

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JANUARY 6, 2015**

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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 January 6, 2015. Trustee Vince Coia called the meeting to order at 7:24 P.M. Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson, and Pat Artz; Fiscal Officer Gail Pittman; Department Heads Zoning Inspector Jim DiPaola, Fire Chief Steve Bosso and Assistant Fiscal Officer Jon Summers. Road Superintendent Darrell Stephens was not present.

Fiscal Officer Gail Pittman announced the chair vacant and open for nominations.

Trustee Pat Artz nominated Hank Gibson for the position of Chairman.

A motion by Pat Artz and seconded by Vince Coia to elect Hank Gibson as Chairman for 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Trustee Pat Artz nominated Vince Coia for the position of Vice-Chairman.

A motion by Pat Artz, seconded by Hank Gibson to elect Vince Coia as Vice Chairman for 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Responsibilities for Trustees were discussed and decided as follows:

Hank Gibson - Fire Department  
Pat Artz - Zoning  
Vince Coia - Road Department

A motion by Vince Coia seconded by Hank Gibson to approve the minutes of the Special Board Meeting of December 30, 2014. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia seconded by Hank Gibson to approve the minutes of the Regular Meeting of December 22, 2014. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Trustee Hank T. Gibson announced the correspondence book was present and available for public viewing.

A motion by Vince Coia, seconded by Pat Artz to approve payroll warrants for January 9, 2015 in the amount of \$43,127.17 and other warrants in the amount of \$16,432.67 with warrants over \$1,000.00 being read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Fiscal Officer Gail Pittman announced the financial reports and the updated cash analysis report for the fire department are not available at this time due to the process of closing the books for 2014 and opening the books for 2015. They will be presented at the next regular meeting.

**PERSONNEL**

**RES #15-001** A motion by Vince Coia, seconded by Pat Artz to rehire the following employees at the noted pay rates for 2015:

- Road Supervisor Darrell Stephens at the current salary of \$1,929.60/pay (\$50,169.60/year).
- Assistant Road Supervisor M. Ray Taylor with a 1% increase to the rate of \$17.93/hour.
- Rocky Wortman as Operator I with a 1% increase to the rate of \$16.67/hour.
- Andrew Lemley as FT Laborer at the current rate of \$14.50/hour.
- All Full-time Firefighter/Paramedics at the current rates designated per the current effective Collective Bargaining Agreement.
- All Part-time Firefighter/Paramedics at the current rates designated per the current effective Collective Bargaining Agreement.

- Zoning Inspector Jim DiPaola at the current rate of \$11.87/hour
- Part-time Zoning Secretary Carolyn Chambers at the current rate of \$9.60/hour
- Assistant Fiscal Officer Jon Summers at the current rate of \$15.00/hour (\$31,200/year)
- Becky Dix for records training at the current rate of \$10.66/hour for no more than 15 hours to complete records training with Jon.

R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-002** A motion by Vince Coia, seconded by Pat Artz to rehire part-time Fire Chief Steve Bosso on an interim basis at the current salary rate of \$1,136.92/pay period until his replacement starts working in that position. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-003** A motion by Hank Gibson, seconded by Pat Artz to abolish the position of Assistant Fire Chief 15 days from this date. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-004** A motion by Hank Gibson, seconded by Pat Artz to rehire Tim Morgan, effective 15 days from this date, as part-time Firefighter Captain at the pay rate per the current effective Collective Bargaining Agreement. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-005** A motion by Hank Gibson, seconded by Vince Coia to approve the following purchasing procedures:

- Require written requisitions approved by the Department Head, Trustee and Fiscal Officer prior to ordering or purchasing of parts, tools, equipment and supplies in the amount of \$100.00-499.99, unless part of a purchase order or blanket certificate made by the Road, Fire/EMS or Zoning departments previously approved.
- All purchases over \$499.99 must have an assigned PO before the item is ordered or purchased, except for emergency repair, parts and labor up to \$999.99.
- All requisitions and purchase order requests must be submitted to the Fiscal Officer for certification of funds prior to presentation to the Trustee for approval.

R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-006** A motion by Vince Coia, seconded by Hank Gibson approve the following expenditure procedures:

- Require all accounting warrants over \$1,000.00 to be read in public meeting prior to approval.
- Authorize the Fiscal Officer to transfer funds and set up advances as needed between checking, investment accounts and township funds for investment purposes and to maintain adequate account balances in all funds for 2015.
- Require two Trustee's signatures along with the Fiscal Officer's signature on all warrants.

R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

## **OLD BUSINESS:**

### **TRUSTEES**

Vince Coia said he was in contact with Ethel at Brady Lake regarding the EMS contract and outstanding bills. Discussed and stressed were the needed formal cancellation of the contract and resolution of a payment plan. Vince will see if they respond and he may attend their next Council meeting to inquire on the progress. They meet on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month.

**FISCAL OFFICER**

There are enough participants now to continue the Mutual of Omaha voluntary life insurance benefit plan in 2015.

The 2013 Audit has been certified by the State and was released on their website today.

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

*Road Supervisor Darrell Stephens was not present. Vince Coia reported the following:*

Snowfall is forecasted for later tonight on top of today's snow which is the reason Darrell did not make the regular meeting.

Universal Disposal has dates open for April 25<sup>th</sup> or the first two weeks in June for Spring Clean Up.

A motion by Vince Coia, seconded by Pat Artz to select the April 25, 2015 as the date for the Township Spring Clean Up and have Darrell contact Universal Disposal to make arrangements. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell Stephens has requested a BC in the amount of \$10,000.00 for Road materials for pothole maintenance. It is on the list of PO's for approval. Hank Gibson noted that he would like to see more crack sealing and chip and seal done this year.

Residents have voiced their concern with the washed away culvert at Hodgson and Fairhill. The Road Crew has made a temporary fix until the weather improves.

All trucks are up and running and the salt supply is good.

**ZONING DEPARTMENT**

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

A Board of Zoning Appeals hearing is scheduled for February 11, 2015 at 7 PM to hear a variance request from Circle K to leave the existing business even though it will be in the State of Ohio's right-of-way after the reconstruction of the St. Rt. 14 & St. Rt. 59 intersection.

The notice of violation issued to Ronald & Cheryl Reitz on their property at 3392 St. Rt. 59 was returned by the post office as unclaimed. In checking the Reitz's property holdings they have fourteen (14) properties with six (6) different tax mailing addresses and eight (8) different owner addresses. They own two (2) properties in Ravenna Township. Through court records we have found a good mailing address and the violation notice will be re-sent on January 7, 2015.

The violation notice for 6131 Short Street has not been picked up from the post office by the property owner.

The violation notice for 6863 Infirmary Road has not been picked up from the post office by the property owner.

The company doing the flag pole lighting will be working to install the lighting on January 8, 2015, weather permitting.

There were no Zoning Permits issued in December 2014. The yearly Zoning Report will be presented at the January 20, 2015 Trustees Meeting.

**FIRE DEPARTMENT**

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

Both ambulances were having problems last Friday, Unit 2412 had some brake issues and Unit 2411 has some electrical issues. Unit 2412 was back up by Friday evening.

Tierney Bryant is taking a refresher so she can return to work soon.

Steve said he would notify Tim Morgan and both unions of the abolishment of the Assistant Fire Chief position. He suggested a memorandum of understanding be signed with both unions and the Trustees regarding the changes to procedure as a result of the elimination of the position.

Steve suggested looking at going to 3 people per shift on certain times of the day.

Vince Coia asked about the discipline process for 2 employees. Steve said we need to review the previous meeting minutes when these issues were last discussed.

**NEW BUSINESS****TRUSTEES**

Invitations were given to the Trustees from the Ohio EMA which is hosting Regional Oil and Gas Exercises.

The Trustees intend to review the Policy and Procedure Manual and update certain policies to clarify overtime procedures for all departments.

**FISCAL OFFICER**

**RES #15-007** A motion by Hank Gibson, seconded by Vince Coia to authorize the disbursement of underpaid healthcare reimbursement funds and to collect funds that were overpaid to an employee and a former employee as determined by the auditors for the 2013 audit. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-008** A motion by Hank Gibson, seconded by Pat Artz to approve PO's and BC's as presented and listed on a supplemental report with the exception of PO 3-2015 and 4-2015. 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 interview for the Fire Chief position.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:43 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to enter into Executive session at 8:43 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 and Zoning Inspector Jim DiPaola.

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 9:30 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 9:30 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 and Zoning Inspector Jim DiPaola.

The purpose of the Executive Session was to interview for the Fire Chief position.

A motion by Pat Artz, seconded by Vince Coia to appoint Hank Gibson to the Cemetery Union Board to serve a two year term beginning January 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**AUDIENCE**

There were no audience comments.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 9:32 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIRMAN

\_\_\_\_\_  
TRUSTEE

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

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TRUSTEE