

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF NOVEMBER 12, 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 November 12, 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 and Fire Chief Steve Bosso; Assistant Fiscal Officer Jon Summers. Audience members were Joe Bica Jr, Ravenna City Mayor.

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

A motion by Vince Coia seconded by Hank T. Gibson to approve the minutes of the Regular Meeting of October 28, 2014. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of October 28, 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 #14-401 A motion by Vince Coia, seconded by Hank T. Gibson to approve payroll warrants for November 14, 2014 in the amount of \$42,110.81 and warrants in the amount of \$24,349.16 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

Pat Artz asked Inspector Jim DiPaola whether there were any updates about area development. Inspector DiPaola responded that there was nothing new to report. Pat Artz will explore options for attracting cell phone/internet towers in the township.

Vince Coia announced the flag pole project is nearing completion.

FISCAL OFFICER

RES #14-402 A motion by Hank T. Gibson, seconded by Vince Coia to approve the following revisions to the appropriation budget: Fund #2011 \$120,000.00; #2021 \$140,000.00; #2031 \$525,000.00; #2111 \$850,000.00; 2181 \$57,000.00; #2281 \$238,000.00 #2401 \$189.00; #2402 \$1,350.00; #2403 \$2,600.00; #2404 \$1,900.00; 2405 \$1,600.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Chris Meduri from the Prosecutor's office sent a collection letter to Brady Lake on November 6, 2014 for EMS services already provided. At this point we have received no additional payments or cancellation letter.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was present and reported the following:

A resume was received from Sandra Regallis for a Road position. It was directed that a letter should be sent to her stating that there are no current job openings at this time but her resume will be kept on file.

The Issue II Round 29 was completed and turned in today, prior to the deadline.

Darrell and Ray went down to Bucyrus last Friday and checked on the new truck. It should be here within the next two weeks. All other trucks are ready for winter. Hank T. Gibson inquired about salt inventory and usage. Darrell stated we have about 300 tons in stock. Fiscal Officer Pittman stated the need to obtain a PO for additional purchase of road salt at this time.

RES #14-403 A motion by Vince Coia, seconded by Hank T. Gibson to approve a PO not to exceed \$21,000 from the City of Ravenna for the purchase of road salt from the Road Fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Street signs are coming in and will be installed in areas where they are missing.

Darrell will be on vacation December 19th through December 27th, 2014.

FIRE DEPARTMENT

Fire Chief Steve Bosso was present and reported the following:

Steve will work with Firehouse and Quality IP to get remote backups done.

Steve has accepted a full-time Assistant Fire Chief position at Twinsburg and will be here on a flex basis until his position here can be filled.

RES #14-404 A motion by Hank T. Gibson, seconded by Vince Coia to approve PO#164-2014 to Hodges Marine Electronics in the amount of \$1,500 for the purchase of two Mustang ice rescue suits from the Fire Fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Steve is putting together a manual of procedures for his department.

Heather Sweitzer is in charge of making sure the necessary drug license is renewed by March, 2015.

Steve is working on FEMA grant approval for next year.

Pat Artz inquired about the fees for various fire services. Steve has a large file already with suggested fees for the different services and will give the information to the Fiscal Officer.

Steve has 3 interviews on Tuesday for part-time firefighters.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

He has met with Todd Peetz of Portage County Regional Planning and reviewed the rough draft of our Land Use Plan. The final draft will be made available to the Trustees for their review. Todd Peetz will be attending the November 25, 2014 to answer any questions prior to the Trustee's adoption of the revised Land Use Plan.

Due to the upcoming Thanksgiving holiday, the next JEDD meeting date has not been finalized.

He presented the monthly zoning permit report for the month of October, 2014.

NEW BUSINESS

TRUSTEES

Fire Chief Steve Bosso's letter regarding the transition period of his position was submitted. There is no effective date of resignation stated and is dependent upon when his replacement can be hired.

The Trustees received the report from the Full Time Union regarding the proposal for additional staff and are considering the information.

EXECUTIVE SESSION

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employment issues regarding the Fire Chief position and the Fire Department.

A motion by Vince Coia, seconded by Hank T. Gibson to suspend Regular session at 8:05 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 8:06 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, Fiscal Officer Gail Pittman, Asst. Fiscal Officer Jon Summers and Mayor Joe Bica.

A motion by Vince Coia, seconded by Hank T. Gibson to close Executive session at 9:02 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 into Regular session at 9:02 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, Fiscal Officer Gail Pittman, Asst. Fiscal Officer Jon Summers and Mayor Joe Bica.

The purpose of the Executive Session was to discuss employment issues regarding the Fire Chief position and the Fire Department.

No action was taken.

FISCAL OFFICER

Financial reports in Excel format will be distributed tomorrow to all department heads and Trustees.

RES #14-405 A motion by Hank Gibson, seconded by Vince Coia to approve the release of Fire Loss Funds in the amount of \$13,960.00 to residents Gary & Kimberly Vojtkofsky pursuant to release from Fire Chief Steve Bosso and Zoning Inspector Jim DiPaola. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-406 A motion by Vince Coia, seconded by Hank Gibson to approve electronic payment voucher #812-2014, a direct disbursement in the amount of \$243.24 of Key Bank fees for 2014 through October 31, 2014 from the NDS account paid with BC #31-2014. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-407 A motion by Hank Gibson, seconded by Vince Coia to approve the Life Force patient account disposition listed on the attached report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #14-408 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- a. PO#163-2014 in the amount of \$1,400 to Levinson's Uniforms for uniforms and boot reimbursements not covered under individual PO's from Fund #211-220-251-0000
- b. BC's 58-2014, 59-2014, 60-2014 and 61-2014 for a total of \$955.00 issued to refund OPERS withheld in error on terminated employee payouts of benefits and to adjust for employer overpayment. Grand total of actual adjustment is \$305.05 for employees and \$427.07 for employer.

RES #14-409 A motion by Pat Artz, seconded by Vince Coia to set the maximum amount in Petty Cash for the Zoning cash change till at \$50.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Fiscal Officer Pittman gave an update on the progress of the 2013 audit. The fieldwork is complete and the audit report is anticipated by the end of the week. The State Auditor has not yet responded as to how to handle the audit area of the NDS account and loan fund. Additional compliance work may be needed for the 2013 audit for this area. An exit conference will be scheduled as soon as Gail is notified by the auditors.

AUDIENCE

There were no additional comments.

ADJOURNMENT

A motion by Vince Coia seconded by Hank Gibson to adjourn the meeting at 9:25 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE