

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MAY 26, 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 26, 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 and Assistant Fiscal Officer Jon Summers. Road Supervisor Darrell Stephens was absent. In the audience was Mickey DeWitt from Warren Fire Equipment, Inc.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Board Meeting of May 12, 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 29, 2015 in the amount of \$30,801.10 and other warrants in the amount of \$19,611.37 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 May 12, 2015, the month of April 2015 and the April, 2015 bank reconciliation 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

RES #15-093 A motion by Vince Coia, seconded by Hank Gibson to approve the following increases to the appropriation budget for 2015:

- a. Fund #1000 General increase by \$579,427.59 (to facilitate transfer)
- b. Fund #2111 Fire Fund increase by \$160,000.00 (fire truck purchase)
- c. Fund #2901 FEMA Grant increase by \$130,000.00 (FEMA gear)
- d. Fund #4401 Public Works increase by \$95,700.00
- e. Fund #2181 Zoning increase by \$25,000.00
- f. Fund #4901 Misc. Capital Projects increase by \$9,427.59

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

Hank Gibson opened the sealed bids for Air Packs. The bids were as follows:

- a. Fire Force, quoted \$56,200.00
- b. Warren Fire Equipment, Inc. quoted \$63,280.00

Upon review, Chief Kozak noted the Fire Force quote failed to meet the bid specs as written. The equipment quoted isn't compatible with our existing equipment. Also, the Warren Fire Equipment quote included 10 additional spare tanks which was an add-on option of \$6,100.00 listed on the Fire Force quote. With the additional tanks, the Fire Force bid would be \$62,300. However, since the Fire Force bid does not meet our specifications, Warren Fire Equipment is our only option.

RES #15-094 A motion by Hank Gibson, seconded by Vince Coia to accept the bid from Warren Fire Equipment contingent on the receipt of funds from FEMA. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The roof began leaking in the meeting room from a sudden downpour during the meeting.

RES #15-095 A motion by Pat Artz, seconded by Hank Gibson to approve Super BC #40-2015 for \$10,000.00 to repair the roof and repair of the ceiling panels from the General Fund #1000-110-323-0000. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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.

RES #15-096 A motion by Vince Coia, seconded by Hank Gibson to rescind Res #15-081 because the transfer is not necessary. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-097 A motion by Hank Gibson, seconded by Vince Coia to authorize repayment of \$25,000.00 originally advanced from the General Fund #1000 to the Fire Fund #2111 on 02/12/15. The repayment shall be disbursed from Fire Fund #2111 to General Fund #1000. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-098 A motion by Hank Gibson, seconded by Vince Coia to remove the reserve on funds in the General Fund in the amount of \$17,000.00 that was originally set aside for the matching portion of the Moving Ohio Forward Grant. That grant is now expired and will not be renewed and the matching funds were not used so they are no longer required to be reserved. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to table the discussion of health reimbursement plans until the Trustees have the opportunity to speak directly with legal counsel. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was absent. No report.

ZONING DEPARTMENT

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

The next BZA meeting will be on June 10, 2015. Giant Eagle has applied for a Conditional Use for a gasoline service station, restaurant and convenience market and a Variance from the driveway location, parking space size, parking setback, parking between pumps and front property line, side yard setback and fencing requirements.

The Zoning Commission met on May 20th. Zoning Code changes for garages and signs were discussed. A copy of the City of Ravenna's sign code was passed out for comparison and review.

The next Zoning Commission meeting will be June 17, 2015 at 7 pm. Discussion will be garage size requirements and off premise sign location requirements.

He is working on numerous complaints including high grass and trash/junk. Violation Citations have been mailed out to several property owners.

Vince asked about removal of the bus on Paul Platz's property. Jim is working on a resolution to the problem.

LIAISON

The 2015 Preservation Award Ceremony from the Cleveland Restoration Society is being held this Thursday, May 28th 5 pm until 8 pm at the Allen Theater in downtown Cleveland.

Jim is continuing to work with Chief Kozak on fire apparatus. They traveled to Sutphen Corporation, Dublin, OH on Tuesday, May 19th to view the factory and discuss specific specifications. All specifications meet the requirements to be purchased under the State of Ohio purchasing plan.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The FEMA Grant is still in the amendment process. There is only one person that approves the amendments and he is on a month vacation. He should be back on June 3rd.

Mark is working on the NIMS 700 requirements.

Shifts are still not filled. Payroll will be similar this month to last month.

Mark wrote a thank you letter to the Portage County Sheriff's Dept. for their help in the spring cleaning.

So far, we've sold \$15,500 in surplus equipment on GovDeals.com. Engine 2413 is currently listed now. Mark also asked for the old Dispatch equipment and phones to be declared as surplus to be sold. He also requested that old air packs and gear that should not be used for firefighting be donated.

RES #15-099 A motion by Hank Gibson, seconded by Vince Coia to declare the old dispatch equipment and phones as surplus to be sold on GovDeals.com. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-100 A motion by Hank Gibson, seconded by Vince Coia to donate old air packs and gear to Stark State for training purposes. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-101 A motion by Vince Coia, seconded by Hank Gibson to accept and approve the annual Proair Service Agreement. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Update on vehicle status:

Engine #2414 had electrical problems last week.

A proposal for the new fire truck was reviewed. The current bid price from Sutphen was \$296,396.67 and with the full prepayment discount of \$4,075.45, the final purchase price is \$292,321.22.

A discussion ensued about how to best utilize resources until the new truck would arrive. Mutual aid and an option of purchasing a 1988 truck from Jackson Township to hold us over was discussed. Pat Artz expressed her disappointment in not having heard all facts about the Jackson Township truck, specifically regarding safety concerns of an open backed fire truck. Chief Kozak expressed his concern that Pat had not come to him or Jim first regarding her concerns.

A motion by Pat Artz, seconded by Hank Gibson to not purchase the Jackson Township fire truck. R/C: Mr. Coia, no; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEW BUSINESS
TRUSTEES

Hank mentioned that he had received a high grass complaint. Jim said he has been working his way through several of them.

FISCAL OFFICER

RES #15-102 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- a. Then and Now PO#122-2015 in the amount of \$500.00 to GovDeals.com for additional commission based on higher selling prices than originally anticipated from the Fire Fund #2111.
- b. PO #123-2015 in the amount of \$900.00 to Vision Service Plan for vision coverage from the Fire and Road Funds.
- c. Then and Now PO# 124-2015 in the amount of \$364.95 to Portage County Treasurer for payment of Personal Property tax refunds according to letter from the Portage County Auditor.

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

RES #15-103 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 supplemental 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 8:12 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; Hank Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE