

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 4, 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 August 4, 2015. Trustee Hank Gibson called the meeting to order at 7:01 P.M. Roll call showed the following present: Trustees Hank Gibson and Vince Coia; Fiscal Officer Gail Pittman; Department Heads Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz and Road Supervisor Darrell Stephens were absent. Audience members were Portage County Treasurer Brad Cromes, Ben Dyer, Claire Moore and John White.

RES #15-131 A motion by Hank Gibson, seconded by Vince Coia to hire part-time Firefighter Ben Dyers effective August 4, 2015 with pay in accordance with CBA to start at the rate of \$10.50/hr. R/C: Vince Coia, yes; Mr. Gibson, yes. Motion Passed.

Trustee Chairman Hank Gibson swore in the new part-time firefighter Ben Dyer.

AUDIENCE

Mr. Gibson asked Portage County Treasurer Brad Cromes if he'd like to speak. Brad introduced himself and touched on the topic of their reworked website, mentioning the new features and the ability to pay tax bills there. Then he talked about the County Land Bank, a non-profit, non-government organization (but with many government officials sitting on the Board), which is a newer organization and has been in existence for only about 3 years. Its purpose is to direct Federal Grant money, funneled through the State, for acquisition of abandoned and demolition of blighted properties in the County. They are working on the first step of targeting those properties that are in foreclosure or delinquent in their tax payments. Hank Gibson asked what the expenses would be for the Township. Brad said they are minimal at this stage, just the cost of the Zoning Inspector determining whether the targeted properties are indeed abandoned. Jim DiPaola said he had submitted 7 addresses to NDS and only one of the properties are on the land bank's target list. The blighted property in McElrath that is being used for illegal dumping was used as an example of a property that should be on the list. Brad asked Jim for a list of the properties the Township thinks should top the list. Jim asked about the foreclosure process, especially about Sheri Meduri's properties that have been a nuisance and she has not been upholding her agreements. Brad said they are trying to use all available tools at their disposal to fast track the process. They are trying to make the most use of the resources available, but if there are certain properties that need moved up, he is happy to work on expediting them.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Board Meeting of July 21, 2015. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The motion to approve the minutes of the Emergency Meeting of July 24, 2015 was tabled until Pat Artz was present to vote on it.

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 August 4, 2015 in the amount of \$43,352.88 and other warrants in the amount of \$72,351.27 with warrants over \$1,000.00 read aloud. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of July 21, 2015 and were found to be in good order. A motion by Hank Gibson, seconded by Vince Coia to accept the financial reports as presented. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:**TRUSTEES**

Vince said Darrell was still waiting for information on crack sealing costs.

There has been no update on the cleanup efforts by Mark Smith in the McElrath neighborhood.

Vince will coordinate scheduling the dates for the next policy manual work sessions.

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.

Medical Mutual has sent a letter to the Township as formal notification that the existing Platinum Health Plan that is offered to Township employees will not be offered at renewal time. No further information is available at this time. Medical Mutual is required to notify the Township of renewal information by October 1 (30 days before renewal date). John Dalziel should be notified by September 1 (60 days before). He is attempting to acquire information prior to that date, but Medical Mutual has not been forthcoming.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Road Supervisor Darrell Stephens was not present and Vince Coia reported the following:

The bid books will be ready on August 13th, then the bids can be advertised.

The brush chipper is back from Vermeer.

The Road crew is working on road repairs on Hidden Brook. They are also working at the Township Cleveland Road property doing clean up.

ZONING DEPARTMENT

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

The Board of Zoning Appeals met July 22, 2015 and granted a variance request on side and rear yard setbacks for an accessory building at 3675 Summit Road.

The Board of Zoning Appeals will meet August 12, 2015 to hear a variance request by Ravenna Moose Lodge #1234 to add 45 camping lots to their 118 acres of land on St. Rt. 14. The area is zoned commercial residential. They are offering the lots to their members and will be bringing septic/sewer up to code.

The Board of Zoning Appeals will meet August 19, 2015 to hear a variance request to locate an accessory building ten (10) feet from the rear property line and five (5) feet from the side property line at 7296 Virginia Drive.

The updated Land Use Plan is finished and is being proof read and will be presented to the Trustees for review this month and then be considered for acceptance at the September 1, 2015 Trustees meeting.

Jim is continuing his work with the Zoning Commission on Zoning Code updates.

Monthly zoning activity was presented on a supplemental report.

Vince said he had received a call from a resident inquiring about having a “No Engine Brake” sign posted on South Prospect for north bound vehicles as they approach the train underpass. Vince asked Jim to look into the process and how that would be enforced.

LIAISON

Jim is continuing to work with Chief Kozak on negotiations with the Firefighter’s Union.

The St. Rt. 59 / St. Rt. 14 ODOT project at Cotton Corners started Monday, August 3, 2015 with a completion date of September 2016.

Jim found a used ice machine for use by the fire and road departments. The used machine price is \$1,500.00 as opposed to \$2,360.07 for the new machine presented at the last meeting. The used machine would come with a 90 warranty. The work and materials to install an electric outlet would be donated by Jeff Sweitzer who is a licensed electrician. The proposal was tabled again.

The commercial dehumidifier has been installed in Administration and is waiting for Rummel Electric to do the electrical hookup.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The Part Time Union Memorandums of Understanding as addendums to the CBA have been signed. A copy needs to be sent over to Chad Murdock.

Mark requested an executive session to discuss the Full Time Fire Fighter contract proposal.

The NIMS training work is coming along. The deadline to have everyone pass the test is April of 2016.

We have received a \$2,000.00 grant from CSX.

We need to develop a Procurement Policy per the Assistance to Firefighters Grant we received.

RES #15-132 A motion by Hank Gibson, seconded by Vince Coia to permit Part Time Firefighter Bright a requested 12 month LOA. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Shifts for August are already filled.

Surplus equipment continues to be sorted and sold.

We continue to wait on the estimate for graphics for Tanker 2418.

The new truck should be ready in February or March. There is a preconstruction meeting for it later this month.

Mark attended a Chief’s meeting where they discussed the merge of Robinson Memorial Hospital with UH and its new offerings. Overall, it should be a good and impressive change.

NEW BUSINESS
TRUSTEES

Notification was received from the Ohio Division of Liquor Control regarding liquor license applicant Rich's La Crews Thru LLC at 6578 Cleveland Rd. A response as to whether the Township requests a hearing is required. Nobody had heard anything negative about this, so it was agreed that no hearing should be requested.

NOPEC 2015 General Assembly Meeting will be Tuesday, November 10, 2015 at 11:30 at the Embassy Suites 5800 Rockside Woods Blvd, Independence OH 44131. Hank said he will try to attend the meeting.

FISCAL OFFICER

We have received Property and Liability insurance policy renewal information from OTARMA for the policy period beginning 08/20/15. The premium for this period is \$18,948 compared to \$20,261 for the current period, a reduction of \$1,313 or 6%. Insured values increased \$30K in vehicles, \$50K in building and \$50K in blanket coverage. In addition, we are scheduled to receive a rebate in the amount of \$1,354.41.

RES #15-133 A motion by Hank Gibson, seconded by Vince Coia to accept and approve the insurance policy contract as presented by OTARMA for the 1 year policy period beginning August 20, 2015. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-134 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- a. PO #169-2015 in the amount of \$2,000.00 to Allied Corporation for road materials from the Road fund.
- b. Then and Now PO #170-2015 in the amount of \$540.77 to Buckeye Power Sales for emergency repairs to the Generator from the General Fund.
- c. PO #171-2015 in the amount of \$18,948.00 to OTARMA for Property and Liability Insurance premium for the policy period beginning 08/20/2015 from the General, Fire and Road Funds
- d. PO #172-2015 in the amount of \$1,000.00 to Levinson's Uniforms for Fire Dept uniforms for new hires from the Fire fund.
- e. PO #173-2015 in the amount of \$2,000.00 to Cuyahoga Community College for Officer 1 Class for FT FF's from the Fire fund
- f. PO #174-2015 in the amount of \$1,200.25 to Southeastern Emergency Equipment Co for equipment purchased under the EMS Grant from the Fire/EMS fund.
- g. PO #175-2015 in the amount of \$600.00 to Marchese Communications for equipment purchased under the EMS Grant from the Fire/EMS fund.
- h. PO #176-2015 in the amount of \$1,800.00 to Strobes N More for equipment purchased under the EMS Grant from the Fire/EMS fund.
- i. PO #177-2015 in the amount of \$77.75 to Warren Fire Equipment for equipment purchased under the EMS Grant from the Fire/EMS fund.

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

RES #15-135 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the disposition of EMS accounts according to the recommendations of LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Consideration was given to a hardship closure authorization request from LifeForce.

A motion by Hank Gibson, seconded by Vince Coia to accept a payment plan of no less than \$5.00 per month. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss Collective Bargaining Agreement Negotiations and also a Fire department employee discipline issue.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 7:54 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 7:54 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia and Hank Gibson; Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola and Jon Summers.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 8:30 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 8:30 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia and Hank Gibson; Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola and Jon Summers.

The purpose of the Executive Session was to discuss Collective Bargaining Agreement Negotiations and an employee discipline issue. No action was taken.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 8:30 p.m. R/C: Mr. Coia, yes Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE