

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF May 12, 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 May 12, 2015. Trustee Hank Gibson called the meeting to order at 7:00 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 and Assistant Fiscal Officer Jon Summers. Road Supervisor Darrell Stephens was absent. Present in the audience were Jack Schaffer, Peggy DiPaola and Steve Laskey.

Trustee Chairman Hank Gibson swore in the new part-time firefighter/paramedic Steven Laskey.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Board Meeting of April 28, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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 15, 2015 in the amount of \$27,564.51 and other warrants in the amount of \$41,410.22 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 28, 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 Jon Summers how the Community Shred Day went. Jon said there were only 17 car loads this year, bringing about 440 pounds of material to shred. It was about half of what was done the previous year.

Hank asked Jim DiPaola about his findings on the dog complaint issues in the Timber Run neighborhood. Jim said he went out there and found no evidence or basis for the complaint.

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.

Josh Mandel sent a letter requesting the Township join the OhioCheckbook.com initiative to improve governmental spending transparency. The decision to join or not join was tabled until more information about participation could be gathered.

We have received notification of a discount of \$196.11 coming back to us from Workers Compensation for early payment. This amounts to an approximate 3% effective interest rate.

We have also received an email from the Tax Commissioner approving the fund transfer to the General fund. Once the paperwork comes in, then the filing of the petition through the court can begin.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

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

Darrell has completed the Issue II pre-application papers for Round 30 FY2016. With this round he is planning to widen Dawley Road between SR44 and Infirmary Road. The total expense is about \$189,600 and the Township's portion would be 50% of that.

RES #15-087 A motion by Hank Gibson, seconded by Vince Coia to adopt the following resolution:

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 2016 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.

The Portage County Engineers Office will be opening the bids tomorrow, May 13th, for the Prospect Street sidewalk project.

ZONING DEPARTMENT

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

Jim presented his April Zoning activity report.

The BZA is meeting on May 13th to hear a variance request for a garage on Hommon.

The next Zoning Commission meeting will be May 20, 2015 at 7 pm to discuss changes to the Zoning code.

Pat Artz inquired about several instances of complaints of people living in trailers, one on Hill St. Jim is investigating the complaints.

LIAISON

The Ravenna Flagpole has been selected to receive a 2015 Preservation Award from the Cleveland Restoration Society and AIA, Cleveland. This is a very prestigious award and we are honored that the Flagpole restoration was chosen. The awards ceremony will be held on May 28th at 5:30 p.m. at the Allen Theater in downtown Cleveland. The deadline for obtaining reservations to go to the event will be May 22nd at 5:00 pm. Peggy DiPaola and Jack Schafer from the Friends of the Flagpole addressed the meeting to encourage attendance to the event. If you register as Friends of the Flagpole, you will be seated together with the rest of the group.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The Chief presented his April monthly activity report.

Mark has advertised for bids for Air Packs. The bids will be opened at the next Trustee meeting on the 26th. Hank asked Mark if he would research for any grants for hiring a full time firefighter.

Mark has been here for over 3 months and requested an evaluation. Hank said he is currently working on his evaluation.

Ben Rahe will be resigning. We have 3 employees on leave of absence and 3 others off because of injuries. Staffing continues to be a challenge

The former Chief's vehicle has been sold on GovDeals.com for \$3,000.

Tomorrow, the inmate work detail from the PC Jail will be in to paint and clean.

There is an old commercial coffee system, EMS bags and miscellaneous equipment lying around that Mark asked to be declared surplus and sold.

RES #15-088 A motion by Hank Gibson, seconded by Vince Coia to declare the commercial coffee system, EMS bags and miscellaneous equipment as surplus to be sold on GovDeals.com. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Update on vehicle status:

Squad #2412 has been repaired.

Engine #2414 has had more breakdowns. Ohio CAT is starting and report on the statements, the repairs they are doing at no charge to the Township.

Tanker #2418 is running well.

A general discussion on the direction to proceed regarding the replacement of apparatus ensued with Trustees agreeing in principal on the direction for financing and purchasing alternatives. Mark and Jim will report at the next meeting with more definitive information for the Trustees to make decisions.

NEW BUSINESS

TRUSTEES

The 1st Quarter 2015 report from Portage County Combined General Health District has been received and is available for viewing in the Fiscal Office.

FISCAL OFFICER

RES #15-089 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- a. Then and Now PO#116-2015 in the amount of \$1,933.89 to Portage County HAZMAT Team for 2015 support from the General Fund.
- b. Then and Now PO# 117-2015 in the amount of \$184.18 to Portage County USAR Team for 2015 Urban Search and Rescue support from the General Fund.
- c. PO# 118-2015 in the amount of \$1,000.00 to City of Ravenna Water & Sewer Billing from the General Fund.
- d. PO# 119-2015 in the amount of \$800.00 to Linde Gas North America LLC for oxygen for Fire/EMS from the Fire Fund.
- e. PO# 120-2015 in the amount of \$300.00 to Sports Xpress for safety reflective shirts from the Road Fund.
- f. BC# 39-2015 in the amount of \$3,000.00 for miscellaneous repairs & maintenance from the Road Fund.
- g. PO# 121-2015 in the amount of \$600.00 to ABC Plumbing & Drain for repairs on two pressure assisted toilets from the General and Fire Funds.

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

RES #15-090 A motion by Hank Gibson, seconded by Pat Artz to accept the following increases to the revenue budget for 2015:

- a. Fund #2901 FEMA Grant increase by \$131,000.00
- b. Fund #4401 Public Works increase by \$95,700.00
- c. Fund #2181 Zoning increase by \$40,000.

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

RES #15-091 A motion by Hank Gibson, seconded by Vince Coia to authorize a transfer of \$40,000.00 from the General Fund #1000 to the Zoning Fund #2181. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-092 A motion by Hank Gibson, seconded by Vince Coia to approve the disposition of EMS accounts per Life Force recommendations as listed on the distributed report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

AUDIENCE

No additional comments from the audience.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 8:04 p.m.

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

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE