

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 23, 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 23, 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 Road Supervisor Darrell Stephens, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Board Meeting of June 9, 2015. R/C: Mr. Coia, yes; Mrs. Artz, abstain; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Special Board Meeting of June 17, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and 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 June 26, 2015 in the amount of \$33,902.02 and other warrants in the amount of \$169,002.62 with warrants over \$1,000.00 read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of June 9, 2015 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; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Additional work sessions for the personnel policy manual review were set for July 15 and July 29 at 5:00 pm.

Consideration was given to the request at the last meeting for placement of a couple of dumpsters in the McElrath neighborhood. Vince reiterated his previous comments about the costs and that all parties had been notified in plenty of time to coordinate efforts prior to the Spring Cleanup. Darrell Stephens said Loftin FABET has stated they are willing to donate one roll off dumpster as long as someone else paid the dump fees. These dumpsters usually rent for \$500.00. Pat expressed concern that this may be viewed by some as favoritism to this neighborhood and other neighborhoods may want the same treatment, which could be costly and defeat the purpose of the Spring Clean up. Darrell mentioned that illegal dumping is becoming an increasing problem in many additional areas all over the Township. Alternatives were discussed and no action was taken. Further investigation is needed to see if there might be some grant money available or other donations.

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 credit card has been cancelled due to it becoming compromised and having some fraudulent purchases made over the weekend. A replacement card is being sent to us tomorrow.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Road Supervisor Darrell Stephens was present and reported the following:

Tire cleanup last Saturday was not a huge success. We only filled up 1 ½ out of 4 of the dumpsters.

Darrell mentioned that as the problem dumping spots are getting patrolled, the dumping is happening in additional places.

Repairs have been made to 746 E Lake St (installed a 12” tee and grate)

The “sink hole” at 3377 Summit Rd has been taken care of.

The low spot on the property at 3653 Summit Rd has been referred to Portage County Water Resources.

The 2008 chipper truck is down due to brake problems. The service crew will perform the repairs to save on costs. The chipper itself has to go to Vermeer for repairs for an electrical problem. There is a PO in the list for this repair.

Darrell suggested we send the city a thank you letter for their assistance on the culvert pipe replacement on Fairhill and for letting us use their chipper. Hank directed Darrell to get the information to Carolyn to draft the letter for the Trustees signature.

Hank Gibson said he would like to see the Road Department to do some crack sealing and asked Darrell to ask contractors for prices on subcontracting the crack sealing.

ZONING DEPARTMENT

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

The bus at 3286 St Rt 59 has been removed.

The BZA met on June 10th and granted GetGo (Giant Eagle) a conditional use and variances for the gas service station, convenience store and restaurant at 1363 E. Main St. GetGo now has to make application for various building and signage permits. Construction is expected to start this summer.

There is no BZA meeting scheduled for July 2015

The Zoning Commission met on June 17, 2015 and discussed garage/accessory building sizes and language to be changed in the Zoning Code.

The next Zoning Commission meeting is scheduled for July 15, 2015 at 7:00 pm.

Continued work is being done on various high grass and property complaints. Pat asked Jim to look into a dumping complaint on SR 59 and a complaint about a motor home in the front yard at 6941 Berry Rd.

LIAISON

Jim met with a representative from Overhead Door to review the condition of the five (5) overhead doors in the fire station. Two door panels need replaced due to past accident damage, hinges and cables are worn on several doors and transmitters are worn out. The repair and maintenance records for the doors are poor and it’s difficult to see if any regular maintenance was done.

Jim met with a representative from Wright Heating to get a price on a dehumidifier for the Administrative offices and for servicing the air conditioner. The current portable dehumidifier is undersized for the area

Jim is continuing to work with Chief Kozak on various fire department issues.

Jim has contacted the State Employment Relations Board and it is OK for the Township and the Part Time Firefighters Association to correct the typos and grammatical errors in the current CBA through a Memorandum Of Understanding (MOU).

Jim will contact Chris Meduri about the deed for the sale of property done at the previous regular meeting.

It was noted that the damaged ceiling tiles in the meeting room had been replaced by Darrell. The roof repair seems to be holding well. The invoice for that repair has not been received yet. The Fire Department is having a problem with a drain from the HVAC getting backed up and dripping through their ceiling.

The land bank is looking to acquire some blighted properties. Hank asked Jim to try to get the property in McElrath where the dumping is happening listed as blighted

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

We have received a grant award from the Ohio Division of EMS in the amount of \$3,500.00 for EMS equipment. This is a reimbursing grant and Mark asked for a motion to accept the grant.

RES #15-115 A motion by Hank Gibson, seconded by Pat Artz to accept the Ohio Division of EMS reimbursing grant in the amount of \$3,500.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Chief is ready to sit down and help anyone that needs it on completing the NIMS online course.

Part time firefighter Ben Rahe submitted his resignation letter and Dave Spraggins is back early from his LOA.

RES #15-116 A motion by Hank Gibson, seconded by Pat Artz to accept the resignation of Ben Rahe as of 6/18/2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The shift vacancies for July is looking better. The current payroll did not come out as poorly as expected.

So far, we've sold \$22,835.59 in surplus equipment on GovDeals.com.

Update on vehicle status:

The extrication equipment is having preventative maintenance done next week. The system is outdated and can't cut most new cars. Mark is working on a grant to get the equipment replaced. The Jaws of Life spreaders are compromised and it's been suggested that they be removed from the apparatus.

The four (4) traffic light block emitters have been installed.

Squad 2411 has been sent to Ohio CAT in Cleveland. It has grounding problems and it needs front brakes. A PO for these repairs has been placed on the list.

Squad 2412 may have bad ball joints.

Engine 2414 driver's side light tower is working intermittently. Ohio CAT will be out to look at it.

Tanker 2418 body repairs came in under budget. We are waiting on a quote to have the reflective lettering put back on the truck.

Hank Gibson talked about levies that are up for renewal and about the timing of placing the levies on the ballot. The plans for doing so will need to be done soon.

NEW BUSINESS **TRUSTEES**

RES #15-117 A motion by Hank Gibson, seconded by Pat Artz to rescind Resolution #14-347 defining the maximum work hours for part-time employees because the issues are to be covered under the collection bargaining agreements and the employee handbook. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES #15-118 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC:

- a. PO #154-2015 in the amount of \$15,106.00 to Warren Fire Equipment, Inc. for gear equipment bought with FEMA grant, \$755.00 from the Fire Fund #2111 and \$14,351.00 from Fund #2901.
 - b. PO #155-2015 in the amount of \$36,420.00 to Warren Fire Equipment, Inc. for gear equipment bought with FEMA grant, \$1,821.00 from the Fire Fund #2111 and \$34,599.00 from Fund #2901
 - c. PO #156-2015 in the amount of \$2,000.00 to Vermeer Sales & Service, Inc. for chipper repairs from the Road Fund.
 - d. PO #157-2015 in the amount of \$1,200.00 to Cost Recovery Corp LLC for collection fees for crash billing from the Fire Fund #2281.
 - e. PO #158-2015 in the amount of \$1,301.20 to Overhead Door Co. for garage bay door repairs from the General Fund.
 - f. PO #159-2015 in the amount of \$1,400.00 to Ohio CAT for repairs to Unit #2411 regarding corrosion and brakes from the Fire Fund.
- R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employee performance reviews for department heads.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:08 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 8:09 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 Gibson, Fiscal Officer Gail Pittman, Jim DiPaola, Mark Kozak and Darrell Stephens.

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 9:02 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 re-enter into Regular session at 9:03 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 reviews for department heads.

AUDIENCE

There were no additional comments from the audience.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:05 p.m. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE