

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF NOVEMBER 24, 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 November 10, 2015. Trustee Hank Gibson called the meeting to order at 7:03 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, Road Supervisor Darrell Stephens and Assistant Fiscal Officer Jon Summers. Zoning Inspector/Liaison Jim DiPaola was absent. Audience members were Diane Smith from the Record-Courier, residents Jennie Sprague, Owen Sprague and Hannah Main.

**AUDIENCE**

Owen Sprague addressed the meeting and requested that a stop sign be installed as soon as possible on Foxwood Drive at the corner of Foxwood and Bryn Mawr. Because of construction, and traffic on State Route 14 detouring through the neighborhood, Owen said it is a safety concern. With the volume of the traffic and their unfamiliarity with the roads, it is a matter of time before someone gets hurt. Darrell Stephens said he has been working with the Portage County Engineers office for the last year trying to get a traffic study done on this area. A traffic study needs to be performed before the County will allow a stop sign to be installed. Darrell suggested that the Trustees write a letter to try and help move the process along. The only thing we could do at this point is install safety warning signs that children are in the area, which everyone agreed should be done promptly. The Trustees said a letter requesting the traffic study be done will be drafted for signature and Owen said he would also write one to the County Engineers.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of November 10, 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 November 27, 2015 in the amount of \$32,492.12 and other warrants in the amount of \$19,333.23 with warrants over \$1,000.00 read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Financial reports from the meeting of November 10, 2015 were reviewed 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; and Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**  
**TRUSTEES**

Pat Artz attended the meeting on Monday with the residents of the Bryn Mawr/Seabury neighborhood regarding the sewer issues. The residents agreed to hire an attorney from Kent to represent them.

The contract with Cintas expires at the beginning of December for the maintenance of the entry rugs. Prices on rugs were analyzed and it was agreed to purchase some from Majestic Cleanville because they will give us a price discount.

**RES #15-195** A motion by Hank Gibson, seconded by Vince Coia to open and approve a PO in the amount not to exceed \$500.00 for the purchase of entry rugs to Majestic Cleanville. R/C: Mr. Coia, yes; Mrs. Artz, abstain; and Mr. Gibson, yes. Motion Passed.

Hank Gibson inquired about the subject matter at the most recent Portage County Township Association Meeting. Vince responded that an associate member architectural firm gave a presentation about renovating old buildings and ADA compliance.

### **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.

Time Warner has installed the new internet service last Friday and CTMS installed a new firewall called SonicWall. There were a few issues with the IP addresses that Time Warner assigned to us and our internet went down Monday. CTMS came out and straightened the mess out. CTMS had some issues tracing the cables, but those issues have also been resolved. The only issue remaining is that the information that our previous firewall would not be adequate for the new internet was never presented to us and there is an additional charge we'll need to pay over a three year term.

**RES #15-196** A motion by Hank Gibson, seconded by Vince Coia to declare the old PC's removed from service in March, 2014 as surplus, to authorize their appropriate destruction and wiping of the hard drives protecting the privacy of information, and the recycling of the hardware components as available. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The new air conditioner is installed in the server room and is working well.

The October bank reconciliation and financial reports are not ready for approval this time as we are awaiting further information from legal counsel. They should be ready for the next meeting.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Road Supervisor Darrell Stephens was present and reported the following:*

We are still interviewing and reviewing the candidates for the road crew position.

Perrin Asphalt has finished the Issue II paving project. No invoices have been received yet, but they did a very nice job.

Darrell has received some information from LTAP. There are some snow and ice training videos and similar courses available from ODOT which the road crew will be reviewing.

Darrell had a quote for trimming up the tree in the township park.

**RES #15-197** A motion by Hank Gibson, seconded by Vince Coia to approve a PO in the amount not to exceed \$500.00 to Dominic's Tree Service for the trimming of the tree in the township park. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell talked with the city about the plowing of the sidewalks on Prospect St and worked out an exchange where the City will plow that and we will plow the sidewalks on Main Street up by Rousch Ave.

Darrell has signed his crew up for some training and Gail asked him to give copies of the training certificates after completion for the employee files.

**ZONING DEPARTMENT**

*Zoning Inspector/Liaison Jim DiPaola was absent and Pat Artz reported the following:*

The property owner at 3727 Hopkinson was cited for Zoning and Property Maintenance Code violations. Jim is currently working with Deputy Alex Boulton and Jack Madved from Portage County Health to get the property cleaned up.

Jim is currently reviewing the Zoning Code definitions and various sections against recent updates by other Townships to see if we are current with zoning regulations.

Hank Gibson talked about the need to clean up the illegal dumping in the McElrath neighborhood.

**LIAISON**

Jim is continuing to work on Fire Union negotiations.

Jim attended two meetings, November 16<sup>th</sup> and November 23<sup>rd</sup>, with the Bryn Mawr and Seabury Drive residents and is assisting with looking into grants to cover the cost of constructing a sewer line and providing any requested information.

**FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present and reported the following:*

We've received a complaint letter and Mark spoke with the person via phone and has handled it. He requested that the situation be discussed in executive session if there were any questions about it.

Mediation on the union contracts will be held on Monday, November 30<sup>th</sup>.

Mark requested a motion to approve the contract for the purchase of the gear washer.

**RES #15-198** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the contract for \$6,121.00 for the purchase of a Turnout Gear washer from Advantage Equipment Inc. using the FEMA grant funds. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark said there is a \$25,000 grant available that he'd like to get for buying new extrication equipment. Our portion would be \$1,250.00. There are also grants out there that he'd like to apply for replacing another of the fire trucks.

A motion by Hank Gibson, seconded by Pat Artz to authorize Mark to write up the grant requests for the extrication equipment and a new truck. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark would like to close up the current grant this year. To do this, everyone needs to have passed the NIMS requirement by year end. Everyone agreed to work on this ASAP.

**RES #15-199** A motion by Hank Gibson, seconded by Vince Coia to hire Christopher Stellato as part-time Firefighter/Paramedic at the current rate per CBA of \$12.07/hour conditional upon his passing of the usual physical and drug testing. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Squad #2411 is still at Klaben getting the new motor. Installing the long block engine did not work out and they had to order a new engine.

Truck #2400 has new brake pads and has had an oil change.

**NEW BUSINESS**  
**TRUSTEES**

NOPEC 2016 conference information brochures and correspondence from the Department of Commerce Liquor Control were discussed as well as the 2015 Official ballot for FSA committee Elections. Only one name was on the ballot.

A motion by Vince Coia, seconded by Hank Gibson to vote for Jack Giulitto for the FSA Committee. R/C: Mr. Coia, yes; Mrs. Artz, no; and Mr. Gibson, yes. Motion Passed.

Vince Coia went with the Portage County Engineer to the Small Government District 7 and Integrating Committee meeting in Geauga County. Our projects have been approved.

**FISCAL OFFICER**

**RES #15-200** A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- a. PO #225-2015 in the amount of \$2,400.00 to Time Warner Cable for internet service from the general fund.
- b. Then & Now PO #226-2015 in the amount of \$500.00 to Phil Anders for HRA Reimbursement from the Fire Fund.
- c. PO #227-2015 in the amount of \$3,000.00 to Comdoc for copier charges from the General Fund.
- d. PO #228-2015 in the amount of \$6,121.00 to Advantage Equipment for gear washing equipment purchased under the FEMA grant funds and the Fire fund.
- e. PO #229-2015 in the amount of \$800.00 to CTMS for Sonic Wall Firewall for the network including year 1 of service from the General Fund.
- f. PO #230-2015 in the amount of \$500.00 to Advance Auto for parts and repairs from the Road fund.

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

Portage County Regional Planning has sent over a supply of brochures regarding landlord/tenant rights and obligations to be distributed to anyone seeking information.

CareWorks sent their confidential quarterly report listing workers comp claims for the past 5 years. They are attempting to negotiate a settlement for one of the current employee's claims and will pay the settlement if successful.

RMH Working Partners sent their new consortium agreement for 2016, prices holding the same as they are for 2015.

**RES #15-201** A motion by Pat Artz, seconded by Vince Coia to approve and accept the addendum to the RMH Working Partners consortium agreement for 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #15-202** A motion by Pat Artz, seconded by Vince Coia to approve and accept the disposition of EMS accounts according to the recommendation of LifeForce on the supplemental reports. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The date and time for the Records Commission meeting was set for December 8<sup>th</sup>, 2015 at 6:30 pm.

New specific insurance informational reporting under the Affordable Care Act is required by employers at the first of the new year. OP&F will take care of reporting for our employees and

retirees unless we'd rather do it ourselves. It was decided to allow the OP&F to handle these reports.

**RES #15-203** A motion by Vince Coia, seconded by Pat Artz to change the scheduled pay date at Christmas from 12/25/15 to 12/24/15. 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 Collective Bargaining Agreement negotiations and a Fire Department employee disciplinary issue.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:02 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 enter into Executive session at 8:02 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, Fiscal Officer Gail Pittman, Mark Kozak and Jon Summers.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:55 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 8:55 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, Fiscal Officer Gail Pittman, Mark Kozak and Jon Summers.

The purpose of the Executive Session was to discuss Collective Bargaining Agreement negotiations and a Fire Department employee disciplinary issue.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:59 p.m. R/C: Mr. Coia, yes Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
TRUSTEE