

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JANUARY 20, 2015

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 20, 2015. Trustee Hank Gibson called the meeting to order at 7:02 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. Audience members included Pam Bosso, Carolyn Chambers, Phil Anders, Bill Sagasar, Alec Keener, Mark Kozak, and Teresa Kozak. Road Superintendent Darrell Stephens was not present.

A motion by Vince Coia seconded by Pat Artz to approve the minutes of the Regular Board Meeting of January 6, 2015. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia seconded by Pat Artz to approve the minutes of the Special Board Meeting of January 6, 2015. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia seconded by Pat Artz to approve the minutes of the Special Board Meeting of January 13, 2015. R/C: Mr. Coia, abstain; 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 23, 2015 in the amount of \$43,935.31 and other warrants in the amount of \$1,870.69. There were no warrants over \$1,000.00 to be read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to accept and approve the bank reconciliation for the period ended December 31, 2014 as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the month of December 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.

OLD BUSINESS:
TRUSTEES

An issue was raised about the January 6, 2015 meeting regarding the oversight of raises for Zoning Inspector Jim DiPaola and Carolyn Chambers.

RES #15-012 A motion by Vince Coia, seconded by Pat Artz to issue a \$2.00/hour pay increase retroactive to January 1, 2015 for Jim DiPaola in recognition of the many tasks outside of the normal Zoning duties that Jim takes care of for the Township. This brings his new hourly rate to \$13.87 per hour. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-013 A motion by Vince Coia, seconded by Pat Artz to issue a \$0.10/hour increase \$9.70 per hour for Carolyn Chambers retroactive to January 1, 2015. This represents a 1% increase as was given to other Township employees. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to accept a \$500.00 payment received today from Brady Lake. A letter was also received, but the letter did not state an official request for cancellation or provide a cancellation date.

FISCAL OFFICER

The updated cash needs analysis for the Fire Department was distributed showing a current surplus of \$21,000. The surplus should go down by the next meeting date due to a number of bills with large amounts that we have not received yet (i.e. insurance, fuel, LifeForce).

Financial reports have been distributed to the Trustees and department heads in Excel spreadsheets.

Gail stated that per AOS, she will need 3 credit hours of continuing education before the end of term. The Township Association stated that the Auditors' office is planning to offer webinars later this year which will fulfill this requirement.

The 2014 year end has been closed and the cash budget has been delivered to the Portage County Auditor today.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

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

A notification of 35% reduced road limits effective January 31, 2015 through May 1, 2015 has been received from the Portage County Commissioners. It is typical for this time of the year.

Salt purchases to date are about 382 tons.

The new truck is having electrical problems. Sarchione is going to look at the issue to see if it is a Ford problem or an issue with the plow installation.

The date for Universal Disposal to do the Spring Clean Up has been confirmed for April 25, 2015. Hank Gibson confirmed he will contact Frank Hairston and representatives from the Skeels and McElrath neighborhoods so they can coordinate their clean up dates.

There has been more illegal dumping in McElrath neighborhood right where the "no dumping" signs have been placed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

Property owner Jacqueline Biggs, 6863 Infirmary Rd, Ravenna, parcel 29-310-00-00-011-000 has not corrected the Zoning Violation on her property.

Res# 15-014. A motion by Pat Artz, seconded by Vince Coia to forward the 6863 Infirmary Rd. violation to the Portage County Prosecutor for enforcement. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Road Department assisted on raising the flag on the restored flag pole on Friday, January 16, 2015. There are still some issues with the lighting controller that the installing company is working on.

Portage County Regional Planning will be holding an informational meeting for Township residents on Thursday, February 5, 2015 at Reed Memorial Library to discuss the proposed updates on the Land Use Plan.

A meeting has been scheduled with Chris Meduri to review pending court cases related to Zoning.

The 2014 Zoning Department report was distributed.

Pat Artz said Nick Mascio called her to discuss the letter Jim sent.

FIRE DEPARTMENT

Fire Chief Steve Bosso was present and reported the following:

Unit 2411 is back at Finley for the same electrical issues it was having before.

Steve said there is a new reporting system coming. Sansio will be used next year instead of Firehouse. EMS will be free but there will be add-ons for other portions, he doesn't know the costs of those yet. It should all work easier for uploading to LifeForce for billing.

Gail asked Steve about the annual inventory report which is due at the end of the month. Steve said it should all be in Firehouse and he will print it out and add the new equipment.

A motion by Hank Gibson, seconded by Pat Artz to allow Steve to keep one of the Chief badges as a memento. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEW BUSINESS**TRUSTEES**

RES #15-015 A motion by Hank Gibson, seconded by Vince Coia to accept the resignation letter of Fire Chief Steve Bosso effective January 20, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank Gibson expressed his appreciation for Chief Bosso's service and Chief Bosso expressed his gratitude for the opportunity to serve the Ravenna Township community. Pat Artz remarked that before Steve Bosso came here our department was looked down upon and Steve has changed the way the department is viewed and has gained respect for the department.

The meeting was suspended between 7:34 and 7:47 for cake, coffee and punch.

Vince Coia received a phone call from Salvation Army inquiring if to Township wanted to sell the Township Park. Gail Pittman will follow up with legal council to see if are able to sell the park.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss the Fire Chief applicants.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 7:52 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 7:53 p.m. 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, Assistant Fiscal Officer Jon Summers and Mark Kozak.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 8:52 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 8:53 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, Jon Summers, Mark Kozak, Jim DiPaola.

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

RES #15-016 A motion by Hank Gibson, seconded by Vince Coia to hire Mark Kozak as the new Fire Chief effective immediately. His rate of pay will be the same as Steve Bosso's which was \$1,136.92 per pay or \$29,559.92 per year. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Fiscal Officer Gail Pittman administered the Oath of Office to Mark Kozak and the employment agreement was signed.

Jim DiPaola will be Liaison with the Fire Department and will expand to be the Township Trustee Liaison with all the departments.

RES #15-017 A motion by Hank Gibson, seconded by Vince Coia to agree in principle to appoint Jim DiPaola to the position as Trustee Liaison. The Trustees are working with the attorney to clarify the details of the position. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES #15-018 A motion by Vince Coia, seconded by Hank Gibson to approve the Permanent Appropriations as presented on a supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail presented a report of actual revenue and expenditure comparisons by fund for the past three years.

RES #15-019 A motion by Hank Gibson, seconded by Vince Coia to approve BC#16-2015 in the amount of \$2,000.00 from the Fire Fund #2281 for operating supplies and BC#17-2015 in the amount of \$2,000.00 from the Fire Fund #2281 for motor vehicle repairs. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-020 A motion by Hank Gibson, seconded by Pat Artz to adopt the written memorandum of understanding (MOU) to be executed with the Fire unions to clarify the grievance process now that the Assistant Fire Chief position has been abolished. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank Gibson will obtain the signatures of the union representatives to the MOU.

AUDIENCE

There were no audience comments.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:22 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE

RAVENNA TOWNSHIP TRUSTEES

Gail Pittman, EA MSA
Fiscal Officer

6115 S Spring Street
Ravenna, Ohio 44266

Phone (330) 297-1998
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Vincent Coia
Trustee

Pat Artz
Trustee

Hank T. Gibson
Trustee

The Ravenna Township Board of Trustees approved the 2015 Permanent Appropriations as recorded below in a regular meeting of January 20, 2015, Resolution #15-018

Fund Number	Fund Name	Amount
1000	General Fund	\$ 1,220,000.00
2011	Motor Vehicle License Tax	\$ 107,000.00
2021	Gasoline Tax	\$ 150,000.00
2031	Road and Bridge	\$ 542,000.00
2111	Fire Department	\$ 790,000.00
2112	Fire MVL	\$ -
2181	Zoning	\$ 32,000.00
2281	Ambulance and Emergency	\$ 305,000.00
2401	Special Assessment PMHA	\$ 275.00
2402	Special Assessment Pine	\$ 715.00
2403	Special Assessment Forest	\$ 2,300.00
2404	Special Assessment Forest 3& 4	\$ 1,380.00
2405	Special Assessment Breakneck Creek	\$ 1,045.00
2901	Misc Special Revenue	\$ -
4401	Public Works	\$ -
4901	Misc Capital Projects	\$ 570,000.00
9002	Fire Loss Fund	\$ -
9751	Private Purpose Trust	\$ 8.00
TOTAL		\$ 3,721,723.00

If you require additional information, please feel free to contact me at 330-297-1998.

Gail Pittman, EA MSA
Ravenna Township Fiscal Officer