

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on March 4, 2014. The meeting was called to order at 7:02 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; Kelly Rich, Township Administrator, Department Heads Jim DiPaola and Darrell Stephens. Attorney Murdock was requested and present at 7:30 p.m. Chief Steve Bosso was not present. Paul Platz of 3288 State Route 59 and Rosalba Heschelman of 6580 Henderson Road were present in the audience.

RES #14-125 A motion by Hank T. Gibson, seconded by Vince Coia to approve the minutes of the February 18, 2014 regular meeting. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

RES #14-126 A motion by Hank Gibson, seconded by Vince Coia to approve payroll (March 7, 2014) in the amount of \$47,088.14 and vouchers of March 4, 2014 in the amount of \$21,685.84 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

A representative from Cintas was requested but was not in attendance to discuss the current contract and options to cancel or request an earlier termination date. The current contract ends December 6, 2015 and the Board requests an early termination date of December 6, 2014. Trustee Coia has made attempts to contact Cintas, but has been unsuccessful in reaching the appropriate parties. Kelly indicated she would also attempt to contact Cintas.

RES #14-127 A motion by Hank T. Gibson seconded by Vince Coia to approve and open a PO in the amount of \$1,800.00 to Cintas for 2014 expenses. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

FISCAL OFFICER

Whereas, Microsoft will not support the XP operating system after April 8, 2014 and the Township has seven computers utilizing that system; 4 in Fire, 1 in Service, 1 in Zoning, and 1 in Admin, a replacement proposal was made. Fiscal Officer Pittman reviewed the proposal and made recommendations. A discussion took place regarding licensing of the current Office applications and the ability to transfer only two of those applications. Attempts will be made to re-purpose one existing computer that is not currently utilized and use it for the Fire department as well as the re-use of the licensed Office applications. At this time, it is undetermined if those cost saving measures will be possible. The Trustees determined they would only replace 3 computers in the Fire department rather than 4. In order to facilitate the entire project completion at the same time, the Fiscal Officer recommends the Purchase Order cover 6 equipment replacements and 6 retail Office 2013 licenses: 3 for Fire, 1 for Service, 1 for Zoning, and 1 for Admin.

RES #14-128 A motion by Hank T. Gibson seconded by Vince Coia to approve and open a PO to Quality IP not to exceed \$5,292.00 for the purchase of three (3) computers for fire, one (1) for service, one (1) for zoning, and one (1) for Admin as well as six (6) Microsoft Office 2013 licenses, one for each computer. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES 14-129 A motion by Hank T. Gibson seconded by Vince Coia to suspend the regular meeting at 7:50 p.m. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES #14-130 A motion by Vince Coia seconded by Hank T. Gibson to enter into Executive Session at 7:50 p.m. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

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

Executive Session was requested pursuant to R.C. 121.22(g) to discuss negotiation progress and personnel matters.

RES #14-131 A motion by Hank T. Gibson seconded by Pat Artz to close Executive Session at 8:28 p.m. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES #14-132 A motion by Hank T. Gibson seconded by Pat Artz to re-enter the regular meeting at 8:25 p.m. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed. Roll call showed the following present; Trustees Gibson; Artz and Coia; Fiscal Officer Pittman and Attorney Murdock.

Executive Session was requested pursuant to R.C. 121.22(g) to discuss negotiation progress and personnel matters.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Darrell advised the Board of the following:

- The signage grant was awarded in the amount of \$7,346.50 however the grant won't be given until July.
- Salt usage to date is 1,100 ton; he attended a meeting at the City this week regarding the salt shortage; Township should not be affected by the shortage. The City is currently mixing cinders with salt to make it last longer.
- During the last storm a truck broke down; Nate saved the Township approximately \$1,000.00 by completing the mechanical work in-house.
- Another truck is in need of additional repairs soon. Nate and the department will perform the maintenance work in-house to save additional money.
- Darrell is working with the County for bid books for Timber Run paving project.
- Cooley Road has incurred extensive frost damage.

TOWNSHIP ADMINISTRATOR

Advised the Board of the following items;

- Working with several companies to obtain cheaper fuel prices for this year. Should have for next meeting.
- Attended the JEDD meeting of February 27, 2014. The Board was all present and it was a productive meeting.
- Kelly requested permission to attend a 2-series Grant Workshop conference in Blacklick, OH to take place in March and in May.
- Worked with IT vendor to lower cost for 2014 IT expenses.

RES #14-133 A motion by Vince Coia seconded by Hank T. Gibson to approve the Township Administrator to attend the Grant Basic Workshop conference in Blacklick, OH on

March 31, 2014 with expenses incurred covered by the Township relative to the conference. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES #14-134 A motion by Hank T. Gibson seconded by Vince Coia to approve the contract with Quality IP for April 1, 2014 through March 31, 2015 with no changes in coverage with a \$150.00 decrease in the monthly cost, current rate \$1,050.00/\$900.00 \$12,600.00/\$10,800.00 Total savings \$1,800.00 annual. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES #14-135 A motion by Hank T. Gibson seconded by Vince Coia to approve a PO to Quality IP for 2014-2015 IT expenses in the amount of \$10,800.00. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES #14-136 A motion by Hank T. Gibson seconded by Vince Coia to approve a PO to Quality IP for 2014-2015 managed email expenses in the amount of \$1,500.00. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

RES #14-137 A motion by Pat Artz seconded by Vince Coia to approve and open a PO to City of Ravenna in the amount of \$500.00 pursuant to section 7; (D) contractual contribution to fund JEDD expenses. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

FIRE DEPARTMENT

Chief Bosso was not present for any reports.

ZONING DEPARTMENT

- The Moving Ohio Forward Grant demolitions are at a stand-still due to the extreme cold. Demolitions will continue once the weather warms up and the dirt thaws out.
- To date Ravenna Township has received \$ 1,339.17 from the Moving Ohio Forward Grant for expenses incurred by Ravenna Township.
- Jim spoke with Mark and Chris Knapp, 3289 Lovers Lane regarding the complaints by the neighbor. They were not aware of any recent problems with the dogs as the neighbor usually gets in touch with them if there is an issue. The Knapp's will contact the neighbors directly and attempt to resolve their concerns.
- No permits were issued in the month of February.
- Meeting with Regional Planning on March 5, 2014.
- They have spent all grant monies.

NEW BUSINESS

TRUSTEES

FISCAL OFFICER

RES #14-138 A motion by Pat Artz seconded by Vince Coia to approve the January bank reconciliation as submitted by the Fiscal Officer. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES #14-139 A motion by Hank T. Gibson seconded by Vince Coia to approve a BC in the amount of \$1,000.00 for ZC & BZA meeting expenses for #2181. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES #14-140 A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO in the amount of \$14,000.00 to Dominion East Ohio and the account Code is 1000-110-353-0000. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES #14-141 A motion by Hank T. Gibson seconded by Vince Coia to approve and open a BC in the amount of \$750.00 for #2181-130-410-0000 for office supplies. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RES #14-142 A motion by Hank T. Gibson seconded by Vince Coia to approve and open a PO to Maple Grove Cemetery for Ravenna Township's 2014 portion at 43%. The amount is \$123,840.00. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

Fiscal Officer Pittman advised the Board the PC Combined Health District 2013 year end reports are available in the correspondence book and in the office for examination.

AUDIENCE

Rosalba Heschelman was present to ask the Board if they would cede a small area on Garfield Road to add to the improvements she has done in that area surrounding her home. She is interested in purchasing a lot 50' x 120'. Once she has purchased this lot she wants to re-plot the area. Trustee Artz requested Jim to research the necessary steps so that the Board can make a decision. Jim indicated he had an upcoming meeting with the Assistant Prosecutor. He will request an opinion and notify the Trustees and Rosalba.

ADJOURNMENT

RES #14-143 A motion by Hank T. Gibson and seconded by Vince Coia to adjourn the meeting at 8:40 P.M. Roll call: Mrs. Artz, yes; Mr. Coia, yes; Mr. Gibson, yes. The motion passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE