

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF March 31, 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 31, 2015. Trustee Vince Coia called the meeting to order at 7:00 P.M. Roll call showed the following present: Trustees Pat Artz and Vince Coia; Department Heads Zoning Inspector/Liaison Jim DiPaola, Fire Chief Mark Kozak, Road Supervisor Darrell Stephens and Assistant Fiscal Officer Jon Summers. Trustee Hank Gibson and Fiscal Officer Gail Pittman were both absent.

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

Trustee Vince Coia 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 April 3, 2015 in the amount of \$41,722.25 and other warrants in the amount of \$56,452.48 with warrants over \$1,000.00 read aloud by the Assistant Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Financial reports were reviewed from the meeting of March 17, 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. Motion Passed.

OLD BUSINESS:
TRUSTEES

A motion by Vince Coia, seconded by Pat Artz to adopt the following resolution for Cost Recovery Services billing for MVA Fire crash response:

RES #15-064 A RESOLUTION ESTABLISHING AND IMPLEMENTING A PROGRAM TO RECOVER COSTS FOR THE DELIVERY OF EMERGENCY FIRE DEPARTMENT SERVICES INCLUDING BUT NOT LIMITED TO VEHICULAR CRASH RESPONSE, STRUCTURE FIRES, CAR FIRES, SEARCH AND RESCUE, FALSE ALARMS ETC.

Whereas, Emergency Fire Departments service run activity to various incidents relating to negligence continues to increase each year; new Home Security regulations, such as biological training and equipment, etc., creates increased demands on all operational areas of the Fire Department's services; and,

Whereas, the Fire Department has investigated different methods to maintain a high level of quality Fire Department emergency services throughout times of constantly increasing service demands, where maintaining an effective response by the Fire Department decreases the insurance companies liability costs by saving lives and minimizing vehicular damage by fire; and,

Whereas, raising the real property tax to meet the increase in service demands would not be fair to the property owners, when a majority of the Motor Vehicular Accidents (MVA) involve individuals not owning property or paying property taxes in the jurisdiction of the Fire Department; and the ability of the Fire Department to effectively respond decreases the liability of the insurance companies by saving lives and minimizing injuries and vehicular damage by fire; and,

Whereas, the Board of Trustees desires to implement a fair and equitable procedure by which to collect said costs and shall establish a cost recovery system in accordance with State and Federal laws, regulations and guidelines.

NOW THEREFORE:**BE IT RESOLVED by the Ravenna Township Trustees that:**

SECTION 1. The Board shall initiate a cost recovery for the delivery of Emergency Fire Department Services rendered by the Ravenna Township Fire Department. The rate of the cost shall be that which is usual, customary and reasonable (UCR) for the services, and may fluctuate accordingly

SECTION 2. The service costs shall be charged to the negligent party, initially filed to their insurance, representing an add-on-cost of the claim for negligent damages of the vehicles, property and/or injuries. In the event the insurance company chooses to decline payment or the negligent party is uninsured, the negligent party will be held financially responsible.

SECTION 3. The Board of Trustees or their designees are hereby authorized to execute any and all documents and/or implement any and all procedures necessary to effectuate the collection of costs in order to enhance services by the Ravenna Township Fire Department.

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

A letter was reviewed from the Portage County Solid Waste Management District regarding the upcoming changes in the Solid Waste Plan. The letter asks the Township to notify its residents of the changes. The containers themselves will have new large decals labeling the recycling materials to go into each one. It was decided that the Township website will be updated to have a link to the final plan on the Portage County Solid Waste website.

FISCAL OFFICER

Fiscal Officer Gail Pittman was absent, Jon Summers reported the following:

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

A motion by Vince Coia, seconded by Pat Artz to adopt the following resolution as prepared and recommended by Chris Meduri:

RES #15-065 A RESOLUTION TO TRANSFER THE UNEXPENDED BALANCE OF A PERMANENT IMPROVEMENT FUND TO THE GENERAL FUND.

Whereas, under Revised Code Section 5705.14(B), the unexpended balance in any specific permanent improvement fund, other than a bond fund, after the payment of all obligations, and provided that such money is not required to meet the obligations payable from such funds, may be transferred, with the approval of the court of common pleas, to the general fund of the subdivision.

Whereas, the Ravenna Township Board of Trustees ("Ravenna Township") has previously established Miscellaneous Capital Projects Fund #4901 with all obligations arising from that fund having been paid, and with Ravenna Township now determining to transfer the entire unexpended balance of \$578,819.87 in the Miscellaneous Capital Projects Fund #4901 to the Ravenna Township General Fund.

Resolved, that under, but not limited to, R.C. 5705.14(B), Ravenna Township hereby resolves to transfer the unexpended balance of \$578,819.87 in the Miscellaneous Capital Projects Fund #4901 to the Ravenna Township General Fund.

Resolved, that all obligations arising from this miscellaneous capital projects fund #4901 have been paid, and that such money is not required to meet any obligations payable from this fund.

Resolved, that prior to filing a petition and application with the common pleas court, Ravenna Township will forward a copy of this Resolution and said petition and application to the Ohio Tax Commissioner for its examination and approval in the event that such transfer may also be within Section 5705.15 & 5705.16 of the Ohio Revised Code.

Resolved, that all formal actions of the Ravenna Township Board of Trustees relating to the adoption of this Resolution and all deliberations have been taken in a meeting open to the public in accordance with R.C. 121.22

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

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was present and reported the following:

RES #15-066 A motion by Vince Coia, seconded by Pat Artz to approve a boot allowance of \$150.00 for each Road Service employee as requested by Darrell. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Darrell has received a letter from the Board of Elections regarding the Primary/Special Election to be held on Tuesday, May 5, 2015. He will handle placing the precinct tripods and ballot boxes.

The Road crew will be installing culvert piping in preparation of new paving projects at Rausch Avenue, Longfield Rd and Fairhill Dr.

1,250 tons of salt for next winter has been reserved from the City of Ravenna at a price of \$40.50 per ton.

The Bobcat excavator is in need of a repair. Quick Service Welding is able to create/repair the needed piece at a fraction of the cost of a new part.

RES #15-067 A motion by Vince Coia, seconded by Pat Artz to approve a PO to Quick Service Welding not to exceed \$700.00 for the manufacture of the Bobcat part. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

A question of when the tire clean up will be. The Portage County Solid Waste District plan limits this to once a year per governmental unit. Darrell will figure out when this will take place.

The Road Crew will be starting the brush chipping next week. They will be moving into the 10 hours a day, 4 days a week schedule beginning April 20th.

ZONING DEPARTMENT

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

The BZA will meet Wednesday, April 8, 2015 to approve the minutes from the February 11, 2015 and March 11, 2015 BZA hearings.

Property owner Sharie Meduri has been notified to have the now illegal mobile home on her property at 6882/6886 Cleveland Rd removed within 30 days of receipt of the violation notice. The

Portage County Building Department was advised of this violation and they will not conduct any inspections until we are contacted.

Property owner John Condos has been cited for having two (2) commercial semi tractors on his property at 3537 Lovers Lane.

A demolition permit has been issued for 1361 and 1363 East Main Street for the former East Park Drive In and Restaurant Buildings. Demolition should be completed within the next 30 days.

Jim has distributed the final draft of the corrected sections of the Land Use Plan. Todd Peetz will attend the April 14, 2015 Trustees meeting to answer any questions. The updated Land Use Plan will be on the April 28, 2015 meeting agenda for approval by the Trustees.

LIAISON

The Fire Chief's vehicle has been completed and has been turned over to the Chief.

Jim went with Chief Kozak to inspect the Hudson Fire Department pumper that is for sale. It looked good.

Continued work is being done on various fire department projects.

The restoration of the Flag Pole is being considered for an award by the Cleveland Restoration Society. Jim met with the person who is judging the project and provided some background information and viewed the Flag Pole. Their decision meeting is to be on Thursday and we may hear something next week.

The City of Ravenna has nominated Kim Cecora to represent the City on the JEDD Board. Mr. Cecora would fill the position vacated by Kerry Macomber if appointed by the JEDD Board. The next JEDD Board meeting will be April 23, 2015.

Jim contacted the Salvation Army regarding the purchase of the Township owned land on Main St. They will notify their board. He also contacted Debbie Kemble about the land on Hill Street and Mark Dennis regarding the land on Spring Street. Any offers will be discussed at the next meeting of the Trustees.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Engine 2414 went back to Ohio CAT for pump repairs. It should be returned by the end of the week. Tanker 2418 should also be back from Ohio CAT by the end of the week. It will still need a door repair once it is back.

Mark is wanting to get rid of the dive truck and the old Chief's vehicle. He will come up with a list of equipment for the Trustees to review at the next meeting and have it declared as surplus.

There are two upstairs garage doors that need repaired. The Trustees asked Mark to get a couple of estimates for the door repairs. Mark noted also that only one of the 3 heaters in the lower garage is working properly and the concrete in the upstairs and downstairs bays is pitting, probably from the road salt.

Over the last week there developed some issues with the City's Dispatch. While Mark was discussing them with the dispatcher, the dispatcher hung up on him. Mark is not happy with their unprofessional conduct.

Mark had a letter to Geneva's Fire Department written up thanking them for some equipment donations.

RES #15-068 A motion by Vince Coia, seconded by Pat Artz to accept the letter of resignation by Corey Robertson effective March 31, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Mark had a question regarding the proper way to create the levy committee. The Trustees told him to just try to get four or five volunteers to join it.

A motion by Vince Coia, seconded by Pat Artz to declare some miscellaneous gear, air packs, floating pump, an old computer and a TV/VCR as surplus to be put on the GovDeals.com website. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

FISCAL OFFICER

RES #15-069 A motion by Vince Coia, seconded by Pat Artz to approve the following PO's:

- a. PO #95-2015 in the amount of \$550.00 to Kayline Company for cleaning supplies from the Fire fund.
- b. PO #96-2015 in the amount of \$5,000.00 to Central Allied Enterprises for asphalt hot mix for road repairs from the Road fund
- c. PO #97-2015 in the amount of \$3,360 to CTMS for 6 months of IT Services from the General, Fire, Road and Zoning funds.
- d. PO#98-2015 in the amount of \$500.00 to Robinson Med Center One for new hire physicals from the Fire fund.

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

RES #15-070 A motion by Pat Artz, seconded by Vince Coia to approve and accept the disposition of EMS accounts as presented and recommended by LifeForce in the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss Fire Department personnel and disciplinary issues.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:04 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 8:04 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, and Assistant Fiscal Officer Jon Summers.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 8:08 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to re-enter into Regular session at 8:08 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, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, and Jon Summers.

The purpose of the Executive Session was to discuss Fire Department personnel and disciplinary issues.

AUDIENCE

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:10 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE