

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on January 21, 2014. The meeting was called to order at 7:05 P.M. by Chairman Vince Coia. Roll call showed the following present: Trustees Hank T. Gibson, Pat Artz and Vince Coia; Fiscal Officer Gail Pittman; Department Heads Steve Bosso, Darrell Stephens and Jim DiPaola and Kelly Rich. Attorney Murdock entered the meeting at 7:40 p.m.

#### **ACCOUNTING RESOLUTIONS**

**RES 14-36** A motion by Pat Artz, seconded by Hank T. Gibson to approve the regular minutes of January 7, 2014. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

**RES 14-37** A motion by Hank Gibson, seconded by Pat Artz to approve payroll (January 24, 2014) in the amount of \$34,974.77 and vouchers of January 21, 2014 in the amount of \$12,392.26 with vouchers over \$1,000.00 being read for approval. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

#### **OLD BUSINESS:**

#### **TRUSTEES**

- Trustee Gibson was notified that a light was out at the flag pole and asked who would replace it; Rummell Electric has in the past; however if the pole is due to be removed for renovations in the very near future Trustee Gibson asked to wait to replace the bulb.
- There is approximately \$30,000.00 needed to reach the original goal to renovate.
- Chairman Coia spoke of the website needing updates and corrections and suggested the departments need to keep it current; Kelly asked if we wanted to change vendors and indicated she would notify the current vendor to make the necessary changes and updates when time allows.

#### **FISCAL OFFICER**

At the November 25, 2013 meeting' resolution #13-422 EMS account [REDACTED] was authorized to be sent to Capital Recovery for collection however, prior to being sent for collection the Insurance company paid this item; therefore we need to remove the account from collections.

**RES 14-38** A motion by Vince Coia seconded by Hank T. Gibson to remove the following EMS account [REDACTED] 0 from collections due to the insurance making a payment in the amount of \$463.68. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

**RES 14-39** A motion by Vince Coia seconded by Hank T. Gibson to rescind resolution 13-442 of December 10, 2014 authorizing the 5th amendment due to revenue being received for the sale of unit #2416 at the Edinburg auction. Due to year end then money was not intended to be spent. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

- The 2013 Year End Certificate of the Total amount from all sources Available for Expenditures and Balances was hand delivered to the PC Auditor's office on Friday January 17, 2014. This is due by January 31<sup>st</sup>.
- The 2013 Annual Financial Report has been submitted to the State Auditor's Office electronically as required.
- 2013 Year End procedure for closing the payroll and accounting modules in the UAN Accounting system has been performed.
- Fiscal Officer Pittman read the following analysis. We had a greater positive fund carry over balance into 2014 than we did in 2013. However the amount available for appropriation is less than last year because the Revenue Budget is \$103,000 less than last year. Please note the revenue reductions by fund.
- Most of the year end payroll reconciliations are prepared and awaiting my review and signature. When all reports are finished and together – I will see that they are timely filed. There are various due dates for the forms, most are Jan 31<sup>st</sup>, and some are Feb 28<sup>th</sup>.
- The year end 1099 forms still must be prepared. They are required to be postmarked to the recipients by January 31 and to the IRS by Feb 28<sup>th</sup>.

- The time sheet policy was discussed and clarified. The current system of organizing files on the Server and desktop computers was discussed. Mrs. Pittman suggested that changing folder organization on the Server to allow shared department access where appropriate would be more efficient by reducing redundant copies of files and would allow authorized personnel better access to the files they need. She estimated that it would take about an hour's time for the Contractor.
- Mrs. Pittman reported she has spent much of the past month working on the closing and learning the processes according to the UAN system and the Township Policies. There are still a number of areas left to be covered.

**FISCAL OFFICER  
OLD BUSINESS - CON'T**

<b>Financial Information (unaudited)</b>	<b>Final Amendment 2013</b>	<b>Beginning of year 2014</b>	<b>Difference Over (Under)</b>
Carryover Balances Available for Appropriations	1,744,576.05	1,829,284.67	84,708.62
Revenue Budget	1,979,564.00	1,875,707.00	(103,857.00)
<i>Amount Available for Appropriation</i>	<i>3,724,140.05</i>	<i>3,704,991.67</i>	<i>(19,148.38)</i>
<b>Permanent Appropriations</b>	<b>3,650,850.00</b>	<b>3,669,145.00</b>	<b>18,295.00</b>
Unappropriated amount & %	73,290.05 98%	35,846 or 99.0%	(37,443.38)
<b>Tax Revenue Budget</b>			
General	322,268.00	316,861.00	(5,407.00)
Road	352,041.00	328,657.00	(23,384.00)
Fire	651,832.00	648,196.00	(3,636.00)
<i>Total Tax Revenue Budget</i>	<i>1,326,141.00</i>	<i>1,293,714.00</i>	<i>(32,427.00)</i>
<b>Other Sources of Revenue (approx)</b>			
General	210,400.00	135,757.00	(74,643.00)
Road	198,300.00	155,100.00	(43,200.00)
Fire	248,020.00	261,886.00	13,866.00

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

Darrell advised the Board of the following:

- The department has used 190 ton of salt since using the stock pile from 2012 – 2013,
- Township wide signage grant has been submitted with a request for approximately \$7,400.00 being requested.
- Employees are averaging 20 hours a pay for OT due to inclement weather.
- All equipment is in good working condition.

**FIRE DEPARTMENT**

Steve advised the Board of the following:

- He was not asking the Board to purchase anything at this time
- He advised the Board there is virtually no OT
- Two employees who have been on a leave are due to resume hours in February with no restrictions.
- As of 2013 the call volume increased from 1200 to 1337; department is busier.

**ZONING DEPARTMENT**

- 2862 St. Rt. 59 has been demolished. Final grading will take place as weather permits.

- A total of seven (7) residential structures have been demolished in Ravenna Township so far under the Moving Ohio Forward Grant.
- An Administrative Warrant was obtained for 3286 St. Rt. 59. The inspections will be carried out within the next seven (7) days. The Zoning office is working with the Sheriff's Department and the Mental Health and Recovery Board to make sure the inspections are done with as little stress to the occupant as possible.
- The next JEDD meeting will be January 29, 2014.
- The Quarterly Zoning Inspectors meeting was held on January 14, 2014. The ORC 505.86 demolition process was discussed with Chris Meduri. He is also working with the Portage County Auditor's office to be able to track all liens placed on properties by any township. Presently it takes the township some detective work to find out which property gets credited for a payment from Auditor's Office.

## **NEW BUSINESS**

### **TRUSTEES**

**RES 14-40** A motion by Vince Coia seconded by Hank T. Gibson to approve the amendment to the Consortium agreement between Robinson Health Affiliates and The Members of the Portage County Drug & Alcohol Testing Consortium with no increase for 2014. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

It was mentioned that there are meetings coming up; Pat would attend the Solid Waste; Hank the EMA meeting and Vince the JEDD meeting. All concurred.

Pursuant to R.C. 121.22(g) Executive Session was requested

**RES 14-41** A motion by Vince Coia seconded by Pat Artz to suspend the regular meeting at 8:07 p.m. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

**RES 14-42** A motion by Vince Coia seconded by Hank T. Gibson to enter into Executive Session at 8:07 p.m. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

Roll call showed the following present: Attorney Murdock; Trustees Gibson; Artz and Coia; Fiscal Officer Pittman and Kelly Rich.

The purpose of Executive Session was to discuss personnel issues.

**RES 14-43** A motion by Pat Artz seconded by Vince Coia to close executive session at 9:08 p.m. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

**RES 14-44** A motion by Pat Artz seconded by Hank T. Gibson to reenter the regular meeting at 9:08 p.m. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

Roll call showed the following present: Attorney Murdock; Trustees Gibson; Artz and Coia; Fiscal Officer Pittman and Kelly Rich.

The purpose of Executive Session was to discuss personnel issues.

**RES 14-45** A motion by Hank T. Gibson seconded by Vince Coia to amend the duties of the Township Administrator to include assistance to the Fiscal Officer as needed. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

**RES 14-46** A motion by Vince Coia seconded by Hank T. Gibson to approve the 2013 annual Township Certified Road Mileage Certifications from the PC Engineer's office no change total mileage 26.456. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

**RES 14-47** A motion by Hank T. Gibson seconded by Vince Coia to contract with Universal Disposal Inc. for a House To House Spring Clean-up on April 26, 2014 at \$900.00 per load. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

**FISCAL OFFICER**

**RES 14-48** A motion by Vince Coia seconded by Hank T. Gibson to approve the permanent appropriations: Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

1000	General Fund	\$1,150,000.00
2011	Motor Vehicle License Tax	\$ 140,000.00
2021	Gasoline Tax	\$ 120,000.00
2031	Road and Bridge	\$ 515,000.00
2111	Fire Department	\$ 840,000.00
2112	Fire MVL	\$
2181	Zoning	\$ 38,000.00
2281	Ambulance and Emergency	\$ 260,000.00
2401	Special Assessment PMHA	\$ 780.00
2402	Special Assessment Pine	\$ 1,600.00
2403	Special Assessment Forest	\$ 2,800.00
2404	Special Assessment Forest 3& 4	\$ 2,200.00
2405	Special Assessment Breakneck Creek	\$ 1,700.00
2901	Misc Special Revenue	\$ 5.00
4401	Public Works	\$
4901	Misc Capital Projects	\$ 595,675.00
9002	Fire Loss Fund	\$
9751	Private Purpose Trust	\$ 1,385.00
<b>TOTAL</b>		<b>\$3,669,145.00</b>

**RES 14-49** A motion by Pat Artz, seconded by Hank T. Gibson to authorize IT time to facilitate necessary changes estimated to be approximately one hour. Roll call. Mrs. Artz, yes, Mr. Gibson, yes, Mr. Coia, yes. Motion passed.

**RES 14-50** A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO not to exceed \$20,000.00 to Universal Disposal for the 2014 house to house pick-up. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

**RES 14-51** A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO in the amount of \$3,000.00 to Portage County Solid Waste for 2014 recycle bins. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

**RES 14-52** A motion by Pat Artz seconded by Vince Coia to adjourn the meeting at 9:10 P.M. Roll call: Mrs. Artz, yes; Mr. Coia, yes; Mr. Gibson, yes. The motion passed.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
TRUSTEE