

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF FEBRUARY 3, 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 February 3, 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/Liaison Jim DiPaola, Road Supervisor Darrell Stephens, Assistant Fiscal Officer Jon Summers and Fire Captain Heather Sweitzer. Fire Chief Mark Kozak was not present.

A motion by Vince Coia seconded by Pat Artz to approve the minutes of the Regular Board Meeting of January 20, 2015. 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 February 6, 2015 in the amount of \$35,297.18 and other warrants in the amount of \$23,031.17 with warrants over \$1,000.00 being read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of January 20, 2015 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, Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:  
TRUSTEES**

Brady Lake has sent a check in the amount of \$11,750.00 as payment in full for the EMS contract through September 30<sup>th</sup>, 2014. A letter from Mayor Lehman was also received requesting the cancellation of the EMS contract as of September 11, 2014.

**RES #15-021** A motion by Hank Gibson, seconded by Vince Coia to cancel the EMS contract as of the requested date and to cancel the quarterly invoices dated October 1, 2014 and January 1, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed. :

**RES #15-022** A motion by Vince Coia, seconded by Hank Gibson to approve Community Shred Day for May 2, 2015 between the hours of 9:00 am and noon and to utilize NEOShred as the vendor. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed. :

Vince has received another call from Salvation Army regarding selling the park property. They seemed interested in maybe just purchasing the back half of the property. General consensus is, if this sale is pursued, to not divide the property. Additional discussion is listed under the Zoning Department section.

Hank Gibson noted that a work session needs scheduled sometime this spring to review the employee policy manual.

**FISCAL OFFICER**

The updated cash needs analysis for the Fire Department will be distributed in a few days.

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

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

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

Salt purchases to date are about 482 tons. A PO is on the list for another 500 tons. So far this season we've used about 700 tons and we budgeted about 1250 tons. The Sheriff's called the other day and requested we salt Summit Road because they couldn't get a response from the Portage County Engineers Office who is responsible for maintaining Summit Road and there was a stretch of that road that had 7 accidents.

There has been a few incidents of mail boxes getting knocked down from the plowing. Darrell passed out copies of the township policy on mailbox repair/replacement that was approved earlier and inquired if the Trustees wanted to make any changes. They did not and chose to keep the policy as is.

Darrell requested various small tools that are needed for job sites. If the Trustees agree, the purchase order is on the Fiscal Officer's the of purchase orders to approve.

Ravenna Oil has let us run out of fuel again. Darrell is going to call Jed to let him know that the Board is quite unhappy and will be changing vendors if this happens again.

A PO is needed for repairing the roadside mower. We have an estimate from Coia Implement for \$950.00. A purchase order will be produced.

Hydraulic repairs are needed for the backhoe and Darrell will follow up once he has an estimate.

Vince asked Darrell to look into getting leaf bags for senior citizens for this fall's leaf collection.

### **ZONING DEPARTMENT**

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

Jim passed out the monthly zoning activity report. A new house is going to be built on Creekside Court.

Hank Gibson mentioned that Pastor Burgess was inquiring about information regarding digital signage regulations for the church at Morgan and SR 59.

Jim met with the Prosecutor's office to review pending zoning and property maintenance violations. He discussed the selling of Township owned land with Chris Meduri and Chris stated Townships do not have to follow a bid or auction process on vacant land sales. The Trustees can accept any reasonable offer for Township owned land. Chris recommended that a commercial appraiser be used. Bennett Land Title was contacted and the name of a commercial appraiser was obtained. Jim will get an estimate for an appraisal and report back at the next meeting.

The public open house for the Comprehensive Land Use Plan update will be held Thursday, February 5, 2015 at Reed Memorial Library from 7 PM till 9 PM. The open house will be conducted by Todd Peetz of Portage County Regional Planning.

### **LIAISON REPORT**

Jim met with Chief Kozak and discussed the state of the fire department. It is agreed that the fire apparatus is in dire need of evaluation and repair.

The Fire Chief is in need of a vehicle. The present chief's car has over 90,000 miles and is presently out of service. The zoning vehicle is the same year/model as the chief's vehicle with only 15,000 miles. The Chief and Jim are working on a vehicle proposal for the February 17, 2015 Trustees meeting.

The City of Ravenna is making 4 traffic light interruption devices available at no cost to Ravenna Township. These devices will provide a safer path of travel by setting the traffic lights to

green in the direction of travel by the responding emergency vehicle. We can work with the City mechanic on getting the devices installed.

The friends of the Flag Pole and the lighting contractor are still working with the flag pole lighting issues.

Jim is currently working on the job description for Liaison. He has some draft ideas and would like to meet with the Trustees in an executive session in the next meeting to discuss duties and come up with the final draft for approval by resolution.

### **FIRE DEPARTMENT**

*Fire Captain Heather Sweitzer was present and reported the following:*

Damien King has paid his outstanding tuition fee in full.

The Fire Department has a bunch of pagers that are not currently being used and have not been used for some time. The Chief will attempt to locate all the pagers and will terminate the agreement with SPOK for the paging.

**RES #15-023** A motion by Hank Gibson, seconded by Vince Coia to approve the submission of grant application for Fire Department equipment as recommended by Chief Kozak. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-024** A motion by Hank Gibson, seconded by Vince Coia to approve the EMS billing authorization to allow Life Force access to EMS records for Sansio billing. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-025** A motion by Hank Gibson, seconded by Vince Coia to approve the opening of new vendor accounts requested by Chief Kozak (Witmer Public Safety Group, Southeastern Emergency Equipment and Firestore.com) R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **NEW BUSINESS**

#### **TRUSTEES**

There was no new business.

### **FISCAL OFFICER**

**RES #15-026** A motion by Vince Coia, seconded by Hank Gibson to approve PO's and BC's as listed on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail and Chief Kozak met with Chris at LifeForce Billing. EMS revenue and billing rates were discussed. Current billing rates were established in 2007 and have not kept up with UCR. Gail distributed an analysis report of EMS billings and revenue for the past 5 years and it was discussed.

**RES #15-027** A motion by Vince Coia, seconded by Hank Gibson to increase per unit rates for ALS to \$650.00/unit, BLS to \$550/unit and mileage to \$12.00/unit effective as of the beginning of 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Collections through our current vendors were reviewed and a new vendor was presented. Collection services are available through the Attorney General's Office which have the benefit of having state income tax refunds, lottery and casino winnings attached for certain uncollectable accounts. The Trustees will review the information distributed and discuss at the next meeting.

Jon Summers will be attending the Sunshine Law Training at Maplewood on Monday, April 20<sup>th</sup> from 10 AM to 1:15 PM.

Kelly Rich has not yet paid her amount due for overpayment in accordance with the 2013 audit.

Malware has been detected on 2 of the Fire Department computers. Gail has requested that Quality IP perform an additional scan of all the computers to check for any additional viruses or malware.

**AUDIENCE**

There were no additional audience comments.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:07 p.m.  
R/C: Mr. Coia, yes; Mrs. Artz, yes; 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