

RECORD OF PROCEEDINGS



PRAIRIE TOWNSHIP BOARD OF TRUSTEES

APRIL 22, 2020 - REGULAR MEETING 7 :00 PM 23 MAPLE DRIVE, COLUMBUS, OHIO 43228

Due to the current COVID-19 Health Emergency, this meeting was closed to the public and livestreamed via Facebook. The meeting start time was delayed until 7:20 p.m. due to technical difficulties.

Chairwoman Schmelzer opened the meeting and thanked those who joined the meeting via Facebook and led in the Pledge of Allegiance.

Chairwoman Cathy Schmelzer, Vice Chair Steve Kennedy, Trustee Doug Stormont, Fiscal Officer Sherry Henning and Township Administrator Rob Peters were all in attendance via webex and/or telephone. All department heads and Deputy Ronk were all excused in advance from the meeting.

Opening Remarks from Cathy Schmelzer, Chairwoman

Chairwoman Schmelzer welcomed everyone and thanked our first responders, Firefighters, Sheriff's office, Doctor's Hospital, and our clinics in the community. Thank you to the staff at our pharmacies, grocery stores, educators, and physical and electronic infrastructures to provide our community.

These are difficult times for each and every one of us, which test our resolve. But please know, your township is here for you. We have gathered a host of resources at www.prairietownship.org, and are continually posting updates electronically on Facebook and Nextdoor. If you have needs or questions, please contact us, and we will put you in contact with the correct agency or department. We will get through this together.

Approval of Minutes - April 8, 2020 Regular Meeting Minutes.

Comments/Issues: None

Ms. Schmelzer : So Moved". Mr. Kennedy seconded. The votes were as follows: Mr. Stormont , Aye: Mr. Kennedy , Aye; Ms. Schmelzer , Aye. The meeting minutes for the April 8, 2020 Regular Meeting were approved.

Fiscal Officer 's Report

Approval of Warrant s and Payroll

Approval of Warrants: This week's warrants list detailed payments to 56 vendors summing \$138,978.12. Nearly 70% of the total is comprised of a single payment to the Franklin County Commissioners for medical insurance premiums in the amount of \$94,972.44.

Ms. Henning requested the Board's approval to pay all items on this week's warrant list summing \$138,978.12 along with the April 10, 2020 payroll of \$203,185.69 for a total cash disbursement of \$342,163.81

Comments/Issues: None

Ms. Schmelzer motioned "so moved". Mr. Kennedy seconded. The Votes were as follows: Mr . Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer , Aye. Motion passed.

Township Bank Accounts

Ms. Henning asked the Board to approve the signers (Cathy Schmelzer, Steve Kennedy, Doug Stormont and Sherry Henning) on the all township bank accounts and for to authorize her to have administrative rights as well as authorization for Randi Good to have online read only user access to the PNC checking account. Ms. Henning also requested that the Board authorize her to remove signers from any township account who is not a current elected official.

Comments/Issues: None

Mr. Kennedy motioned "so moved". Mr. Stormont seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

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Transfer

Ms. Henning asked the Board to authorize transferring \$300,000.00 to the Parks Capital fund (4301) from the General Fund (1000).

Comments/Issues: None

Ms. Schmelzer that the Board authorize transferring \$300,000.00 to the Parks Capital Fund (4301) from the General Fund (1000) Fund . Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed .

Deferred Compensation

Deferred Comp has made a change to the way employee withholding are submitted. Until recently, we have always submitted withholding as a check, which will no longer be accepted. Ms. Henning asked the Board to approve electronic remittance of Deferred Comp withholdings.

Comments/Issues: None

Ms. Schmelzer that the Board authorize the Fiscal Officer to begin remitting Deferred Compensation withholdings electronically. Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Standing Business:

Fire Department

SCBA Purchase

Mr. Peters asked the Board to award the Self-Contained Breathing Apparatus purchase to Finley Fire Equipment. This purchase is a result of the 2019 FEMA Assistance to Firefighters Grant. The total project cost is \$217,016.00. The federal grant amount is \$202,635.00, making the Township's obligation \$14,381. There were 3 bids received; Finley Fire Equip. (for Scott SCBA) = \$197,126.00, Fire Safety Services (for MSA SCBA) = \$202,886, and Howell Rescue (for Drager SCBA) = \$194,360. Based on the recommendations of the SCBA committee, I feel the Finley Fire Equip. bid is the best purchase option for our department. The actual cost is greater than the bid because we added some necessary equipment that wasn't in the bid price.

Comments/Issues: None

Ms. Schmelzer that the Board approve the purchase of SCBA 's from Finley Fire Equipment at a cost of \$217,016.00 (with \$202,126.00 to be reimbursed by the 2019 Assistance to Firefighters Grant). Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Equipment Purchase

Mr. Peters asked the Board to authorize the purchase of two Scott Rapid Intervention Team Packs with retrofit adaptors, from Finley Fire Equipment, at a cost of \$9,856.00. These packs are essential for firefighter rescue capabilities, however, they are not eligible purchases under the AFG Grant guidelines, therefor, must be purchased separately.

Comments/Issues: None

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Ms. Schmelzer that the Board approve the purchase of two Scott Rapid Intervention Team Packs from Finley Fire Equipment at a cost of \$9,856.00. Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Mr. Peters announced the Firefighters Associations annual flower sale. The sale is currently active and is online only - view our website, Facebook or Nextdoor for the link. This year's sale in online only.

Community Center

No agenda items.

Roads, Cemeteries, and Parks Department

2020 Road Work

Mr. Peters recommended the Board approve the following roads to be included in the 2020 Franklin County Engineers Road Contract for townships: N Greener Avenue from Beacon Hill to W Broad, Powdermill Court, S Murray Hill from Palmetto to Frost and Stiles Avenue from S Murray Hill to Lombard.

The estimate recommended is \$381,006.50. This is only an estimate and the work will go to bid. The Maintenance of Traffic and a percentage of the bond is included in this cost but that is an estimate as well. The road district fund has \$273,067.36 available. We have also estimated an extra \$120,000.00 from the increase in Gas Tax. Any amount over the road district budget plus the increased gas tax amount will come from operating funds for the Road Department.

Comments/Issues: None

Ms. Schmelzer that the Board approve 2020 road work, as presented. Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Heating & Cooling Contractor for Township Hall

Mr. Peters recommended the Board authorize the Township Administrator send a letter to Precision 7 Heating and Cooling to notify them that the township does not intend to renew our service agreement with them after May 10, 2020.

He also asked the Board to authorize the Township Administrator to sign an agreement with Guaranteed Heating and Cooling LLC to provide HVAC equipment preventative maintenance including filter replacement at an annual cost of \$900.00.

Comments/Issues: None

Ms. Schmelzer that the Board authorize the Township Administrator to cancel the upcoming renewal with Precision 7 Heating and Cooling, and to sign an agreement with Guaranteed Heating and Cooling for preventative maintenance at the Township Hall at an annual cost of \$900.00. Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Air Purification for the Township Hall

Mr. Peters recommended the Board authorize Guaranteed Heating and Cooling LLC to install four new 16 x 25 x 4 media cabinets and four new HEPA filter cartridges to the HVAC System at 23 and 25 Maple Drive per the air quality study the township had done last year. The total cost for this work is \$1,500.00.

Comments/Issues: None

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Ms. Schmelzer that the Board approve installation of (4) new medial cabinets and HEPA filter cartridges to the HVAC system at the Township Hall at a cost of \$1,500.00. Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Galloway Road Sports Complex, Phase 2

Mr. Peters asked the Board to approve the advertising, bid opening and award date schedule for the Galloway Road Improvements Project, and authorize the service director to sign all necessary documents related to this project.

- o Advertise May 25 2020 (May 26 is a holiday, date change to May 26)
- o Advertise June 1 2020
- o Accept bids until 3:00pm June 15 2020
- o Open bids 10:00am June 16 2020 at 23 Maple Drive
- o Award bid July 1 2020 7:00pm at 23 Maple Drive at trustee meeting

Comments/Issues: None

Ms. Schmelzer that the Board approve Board approve the advertising, bid opening and schedule for Phase 2 of the Galloway Road Sports Complex road improvement project. Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Commercial Building and Zoning

No items

Administration

Nuisance Cases

Comments/Issues: None.

Ms. Schmelzer moved that the Board adopt Resolution NU- 47-20 "A Resolution declaring nuisance and ordering abatement at 4810 Beacon Hill Road ". Mr. Kennedy seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Ms. Schmelzer moved that the Board adopt Resolution NU- 48-20 "A Resolution declaring nuisance and ordering abatement at 356 Celina Road ". Mr. Kennedy seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Ms. Schmelzer moved that the Board adopt Resolution NU- 49-20 "A Resolution declaring nuisance and ordering abatement at 4750 Henley Avenue ". Mr. Kennedy seconded. Roll Call Vote s were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Temporary Emergency COVID-19 Leave Policy

Mr. Peters presented a temporary emergency COVID-19 leave policy. The purpose of this Policy is to define the rights and obligations of Prairie Township employees in connection with leave taken pursuant to the Families First Coronavirus Response Act (FFCRA), including the Emergency Family and Medical Leave Expansion Act and Emergency Paid Sick Leave Act provisions of the FFCRA.

Comments/Issues: None

Ms. Schmelzer moved that the Board adopt the Temporary Emergency COVID-19 leave policy, as presented. Mr. Kennedy seconded. The Votes were as follows: Mr. Stormont, Aye; Mr. Kennedy, Aye; Ms. Schmelzer, Aye. Motion passed.

Announcements

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Mr. Peters stated that we did have some technical difficulties this even and we hope to have them addressed before the next meeting. He also stated that the best way for residents to ask questions is to reach out via telephone to staff. All phones and voicemails are being answered.

Mr. Peters also announced that the upcoming Spring Clean-up has been cancelled due to COVID-19.

New Business

Ms. Schmelzer publically recognized township resident William Aites for making hundreds of masks for residents and donated funds from the masks to our township's firefighters association. Ms. Schmelzer thanked Mr. Aites for going above and beyond for our residents.

Ms. Schmelzer also announced that the Easter Bunny Trail was very successful. Thousands of kids and hundreds of parents waited along our township streets at their homes while practicing social distancing to say hello to the Easter Bunny, who waved from our Fire Truck. This was a greatly needed program in this difficult time and Ms. Schmelzer thanked everyone who put it together and participated. It became one of our most successful township programs.

Old Business - None

Public Comment - None

Adjournment

Meeting adjourned at 7:42 p.m.

Chairwoman Cathy Schmelzer

Fiscal Officer Sherry Henning

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Department Reports

Fire Department March report

Total Runs	430
EMS Runs	117
Fire Runs	313
Sta. 241	366
Sta. 243	64
Automatic Aid Given	128

Community Center March Report

		percentage
Total Current Community Center Members	7,067	
Total Members that are Prairie Township Residents	2,448	34.64%
Total Members that are Non-Residents	4,619	65.36%
Total Members that are JEDD/JEDZ	196	2.77%
Total Members that are Senior Citizens	4,232	59.88%

Total Unique Senior Citizen Visits 3,479

Number of new members/renewals since last report 54

How many memberships that expired that were not renewed 427

Retention rate percentage 94.00%

Events or significant programs

Spring Swim Lessons 383

Current status of One Field Fundraising	\$729,943.00
State Capital Money	\$490,000.00
Giving Tree- Added \$1,000 from MJB Foundation	0
Columbus Foundation Grant Commitment	\$4,943.00
Galloway baseball Club - Doug White-Commitment over 4 years	\$25,000.00
	\$100,000.00
	0

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Galloway Baseball Club - Grove City Bingo Hall - Commitment over 4 years	\$80,000.00
Trebel - Commitment over 3 years	\$25,000
anonymous donor commitment	\$5,000

Road Department March report

- 5 Graves sold
- 4 funerals
- Installed 1 military marker
- Chipped tree limbs at 34 addresses
- Continued 2020 Catch Basin Cleaning Program worked 6 days in March
- 4 days repairing catch basins identified in 2020 Catch Basin Cleaning Program
- 3 nuisances abated
- Continued storm sewer tile job on Garden Heights worked 6 days
- 3 days removing snow fence Kuhlwein Road
- Received salt from 2019/2020 ODOT Salt contract 180 tons
- Removed Snow and Ice control equipment from trucks
- 4 days patching potholes
- 2 days mowing
- Installed 8 new wooden street signs
- Picked up trash in median and ROW of W Broad Street corridor 5 days
- 2 days replacing plants in W Broad median
- 4 days edging trees in W Broad Street corridor
- Put pre-emergent along W Broad corridor
- Cored holes in three curbs and one catch basin for drainage
- Took No Trespassing and No Fishing signs down at GRSC and installed
- Park Rules Signs
- Put fencing around all playground equipment, shelter and concession stand

Zoning and Commercial Building Department March Monthly report

Development/Informational	
Meetings	5
Nuisance Inspections	18
Declared Nuisances	7
Zoning Inspections	37
Zoning Violations	21
Do Not Knock Registries	4
Contractor Registrations	1
Zoning Compliances	27
(Permits)	
Commercial Permits	1
Zoning Revenue	\$2,055.00
Commercial Building	\$931.00
Revenue	