

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF OCTOBER 14, 2014**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on October 14, 2014. Trustee Chairman Vince Coia called the meeting to order at 7:00 P.M. Roll call showed the following present: Trustees Vince Coia, Pat Artz, and Hank T. Gibson; Fiscal Officer Gail Pittman; Department Heads Darrell Stephens, Jim DiPaola, and Fire Chief Steve Bosso; Assistant Fiscal Officer Nancy Soldan. Audience members were: Mr. & Mrs. Heiney of 6149 Short St, Ravenna; Mr. Gary Long of 3190 Menough Rd, Ravenna; Mr. Burt Pinney of 4543 Hayes Rd, Ravenna and two Deputies from the Portage County Sheriff's Department.

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

A motion by Hank T. Gibson seconded by Pat Artz to approve the minutes of the Work Session of September 30, 2014. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank T. Gibson seconded by Vince Coia to approve the minutes of the Regular Meeting of September 30, 2014. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the month of September, 2014 and found to be in good order. A motion by Hank T. Gibson, seconded by Vince Coia to accept the financial reports as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #14-379** A motion by Hank T. Gibson, seconded by Vince Coia to approve payroll warrants for October 17, 2014 in the amount of \$29,789.08 and other warrants in the amount of \$14,783.18 with warrants over \$1,000.00 being read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**  
**TRUSTEES**

The Board addressed Chief Bosso's letter regarding staffing tabled from the previous meeting. Chief Bosso stated that if the Firefighters are in training there are several functions they are not permitted by law to perform. Currently there are 25 Firefighters on the roster and he would like to hire an additional four (4) part-time firefighters. There was much discussion with regard to staffing alternatives and requirements.

Inspector DiPaola informed the Trustees that the concrete for the flagpole has been poured. October 20<sup>th</sup> is the projected day to assemble the rest of the flagpole tower.

**FISCAL OFFICER**

Medical Mutual enrollment status is currently moving forward. I inquired with our agent about the current Life, Vision, and Cobra administration plans and he is researching those. We still need employee enrollment forms to move forward.

The audit of 2013 records is about 90% complete. Currently, the auditors are waiting for us to respond to recent questions as well as a response about the Key account from the State Auditor.

The Village of Mantua sent over a letter attesting to the balance of sick leave at 73.65 hours accumulated for Andrew Lemley while employed there. In accordance with past practices, a motion is requested to allow him the use of the hours while employed at Ravenna Township.

**RES #14-380** A motion by Vince Coia, seconded by Hank T. Gibson to allow Andrew Lemley to carry forward into his Ravenna Township accumulated benefits, 73.65 hours of Sick

Leave earned, but not used while employed with the Village of Mantua. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Road Supervisor Darrell Stephens was present and reported the following:*

Darrell requested that there be a public notification that brush pickup will stop for the year on October 31, 2014. It is already on the website, so a press release will be done.

Trustee Artz discussed how some residents have been abusing the brush removal service and made a motion beginning next year that Residents be limited to two (2) piles measuring four (4) feet by eight (8) feet by eight (8) feet per year. Chairman Coia asked Darrell to review the current policy and recommend any changes. The motion was tabled at this time.

Currently the Road Department is making road repairs in the area of Westwood and Hidden Brook.

Darrell informed the Board that no signs have, as yet, been received from the grant money, only the nuts and bolts to put them up.

The Road Department trucks are all prepped and ready for this coming winter, except for the new truck that is still at Henderson being prepared.

### **FIRE DEPARTMENT**

*Fire Chief Steve Bosso was present and reported the following:*

Brad Benich turned in his resignation as part-time firefighter/paramedic, because he could no longer commit to the minimum hours as set forth by the CBA and township policies. He has previously satisfied his tuition pay-back commitment for paramedic school in 2013 and therefore, does not owe Ravenna Township any funds.

**RES #14-381** A motion by Hank T. Gibson, seconded by Vince Coia to accept the resignation of Brad Benich as part-time firefighter/paramedic effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Chief Bosso informed the Board that he has denied the grievance submitted by the Ravenna Township Firefighters IAFF Local 4201 in regards to the changing of health insurance providers.

Heather Sweitzer was injured in April 2010 while working in Alabama on a FEMA assignment and needed medical care. She was advised to file the claim with Workers Compensation. They denied the claim. Chief Bosso recalls that at the time, the Trustees agreed to pay for this claim. Heather told Chief Bosso that this claim is still unpaid and is on her credit report. Fiscal Officer Pittman checked the minutes from meetings back in 2010 and checked the files and there is no mention of the Trustees agreeing to cover the claim and no record of payment. It is believed that resolution of this claim fell through the cracks. At this time, Chief Bosso respectfully requests that the Trustees pay this claim on her behalf since she was on the job at the time and it is too late to file any claims with the group health insurance provider.

