

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 18, 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 7:02 P.M. Roll call showed the following present: Trustees Hank Gibson, Pat Artz and Vince Coia; Fiscal Officer Gail Pittman; Department Head Road Supervisor Darrell Stephens, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. Fire Chief Mark Kozak was absent. Audience members were Mark Smith and Tasha Lee.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Board Meeting of August 4, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Emergency Meeting of July 24, 2015. R/C: Mr. Coia, abstain; 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 Hank Gibson to approve payroll warrants for August 21, 2015 in the amount of \$33,215.52 and other warrants in the amount of \$41,336.71 plus Chase electronic charge of \$64.00 for deposit slips with warrants over \$1,000.00 read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of August 4, 2015, the July bank reconciliation and the July monthly reports and all were 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.

AUDIENCE

Mark Smith, from NIA (the new corporation for improving the McElrath neighborhood), updated the Trustees on their progress. They had agreed to the tipping fees of \$10/ton but needed the contact information for the dumping company that agreed to donate the dumpster. They will be clearing parcels on Henderson and Fairfield and inquired into what permissions they would need. The Trustees said for clearing they needed nothing from the Township, just approval from the property owners. Darrell advised Mark that they must also remove the brush from the tree removal and the Township would not chip any brush from their cleanup. Mark said they were going to be building greenhouse type structures called Walipini's and Jim DiPaola said they should contact the County Building Department to see if they needed any approvals from them. Mr. Smith said they are going to be having fund raiser events in October with block parties on all weekends in October with a haunted house. Jim said they would just need to get a single special event permit.

OLD BUSINESS:
TRUSTEES

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.

There is still no information from Medical Mutual regarding pricing and plan availability for the upcoming renewal period.

There was discussion regarding Ronyak Paving request additional payment for extra materials used on last year's Timber Run project. The Trustees said the overage was caused by incorrect measurements by the County Engineer and we had paid 10% more than the bid last year due to the overage. The Trustees want further legal guidance as to whom is responsible for the overage. A motion by Pat Artz, seconded by Vince Coia to forward the information to the Portage County Prosecutor for advisement regarding the request for payment. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Fire and General renewal levy issues have been certified by the Board of Elections and are set for ballot in November 2015.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was present and reported the following:

Issue II Round 30 funding for Ravenna Township projects has been approved for \$94,800 for 2016.

Issue II Round 29 bid books were sent out by the Engineers but we have not received them yet. The bid advertising will be running August 30th and September 6th with the deadline for sealed bids being September 14th and opening of the bids is set for September 15th at the Trustee meeting.

The quote for crack sealing from Asphalt Fabrics came in at \$39,660 for Herriff, Cooley, Timber Run, Westwood and Halwick Roads. Darrell said the estimated cost if we do it ourselves would be about \$5,000.00. D.J.L Material & Supply quoted the cost of material at \$1.07/pound, of which we may be able to only need one pallet since we have some left over material from previous work. The machine is free to use with a setup fee of \$179.00. Fiscal Officer Pittman requested that Darrell track the man hours per employee to do the crack sealing.

RES #15-137 A motion by Vince Coia, seconded by Hank Gibson to approve a purchase order for the purchase the material and rent the crack sealing machine from D.J.L. Material & Supply for a cost of rental and material not to exceed \$5,500.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The roadside mower hydraulic valves are leaking. Robeck Hydraulic quoted between \$300 and \$1,500 to repair.

RES #15-138 A motion by Vince Coia, seconded by Hank Gibson to have Robeck Hydraulic repair the roadside mower and approve a purchase order for the cost not to exceed \$1,500.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell will be off between August 19th thru August 24th.

Vince brought up that he had received a call regarding the dumping of road materials at a township residence. Darrell said these are tear offs from the current work done at Forest Ridge and Shearwater Circle. It was garbage pieces, not the fine grindings. When local residents request the materials such as this, or ditch dirt, to be used as fill, it is more cost effective to let them have it than to haul it away, store it and then have to clean it up at a later time.

A motion by Hank Gibson, seconded by Vince Coia to declare the dirt and tear offs (not the fine grindings) from the road work to be surplus and can be given to residents that request it. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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 met 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 BZA tabled the motion until more information could be provided by Ravenna Moose Lodge on type of fencing that may be required. The BZA will meet again on August 26, 2015 at 7 p.m.

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 has been distributed 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.

Zoning received a copy of a letter from Portage County Engineer to Frank Engelman regarding the flooding at the intersection of Brady Lake Rd & Woodlawn. A copy was distributed to the Trustees.

LIAISON

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

A pre-disciplinary hearing was held with Terry J. Barker on August 13, 2015. Jim requested to discuss the findings and recommendations in Executive Session.

Jim requested to attend a one day conference on Ohio Public Sector Fact-Finding in Columbus, Ohio, October 23, 2015. The conference is presented by Ohio State Employment relations Board (SERB) at a cost of \$150.00.

A motion by Hank Gibson, seconded by Vince Coia to approve Jim to attend the SERB conference on October 23rd at a cost of \$150.00.

The dehumidifier in the administrative offices needs electrical hook up. Rummel Electric will be in Thursday to do the work.

Jim has worked for about a year regarding Gerald Ellsworth at 7570 Peck Rd having an unlicensed semi-trailer and junk vehicle parts in his yard and has gotten nowhere with him.

RES #15-139 A motion by Pat Artz, seconded by Vince Coia to declare the situation with Gerald Ellsworth at 7570 Peck Rd a nuisance and be sent to the Portage County Prosecutor. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FIRE DEPARTMENT

Fire Chief Mark Kozak was not present and Jim DiPaola reported the following:

They are working with BearCom to fix speaker/radio issues in the station. They will need to purchase portable radio batteries to replace the current ones that are 9-11 years old.

Dispatch has been helping us reprogram/fix the portable radios.

We are waiting for a response on the latest offer to the Full Time Firefighters contract.

Jim is working with ODOT on Light Blocks at Brady Lake/S.R. 59 and at Cotton Corners to install hardware for controlling the traffic lights when the emergency vehicles are dispatched.

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

Mark is trying to get in contact with the Balloon A-Fair people to co-ordinate the strategy for any calls during the event. The Fire Department will be adding extra shifts for that weekend.

We need to develop a Procurement Policy per the Assistance to Firefighters Grant we received. The policy will be addressed in the Fiscal Officer section.

Surplus equipment continues to be sorted and sold.

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

Both Squad 2411 and 2412 have air condition problems. Unit 2411 went to Perfect Choice and was just low on the Freon substitute. Unit 2412 will going to Ford next week for blower problems.

NEW BUSINESS **TRUSTEES**

Notification was received from the Ohio Division of Liquor Control regarding liquor license modification of LLC ownership for East Park's liquor license at 1363 E Main in Ravenna. It was unclear as to the reason of the request since East Park has moved to Brimfield. The Trustees agree to a hearing in order to find out more information.

A motion by Pat Artz, seconded by Hank Gibson to request a hearing in our County Seat. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Notification was received from PCRPC regarding the subdivision replat for property concerning the new GetGo.

A motion by Pat Artz, seconded by Hank Gibson to approve the replat. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

We received the 2016 Official Certificate of Estimated Resources back from the budget commission with no changes and incorporating the reallocation of inside millage as previously approved.

RES #15-140 Resolution Accepting the Amounts and Rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Mr. Hank Gibson moved the adoption of the following Resolution:

RESOLVED, By the Board of Trustees of Ravenna Township, Portage County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2016; and

WHEREAS, The Budget Commission of Portage County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of Ravenna Township, Portage County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township that rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNT REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR’S EXTIMATED TAX RATES

Fund	Amount Approved by Budget Commission Inside 10 Mill Limit	Amount to be Derived from Levies Outside 10 Mill Limit	County Auditor’s Estimate of Tax Rate to be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund	79,217	240,529	0.60	3.50
Road & Bridge	264,056		2.00	
Fire Protection	105,622	612,300	0.80	5.00

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION

Levy Purpose	Date of Vote & Duration of Levy	Maximum Rate Authorized to be Levied	County Auditor’s Estimate of Yield of Levy
General	11/02/2010, 5 year	3.50	240,529
Fire Protection	11/02/2010, 5 year	5.00	610,300

And be it further

RESOLVED, That the Fiscal Officer of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr. Coia seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr. Gibson, yes; Mrs. Artz, yes; Mr. Coia, absent; - Motion Passed

Notification was received from PCA of local government fund distribution for 2016, our portion being \$28,567 compared to \$28,073 for 2015, \$26,919 for 2014, and \$26,907 for 2013.

FEMA Grant requirements now require all jurisdictions to adopt a Procurement Policy. Chris Meduri drafted a policy for Atwater that we have modified to fit for Ravenna Township.

RES #15-141 A motion by Hank Gibson, seconded by Vince Coia to approve and adopt the Procurement Policy. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #15-142 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO’s and BC’s:

- a. BC #43-2015 in the amount of \$1,000.00 for miscellaneous Fire Department vehicle repairs from the Fire Fund.
- b. Then and Now PO #178-2015 in the amount of \$197.26 to Montigney’s for small tools purchased by the Fire and Road Departments in 2013.
- c. PO #179-2015 in the amount of \$4,000.00 to Allied Corporation for road materials (asphalt) from the Road Fund.
- d. PO #180-2015 in the amount of \$1,000.00 to Sarchione Ford for Fire Department vehicle repairs including a/c repair for unit 2412 from the Fire Fund.

- e. PO #181-2015 in the amount of \$8.48 to Warren Fire Equipment for equipment purchases under the reimbursing grant from the Fire Fund.
 - f. PO #182-2015 in the amount of \$100.00 to GovDeals.com for commission on surplus equipment sales from the Fire Fund..
 - g. PO #183-2015 in the amount of \$450.00 to Robinson Med Center One for physicals for new Fire Department employees from the Fire Fund.
- R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail participated in a Webinar on Friday, August 14th, sponsored by the State Auditor – UAN regarding payroll maintenance. This qualifies for 2 of the 3 hours of her Continuing Education requirement for 2015.

Gail and Jon met with CTMS regarding overall review of our network. Some topics and concerns were discussed (i.e. patch management, backup, offsite backup, internet speed, etc.).

The Health insurance committee has formed per FT CBA. The first meeting will be held August 27th at 11:15 a.m. The committee will include Phil Anders, Ray Taylor and Gail.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss Fire department employee discipline hearing results.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:40 pm. R/C: Mr. Coia, Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 8:40 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 8:47 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 8:48 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

The purpose of the Executive Session was to discuss a Fire Department employee's discipline hearing results.

RES #15-143 A motion by Hank Gibson, seconded by Vince Coia to adopt the following resolution:

WHEREAS, Terry J. Barker, is an employee of the Ravenna Township Fire Department and is required to adhere to specific standards of conduct as a condition of his continued employment with respect to attendance, documentation of patient records and maintaining medical privileges in good standing

WHEREAS, Terry J. Barker has failed to adhere to all of the above stated standards of conduct.

WHEREAS, Ravenna Township Fire Chief Kozak has taken the appropriate disciplinary measures in accordance with Township policies and procedures and, as a result, has recommended the immediate termination of Terry J. Barker's employment with the Ravenna Township Fire Department

RESOLVED, The Ravenna Township Board of Trustees, Terry J. Barker's employment with the Ravenna Township Fire Department is terminated effective immediately

RESOLVED: Further, Mr. Barker must make arrangements with Chief Kozak to return all Township property within 72 hours of his receipt of notification.

RESOLVED: Further, Mr. Barker is prohibited from being on Township grounds except for returning Township property to Chief Kozak.

Roll Call: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Pat Artz, seconded by Vince Coia to adjourn the meeting at 8:50 p.m. R/C: Mr. Coia, yes Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE