

RAVENNA TOWNSHIP BOARD OF TRUSTEES MINUTES OF REGULAR MEETING OF March 3, 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 March 3, 2015. Trustee Hank Gibson called the meeting to order at 7:02 P.M. Roll call showed the following present: Trustees Hank T. Gibson, Pat Artz; Fiscal Officer Gail Pittman; Department Heads Zoning Inspector/Liaison Jim DiPaola, Road Supervisor Darrell Stephens, and Assistant Fiscal Officer Jon Summers. Trustee Vince Coia and Fire Chief Mark Kozak were not present. Audience members were Fire Captain Phil Anders, Fire Fighters Alec Keener and Daniel Coughlin, and Richard Schaack from the Salvation Army.

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Emergency Board Meeting of February 26, 2015. R/C: Mr. Gibson, yes; Mrs. Artz, yes. Motion Passed.

Approval of the minutes from the February 17, 2015 Regular meeting were tabled until the next Regular meeting.

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

A motion by Pat Artz, seconded by Hank Gibson to approve payroll warrants for March 6, 2015 in the amount of \$38,904.63 and other warrants in the amount of \$69,710.05 with warrants over \$1,000.00 to be read aloud. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of February 17, 2015 and found to be in good order. A motion by Pat Artz, seconded by Hank Gibson to accept the financial reports as presented. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

The proposal from CTMS for IT services was reviewed and discussed.

RES #15-036 A motion by Pat Artz, seconded by Hank Gibson to cancel the current contract with Quality IP effective March 31, 2015. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES #15-037 A motion by Hank Gibson, seconded by Pat Artz to try CTMS for IT Services for a one month period commencing April 1, 2015 before committing to a longer contract as was the proposal offered by CTMS. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Gail presented the updated cash needs analysis for the Fire Department and reported that the departments should be able to meet ordinary expenditures with existing fund balance until the next tax funding arrives.

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:

One skid of leaf bags for the fall cleanup has been ordered from the City of Ravenna.

Darrell proposed that we do the brush pickup twice a month this year instead of every Monday and Tuesday. He said we'll need to do a press release regarding the brush removal and include information on the spring clean-up and shred day.

We'll need to consider purchasing another road service truck by 2016 to maintain the rotation of these vehicles. We don't want to be forced into the position of buying several at the same time. Darrell's having trouble keeping the oldest one on the road lately. He will explore the options and consult with Vince Coia.

Issue II will be giving us about \$100,000 in funds for the road projects this year and the Township will have to match that, so funds for other projects may be limited.

ZONING DEPARTMENT

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

Jim said the one permit for an accessory building on Hodgson was the only permit issued in February.

An ad was placed in the Record Courier Legal Section on Saturday, February 28, 2015 for the open positions on the Zoning Commission. Jennifer Collier on Dawley Road sent an email expressing interest in filling one of the two vacant positions. Jim said Ms. Collier would be an asset to the Zoning Commission and requested a motion to appoint her.

RES #15-038 A motion by Pat Artz, seconded by Hank Gibson to appoint Jennifer Collier as a member of the Zoning Commission for a term of five (5) years effective March 3, 2015 and ending March 3, 2020. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The BZA has continued the February hearing to Wednesday, March 11, 2015 to continue to gather more information.

LIAISON

The Fire Chief's vehicle is scheduled to go to Penny's Auto Body on Monday, March 9, 2015 to have the graphics removed, body work done and paint touched up. When the vehicle returns, the lighting, siren and radio will be installed - tentatively scheduled to be done on March 14, 2015.

We received a quote from Spalding/Emig Company for a commercial appraisal for the Township property at Main and Sycamore Streets.

RES #15-039 A motion by Pat Artz, seconded by Hank Gibson to have Spalding/Emig Company conduct a commercial appraisal of the Township property at the corner of Main and Sycamore Streets for the cost not to exceed \$750.00. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

We have received two (2) quotes for residential appraisals for the Township owned properties at 6286 Hill St and 6381 Spring St. Boyden Appraisals quote is \$325.00 each and Warren Kleski's quote is \$375.00 each.

RES #15-040 A motion by Pat Artz, seconded by Hank Gibson to have Boyden Appraisals conduct residential appraisals of the two properties located at 6286 Hill St and 6381 Spring St for the cost of \$325.00 each. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The pre-disciplinary hearing was held on February 23, 2015 for Firefighter James Crevar. It was recommended that Firefighter Crevar serve a 3 shift suspension. Part Time Firefighter Union

Representative Alec Keener noted that James Crevar did not appeal the decision and has, in fact, already served his 3 shift suspension.

Pat Artz asked the Firefighters about the deterioration of the fire equipment. Hank Gibson noted that everyone has an obligation to come forward and mention unsafe conditions to the Trustees. The Firefighters said they were told not to come to Trustee meetings or to talk to the Trustees. It was agreed by everyone that the culture has changed for the better under the direction of the new Fire Chief and everyone is feeling hopeful with all the work being done to remedy the current issues. The Trustees expressed their desire that everyone knows they could and should come and talk with them about any concerns on anything.

There will be a JEDD meeting March 26, 2015.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Jim DiPaola reported the following:

Resignation notifications from Tierney Bryant and Ryan Wasserman were reviewed.

RES #15-041 A motion by Hank Gibson, seconded by Pat Artz to accept the resignations of Firefighters Tierney Bryant and Ryan Wasserman. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Leave of Absence requests from Firefighters William Sagaser and Joseph Kline were reviewed.

RES #15-042 A motion by Hank Gibson, seconded by Pat Artz to allow the leave of absence for Firefighter William Sagaser for 5 months starting February 24, 2015 and returning August 11, 2015. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES #15-043 A motion by Hank Gibson, seconded by Pat Artz to allow the leave of absence for Firefighter Joseph Kline effective beginning April 1, 2015 and returning October 1, 2015. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Engine 2414 should be back from Ohio CAT this week.

Tanker 2418 will leave once 2414 is back. Chief Kozak will update the Trustees once the repair costs for 2418 are determined.

Squad 2411 will go back to Sarchione Ford on Wednesday for brakes, tires and an alignment.

Squad 2412 will go to Sarchione Ford for a PM once 2411 is returned.

Chief Kozak spoke with Hudson's Fire Chief regarding the used Fire Truck and sent him a written offer. We are waiting on a response from Hudson.

Chief Kozak would like to advertise for more part time firefighters.

A motion by Hank Gibson, seconded by Pat Artz to authorize Fire Chief Kozak to advertise for and interview new part time firefighters. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Chief Kozak is currently working on policies and procedures for the Fire Department. He's completed the policies on Data Entry, Scheduling, and the Full Time and Part Time Attendance Policies.

The Physio Control service support agreement for servicing the heart monitors was reviewed.

RES #15-044 A motion by Hank Gibson, seconded by Pat Artz to renew the contract with Physio Control to service the heart monitors at the cost of \$8,568.00 for the period beginning

4/23/15 and ending 4/22/18, payable in equal annual payments. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The proposed Memorandum of Understanding for Hazmat Response Team from the County Commissioners was discussed.

RES #15-045 A motion by Hank Gibson, seconded by Pat Artz to accept the Memorandum of Understanding for the Hazmat Response Team with the County Commissioners as presented. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

A letter from Frank Gates Service Company, our third party administrator for workers comp claims, was reviewed which stated that their company had combined with CareWorks Consultants Inc. to become the new company CareWorksComp.

RES #15-046 A motion by Hank Gibson, seconded by Pat Artz to accept the Easement as executed for Parcel #29-364-00-00-042-000 for the Prospect Street Sidewalk Project. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES #15-047 A motion by Hank Gibson, seconded by Pat Artz to approve the following PO's:

- a. PO #83-2015 in the amount of \$21,000.00 to City of Ravenna for 500 tons of road salt from the Road Fund
- b. PO #84-2015 in the amount of \$750.00 to City of Ravenna for 1 skid of leaf bags from the General Fund
- c. PO #85-2015 in the amount of \$8,568.00 to Physio Control for 3 year maintenance contract for the heart monitors from Fire Fund

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

Portage County Combined General Health District has sent their 2014 Year End Report showing the Department's activity in our township for the year. It is available for viewing in the Fiscal Office.

RES #15-048 A motion by Pat Artz, seconded by Hank Gibson to accept the contract with Cost Recovery which has been approved by legal counsel. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES #15-049 A motion by Pat Artz, seconded by Hank Gibson to approve and adopt the standard Business Associate Agreement for use with all our contractors as approved by legal counsel. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Contracts with the Attorney General for collections were reviewed and signed.

AUDIENCE

Richard Schaack from the Salvation Army discussed the property they wanted to purchase in Ravenna. He stated that their organization had one of the better percentages, 84%, of donations coming in actually going to help people, and that the top person in his organization had a salary of only \$30,000. He noted that the Shriners were another good organization.

ADJOURNMENT

A motion by Pat Artz, seconded by Hank Gibson to adjourn the meeting at 8:34 p.m. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE