

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF April 28, 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 April 28, 2015. Trustee Hank Gibson called the meeting to order at 7:02 P.M. Roll call showed the following present: Trustees Hank Gibson, Pat Artz and Vince Coia; Fiscal Officer Gail Pittman; Department Heads Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola, Road Supervisor Darrell Stephens and Assistant Fiscal Officer Jon Summers. Present in the audience were Michael Melice, Joseph McClay and their family and friends; fire fighters Ken Blubaugh, Matt Bright and Matt Dix.

Trustee Chairman Hank Gibson swore in the new part-time firefighters Michael Melice and Joseph McClay.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Board Meeting of April 14, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Trustee Hank 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 May 1, 2015 in the amount of \$40,818.84 and other warrants in the amount of \$108,142.70 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 April 14, 2015 and for the month of March, 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**

Hank Gibson asked how the Spring clean-up went on the previous Saturday. Darrell Stephens said there were many participants this year, especially on Hayes Rd. The total from Universal Disposal was 17 loads at \$900/load for \$15,300. Last year's total was 11 loads. They started pickup around 5:15 a.m. and finished about noon.

Shred Day will be this Saturday, May 2<sup>nd</sup> from 9:00 until noon. Rocky from the road crew and Jon will be present to man the equipment and help the participants.

**FISCAL OFFICER**

*Fiscal Officer Gail Pittman was present and reported the following:*

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

HB 64 proposed budget will phase out reimbursement for Tangible Personal Property Tax and the Ohio Township Association encourages officials to contact their Representatives. In 2014 we received \$13,135 in tangible personal property monies. General fund received \$3,922, Road fund received \$2,391 and the Fire fund received \$6,821.

Vince mentioned that the SB 243 local government money has been received. It totaled \$7,007 (a \$3,823 equal township portion and a \$3,184 lane mile portion).

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

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

He has received the Issue II papers for Round 30 FY2016. He will be attending the upcoming meeting on May 8. The packet will be due June 8, 2015.

Darrell will need to hire for summer help and recommends re-hiring Garrett Brode at his previous year's wage rate.

**RES #15-076** A motion by Vince Coia, seconded by Hank Gibson to re-hire Garrett Brode as seasonal laborer for the Road Department at his previous rate of \$9.00 per hour effective May 11, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The 2008 Chevy truck that is being used for chipping needs 2 new batteries and those will cost \$170.00.

The tire clean-up is scheduled for June 13, 2015.

Darrell was talking to the City of Ravenna and they mentioned that they have lost the fellow who manages their dump, so there probably will be no mulch this year.

Longfield will be closed for about 2 hours tomorrow (Wednesday, April 29) to do some road work.

Darrell will be off on May 20<sup>th</sup> for personal time, and then will be on vacation from May 21<sup>st</sup> thru May 26<sup>th</sup>.

**ZONING DEPARTMENT**

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

The BZA met Wednesday, April 22, 2015 to hear a variance request by Happy Trails to use the house at 5661 New Milford Rd as an office and classroom. The BZA granted the variance request.

The next BZA meeting will be May 13, 2015 at 7 p.m. and there is a variance request for a resident property on Hommon Ave to put an accessory building in the side yard.

The Zoning Commission met Wednesday, April 15, 2015 and will be working to revise sections of the Zoning code pertaining to Chapter 10 Off Premise Signs and Chapter 6 Attached and Detached Garages.

The next Zoning Commission Meeting will be the week of May 18<sup>th</sup>. The exact date will be determined this coming week.

**LIAISON**

The JEDD Board met April 23, 2015 and accepted the resignation of Kevin Fowler due to his work schedule. The JEDD Board approved the appointment of Kimble Cecora, Ravenna City Finance Director, to fill one of the two vacancies. The remaining vacancy is to be filled by a Ravenna Township business owner.

There are two old mobile radios that Jim requested be declared as surplus.

**RES #15-077** A motion by Hank Gibson, seconded by Pat Artz to declare a Motorola GM300 mobile radio, Serial number 159TTQJ983 as surplus and to be sold on GovDeals.com. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES #15-078** A motion by Vince Coia, seconded by Pat Artz to declare a Motorola M120 mobile radio, Serial number 799TUIJ3293 as surplus and to be sold on GovDeals.com. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Trustees signed a letter of support for the Ravenna Flag Pole Project to be nominated for the Driehaus Preservation Award. Also regarding the Flag Pole Project, on May 28<sup>th</sup> at 5:30 p.m. at the Allen Theater in downtown Cleveland will be the award ceremony by the Cleveland Restoration Society. Vince added that he had attended the Ravens award dinner this past Thursday and had introduced Peggy DiPaola and Jack Schafer from the Friends of the Flagpole who were receiving an award.

Jim met with two Kent State students doing a senior project on the subject of railroad grade crossing protection. The students will make their presentation available to TV2 and WKSU.

## **FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present and reported the following:*

The Chief asked for a resolution to hire the 4 new part time firefighter/paramedics.

**RES #15-079** A motion by Hank Gibson, seconded by Vince Coia to hire, effective immediately, the following four people as Part Time Firefighters with pay in accordance with CBA at the rate of \$12.07/hr: Michael Melice and Joseph McClay (who were sworn in this evening) and Steve Laskey and Scott Sada (who will be sworn at a later date). R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-080** A motion by Hank Gibson, seconded by Vince Coia to accept the FEMA Grant funds for Fire gear replacement in the amount of \$123,310.00 with a matching by the Township of \$6,490.00 for a total of \$129,800.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-081** A motion by Hank Gibson, seconded by Vince Coia to approve the transfer of \$6,490.00 from the Fire fund #2111 to Fund #2901 for FEMA grants matching. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

There are 19 shifts open in May right now. We have one employee out sick with a Workers Comp injury and another who is out on a Workers Comp injury at his full time job, so he is unable to work here during that time. We also have 3 employees out on a leave of absence so there is going to be overtime in May to cover these open shifts.

All elected officials are required to do NIMS (National Incident Management System) 700 training to be compliant, which consists of an online class and test. Also required to complete NIMS is the Road Supervisor (and maybe the road crew) and the Fire Department. We need to do this ASAP.

The old Chief's vehicle is currently for sale on GovDeals.com. The dive truck will be placed on the site soon. With the dive truck being sold, the Chief requested the Township owned equipment on the dive truck be loaned to the Portage County Water Rescue Team.

**RES #15-082** A motion by Vince Coia, seconded by Hank Gibson to loan the following dive equipment to the Portage County Water Rescue Team to be better utilized by the County. It is noted that the Township will retain ownership of the equipment: Four (4) SCUBA Tanks, Two (2) First Stage Regulators, Three (3) sets Diver Fins, Two (2) sets Diver Gloves, Two (2) Diver Goggles, Fifteen (15) Ankle Chains, Three (3) Weight Belts complete with Keepers, Six (6) 10 Lbs

Weights, Five (5) 5 Lbs Weights, Fifteen (15) 3 Lbs Weights, One (1) 2 Lbs Weight, One (1) Roll of Weight Belt Webbing, Three (3) Weight Belt Buckles, Five (5) Weight Belt Keepers, One (1) Viking Dry Suit, Six (6) Throw Bags, Five (5) Diver Buoys, Four (4) Pelican Floats, One (1) Canopy, One (1) Diver Strobe, Two (2) Tubs of Zipper Lubricant, and Two (2) Ice ALs. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Spring cleaning around the fire station is coming up. Hank Gibson will line up food to feed the crew.

The Chief asked whether we could donate the cord reels off of #2413 to the Hiram Fire Department in gratitude for the use of their fire truck while ours is getting repaired.

**RES #15-083** A motion by Hank Gibson, seconded by Vince Coia to approve the donation of two (2) surplus electric cord reels off engine #2413 to Hiram Fire Department for the generous use of their fire engine. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Update on vehicle status:

Our newest squad, #2412, is having problems starting when it is cold. It is a known Ford problem, but depending on the cause, the cost to repair it may be small or large. We won't know until it is analyzed.

Engine #2414 repair costs are nearing \$40K. Every time it comes back from Ohio CAT, something else is breaking on it. We have to return the Hiram fire truck next week regardless of whether we have our truck back from Ohio CAT or not.

Utility truck #2417 (the grass truck) estimate to repair/replace the bed is between \$9K-\$11K. The Chief doesn't feel that it is cost effective to put that much money into it. He suggests we use it as is, as long as it is safe, and then down the road, with the additional money from the sale of the dive truck and the old Chief vehicle, sell it and purchase a replacement vehicle.

Tanker #2418 needs \$2,500 in body work. Will eventually need new tires and have the exhaust re-plumbed.

The Hudson used firetruck deal has fallen apart. Hudson has offers of \$45K on them and we cannot justify putting that much into a 21 year old vehicle.

The Chief's vehicle is in need of new tires. The tread on the tires are good, but the rubber is getting so old that they need replaced.

The Trustees discussed the issues we are having with engine #2414. The fact appears that it is apparently a lemon of a truck and a decision needs to be made as to how much more money should be put into it. The vehicle is not reliable. They decided to do an analysis of various scenarios for purchasing/leasing another truck before they make any decisions.

## **NEW BUSINESS**

### **TRUSTEES**

The dates for work sessions for the review and revision of the Township Employee Policy Manual were set for June 3<sup>rd</sup> and June 17<sup>th</sup> between 5:00 p.m. and 7:00 p.m. at the Spring Street Trustee meeting room. Appropriate advertising will be done prior to the meeting

### **FISCAL OFFICER**

We received renewal documents from Summit Insurance asking us to review and update the list of equipment on record. Reports were distributed to department heads for review and asked to return them by the end of May.

An offer was received from CareWorks (formerly Frank Gates) to participate in the Group Retro program next year. This was discussed at length at a previous meeting with Andy Frank.

**RES #15-084** A motion by Vince Coia, seconded by Hank Gibson to approve participation in the CareWorks Group Retro Program effective with policy year beginning January 1, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Josh Mandel sent a letter about joining his OhioCheckbook.com initiative to improve governmental spending transparency. The question of participation was tabled for consideration at a later date.

The Attorney General opinion 2014-028 regarding spending of Fire Funds was discussed. The legal costs for CBA negotiations are not an authorized expenditure from Fire Funds, so the PO for these expenses was closed from the Fire Fund and a new PO opened under the General fund.

**RES #15-085** A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- a. Then and Now PO#104-2015 in the amount of \$4,000.00 to Portage County Solid Waste for 10 drop off containers for 2015 from the General Fund.
- b. PO# 105-2015 in the amount of \$3,000.00 to Perfect Choice Auto Collision for repairs to 2004 Chev C4500 (tanker) from the Fire Fund.
- c. PO# 106-2015 in the amount of \$2,000.00 to Southeastern Emergency Equipment Company for medical supplies from the Fire Fund.
- d. PO# 107-2015 in the amount of \$2,000.00 to Sarchione Ford for general repairs to unit #2412 from the Fire Fund.
- e. PO# 108-2015 in the amount of \$700.00 to Sarchione Ford for tires for the Chief's vehicle from the Fire Fund.
- f. PO# 109-2015 in the amount of \$1,000.00 to Montigney's for misc. small materials needed for the Road/Service Department from the Road Fund.
- g. PO# 110-2015 in the amount of \$1,000.00 to Advance Auto Parts for misc. small parts needed for the Road Department from the Road Fund.
- h. PO# 111-2015 in the amount of \$2,876.00 to CareWorks (formerly Frank Gates) for third-party administrative fees related to workers comp from the General Fund.
- i. PO# 112-2015 in the amount of \$1,200.00 to Chad Murdock for legal fees from the General Fund.
- j. PO# 113-2015 in the amount of \$1,000.00 to GovDeals.com for sales commission on equipment sold through their website from the Fire Fund.
- k. PO# 114-2015 in the amount of \$3,000.00 to Ohio CAT for additional repairs to the fire fleet from the Fire Fund.
- l. PO# 115-2015 in the amount of \$200.00 to Nextel Communications for cell phone fees for the Zoning department from the Zoning Fund.
- m. BC# 38-2015 in the amount of \$500.00 for collection agency fees from the Fire/EMS Fund.

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

Chief Kozak asked for his three month review from the Trustees.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employee performance and evaluations.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 9:12 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 enter into Executive session at 9:13 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, and Fiscal Officer Gail Pittman.

A motion by Pat Artz, seconded by Vince Coia to close Executive session at 9:25 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to re-enter into Regular session at 9:25 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, and Fiscal Officer Gail Pittman.

The purpose of the Executive Session was to discuss employee performance.

**RES #15-086** In recognition of Jon Summers' excellent performance review, a motion by Hank Gibson, seconded by Vince Coia to authorize an end of probation period raise of \$1.00/hour pay increase to \$16.00/hour effective May 3, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank Gibson will put together a 3-month review for Chief Kozak compiled from the Trustees remarks.

**AUDIENCE**

There were no additional remarks from the audience.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:29 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; Hank Gibson, yes. Motion Passed.

ATTEST:

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CHAIRMAN

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

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TRUSTEE