

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF March 17, 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 17, 2015. Trustee Hank Gibson called the meeting to order at 7:05 P.M. Roll call showed the following present: Trustees Hank T. Gibson, Pat Artz, and Vince Coia; Fiscal Officer Gail Pittman; Department Heads Zoning Inspector/Liaison Jim DiPaola, Fire Chief Mark Kozak, and Assistant Fiscal Officer Jon Summers. Road Supervisor Darrell Stephens was absent. In attendance in the audience was Linda Faltisco.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Board Meeting of February 17, 2015. R/C: Mr. Coia, yes; Mrs. Artz, abstain, Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Board Meeting of March 3, 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 March 20, 2015 in the amount of \$38,277.01 and other warrants in the amount of \$30,611.32 with warrants over \$1,000.00 read aloud by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of March 3, 2015 and the month of February, 2015. Reports and February Bank Reconciliation are found to be in good order. A motion by Pat Artz, seconded by Hank Gibson to accept the financial reports as presented. R/C: Mr Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

RES #15-050 A motion by Hank Gibson, seconded by Vince Coia to adopt the following resolution:

Whereas, The Township of Ravenna, Portage County, Ohio has an established Fire Department under R.C. 505.37 et. Seq.

Whereas, The Ravenna Township Board of Trustees ("Board") has previously appointed Mark Kozak as Chief of the Ravenna Township Fire Department, and the Board has now determined to provide a motor vehicle for non-personal use to Chief Kozak.

Resolved, The Board will provide one clearly marked fire vehicle ("vehicle") to Chief Kozak to use for commuting purposes, including to and from other fire service duties outside of Ravenna Township.

Resolved, The Board will insure and maintain the vehicle, and provide gasoline, in accordance with the use described herein.

Resolved, The Board and Chief Kozak will determine the extent of the qualified non-personal use vehicle tax exclusion, and, the portion, if any, that may be non-excluded, as well as maintaining appropriate recordkeeping and substantiation.

Resolved, The Board, in its discretion, may review the continued use of the marked fire vehicle, and may, upon reasonable notice discontinue such provision.

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

There was discussion on Res #15-034 regarding using the internet auction site GovDeals.com. The previous resolution limited the ability of disposing of surplus equipment to the Fire Department and to engine 2413.

RES #15-051 A motion by Vince Coia, seconded by Hank Gibson to sell selected surplus property by internet auction for all departments in the Township utilizing the website of GovDeals.com or any other appropriate means of internet auction and shall establish its general terms and conditions. Each auction will be conducted for no less than 10 calendar days. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES #15-052 A motion by Hank Gibson, seconded by Vince Coia to declare the ladder on vehicle 2418 as surplus. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-053 A motion by Hank Gibson, seconded by Pat Artz to declare engine 2413 as surplus equipment. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-054 A motion by Vince Coia, seconded by Pat Artz to amend resolution #14-220 dated May 6th, 2014 as requested by Ohio Public Works to revise the language to their standard resolution language as follows :

A RESOLUTION AUTHORIZING THE CHAIRMAN OF RAVENNA TOWNSHIP BOARD OF TRUSTEES TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, Ravenna Township is planning to make capital improvements to OPWC Road Project for 2015 aka "Ravenna Township Road Projects", and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by the Ravenna Township Board of Trustees:

Section 1: The Chairman of Ravenna Township Trustees is hereby authorized to apply to the OPWC for funds as described above.

Section 2: The Chairman of Ravenna Township Trustees is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

Vince Coia discussed his conversation with the Portage County Engineers Office regarding the AMATS Sidewalk Project, how they were going to build the sidewalk and the request for a change in the contract language.

RES #15-055 A motion by Vince Coia, seconded by Pat Artz to amend the language for the AMATS Sidewalk Project to state that the Township approves the Local Share not to exceed \$30,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to rescind the memo and order dated March 19, 2014 which limits employee access to administrative offices, personnel, and Elected Officials. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The appraisals for the residential properties on Hill and Spring Streets and the commercial appraisal for the property on Main Street have both been received.

A motion by Hank Gibson, seconded by Pat Artz to allow Jim DiPaola to contact the interested adjacent property owners and see if they are interested in purchasing the properties. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince asked Jon for an update on the E-Check list. Currently there are only 3 vehicles that will need to be checked, one of which is the old Fire Chief vehicle which will be sold. We have until late fall to complete them.

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.

A motion by Pat Artz, seconded by Vince Coia to authorize using CTMS effective today, March 17, 2015 for our IT servicing needs rather than waiting until April 1st. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was absent, Vince Coia reported the following:

The salt usage report, comparing the current winter's usage to last years' usage, was reviewed and discussed. We used 200 tons less salt this year and about \$1,000.00 less in overtime labor. Even with that, because of the increase in the cost of salt, we spent about \$10,000.00 more this year.

Vince Coia stated that the press release needed to get done for the brush clean up, Shred Day, and Spring Clean Up.

Darrell is requesting a purchase order for hot mix material for patching the roads.

ZONING DEPARTMENT

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

Linda Faltisco submitted a letter of interest to the ad for serving on the Zoning Commission.

RES #15-056 A motion by Pat Artz, seconded by Hank Gibson to appoint Linda Faltisco as a member of the Zoning Commission for a term of five (5) years effective March 17, 2015 and ending March 17, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The BZA met Wednesday, March 11, 2015 to continue the hearing from February 11, 2015. After reviewing all testimony and the letter submitted from ODOT, the BZA denied the variance

request to keep the commercial sign in the road right-of-way. The property owner has thirty (30) days to file an appeal in Common Pleas Court.

Jim investigated a complaint of flooding on Winding Creek Dr. It was resolved by the contractor removing dirt that had been dumped on a vacant lot at the developer's request.

The mobile home (non-conforming use) at 6682 Cleveland Rd has been vacant for two (2) years and has lost its non-conforming use status. A complaint against owner Sharie Meduri will be filed.

The pros and cons of purchasing a new truck versus a used truck for the use of the Zoning and Road Departments was discussed. Jim will investigate the used truck market in more detail and report back.

LIAISON

The Fire Chief's vehicle is at Penny's Auto Body and is scheduled to be returned Wednesday, March 18, 2015. Partial work has been completed on the installation of the emergency lights, radio and siren.

Continued work is being done on various fire department projects.

A review of the Collective Bargaining Agreement between the Ravenna Township Firefighters and Ravenna Township has been done. There are numerous corrections to be made as well as areas that need to be discussed when the contract is re-opened due to the wage error.

The Collective Bargaining Agreement with Firefighters Local #4201 expires December 31, 2015 and the Notice to Negotiate must be filed no later than 60 days prior to the expiration of the CBA. The Township will need to appoint a negotiation team.

There will be a JEDD meeting March 26, 2015.

Kevin Fowler has resigned from the JEDD as a business representative and a new representative must be appointed in order to have a full board.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Mark presented the February Monthly Report. He noted that we received 5 mutual aid calls from the City of Ravenna, and gave the City of Ravenna 12 mutual aid calls.

Mark gave the following information on the fleet update:

Squad 2411 is back from Sarchione. Marchese has looked over the vehicle and has helped trace the electrical issues.

Squad 2412 has gone to Sarchione and only needed to have an oil change.

Engine 2414 came back from Ohio CAT this week. It was involved in an accident on its return trip – nothing major, just a ding in the front bumper. Ohio CAT will cover all repair costs. An Ohio CAT employee was driving our Engine and hit the back of their pick-up truck. The engine needs new tires. Once that is done, the pump problems can then be checked and addressed.

Tanker 2418 has gone to Ohio CAT. They say the tanker needs about \$15,000 in repairs, mostly because the tanker was rarely used. Once the repairs are done, with proper preventative maintenance and taking the truck out and running it once a week, we should get an additional 15 years out of it.

Pickup Truck 2417 is 19 years old and in disrepair. Mark wanted to know what direction the Trustees wanted to go with its service. It was decided that the Road Department will do an oil

change on it and we will see how long we can keep it running. Mark took a moment to publicly thank the Road Crew for all the help they have been giving to the Fire Department.

Mark requested the Trustees approve the release of banking info to GovDeals.com to allow for depositing of revenue from the auctioned surplus equipment.

A motion by Vince Coia, seconded by Hank Gibson to authorize the release of banking information to GovDeals.com to establish and maintain the general terms and conditions of the site. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

Andrew Lemley will complete his probationary period March 22, 2015.

RES #15-057 A motion by Vince Coia, seconded by Hank Gibson to increase Andrew Lemley's hourly rate by \$ 0.50 to bring his pay rate to \$15.00/hour effective March 22, 2015.

A resignation notification from James Wolff was reviewed, as well as a leave of absence request from David Spraggins.

RES #15-058 A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Fire Investigator James Wolff effective March 31, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES #15-059 A motion by Hank Gibson, seconded by Vince Coia to approve the leave of absence for Firefighter David Spraggins for 6 months starting April 1, 2015 and returning October 1, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss the Collective Bargaining Agreement Negotiations and Fire Department disciplinary issues.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:52 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 8:52 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, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, and Assistant Fiscal Officer Jon Summers.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 9:25 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 re-enter into Regular session at 9:25 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, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, and Jon Summers.

The purpose of the Executive Session was to discuss the Collective Bargaining Agreement Negotiations and Fire Department disciplinary issues.

RES #15-060 A motion by Hank Gibson, seconded by Vince Coia to adopt the following policy regarding points on an employees' driver's license:

Any employee with more than 4 points on his/her driver's license is not permitted to drive Township vehicles or heavy equipment on the roads. Furthermore, all employees are required to report any existing or new points on their driver's license to their department head and/or the Trustee Liaison before the beginning of their next scheduled shift. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES #15-061 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's:

- a. PO #86-2015 in the amount of \$560.00 to CTMS for IT services for the month of April.
- b. PO #87-2015 in the amount of \$650.00 to the Boyden Appraisal Services for residential appraisals for Hill St and Spring St from the General fund
- c. PO #88-2015 in the amount of \$750.00 to Spalding/EMIG Co. for commercial appraisal of the Main St Park from the General fund
- d. Then and Now PO #89-2015 in the amount of \$558.24 to Arrow International for IO needles from the Fire fund
- e. PO#90-2015 in the amount of \$18,084.86 to Bureau of Workers Comp for premium due in 2015 Fund allocation as follows: Fire \$12,311.82, General \$2,221.24, Road \$3,089.42, and Zoning \$462.38
- f. PO #91-2015 in the amount of \$200.00 to Levinson's for Capt. Morgan's uniforms from the Fire Fund
- g. PO #92-2015 in the amount of \$6000.00 to Bub Sumerel Tire for replacement tires on Units 2418 & 2414 (est. at \$5452.02) from the Fire Fund
- h. PO #93-2015 in the amount of \$15,000.00 to Ohio Cat for repairs to Unit 2418 per estimate from the Fire Fund
- i. PO #94-2015 in the amount of \$3000.00 to Marlboro Supply for Road repair supplies from the Road fund

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

RES #15-062 A motion by Pat Artz, seconded by Vince Coia to approve refund warrants as presented by LifeForce in the amount of \$561.14. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-063 A motion by Pat Artz, seconded by Vince Coia to approve Financial hardship for patient outstanding balance of \$582.00 as presented and recommended by LifeForce. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

AUDIENCE

There were no additional comments from the audience.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:27 p.m.
R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE