

RAVENNA TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING OF APRIL 29, 2014 MINUTES

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on April 29, 2014. The meeting was called to order at 7:00 P.M. Roll call showed the following present: Trustees Hank T. Gibson and Vince Coia; Fiscal Officer Gail Pittman; Department Heads Steve Bosso, Jim DiPaola, Darrell Stephens and Kelly Rich. Jack Schafer and Peggy DiPaola of Friends of the Flag Pole and Assistant Prosecutor Chris Meduri were present in the audience.

RESO #14-200 A motion by Vince Coia, seconded by Hank T. Gibson to approve the minutes of the April 16, 2014 regular meeting. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion passed.

Financial reports were viewed from the April 16, 2014 meeting and found to be in order.

RESO #14-201 A motion by Hank Gibson, seconded by Vince Coia to approve payroll (May 2, 2014) in the amount of \$41,869.81 and vouchers in the amount of \$24,230.04. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

OLD BUSINESS:

TRUSTEES

Trustee Gibson asked if there had been any response from the Part-time union regarding the Board's recent letter reiterating their position to stand firm on the union's counter proposal. No one present had any contact from the Union.

Trustee Coia reported on the status of the Flag pole; Restoration of the Flag pole project target start date is August with a completion date by September. In-kind contributions have been sought and received from local vendors. Peggy stated Hummel construction will be the general contractor with Spensieri being the sub-contractor. The Assistant Prosecutor recommended a memorandum of understanding detailing the process and how the non-profit will be involved. The next flag pole meeting will be Friday, May 9, 2014 at noon.

FISCAL OFFICER

No old business.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Darrell advised the Board he obtained three quotes for the new truck with trade-in of truck # 2 and plow. The estimates are as follows: Allstate \$20,561.33; Sarchione \$13,432.10; High Note Truck \$69,995.00

RESO #14-202 A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO to Sarchione Ford in the amount of \$13,432.01 for the purchase

of a 2014 Ford cab & chassis this includes a trade in of unit #2. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RESO #14-203 A motion by Vince Coia seconded by Hank T. Gibson to authorize Darrell to submit the application to the Portage County Engineer for Issue II Round 29. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

Darrell advised the Board that the City of Ravenna is having the mulch give away for City and Township residents on May 17, 2014. A significant amount of tires are in the allotment and will need to be cleaned up. House to house clean-up was April 26, 2014 and went very well. A large amount of trash was picked up. A few houses were missed and the Department went out on Monday and picked up that trash.

TOWNSHIP ADMINISTRATOR

RESO #14-204 A motion by Hank T. Gibson seconded by Vince Coia to approve and open a PO not to exceed \$200.00 to Liberty Flags for the purchase of a 10 x 15 Versatile Sun Tru flag for the flag pole located in town. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RESO # 14-205 A motion by Vince Coia seconded by Hank T. Gibson to send Cuyahoga Landmark a letter discontinuing fuel service with Cuyahoga Landmark effective June 1, 2014 and to contact Ravenna Oil to begin delivery of fuel effective June 1, 2014. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RESO #14-206 A motion by Hank T. Gibson seconded by Vince Coia to approve \$150.00 uniform allowance to Darrell Stephens to be included with the pay of May 16, 2014. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RESO #14-207 A motion by Vince Coia seconded by Hank T. Gibson to declare the ink cartridges listed below un-needed and obsolete. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

HP LASERJET 15A AND 15X 1 EACH
 BROTHER PC – 201 (3) FOR FAX MACHINE
 PANASONIC KX-FA55 (2) FOR FAX MACHINE
 LEXMARK RIBBONS 11A3540 (7)
 IBM LEXMARK RIBBON (1) 1337765
 IBM LEXMARK RIBBONS (2) 1380999
 QUILL PREMIUM RIBBONS (3) 7-11314
 BROTHER RIBBON AX-10 (1)
 IBM CARTRIDGE PRINTWHEEL II (1)
 EXP IBM SELECTRIC II PROCESSING RIBBON (1)
 SONY 90 MIN. AUDIO CASSETTE TAPES (4)
 HP INK CARTRIDGE 20 BLACK (1)
 HP INK CARTRIDGE 78 TRI COLOR (3)
 HP INK CARTRIDGE 45 BLACK (4)
 HP INK CARTRIDGE 96 BLACK (3)
 STAPLES REMANUFACTURED INKJET CARTRIDGE HP 96 BLACK (1)
 HP TRICOLOR INK CARTRIDGE 97 (4)
 STAPLES REMANUFACTURED INKJET CARTRIDGE HP 97 COLOR (2)
 INK JET CARTRIDGES FOR E700 SERIES MAILING MACHINES 1 PACKAGE WITH 2 LEFT IN IT.

RESO #14-208 A motion by Vince Coia seconded by Hank T. Gibson to authorize the obsolete cartridges advertised for donation to a non-profit organization within the State of Ohio. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

Discussion took place regarding collaboration with Ecentive Energy partnering with NOPEC to seek rebate and incentives for energy efficient projects within the main building. The Board tabled this subject until the May 6, 2014 meeting.

As requested at the April 16, 2014 the Administrator researched the sewer bill for 6651 Cleveland Road. There was never any application to cap off the sewer from 2005 when the property was acquired by sale. Therefore the following motion is made:

RESO #14-209 A motion by Vince Coia seconded by Hank T. Gibson to contract with Robert Helmling for the capping of the sewer for the property located at 6551 Cleveland Road. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

Kelly Rich further advised the Board of the following:

- She has cancelled AT & T line #330 297 1098. This was the old zoning # then fax number now it is an inactive line. We pay \$40.00 a month or \$480.00 a year; disconnect could take up to two billing cycles.
- The Administrator provided the Board a proposed 3-year contract with First Communications for the T1 line which is currently with AT & T account #171-794-2018 346. The proposal came in at \$550.87/month and current monthly billing is \$560.24. Our current service is on a month-to-month basis with AT&T. Because the cancellation penalty is very large and there is not a significant savings in cost or a need to increase internet speed, the Board chose not to enter into a long-term contract with First Communications at this time.
- The Administrator advised that we are in receipt of a lien payoff for a property on Bridge Street. Bringing our balance to \$25,929.18 with our funds at NDS.

FIRE DEPARTMENT

Chief Bosso advised the Board of the following:

- He is working on another grant for turn-out gear current gear that is in need of repairs and or to be replaced.
- He will be in class Tuesday, Wednesday and Thursday this week; can be reached via email or phone but will respond when he can.
- Steve attended the recent LEPC training last week it went well.
- Firehouse training has not been scheduled as of yet; Quality IP has not yet completed all of the necessary link-ups for reporting.
- He will check on other items discussed relating to HIPAA.
- Vehicle maintenance is still in progress.

RESO #14-210 A motion by Hank T. Gibson seconded by Vince Coia to approve and open a PO to CarQuest not to exceed \$600.00 for Vehicle #2400 for repairs of back bearings; upper ball joints; outer tie rod and front hub. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

ZONING DEPARTMENT

Jim advised the Board of the following:

- A total of \$134,982.68 from the Moving Ohio Forward Grant was spent on the eleven (11) demolitions in Ravenna Township. A total of 132 units will be demolished in Portage County.
- We are currently working to schedule the inspections for 6809 Henderson, parcel 29-311-11-00-179-001. The property owner has signed the voluntary consent form and the demolition will take place once the inspection reports are received from the building, fire and health departments. The cost of the demolition will be paid with monies from the insurance company that are currently held in escrow by the Township. Any residual monies will be returned to the property owner upon completion of the demolition and final inspection by the Zoning Inspector. The cost of the demolition is estimated to be \$8,300.00 by Robert Helmling Excavating.
- We need to determine whether the Township or a Contractor will be used to cut grass on properties with high grass when we follow ORC 505.87.
- We need to determine whether the Township or a Contractor will be used to remove garbage and refuse from a property found to be nuisance under ORC 505.87.
- The Board of Zoning Appeals has a hearing scheduled for Wednesday, April 30, 2014 at 7 PM for a request for a temporary office building 6699 Cleveland Road.

RESO #14-211 A motion by Vince Coia seconded by Hank T. Gibson to accept the estimate as submitted by Robert Helmling Excavating for demolition of 6809 Henderson; parcel #29-311-11-00-179-001 and to authorize disbursement of escrow funds pursuant to ORC 3929.86(D) Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

Discussion took place about mowing properties that are in violation of the Zoning Code it was discussed to determine the cost of an attachment for the Bobcat.

Trustee Gibson requested a letter be sent to Paul Platz and Portage Community Church requesting they attend every Board meeting before the June 1, 2014 extension deadline to provide an update of their intentions and progress for Mr. Platz's property.

NEW BUSINESS

TRUSTEES

No new business.

FISCAL OFFICER

RESO #14-212 A motion by Hank T. Gibson seconded by Vince Coia to permit disclosure of account information for the purpose of authorizing electronic disbursement of funds from the Ravenna Township bank account using electronic means through the EFTPS, Ohio Business Gateway, OPERS, OP&F, and any other appropriate governing

body for the purpose of filing and remitting payroll withholdings and taxes. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RESO #14-213 A motion by Hank T. Gibson seconded by Vince Coia to request a funds cash transfer in the amount of \$40,000 from the general fund to the zoning fund. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

RESO #14-214 A motion by Hank T. Gibson seconded by Vince Coia to accept the March 2014 bank reconciliation as submitted by the Fiscal Officer. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

Report on meeting with Andy Frank from Frank Gates:

Effective with the 2015 Year, the Township will not be eligible for Workers Comp group experience rating. The rating is based on a risk analysis of the prior 4 years claims experience. Because of claims in 2013 our risk ratio is too high to qualify. We may be eligible for Group Retro rating where we possibly receive a refund at the end of the year based on the claims of the entire group or end up having to pay an additional \$1500.00. Historically, participants in this group receive refunds, but there is no guarantee. This will affect our rating for at least 4 years. Because of proposed billing changes at BWC the 2013 year will be included in the experience rating for an extra year. We will receive paperwork to make a decision by October of 2014. Per Hank’s request, I have invited Andy to one of our meetings so he can answer any questions. I will update you as to when that will take place.

AUDIENCE

Jack Schaefer and Peggy DiPaola were present and left the meeting at 7:12 p.m., after Trustee Coia discussed the scope and outline of the schedule up until September 2014. The information was discussed under old business.

ADJOURNMENT

RESO #14-215 A motion by Vince Coia and seconded Hank T. Gibson to adjourn the meeting at 8:59 P.M. Roll call: Mr. Coia, yes; Mr. Gibson, yes. The motion passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE