

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF NOVEMBER 25, 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 25, 2014. Trustee Chairman Vince Coia called the meeting to order at 7:00 P.M. Roll call showed the following present: Trustees Vince Coia and Pat Artz; Fiscal Officer Gail Pittman; Department Heads Darrell Stephens and Fire Chief Steve Bosso; Assistant Fiscal Officer Jon Summers. Audience members were Peggy DiPaola, Todd Peetz, Corey Robertson and Mark Chapple. Trustee Hank Gibson was not present.

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

A motion by Vince Coia seconded by Pat Artz to approve the minutes of the Regular Meeting of November 12, 2014. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

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

RES #14-410 A motion by Vince Coia, seconded by Pat Artz to approve payroll warrants for November 28, 2014 in the amount of \$42,835.30 and warrants in the amount of \$23,947.52 with warrants over \$1,000.00 being read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

Todd Peetz from Portage County Regional Planning presented a report and package of maps which had been previously distributed to the Trustees and discussed chapters 4 and 5. Todd had a lot of questions about specifics to be added or changed to the report and reviewed each section with the Trustees. In chapter 5, page 7, he suggested considering adding a density bonus criteria. He also suggested developing a pamphlet or educational brochure about the township which could discuss upcoming changes in things like Health Dept. guidelines. Pat Artz inquired about fracking and who has jurisdiction, Todd noted in that instance it was the State.

Todd said the last update to the Land Use Plan was 10 years ago and suggested that periodic reviews and changes would be advantageous as issues presented themselves. He discussed the coordination of efforts on moving forward and offered to do an electronic survey and holding a public hearing after the upcoming holidays. Todd will pick the date of the public hearing and coordinate it with Jim DiPaola. The Trustees agreed with Todd's suggestions on the changes and could think of nothing else to add or change but noting the key to land use development would be getting water and sewer in the western portion of the township.

Peggy DiPaola discussed the lighting of the flagpole and presented a list of dates for special lighting events celebrating national and township holidays. Programming of the lights is done for 3 years and additional programming is estimated at \$85/hour would probably take 2-3 hours.

RES #14-411 A motion by Vince Coia, seconded by Pat Artz to allow the Friends of the Flagpole to schedule the lighting events and choose the structural lighting colors. R/C: Mr. Coia, yes; Mrs. Artz. Motion Passed.

RES #14-412 A motion by Vince Coia, seconded by Pat Artz to place a Saturday and Sunday advertisement in the Record Courier for the Fire Chief position. Applications must be received in the administration office no later than noon on Monday, December 8th, 2014. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

FISCAL OFFICER

Nothing has been heard from Brady Lake regarding EMS services already provided – no payments and no official cancellation notice.

The vision insurance plan is up for renewal at January 1, 2015. John Dalziel says he cannot get us a better price than our current provider, OTARMA, and recommends we renew with our Vision Service Plan who is offering a two year renewal at the same premium rates and same benefits.

Also, the life insurance plan is up for renewal at January 1, 2015. Mutual of Omaha has offered the same premium rates and same benefits for a two year renewal. However, we currently have 8 people signed up for voluntary additional life insurance coverage and we need 10 to keep this component. Notifications will be sent out to current eligible employees giving them the opportunity to purchase voluntary benefits prior to the renewal.

RES #14-413 A motion by Vince Coia, seconded by Pat Artz to approve and accept the vision insurance plan contract with VSP for two years commencing January 1, 2015 at the same rates as the prior contract through OTARMA. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

RES #14-414 A motion by Vince Coia, seconded by Pat Artz to approve and accept the life insurance plan contract with Mutual of Omaha for two years commencing January 1, 2015 at the same rates as the prior contract. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

The 2013 Audit exit conference is scheduled for December 3, 2014 at 10:00 a.m.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was present and reported the following:

The new truck should be delivered this week. The company doing the work has missed several previous target dates for delivery, so he is hopeful this one will be kept.

104 tons of salt was purchased. We used a lot with that storm last week and the ice storm on Saturday. We will be picking up brush this week from all the downed limbs and trees.

FIRE DEPARTMENT

Fire Chief Steve Bosso was present and reported the following:

Heather's old workers comp. claim from 2011 has been removed from her credit report and the matter is considered resolved.

RES #14-415 A motion by Vince Coia, seconded by Pat Artz to hire Corey Robertson to the position of part- time firefighter paramedic, effective immediately at a starting pay rate of \$11.96 per hour. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Steve introduced Corey and will be hiring 2 additional part timers. Ben Rahe is coming back from leave. So staffing in this area should be at a normal level soon.

Trustee Artz inquired about protocols and standard operating procedures in the fire and EMS areas. Steve responded that when Robinson Memorial Hospital goes under United Health we will have new protocols. He also stated that the medic protocols from the hospitals are the same but the fire SOP's are different for each jurisdiction.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

Judge Enlow granted our motion for default judgment against Thomas Campbell at 6214 Morgan Rd for being in violation of the zoning code for his junk motor vehicles. Mr. Campbell has

until December 15, 2014 to correct the violation, after which he will be fined \$100.00 per day for each day the violation continues to exist.

Jim met with Kim Cecora, City of Ravenna Finance Director, to discuss the JEDD and associated finances. Ravenna City will no longer have a tax department starting in 2015 as they are switching over to RITA for tax department administration. Mr. Cecora will check with Tallmadge to see how they set up the Brimfield-Tallmadge JEDD.

Our JEDD planning is progressing and will be sending out letters soon.

Jim will check out whether the wires have been moved yet at Peck Rd. and State Rt. 88.

RES #14-416 A motion by Vince Coia, seconded by Pat Artz to authorize the filing of a complaint with PUCO if the wires have not been moved. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

NEW BUSINESS **TRUSTEES**

A liquor license transfer from Convenient Marketplace to Pischeras Farm at the location of 3011 State Route 59 was received and discussed.

RES #14-417 A motion by Pat Artz, seconded by Vince Coia to not oppose the transfer. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

FISCAL OFFICER

Financial reports in Excel format was distributed to all department heads and Trustees.

FCC license renewal for the service department was completed November 14, 2014 by Jon.

RES #14-418 A motion by Vince Coia, seconded by Pat Artz to approve the October 2014 bank reconciliation as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

RES #14-419 A motion by Pat Artz, seconded by Vince Coia to approve the following PO's and BC's:

- a. PO#171-2014 in the amount of \$5,000.00 to Comdoc for contract year starting December 1, 2014 including any overages from General Fund # 1000-110-360-000.
- b. PO#166-2014 in the amount of \$1,400.00 to Allstate of Youngstown for the repair of the fuel injector on vehicle 2411 from the Fire Fund.
- c. PO#167-2014 in the amount of \$1,300.00 to Ravenna Oil Co for the purchase of two barrels of oil from the Road Fund.
- d. PO#168-2014 in the amount of \$1,300.00 to Defer Tire for the purchase of 4 tires for one of the road vehicles from the Road Fund.
- e. PO#169-2014 in the amount of \$3,000.00 to Chase Bank for 2014 bank settlement fees from the General Fund

RES #14-420 A motion by Pat Artz, seconded by Vince Coia to amend RES #14-409 to state that the maximum amount of the combined Petty Cash and Fee Box for Zoning is \$100.00 R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

RES #14-421 A motion by Pat Artz, seconded by Vince Coia to hire back Becky Dix for no more than 20 hours at her former rate of pay to train Jon Summers in requirements for Records Retention. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

RES #14-422 A motion by Vince Coia, seconded by Pat Artz 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. Motion Passed.

AUDIENCE

Mark Chapple inquired about the Fire Chief Position and application process.

ADJOURNMENT

A motion by Vince Coia seconded by Pat Artz to adjourn the meeting at 9:09 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE