

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF OCTOBER 28, 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 28, 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, Fire Chief Steve Bosso, and Zoning Inspector Jim DiPaola; Audience members were: Chad Murdock, Attorney.

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 Public Hearing of October 14, 2014. 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 approve the minutes of the Regular Board Meeting of October 14, 2014. 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 approve the minutes of the Special Board Meeting of October 21, 2014. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of October 14, 2014 and found to be in good order. A motion by Vince Coia, seconded by Hank T. Gibson to accept the financial reports as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #14-393** A motion by Hank T. Gibson, seconded by Vince Coia to approve payroll warrants for October 31, 2014 in the amount of \$32,063.59 and other warrants in the amount of \$31,616.93 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

The Flagpole is back up and Rummel Electric is working on putting up the lights. The fence is still being completed. The City will put the dirt back when all is finished. Peggy DiPaola is hoping for the completion ceremony to take place on Veteran's Day.

**FISCAL OFFICER**

Fiscal Officer Pittman requested that the Trustees rescind Resolutions #14-386 and #14-387 that were approved at the October 14, 2014 meeting so that corrected amounts can be submitted and approved at a later date.

**RES #14-394** A motion by Vince Coia, seconded by Hank T. Gibson to rescind Resolutions #14-386 and #14-387 in full. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

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

Fiscal Officer Pittman was asked to complete the full Issue II application. She has no previous records and requested that Darrell Stephens give her the files so that she knows what was

previously submitted. Darrell agreed and added that Tina Hutchinson from the Portage County Engineer's office would be a good resource for information in completing the final application.

Darrell requested a purchase order for Winter Equipment in the amount of \$299.57 for parts for the snow plow. Since the amount was under the threshold required for a PO and there was a BC available, a requisition was completed and signed.

Darrell reported that a culvert pipe collapsed on Fairhill Drive so they replaced it as well as a catch basin close by that was in bad shape.

The signs from the sign grant will be delivered tomorrow.

The Board of Elections has notified him to drop off tripods at the polling locations and that will be done. It was noted that the Township building is no longer a polling place and those residents must go to Immaculate Conception Parish Hall at 251 West Spruce Street in the City.

Darrell also noted that the air compressor is still cycling too quickly and he asked Fire Chief Steve Bosso if there were any more leaks in the fire bays. They discussed and agreed on a plan to replace the old valves and regulators and see if that fixes the problem. If not, they will keep looking for leaks and repair them as they are found. Trustee Gibson stated that there may be more OTARMA grant money to help with the repairs and they should apply again.

### **FIRE DEPARTMENT**

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

Chief Bosso reported that firefighter Bill Sagaser is working on miscellaneous maintenance items for the fleet, like light bulb replacement and such. He will also work with Darrell to narrow down the air leaks.

Steve also reported that we should see the payroll going down as hours are coming into line with the policy. He currently has three people in a background check status for the part-time positions. Steve and Trustees discussed staffing needs and options regarding part-time and full-time firefighters.

### **ZONING DEPARTMENT**

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

The residential structures at 6430 Wall Street and 5696 Lakewood Road will be demolished by Robert Helmling Excavating and will be paid with Moving Ohio Forward Part III grant funds. These are voluntary demolitions requested by the property owners and resolutions ordering demolition are not required. The cost for demolition of the properties is \$9,300.00 and \$8,700.00 respectively.

The property owners of 7545 State Route 88, David Mix, have not corrected the zoning and property maintenance code violations and Zoning Inspector DiPaola requested a resolution to forward to the Prosecutor for further action.

**RES #14-395** A motion by Pat Artz, seconded by Vince Coia to forward the zoning and property maintenance code violation complaint to the Portage County Prosecutor to enforce compliance on Parcel #29-110-10-00-028-00 located at 7545 State Route 88, owned by David Mix. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The property owners of 3359 State Route 59, Scott Nelson, and his tenant Blackhorse Automotive have refused to comply with the order to correct zoning code violations and Zoning Inspector DiPaola requested a resolution to forward to the Prosecutor for further action.

**RES #14-396** A Motion by Pat Artz, seconded by Vince Coia to forward the zoning code violation complaint to the Portage County Prosecutor to enforce compliance on Parcel #29-308-20-00-165-000 located at 3359 State Route 59, owned by Scott Nelson, tenant known as Blackhorse Automotive. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Portage County Prosecutor has filed complaints in Common Pleas Court against David Lash, the owner of 5486 Fairhill Drive and Tom Campbell, the owner of 6214 Morgan Road as previously requested. As of today, no court date is set.

The property owner at 4575 Hayes Road, Kevin Colbourne, has removed the trash in front of the house and the burned out mobile home frame has been cut up for scrap and removed. The Prosecutor was notified of this partial correction. The court case is still pending.

A status hearing was held on October 22, 2014 for 4514 Hayes Road. The owner, Sam Ferris, has brought the property into compliance and he was fined court costs. This case took three (3) years to get compliance.

The updated zoning code changes have been distributed to the Trustees, BZA, and Zoning Commission. The changes will be filed with the Portage County Recorder's office this week.

Trustee Coia asked Zoning Inspector DiPaola to check the property on Summit Road where there were previous complaints for compliance.

Trustee Artz asked about putting up a sign that notifies the public about Township events. It was noted that electronic signs cost about \$20,000 and the trustees will consider other options.

Jim also spoke to Todd Peetz about the updated Land Use Plan and requested that he bring the changes to the Trustees prior to the last meeting in November.

## **NEW BUSINESS** **TRUSTEES**

The Trustees noted the next regular meeting is scheduled for Veterans Day.

A motion by Vince Coia, seconded by Pat Artz, to change the date of the next regularly scheduled Trustee meeting from November 11, 2014 to November 12, 2014 and to change the date of the regularly scheduled meeting of December 23, 2014 to December 22, 2014. Both meetings are still to be held at 7:00 pm at 6115 Spring Street in the Trustee meeting room. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pursuant to R.C. 121.22(g) Executive Session was requested to consult with legal counsel regarding the union grievance.

A motion by Vince Coia, seconded by Pat Artz to suspend regular session at 7:52 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank T. Gibson, seconded by Pat Artz to enter into executive session at 7:52 pm. 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, Fiscal Officer Gail Pittman, and legal counsel Chad Murdock.

A motion by Vince Coia, seconded by Hank T. Gibson, to close executive session at 8:24 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 re-enter regular session at 8:24 pm. 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, Fiscal Officer Gail Pittman, and legal counsel Chad Murdock.

It was noted that the grievance filed by union members of IAFF Local 4201 has been rescinded and the Trustees should expect a formal letter from the union very soon.

A motion by Vince Coia, seconded by Pat Artz, to move forward with health insurance contract changes already in progress. In addition, the Trustees will consider the Unions requests and look forward to their fact finding results and working with the Union to resolve their concerns. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

*Fiscal Officer Pittman was present and the following was reported.*

Financial reports as of this meeting have been distributed to department heads and Trustees in Excel format as usual.

The Portage County Health Department third quarter report has been received and is available for viewing in the Fiscal Office.

Portage Park District Foundation has written requesting a donation because their tax dollars will not be received until March 2015. The Trustees declined to make a donation at this time.

There is a Veterans Day Observance service at the Portage County Courthouse Lawn at 11:00 am on November 11, 2014.

A supplemental report was distributed to the Trustees listing EMS accounts that LifeForce suggests be sent to collection.

**RES #14-397** A motion by Hank T. Gibson, seconded by Vince Coia to approve and accept the disposition of EMS accounts according to the recommendation of LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Interviews for the Assistant Fiscal Officer have been completed and I have selected Jonathan Summers to fill the position and recommend that he be appointed Ravenna Township Records Retention Officer as well.

**RES #14-398** A motion by Vince Coia, seconded by Hank T. Gibson to approve the hiring of Jonathan Summers as full-time Assistant Fiscal Officer under ORC 507.021 working 40 hours a week at a rate of \$15.00 per hour and afforded the benefits of a full-time employee of Ravenna Township. Employment is to start as soon as possible. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #14-399** A motion by Hank T. Gibson, seconded by Vince Coia to appoint Jonathan Summers as Ravenna Township Records Retention Officer upon the start of his employment. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #14-400** A motion by Hank T. Gibson, seconded by Vince Coia to approve the following PO's and BC's:

1. Then & Now #155-2014 in the amount of \$1933.89 to Portage County Hazmat Team for 2014 support for Hazmat Team from Fund #1000-110-319-0000
2. #157-2014 in the amount of \$495.00 to Dix Communications for advertising from the General Fund # 1000-110-345-0000
3. #158-2014 in the amount of \$700.00 to the Akron Beacon Journal for advertising from the General Fund #1000-110-345-0000
4. #159-2014 in the amount of \$100.00 to Spok, Inc. for Fire Dept pagers from the Fire Fund #2111-220-341-0000 ( the current PO will be a little short for the year)

- 5. #160-2014 in the amount of \$2000.00 to Allied Corporation for road repair materials from the Road Fund #2031-330-323-0000
- 6. BC #56-2014 in the amount of \$1,200.00 for motor vehicle repairs from the Fire Fund #2111-760-750-0000
- 7. #161-2014 in the amount of \$1,570.00 to Firehouse Software for 2015 EMS Billing software renewal from Fire Fund #2281-230-319-0000
- 8. #162-2014 in the amount of \$800.00 to Warren Fire Equipment for fire extinguisher testing for the entire building from Fire Fund #2111-220-490-0000  
R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Fiscal Officer Pittman made the Trustees aware that the Village of Brady Lake still has not paid their bill in full. The last payment was a partial payment in August. At this time, they owe us \$15,000.00 for EMS services rendered. She also added that the local newspaper reported that the Village wanted to utilize the City of Kent for their EMS services. To date, no official notification of the cancellation of their contract with Ravenna Township has been received by the Trustees, Fiscal Officer, or Fire Chief. The contract calls for 120 days advance notification of cancellation. There are additional specific notifications that must be made to transfer over their EMS dispatch, which also has not been done. Trustee Artz stated she would call Ethel about the remaining balance. Trustee Gibson stated he would call the Prosecutor about the legal status.

**AUDIENCE**

There were no audience members present

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank T. Gibson to adjourn the meeting at 8:32 p.m.  
R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIRMAN

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE