

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MAY 27, 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 27, 2014. Trustee Chairman Vince Coia called the meeting to order at 7:00 P.M. Roll call showed the following present: Trustees Hank T. Gibson, Pat Artz and Vince Coia; Fiscal Officer Gail Pittman; Department Heads Jim DiPaola and Steve Bosso. In attendance in the audience: Joseph Ferrell of 6273 Roselawn Ave., Ravenna; Paul Platz, 3286/3288 SR 59, Ravenna; David Saltsman representing Detect Alarm Systems of 7311 Clark Rd., Atwater; Frank Hairston of 3887 Lovers Lane, Ravenna; Madonna Engelmann of PO Box 163, Deerfield; Heidi Engelmann of PO Box 163, Deerfield; Ben & Debbie Singleton of 3287 Brady Lake Rd., Ravenna.

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

Financial reports were reviewed from the May 13, 2014 meeting and found to be in order.

RES #14-259 A motion by Vince Coia seconded by Pat Artz to accept financial reports presented from the May 13, 2014 Regular meeting. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-260 A motion by Vince Coia seconded by Hank T. Gibson to approve the minutes of the Regular meeting of May 13, 2014 R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-261 A motion by Hank T. Gibson seconded by Vince Coia to approve the minutes and ratify all actions taken by the Board at the Special Meeting of May 22, 2014. Therefore, effective May 22, 2014 the position of township administrator created under Resolution #13-406 was dissolved, and accordingly, the employment of Kelly Rich, the current township administrator, will terminate on June 5, 2014. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-262 A motion by Vince Coia seconded by Pat Artz to approve payroll for May 30, 2014 in the amount of \$33,543.41 and vouchers in the amount of \$42,397.33 with vouchers over \$1,000.00 being read for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Paul Platz was present to advise the Board that his attorney will be sending papers to his siblings for signature to authorize the transfer of property. He inquired about the deadline and Jim DiPaola said he would speak to JP Myers regarding the deadline and get back to him. He left the meeting at 7:15 p.m.

Dave Saltsman from Detect Alarm Systems addressed the Board about the current working condition of the security system and cameras. He has reviewed the system and determined that three of the cameras are in poor condition and need replaced. He presented options for replacement and an estimate of \$245.00 per camera and a \$65.00 service call to work on a fourth camera that he believes to only need repairs, for a total cost of \$800.00.

RES #14-263 A motion by Pat Artz seconded by Vince Coia to approve and open a PO to Detect Alarm Systems in the amount of \$800.00 for security system updates. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Fiscal Officer Pittman reported that the switch over to the new telephone service provider is in process and no troubles have been reported at this time.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

It was noted that the advertisement for PT seasonal labor was mistakenly reported under the legal section.

RES #14-264 A motion by Vince Coia seconded by Hank T. Gibson to resubmit advertisement for PT seasonal laborer through this weekend in the proper section of the newspaper. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-265 A motion by Vince Coia seconded by Hank T. Gibson to set the hourly rate for the PT seasonal laborer at \$9.00 per hour. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell Stephens, Road Dept. Supervisor had obtained an estimate for the purchase of add-on equipment for the Bobcat to do mowing at lots that were not in compliance with Zoning Regulations.

RES #14-266 A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO to Leppo Equipment in the amount of \$7,765.68 for a 12 x 16.5 Track Kit (S630, S650 w/ wheel spacer) with an 80" Brushcat (HF). From the Road Fund #2031-760-740-0000 . R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FIRE DEPARTMENT

Fire Chief Steve Bosso reported the following:

- Mike Evans is scheduled to come back to work from leave June 11, 2014.
- The power steering is not operating properly on the Chief's vehicle. He will ask the Road Dept. to make repairs.
- The estimate submitted by Portage Plant Maintenance for lighting in the bays that was previously approved will need to be changed. Bob Rummel reported that the LED lights that were quoted are not recommended by the manufacturer for that purpose. The Trustees asked that he submit a new estimate and it will be re-addressed.
- Brady Lake is potentially disbanding their Fire department and have approached Chief Bosso about the Township assuming fire coverage.
- The Plymovent system for exhaust ventilation in the building needs repairs and maintenance performed. Chief Bosso has obtained an estimate from Hastings in the amount of \$2,527.95 to perform the work.

RES #14-267 A motion by Hank T. Gibson seconded by Vince Coia to approve and open a PO to Hastings not to exceed \$2,600.00 split between the Building Fund #4901-760-720-0000 and Fire Fund #2111-760-720-0000 for repairs to the Plymovent system. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-268 A motion by Hank T. Gibson seconded by Pat Artz to approve and open a PO to Triad Fire Apparatus in the amount of \$525.00 for pump testing from the Fire Fund #2111-220-430-0000. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Inspector Jim DiPaola reported the following:

- He was notified by Regional Planning that more funds are available from the Moving Forward Grant so they have added a 12th property to the list for demolition and it is Parcel # 29-364-00-00-046-001 at 4354 Hayes Road, owned by Willie Head.
- The contractor performing the repair work to the Flagpole recently inspected the base of the structure. Their expected completion is still prior to the Balloon-A-Fair.
- It was noted that mowing on the properties where homes have been demolished is still the responsibility of the property owner. The fee for the Township to do the mowing is yet to be determined by the Road Supervisor.

RES #14-269 A motion by Pat Artz seconded by Hank T. Gibson to authorize Zoning Inspector Jim DiPaola to request an administrative warrant pursuant to R.C. 505.86 from Judge Enlow to inspect the property located at 3286 State Route 59 known as parcel #29-343-00-00-005-000. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

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

RES #14-270 A motion by Vince Coia seconded by Hank T. Gibson to suspend Regular session at 8:38 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-271 A motion by Vince Coia seconded by Hank T. Gibson to enter into Executive session at 8:38 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson, Pat Artz, and Fiscal Officer Gail Pittman.

The purpose of Executive Session was to discuss personnel matters.

RES #14-272 A motion by Pat Artz seconded by Hank T. Gibson to close Executive session at 9:26 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-273 A motion by Vince Coia seconded by Pat Artz to re-enter into Regular session at 9:26 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson, Pat Artz, and Fiscal Officer Gail Pittman.

The purpose of Executive Session was to discuss personnel matters. No action was taken.

FISCAL OFFICER

RES #14-274 A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO in the amount of \$1,000.00 to Attorney Chad Murdock for legal services from the General Fund #1000-110-311-0000. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-275 A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO in the amount of \$10,000.00 to Ravenna Oil for Diesel fuel split between the Fire Fund #2281-230-420-0000 and the Road Fund #2031-330-420-0000 R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Fiscal Officer wishes to fill the position of part-time Fiscal Officer Assistant.

RES #14-276 A motion by Vince Coia seconded by Hank T. Gibson to approve the Fiscal Officer to advertise for the position of part-time Fiscal Officer Assistant for 32-34 hours per week at \$11.00 to \$13.00/hour commensurate with experience. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-277 A motion by Vince Coia seconded by Hank T. Gibson to approve the hiring of Heather Flint temporarily for the Fiscal Officer Assistant at an hourly rate of \$11.50 until the position is filled. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-278 A motion by Pat Artz seconded by Hank T. Gibson to approve and open a PO to Heather Flint not to exceed \$2,000.00 for subcontract work as Fiscal Officer Assistant. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-279 A motion by Vince Coia seconded by Hank T. Gibson to approve and open a PO to Burnham & Flower in the amount of \$600.00 for Fidelity Bond for the subcontractor Fiscal Officer Assistant. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

AUDIENCE

Joseph Ferrell spoke with concerns about a local property owner doing work without permits. Zoning Inspector Jim DiPaola addressed the issue and stated that there were other zoning violations in addition to no building permits being obtained.

Frank Hairston thanked the Trustees and road department for cutting the grass at the ball field and noted that it looked very nice and arrangements have been made to keep it mowed. They are holding a community clean-up effort on June 21, 2014 at 10:00 a.m. at the ball field located in the McElrath community and he requested the Trustees support by placing a dumpster at the site. He also noted improvements in the McElrath and Skeels neighborhoods and the improved efforts for recreational activities. He requested an additional part-time seasonal help to paint the fire hydrants and weed around them and the signs. The Fire Chief addressed the hydrant issue stating that they are painted specific colors in accordance with regulation. The City of Ravenna is responsible for maintaining those hydrants and he would address those issues with them. The Trustees stated that they are in the process of hiring a part-time seasonal employee and would make sure that weeding is performed around those areas of concern. Mr. Hairston asked the Trustees again to reconsider hiring a second seasonal worker for this area. Mr. Hairston also reported that a Gospel Fest will take place at the ball field the second Saturday of the month and a flyer will be distributed. He left at 7:35 p.m.

RES #14-280 A motion by Vince Coia seconded by Pat Artz to allocate a dumpster for the ball field in the McElrath Community to be delivered Friday June 20th for the clean-up effort. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ben Singleton addressed the Board and first wanted to acknowledge the good work that the Road department does with snow removal and maintenance. He complained of flooding in the area of Roselawn. He stated that the water does not run off properly at the catch basin at the Vial property and therefore, backs up and floods the area. The Trustees noted that the catch basin is on private property and the property owner is responsible for maintenance. Trustee Coia stated that he would contact the Portage County Engineer to determine if there is an easement that would allow for maintenance. The remaining audience members left at 7:55.

ADJOURNMENT

RES #14-281 A motion by Pat Artz seconded by Vince Coia to adjourn the meeting at 9:26 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE