150.00 |

RECAPITULATION OF FUNDS:

| | |
|---------------------------------------|---------------------|
| GENERAL FUND | 4,047,000.00 |
| MOTOR VEHICLE LICENSE TAX | 28,252.00 |
| GASOLINE TAX FUND | 67,642.09 |
| ROAD AND BRIDGE FUND | 434,600.00 |
| CEMETERY FUND | 301,000.00 |
| SPECIAL LEVY FIRE FUND | 2,992,475.10 |
| PERMISSIVE MOTOR VEHICLE LICENSE FUND | 288,375.15 |
| AMBULANCE & EMERGENCY MEDICAL FUND | 280,000.00 |
| LIGHTING ASSESSMENTS FUND | 116,300.00 |
| WESTPOINT STREET LIGHTING DISTRICT | 12,000.00 |
| HILTON AVENUE ROAD IMPROVEMENTS | 00.00 |
| OPWC MEDFIELD WAY PROJECT | 623,400.00 |
| OPWC HANDICAP RAMPS | 253,800.00 |
| CEMETERY BEQUEST FUND #2 | 50.00 |
| CEMETERY BEQUEST FUND | 20.00 |
| DEVELOPER'S ESCROW | 19,352.00 |
| ROAD CUT PERMITS | 9,150.00 |
| GRAND TOTAL OF ALL FUNDS | 9,473,416.32 |

- The Clerk presented to the Board A Resolution Clarifying Prior Township Resolutions Authorizing Pension "Pick-Ups" of Employee Retirement Fund Contributions and Authorizing the Township to Pay the First Quarter Medicare Tax on "Picked-Up" Employee Contributions to the Public Employees' Retirement System and Police and Firefighters' Disability and Pension Fund.

Ms. Keller moved, Mr. Stormont seconded the Board adopt A Resolution Clarifying Prior Township Resolutions Authorizing Pension "Pick-Ups" of Employee Retirement Fund Contributions and Authorizing the Township to Pay the First Quarter Medicare Tax on "Picked-Up" Employee Contributions to the Public Employees' Retirement System and Police and Firefighters' Disability and Pension Fund. Roll call resulted as follows: Ms. Keller; Aye, Mr. Stormont; Aye, Mr. Wharton; Aye.

After the Trustees reviewed the pending warrant list, Ms. Keller moved, Mr. Stormont seconded the Board approve the payment of the ADP payroll in the amount of \$77,768.27 and approve payment of the following bills. Vote; Aye. (See pending warrant list).

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

- Mr. McAninch requested the Board approve the 5th payment to Miller Pavement Maintenance for the 2003 Road Improvement in the amount of \$10,553.43.

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Mr. Wharton moved, Ms. Keller seconded the Board approve the 5th payment to Miller Maintenance Pavement in the amount of \$10,553.43. Vote; Aye.

2. Mr. McAninch requested approval to advertise for a part-time seasonal Road Department employee up to 1500 hours.

Mr. Wharton moved, Mr. Stormont seconded the Board approve to advertise for a part-time seasonal Road Department employee up to 1500 hours. Vote; Aye.

3. Mr. McAninch requested approval to advertise for the Townships Summer Youth Program.

Mr. Wharton moved, Ms. Keller seconded the Board approve to advertise for the Townships Summer Youth Program. Vote; Aye.

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

1. Mr. Hatmaker presented to the Board the 2004 Sheriff's Contract for \$216,000.00.

Mr. Wharton moved, Mr. Stormont seconded the Board approve the 2004 Sheriff's Contract for \$216,000.00. Vote; Aye.

2. Mr. Hatmaker presented to the Board per the ORC Section 2923.126 that goes into effect April 8, 2004 no concealed weapons in government buildings. Mr. Hatmaker requested the Boards approval to post such signs in all the Township's buildings.
3. Mr. Hatmaker presented to the Board typographical errors in Chapter 4 of the Employee Manual, and to include the concealed weapons law. Mr. Hatmaker requested the Board to adopt a Resolution Amending the Township Employment Manual.

Mr. Wharton moved, Ms. Keller seconded the Board adopt a Resolution Amending the Township Employment Manual. Roll call resulted as follows: Ms. Keller; Aye, Mr. Stormont; Aye, Mr. Wharton; Aye.

4. Mr. Hatmaker presented to the Board changes to the Drug-Free Workplace Policy to make the policy consistent with ODOT testing. Mr. Hatmaker requested the Board to adopt Resolution Amending the Township Drug Free Workplace Policy.

Mr. Wharton moved, Ms. Keller seconded the Board adopt a Resolution Amending the Township Drug Free Workplace Policy. Roll call resulted as follows: Ms. Keller; Aye, Mr. Stormont; Aye, Mr. Wharton; Aye.

5. Mr. Hatmaker presented to the Board A Resolution Declaring Intent to Repair Certain Sidewalks and Levy Special Assessments and Setting Hearing.

Mr. Wharton moved, Ms. Keller seconded the Board adopt A Resolution Declaring Intent to Repair Certain Sidewalks and Levy Special Assessments and Setting Hearing. Roll call resulted as follows: Ms. Keller; Aye, Mr. Stormont; Aye, Mr. Wharton; Aye.

6. Mr. Hatmaker announced on April 3, 2004 at 9:00 a.m. at the Brofford property on Alton Road there will be a tree planting ceremony. They are looking for 100 volunteers and requesting a \$150.00 donation to provide box lunches for the volunteers.

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Ms. Keller moved, Mr. Stormont seconded the Board approve the contribution of up to \$150.00 to provide box lunches for the volunteers. Vote; Aye.

7. Mr. Hatmaker presented to the Board three letters of thanks for the Fire Chief Search Committee members and requested the Board to sign them.
8. Mr. Hatmaker requested the Board to approve the purchase of two new laptop computers. One for Fire Chief Feustel for \$2,500.00 and one for Senior Center Director for \$2,700.00.

Ms. Keller moved, Mr. Wharton seconded the Board approve the purchase of two new laptop computers. One for Fire Chief Feustel for \$2,500.00 and one for Senior Center Director for \$2,700.00. Vote; Aye.

Ms. Marjorie Deuschle, Senior Center Director, addressed the Board with the following Senior Center matters:

1. Ms. Deuschle announced the projected opening date will be the end of April or beginning of May. Ms. Deuschle announced an Introduction Advisory Meeting on April 15, 2004 at 7:00 p.m. at the Township Hall.

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

The newly hired Fire Chief Stephen Feustel, was administered the Oath of Office by Trustee Mr. Wharton.

1. Mr. Wharton presented to Chief Lavelly a Resolution Honoring Ronald E. Lavelly For His Years of Township Service.

Mr. Wharton moved, Ms. Keller seconded the Board adopt Resolution Honoring Ronald E. Lavelly For His Years of Township Service. Roll call resulted as follows: Ms. Keller; Aye, Mr. Stormont; Aye, Mr. Wharton; Aye.

Old Business:

New Business:

A resident from Village Park stated that because of new development in the area wild life is being displaced. She stated that Humane Wildlife Soliuions would be glad to assist residents with displaced wild life.

Mr. Jim Kennedy announced he has a petition looking for signatures to stop development.

Mr. David Dick asked why the divided median on Broad Street can not have a turn around to reach his property. Mr. Kennedy stated a complaint has been filed with the Ohio Department of Transportation and an investigation will begin on April 1, 2004. Mr. Wharton explained to Mr. Dick that it is not within the Townships jurisdiction to change the median. A discussion followed.

Ms. Louise Brown addressed the Board with flooding issues on Revere Court. Mr. McAninch stated that Tom Shockley's office has stated that the cameras have been broke and they haven't been able to get the cameras down the sewer system. A discussion followed.

Mr. Dan Providence with the Westland Community Concerns announced a fund raiser for Westland Mall Spring Fling on April 7, 2004 from 6:30-10:00 at Tuttle Crossing Mall. Also, thanked the Board for the Senior Center.

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Mr. Hatmaker invited everyone for cake and refreshments for Chief Lavelly's retirement.

There being no further business to come before the Board, the meeting was adjourned at 8:11 p.m.

Chairperson

Clerk