**RES #14-382** A motion by Pat Artz, seconded by Hank T. Gibson to approve payment of this claim and approve and open a Then & Now PO in the amount of \$631.00 to Springhill Emergency Physician from the Fire Fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola was present and reported the following:*

We were informed by Regional Planning on October 6, 2014 that Portage County has been awarded \$95,000.00 in Moving Ohio Forward Part III funds. This may fund 7 to 8 demolitions. The demolitions must be completed by December 31, 2014. Two addresses have been submitted as listed below. Fiscal Officer Gail Pittman announced that this Moving Ohio Forward Grant is a County Grant and, therefore is not required to be reported on the Township's books.

The property owners of 6430 Wall Street signed the voluntary demolition consent form with Portage County Regional Planning. Robert Helmling Excavating will do the demolition. No further actions or any funds are required from Ravenna Township.

The property owners of 5696 Lakewood Road signed the voluntary demolition consent form with Portage County Regional Planning. Robert Helmling Excavating will do the demolition. No further actions or any funds are required from Ravenna Township.

The property owners of 7545 St. Rt. 88 were sent a letter making them aware of the Moving Ohio Forward Part III funds that were available for them. As of this report date no reply has been received.

The violation at 2780 Summit Road has been corrected.

The violation at 5486 Fairhill Drive has not been corrected within the ten (10) days as specified by the Prosecutor. The Prosecutor will need to set a court date.

Inspector DiPaola requested that the Trustees vote to approve the following changes as written to the current Ravenna Township Zoning Code.

**RES #14-383** Pat Artz moved the adoption of the following resolution:

WHEREAS, Ravenna Township Zoning Commission has approved and recommended a change to the Ravenna Township Zoning Code as follows:

**Section 620.04:**

D. Restoration of Damaged Nonresidential Building or Structure

E. Restoration of Damaged Residential Structure

If a nonconforming residential structure is damaged or destroyed by any means, it may be replaced by a new residential structure which conforms to the current setbacks for the zoning district where the nonconforming residential structure is located and shall be a minimum size of 1,100 square feet.

F. Moving of Structures

If any nonconforming building/structure is moved, it shall be required to conform to the requirements for the district in which it is to be located.

WHEREAS, The Ravenna Township Trustees believe that adoption of this change is in the best interest of the Township and provides for a more consistent and fair Zoning Code. A public hearing was held and there were no objections to the change.

RESOLVED The Township shall adopt the change to the Ravenna Township Zoning Code Section 620.04 as stated..

Hank T. Gibson seconded the motion and the roll call on the question of its adoption was as follows:

Hank T. Gibson - YES; Vince Coia – YES; Pat Artz - YES

Adopted: October 14, 2014

**NEW BUSINESS**  
**TRUSTEES**

Four resumes have been received for the position of Records Retention Officer. Copies were distributed to the Trustees for their review and interviews will be set for a later date after the Trustees have had an opportunity to review the resumes.

**FISCAL OFFICER**

Financial reports were distributed to Department Heads and Trustees in Excel format.

**RES #14-384** A motion by Vince Coia, seconded by Pat Artz to approve and accept the Anthem Provider agreement for EMS Services provided. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES #14-385** A motion by Pat Artz, seconded by Vince Coia to approve the following PO's and one BC. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

- a. #131-2014 in the amount of \$3000.00 to City of Ravenna Fire Department for projected additional dispatching fees for 2014 from Fund #2111-220-360-0000.
- b. #132-2014 in the amount of \$700.00 to Sarchione Ford for repairs to the Fire Chief's vehicle from Fund #2111-760-750-0000.
- c. #133-2014 in the amount of \$173,000.00 to Medical Mutual of Ohio for Group Health insurance for the 11.01.2014/15 contract year from General, Fire and Road Funds.
- d. #134-2014 in the amount of \$12,000.00 to Superior Dental Care for Dental insurance for the 11.01.2014/15 contract year from General, Fire and Road Funds.
- e. #135-2014 in the amount of \$1000.00 to CarQuest Auto Parts Stores for misc. small parts for the Fire Department vehicles when the purchases fall into the requisition authorization category from the Fire fund.
- f. #136-2014 in the amount of \$1000.00 to CarQuest Auto Parts Stores for misc. small parts for the Road Department vehicles when the purchases fall into the requisition authorization category from the Road fund.
- g. #137-2014 through #154-2014 in the amount of \$200.00 each for a total of \$3,600.00 to Levinson's Uniforms for uniform allowance for part-time firefighters in accordance with CBA from the Fire fund #2111-220-251-0000 see list for names.
- h. BC #55-2014 in the amount of \$2000.00 for Road Department small tools from the Road Fund #2031-330-340-0000.

A motion by Vince Coia seconded by Hank T. Gibson to approve and accept the September, 2014 bank reconciliation report as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Fiscal Officer Pittman presented revisions to the revenue and appropriation budgets for 2014 based on more current information than was used when the budgets were initially established.

**RES #14-386** A motion by Vince Coia, seconded by Hank T. Gibson to revise the appropriations budget for 2014 for the selected funds. The new appropriation for those funds is as follows: Fund #2011 \$120,000.00; #2031 \$600,000.00; #2111 \$890,000.00; #2181 \$58,000.00; #2281 \$238,000.00; #2401 \$189.00; #2402 \$1,350.00; #2403 \$2,600.00; #2404 \$1,900.00; #2405 \$1,600.00; #9751 \$1,387.86. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES #14-387A** A motion by Vince Coia, seconded by Hank T. Gibson to revise the revenue budget for 2014 for selected funds. The new revenue budget for those funds is as follows: Fund

#2011 \$45,000.00; #2111 \$668,000.00; #2181 \$43,900.00; #2281 \$208,000.00; #2401 \$94.54; #2402 \$391.99; #2403 \$993.68; #2404 \$661.74; #2405 \$567.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Fiscal Officer Gail Pittman requested a motion to authorize transfer of all funds in the Chase Checking account ending in #595 in to the Township's Chase operating account and close the Chase account ending in #595. This transfer and a fund adjustment must be performed before the audit can be completed.

**RES #14-388** A motion by Pat Artz, seconded by Vince Coia to approve transfer of the balance in the account from the Chase Account #595 to the Chase Account #163; close account #595; and authorize a fund adjustment to bring this account on to the Township books in the General Fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Fiscal Officer Gail Pittman requested authorization to do a fund adjustment to bring the Key Bank account balance on to the Township books in the General Fund. She requested that the bank account remain open until later in the year. She also requested the Trustees consider establishing a reserve account from the General Fund for the purposes of setting aside the \$17,000.00 previously authorized for the Moving Ohio Forward Grant matching funds. She also asked the Trustees if they wish to place permanent restrictions on the remaining funds coming from this bank account and repayments of all future revolving loan funds. The Trustees decided to use the difference coming from that bank account to replenish the General Fund for the monies needed to demolish the Blackhorse Tavern. At this time the Trustees decided to table placing any further restrictions on the Funds.

**RES #14-389** A motion by Pat Artz, seconded by Hank T. Gibson to authorize a fund adjustment to bring the balance of the Key bank account in to the Township Treasury and in the General Fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #14-390** Pat Artz moved the adoption of the following resolution:  
WHEREAS, Ravenna Township participates in the Moving Ohio Forward Grant program, a County grant.

WHEREAS, Participation in this grant program may require the Township to expend matching funds in the amount of \$17,000.00

WHEREAS, The Township wishes to set aside the funds from the General Fund in case they are needed so that they are not mistakenly expended for another purpose.

RESOLVED The Township shall establish a Reserve Fund as provided for by ORC 5705.132 from the General Fund for the purpose of providing for the matching funds necessary to participate in the Moving Ohio Forward Grant. The Reserve Fund shall exist for a period of five (5) years starting in 2014 and ceasing to exist in 2019. The maximum fund amount will be \$17,000.00, with the full amount funded in 2014 and no additional funding throughout the Reserve Funds' existence.

Hank T. Gibson seconded the motion and the roll call on the question of its adoption was as follows:

Hank T. Gibson - YES; Vince Coia - YES; Pat Artz - YES

Adopted: October 14, 2014

**RES #14-391** A motion by Hank T. Gibson, seconded by Vince Coia to approve and open a PO in the amount of \$600.00 to Steve Bosso, for travel reimbursement. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employee performance problems.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:50 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank T. Gibson to enter into Executive session at 8:51 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

A motion by Pat Artz, seconded by Vince Coia to close Executive session at 9:10 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia to re-enter into Regular session at 9:11 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

The purpose of the Executive Session was to discuss employee performance problems.

Fiscal Officer Pittman requested a motion to terminate the employment of Nancy Soldan as Assistant Fiscal Officer effective October 17, 2014.

**RES #14-392** A motion by Vince Coia, seconded by Hank T. Gibson to terminate the employment of Nancy Soldan effective October 17, 2014. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **AUDIENCE**

Mr. Heiney inquired about the recycling bins and the person making a mess around the area. He complained about parties who bring trash bags to the bins, and sit in the parking lot going through the bags and sorting out the recycling. They are here multiple times in a single day and sometimes during the middle of the night. Sometimes they pick up their trash and sometimes they do not. He was advised that the Portage County Sheriff's Department has been here on several occasions regarding this problem. They will be placing more cameras in the area to monitor the situation and will issue citations as appropriate.

Mr. Long has the same concerns about the recycling bins as does Mr. Heiney. He has stated that they have been a mess for the past 6-8 months and is pleased the Trustees are making efforts to stop the illegal dumping.

Mr. Pinney stated that he spoke to the Prosecutor and is now inquiring about the status of three pending cases of zoning violations with Hayes Road residents. Trustee Artz reiterated that it takes a long time, sometimes years, to get these cases through the court system and there is nothing that we can do to expedite the process.

Two Portage County Sheriff Deputies arrived at the end of the audience section and updated the Trustees about the efforts to stop the illegal dumping.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank T. Gibson to adjourn the meeting at 9:15 p.m.  
R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIRMAN

\_\_\_\_\_  
TRUSTEE

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

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TRUSTEE