

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MAY 13, 2014**

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on May 13, 2014. Trustee Chairman Vince Coia called the meeting to order at 7:04 P.M. Roll call showed the following present: Trustees Hank T. Gibson, Pat Artz and Vince Coia; Fiscal Officer Gail Pittman; Department Head Jim DiPaola. In attendance in the audience: Claire Moore, 3504 Lovers Lane; Sandy Sprott, 3522 Lovers Lane; Jack Schaefer, Riddle Ave.; J.P. Myers 3251 Plainview; Paul Platz, 3286/3288 SR 59, Ravenna; Suzi Daily of 3841 Biltz Rd Rootstown, representing phone service carriers and Burt Pinney, 4543 Hayes Road.

Trustee Chairman Vince Coia announced the correspondence book was present and available for public viewing.

Financial reports were reviewed from the May 6, 2014 meeting and found to be in order.

RESO #14-237 A motion by Vince Coia seconded by Hank T. Gibson to accept financial reports presented from the May 6, 2014 meeting. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

RESO #14-238 A motion by Vince Coia seconded by Hank T. Gibson to approve the minutes of the special meeting of May 6, 2014. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

RESO #14-239 A motion by Vince Coia seconded by Hank T. Gibson to approve payroll for May 16, 2014 in the amount of \$30,087.11 and vouchers in the amount of \$16,009.79 with vouchers over \$1,000.00 being read for approval. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

OLD BUSINESS:
TRUSTEES

Paul Platz was present to advise the Board that he and his siblings have all given permission for the sale of the property to the church. J.P. Myers indicated the church's objective is to use this property for a homeless shelter and local chapter to combat human trafficking in Ohio. The question was asked if the church was going to assume the liens on the property and J.P. replied he is working on that with an attorney. Trustee Coia asked to be updated at the next Trustee meeting. They left the meeting at 8:15 p.m.

The Trustees have noted that all relevant parties have reviewed the bids received on the Timber Run Subdivision Resurfacing Project and they are ready to award the contract from the bids received as follows:

Ronyak Paving, Burton	\$68,919.00
Perrin Asphalt, Akron	\$76,382.50
Chagrin Valley, Paving, Chagrin Falls	\$77,342.00
Tallmadge Asphalt, Brimfield	\$78,319.75
Cross Roads Asphalt, Columbia Station	\$82,276.50
Barbicas Construction, Akron	\$86,086.80

RESO #14-240 A motion by Vince Coia seconded by Hank T. Gibson to accept and award the bid for Timber Run Subdivision Resurfacing Project to Ronyak Paving of Burton, Ohio. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

RESO #14-241 A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO in the amount of \$68,919.00 to Ronyak Paving; for the Timber Run Resurfacing Project from Fund #2011-330-360-0000. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

Trustee Coia updated the Board on the EcentiveEnergy program: The Township puts the plan together, pays for the project, then EcentiveEnergy would search for available rebates for the particular project. This is not an option in paying for the project. The Trustees have decided not to accept the proposal from this company.

FISCAL OFFICER

1. Andy Frank from Frank Gates is tentatively scheduled to attend the May 27th meeting.
2. Discussion with Chris Meduri regarding HIPAA compliance
 - a) Firehouse training – there is no problem with my training because the FO is the official records keeper.
 - b) Business Associate agreements are required to be in place by September 2014 – Chris will review and modify a sample contract by AMA if possible, otherwise he will draft a contract that is appropriate.
 - c) All minutes need to be pulled from the website and redacted in the EMS accounts section where the Board moves to send to collection/write-off or refunds.

RESO #14-242 A motion by Vince Coia seconded by Hank T. Gibson to remove all minutes from the website and redact information in accordance with the Prosecutor's recommendation and to repost minutes from 2012 to current. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

RESO #14-243 A motion by Vince Coia seconded by Pat Artz to amend Resolution #14-202 from April 29, 2014 to include the authorization to trade-in the 2009 Chevy 5500 truck; vin #1GBE5C1999F406010 and a 10' Meyer snow plow with a trade-in value of \$30,000.00 to Sarchione Ford on the purchase of the 2014 Ford, model F5D DRW; super duty; vin #1FDUF5HT8EEB45157. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Darrell Stephens was not in attendance, but sent a report requesting the Trustees to authorize hiring of a part-time seasonal laborer for the Road Department to commence June 2, 2014 with a maximum scheduled hours of 30-32 per week.

RESO #14-244 A motion by Hank T. Gibson seconded by Pat Artz to advertise for the PT Seasonal Laborer. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

TOWNSHIP ADMINISTRATOR

Not in attendance.

FIRE DEPARTMENT

Fire Chief Steve Bosso was not present at the meeting but sent the following information to apprise the Board in his absence:

1. Vehicle #2411 is still at Klaben to wrap up the warranty work on the control arms.
2. Vehicle #2416 is at Sarchione getting diagnostics on the electrical system. Don't know the details on the fix at this writing, but I've been assured that it's not that serious. They've been great about keeping our stuff on site and not performing any repairs until approval comes in. You can tell they deal with many local governments.
3. Got approval for the last amendment on the FEMA grant and turn-out gear inspection will commence shortly. We still have a balance of \$1,244 in award funds (\$62.20 or 5% is our match).
4. Firehouse is finally running on all cylinders since the new PCs were installed. QIP actually gets an "atta boy" from me on this one. I was able to upload our April EMS trips with no delay, so I'm very happy. We'll focus on mapping the back-up and training issue when I return.
5. Part time orientation should start to see a few coming off over the next two months. Already seeing a reduction of daily training events, so that means that they're finishing up the skills and testing out.
6. I was elected as vice-chair of the Portage County EMA Advisory Committee during last week's meeting. That's another feather in the Township cap!
7. Can I get an update on the proposed lighting replacement in the fire department? Not sure which way the Board wants to go on this one. Both quotes are within \$14, but Rummel's is more specific on his document. Plus, he did the work next door in the Road Department. Good work and they already know our system.

Portage Plant (Rummel)	\$6,137.75
Wesley	\$6,124.00

RESO #14-245 A motion by Vince Coia seconded by Hank T. Gibson to approve the estimate submitted by Portage Plant Maintenance for lighting to include the upper and lower Fire Department bays in the amount of \$6,137.75. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

RESO #14-246 A motion by Hank T. Gibson seconded by Vince Coia to approve and open a PO to Portage Plant Maintenance for lighting to include the upper and lower Fire Department bays in the amount of \$6,137.75 from the Building fund #4901-760-720-0000 R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

ZONING DEPARTMENT

Inspector Jim DiPaola informed the Board of the following:

- The inspections by the building, fire and health departments have been conducted at 6809 Henderson Street. Once all inspections are received the contractor, Robert Helmling, will be given the ok to proceed with disconnecting the utilities and demolish the structures. Upon verification to the Fiscal Office by the Zoning Inspector that the house has been demolished the remaining money in the escrow fund can be returned to the property owner.
- The Board of Zoning Appeals will meet May 14, 2014 at 7 PM to hear a conditional use request to operate an impound lot and automotive repair facility at 3344/3360 St. Rt. 59. This type of use is Conditionally Permitted and must be approved by the Board of Zoning Appeals.
- The Inspector submitted a proposal in the amount of \$1,490.00 from Detect Alarm Systems regarding security cameras; the Board tabled this discussion and asked that Dave Saltzman attend the next meeting.
- At the request of the Board, Bob Helmling has completed the capping of the sewer at 6551 Cleveland Road.

NEW BUSINESS**TRUSTEES**

No new business

FISCAL OFFICER

1. NDS notification of loan payoff for Mae Jones – sign Satisfaction of Mortgage.
2. I am scheduled to attend Sunshine Laws training event sponsored by Attorney General at the Akron Public Library on June 4, 2014.

RESO #14-247 A motion by Vince Coia seconded by Hank T. Gibson to approve and accept the April 2014 bank reconciliation as presented by the Fiscal Officer. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

The following amendments to the financial information were presented for consideration and approval:

- a. Increase the permanent appropriation for Zoning fund #2181 in the amount of \$40,000.00 and increase estimated revenues for Zoning Fund #2181 by \$40,000.00.
- b. Increase the estimated revenue budget for Fire Fund #2111 by \$6,641.00 for FEMA grant proceeds received.
- c. Increase the estimated revenue budget for fund #4901 for \$500.00 proceeds from the 2014 MORE grant revenue being received.

RESO #14-248 A motion by Vince Coia seconded by Hank T. Gibson to approve the amendments to the financial information as presented. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

AUDIENCE

Claire Moore was present to address the Board regarding Meduri property and property maintenance such as trash removal and lawn cutting. Trustee Coia advised that the township is purchasing equipment to mow properties and bill residents due to property being nuisances. The township is also in the process of establishing a policy for whereby either the township removes trash or a subcontractor will remove and the property owner will be billed.

Burt Pinney wanted to know about a complaint he had a year ago on Hayes Road that need maintenance and cleaned up. They have unlicensed vehicles. It was reported that the Inspector is working on these properties and that it takes a long time to get resolution through the court system. Mr. Pinney also complained of a resident who has 3 horses and burns manure. The problem will be looked into. Trustee Coia reiterated that we have no control over cases that are within the court system and we do our best to resolve problems.

Jack Schafer was present representing the Friends of the Flag Pole. He advised the Board that to-date donations collected is over \$121,000.00. Trustee Coia read aloud the Memorandum of Understanding between the Friends of the Flag Pole and Ravenna Township.

RESO #14-249 A motion by Vince Coia seconded by Hank T. Gibson to approve and accept the Memorandum of Understanding between the Friends of the Flag Pole and Ravenna Township. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

Suzi Daily was present to discuss the First Communications and AT & T contract tabled from the last meeting. She stated that she represents multiple companies and recently did a phone audit on our account. She was able to cancel one line that was unused and obtain a credit for us in the amount of \$920.00. The T1 line account is currently under contract until June 7, 2014. The current price is \$561.20/month and after the contract expires the price will increase by \$241.67 to \$802.87/month. At & T would only renew at the current price of \$561.20. Suzi reviewed the proposal previously submitted from First Communications is set at \$318.57 per month for 3 years (36 months). The total cost under First Communications would be \$11,468.52 compared to AT&T at \$20,203.20 for a savings of \$8,734.68 over the life of the contract with no reduction in service. Trustee Artz asked about the cancellation clauses with First Communications and with AT&T.

RESO #14-250 A motion by Vince Coia seconded by Hank T. Gibson to approve and accept the contract with First Communications for 36 months at \$318.57 per month. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, no. Motion passed.

RESO #14-251 A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO to First Communications in the amount of \$11,468.52 for 36 months from Fund #1000-110-341-0000. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, no. Motion passed.

ADJOURNMENT

RESO #14-252 A motion by Vince Coia seconded by Pat Artz to adjourn the meeting at 9:06 p.m. R/C: Mr. Gibson, yes; Mr. Coia, yes and Mrs. Artz, yes. Motion passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE