

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 9, 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 June 9, 2015. Trustee Hank Gibson called the meeting to order at 7:02 P.M. Roll call showed the following present: Trustees Hank Gibson and Vince Coia; Fiscal Officer Gail Pittman; Department Heads Road Supervisor Darrell Stephens, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz was absent. In the audience were Bob Jones from Sutphen Corp., Mark Smith, Tasha Lee, Debbie Kemble, Tyrone Sanders, Kadajjah Coleman, Chanel Smith and Peggy Collins.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Board Meeting of May 26, 2015. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Board Meeting of May 26, 2015. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Special Board Meeting of June 3, 2015. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Emergency Board Meeting of June 3, 2015. R/C: Mr. Coia, 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 Hank Gibson to approve payroll warrants for June 12, 2015 in the amount of \$47,298.56 and other warrants in the amount of \$11,495.27 with warrants over \$1,000.00 read aloud by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of May 26, 2015, the month of May 2015 and the May 2015 bank reconciliation and found to be in good order. A motion by Vince Coia, seconded by Hank Gibson to accept the financial reports as presented. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

RES #15-105 A motion by Hank Gibson, seconded by Vince Coia to approve the sale of real property located at 6381 Spring Street in Ravenna Township, known as parcel #29-308-20-00-040-0000 to Debbie Kemble for \$7,325.00 plus \$28.50 in fees for a total of \$7,353.50 under the terms and conditions as prescribed in the real property purchase and sale agreement as drafted by Chris Meduri, legal counsel. R/C: Mr. Coia, yes; 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.

The petition to Court requesting approval for transfer of funds from Capital Fund to General Fund was approved today. The funds have been transferred as authorized in Res #15-065 accordingly.

There is a need to transfer money into the Fire Fund in order to cover the Fire Engine down payment and other repairs to the fleet made during the year.

RES #15-106 A motion by Vince Coia, seconded by Hank Gibson to approve a transfer from the General Fund #1000 to the Fire Fund #2111 in the amount of \$178,000.00 R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Gail recommended that the remaining \$400,819.87 old capital fund amount be transferred back into a capital fund and reserved for building improvements. The decision to do this was tabled until the next meeting so as to review the proper ORC rules to facilitate the transfer.

The first crash billing check in the amount of \$2,852.50 has been received and deposited. Four crash billings were missed last month. At this time it is unknown if they were billable calls. The Chief is working with Cost Recovery to get the info to bill those if applicable.

Sample Ethics policy from the Ohio Ethics Commission and a full outline of the policy was distributed for consideration at the next policy work session. The full text is on the General drive. Gail suggested that the full text get handed out along with the new policy manuals.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was present and reported the following:

Issue II paperwork has been turned in and he expects to hear the results by the end of summer. It is the first of two phases to be done on widening Dawley Road. This first phase would be between SR 44 and Infirmary Road.

Tire cleanup will be this Saturday, June 13th between 8 a.m. and noon. Bill Steiner from Portage County Solid Waste will be present.

The chipper is down. They've gotten the repair parts and it should be back up by Monday.

The road crew has been doing a lot of culvert replacements. Fairhill will be worked on tomorrow (Wednesday) in the morning with the assistance from the city. Hommon repairs have been done and turned out very well.

Tires are needed on the white plow truck and then will need an alignment. The PO's are in the list presented later.

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. Because of the anticipated crowd, the meeting has been moved to the lower fire apparatus bays.

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.

The vacant lot owned by Paul Platz, 3286 St Rt 59, has been cleaned up more and the bus moved closer to the road. Mr. Platz has no title for the bus and is working to get a replacement title for it. Nobody will scrap the bus without the title.

There has been a number of requests for notices on some of the high grass complaints. Jim requested resolutions for these properties.

RES #15-107 A motion by Vince Coia, seconded by Hank Gibson to declare 3415 W. Spruce St., Ravenna, OH 44266; parcel #29-307-10-00-040-000 a nuisance pursuant to ORC 505.87 and proceed under ORC 505.87 to abate the nuisance. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-108 A motion by Vince Coia, seconded by Hank Gibson to declare 6157 Spring St., Ravenna, OH 44266; parcel #29-307-10-00-057-001 a nuisance pursuant to ORC 505.87 and proceed under ORC 505.87 to abate the nuisance. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-109 A motion by Vince Coia, seconded by Hank Gibson to declare 6126 Spring St., Ravenna, OH 44266; parcel #29-307-10-00-044-000 a nuisance pursuant to ORC 505.87 and proceed under ORC 505.87 to abate the nuisance. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The monthly Zoning Report was presented, a total of \$736.44 from permit fees were collected.

LIAISON

Jim attended the 2015 Preservation Award Ceremony from the Cleveland Restoration Society held Thursday, May 28th along with Trustees Hank Gibson and Vince Coia. Hank, Vince and Jim commented about how nice the ceremony was.

Jim is continuing to work with Chief Kozak on fire apparatus and collective bargaining agreements. The full time firefighter's contract expires September 30, 2015 and the notice to negotiate needs to be filed and the Trustees need to appoint a negotiating team. Chief Kozak requested they do a work session which should include the FO, legal, Trustee, Chief and Liaison.

Hank Gibson thanked Jim for all the work he's been doing with Mark.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The Chief introduced Bob Jones, sales rep. from Sutphen, who talked about his business and the fire engine that we are ordering from them.

Mark said he would get the repair list for engine 2414 to Ed at Ohio CAT and go over the issues and consult with him regarding the new engine being built.

Regarding the FEMA Grant, all issues have been fixed. The air packs have been ordered.

Mark is working on the NIMS 700 requirements.

The payroll overtime will be high on this next period due to filling all the shift vacancies left by the injured and LOA employees.

So far, we've sold \$22,494.59 in surplus equipment on GovDeals.com.

The Plymovent System needs some preventative maintenance; the PO is on the list presented later.

Update on vehicle status:

It was known that 2413 had contaminated hydraulic fluid in the extrication equipment, but it has been found that 2414 also is contaminated. Mark is getting someone to come in to check and review all the equipment.

Engine 2414 had no breakdowns this week.

Tanker 2418 is at Perfect Choice in Mantua for body repairs.

One of the squads is in need of rotor repairs which may be caused by ball joints going bad.

Mark presented the monthly Fire Report. Mutual aid was given 12 times to the city and received 6 times from the city.

NEW BUSINESS

TRUSTEES

The Trustees reviewed and voted on the OPWC District Seven official township ballot.

A motion by Vince Coia, seconded by Hank Gibson to vote for the following three member/alternate teams:

- 1) Member Jim Pristov from Hapersfield Township and Alternate Tom Martin from Williamsfield Township.
- 2) Member Patrick Cavanagh from Auburn Township and Alternate Charles Walder from Russell Township.
- 3) Member Vince Coia from Ravenna Township and Alternate Victor Grimm from Mantua Township.

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

The date to officially recognize July 4th, which falls on a Saturday this year, was discussed. Normally it would be observed on Friday July 3rd but the road crew already has Fridays off.

RES #15-110 A motion by Vince Coia, seconded by Hank Gibson to have the road crew observe the July 4th holiday on Thursday, July 2nd 2015. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-111 A motion by Vince Coia, seconded by Hank Gibson to have the administration employees observe the July 4th holiday on Friday, July 3rd 2015. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES #15-112 A motion by Hank Gibson, seconded by Vince Coia to approve the PO's #126-2015 - #153-2015 and BC #41-2015 as presented on the supplemental report. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-113 A motion by Vince Coia, seconded by Hank Gibson to authorize the reimbursement to Darrell Stephens in the amount of \$968.34 for exceeding his out of pocket maximum when the township changed group health insurance plans at the end of 2014, payment to be made under the HRA plan through payroll. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-114 To facilitate payment of departmental operating expenses along with providing for loan repayment funds in anticipation of the Fire Engine purchase, a motion by Hank Gibson, seconded by Vince Coia to reallocate the inside millage beginning with tax year 2015, for collections in 2016 as follows:

- a. General to remain at 0.60 mils \$ 79,216.80
- b. Road and Bridge to reduce by 0.50 mills to 2.00 mills \$264,056.00
- c. Fire to increase by 0.50 mills to 0.80 mills \$105,622.40
- d. For a Grand total of 3.4 mills \$448,895.20

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

A motion by Vince Coia, seconded by Hank Gibson to set the date for the Budget Hearing on July 7, 2015 at 6:30 p.m. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

Mark Smith and several members of the Federal Reserved and Allotted Land Task Force (FRA-TF) spoke about cleaning up the McElrath area and requested aid in obtaining some dumpsters to put the trash in. They are trying to clean and develop the property next to their ball field. Both Hank Gibson and Vince Coia expressed frustration that the Township’s Spring Cleanup was just done and this trash removal should have been coordinated with the cleanup. Mr. Hairston and Ms. Mitchell were both notified of the Spring Cleanup dates so that the communities could coordinate their efforts with the Township. Mr. Smith stated that they were not notified by Mr. Hairston or Ms. Mitchell, as they should have been because they are the ones that actually would be removing the trash. Hank Gibson also expressed the need to have the abandoned structure removed in their allotment or the dumping will continue. Mr. Smith agreed and said they will supply the labor for the cleanup. Mr. Smith further stated that they are in touch with the property owners in hopes of developing the property or at least gain their assistance with cleanup. He has also been in touch with the deputy in charge of enforcing compliance of the illegal dumping laws. Hank Gibson said the Trustees will review the budget for consideration and have Jim DiPaola respond to Mr. Smith with the Board’s decision.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:47 p.m. R/C: Mr. Coia, yes; Hank Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE