

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 21, 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 December 21, 2015. Trustee Hank Gibson called the meeting to order at 10:11 A.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 Superintendent Darrell Stephens were absent. Audience member was Greg Balbierz.

Hank Gibson swore in part time Fire Fighters Stellato and Welch.

AUDIENCE

Mr. Balbierz, a resident on Birchview, spoke to the meeting about his desire and the desire of the residents around the Birchwood Manor area to develop and grow a public/private, multi faith event in the spring to clean up the community in and around the King Kennedy Center. He discussed the need for the development and enforcement of an exterior maintenance code. He wants to include many of the local organizations in a coordinated and ongoing joint effort. Hank Gibson agreed that many of the properties are in bad shape and in huge need of this type of event. Vince Coia spoke about the mostly unsuccessful prior attempts at coordinating the township clean ups with these neighborhoods. Vince said the date for the upcoming spring cleanup will be set sometime in January.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of December 8, 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 December 24, 2015 in the amount of \$30,654.37 and other warrants in the amount of \$41,404.77 with warrants over \$1,000.00 read aloud. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Financial reports from the meeting of December 8, 2015 were reviewed and 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

A request was received from Steve Parks of the Portage County Engineer's Office to amend the resolution related to vacating the property on Garfield Rd as two of the lot numbers were listed incorrectly.

RES #15-216 A motion by Hank Gibson, seconded by Vince Coia to amend Res #15-171 to change two lot numbers in the property description. Lot #107 should be Lot #100 and Lot #106 should be Lot #8. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Fiscal Officer Gail Pittman was present and reported the following:

Financial reports has been distributed to the Trustees and department heads in Excel spreadsheets.

Certified election results for the levies were received from the Board of Elections and there are no changes from the preliminary results.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was absent. Vince Coia reported the following:

The County approved the stop sign on Foxwood Drive and Darrell will coordinate placing the stop sign.

Portage County Engineer's Office sent the final bill for our portion of the cost of the sidewalk on Prospect St. Our local match is about \$7,000 less than estimated.

ZONING DEPARTMENT

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

The property owners at 7635 Cooley Road and 3291 Rose were sent letters from the Prosecutor's Office advising them to correct the violations or they will be cited into Common Pleas Court. They have 14 days to comply.

The property owner of 3886 Summit, Ms. Lynn Lombardi, contacted the Zoning to state she had cleaned up her rental. An inspection showed the violations were corrected.

LIAISON

Jim is working with the Fire Chief on a grievance filed by one of the fire fighters.

Jim attended a meeting with the Fire Chief and Portage County Water Resources on the proposed water line and fire hydrant locations. We will need to coordinate with Darrell in next year's widening of Dawley Road so we aren't digging up the area twice. Upon completion of the water line project, the residents should be notified to contact their homeowner insurance brokers about a reduction of their insurance rates.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The gear washer should get installed this week.

Gail and Pat have both passed their NIMS certification. We only have two more left to do. Vince will do his this week and Hank is planning on completing his upon his return next week.

The annual filing of the Volunteer Fire Fighters' Dependents Fund elections is due.

RES # 15-217 A motion by Hank Gibson, seconded by Vince Coia to appoint Jim DiPaola and Jon Summers as Board Members with Jon Summers to serve as Secretary to the Volunteer Fire Fighters' Dependents Fund. R/C: Mr. Coia, Mr. Gibson, yes. Motion Passed.

Mark requested an executive session at the end of the meeting to discuss a personnel issue.

The chassis for the new fire truck is in and a trip is planned to see it soon.

NEW BUSINESS

TRUSTEES

Vince has received numerous complaints about how dark it is and how hard it is to find the new entrance to Peck Rd. He asked Jim DiPaola to look into getting a street light installed at that intersection.

FISCAL OFFICER

RES #15-218 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- a. PO #236-2015 in the amount of \$913.00 to Burnham & Flower for the Fiscal Officer bond for 2016 from the General Fund
- b. Then & Now PO #237-2015 in the amount of \$1,020.66 to Ohio CAT for charges from July that have been in dispute and finally settled from the Fire Fund.
- c. Then & Now PO #239-2015 in the amount of \$23,925.27 to Portage County Engineer for the Local Share of the Ravenna Township Sidewalk Project from the Road Fund (Note this replaced PO# 203-2015 for \$30,000 to Ronyak because of incorrect vendor).
- d. PO #240-2015 in the amount of \$811.99 to Ohio Edison for streetlights from the General Fund (original PO was not enough).

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

RES #15-219 A motion by Hank Gibson, seconded by Vince Coia to approve the annual salary method for the Trustees and Fiscal Officer for 2016, Trustees to be paid monthly and Fiscal Officer to be paid bi-monthly. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-220 A motion by Hank Gibson, seconded by Vince Coia to extend the normal insurance policies to the Trustees and Fiscal Officer for 2016. R/C: Mr. Coia, Mr. Gibson, yes. Motion Passed.

RES #15-221 A motion by Vince Coia, seconded by Hank Gibson to adopt the IRS 2016 standard mileage rate of \$0.54 for businesses for mileage reimbursement for 2016. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-222 A motion by Hank Gibson, seconded by Vince Coia to change the Revenue Budget for 2015 as follows: #4401 Ohio Public Works fund from \$95,700.00 to \$80,762.00, a reduction of \$14,938.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OPWC paid Perrin Asphalt their half of the grant, \$80,762.00 on December 17, 2015.

RES #15-223 A motion by Vince Coia, seconded by Hank Gibson to accept this OPWC grant revenue and disbursement. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The Fiscal Officer has noted that spending authority must be in place effective January 1, 2016, and therefore requests approval of temporary appropriations.

RES #15-224 A motion by Hank Gibson, seconded by Vince Coia to approve the following Temporary Appropriations for 2016:

<i>Fund #</i>	<i>Name</i>	<i>Temporary Appropriation</i>
1000	General	\$250,000.00
2011	MVL Tax	15,000.00
2021	Gasoline Tax	30,000.00
2031	Road and Bridge	120,000.00
2111	Fire	220,000.00
2181	Zoning	15,000.00
2281	Ambulance and EMS	42,000.00
4901	Misc Capital Projects	15,000.00
	Total	\$707,000.00

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

RES #15-225 A motion by Hank Gibson, seconded by Vince Coia to rehire effective January 1, 2016 all full-time firefighters at the pay rates in accordance with their collective bargaining agreement. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-226 A motion by Hank Gibson, seconded by Vince Coia to rehire all part-time firefighters at the pay rates in accordance with their collective bargaining agreement. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-227 A motion by Hank Gibson, seconded by Vince Coia to rehire effective January 1, 2016 Fire Chief Mark Kozak at a salary rate of \$1,136.92 per semi-weekly pay. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-228 A motion by Hank Gibson, seconded by Vince Coia to rehire effective January 1, 2016 Road Superintendent Darrell Stephens at a salary rate of \$1,968.19 per semi-weekly pay which includes an increase of 2% (38.59) per pay from prior salary rate of \$1,929.60 per pay. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-229 A motion by Hank Gibson, seconded by Vince Coia to rehire effective January 1, 2016 Road Department Assistant Superintendent M. Ray Taylor at an hourly rate of \$18.29 per hour which includes an increase of 2% (0.36) per hour from prior rate of \$17.93 per hour. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-230 A motion by Hank Gibson, seconded by Vince Coia to rehire effective January 1, 2016 Road Department worker Andrew Lemley at a pay rate of \$15.30 per hour which includes an increase of 2% (0.30) per hour from prior rate of \$15.00 per hour. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-231 A motion by Hank Gibson, seconded by Vince Coia to rehire effective January 1, 2016 Road Department worker Terry Coontz at a pay rate of \$15.00 per hour. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-232 A motion by Hank Gibson, seconded by Vince Coia to rehire effective January 1, 2016 Assistant Fiscal Officer Jon Summers at a pay rate of \$16.32 per hour which includes an increase of 2% (0.32) per hour from prior rate of \$16.00 per hour. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-233 A motion by Hank Gibson, seconded by Vince Coia to rehire effective January 1, 2016 Zoning Inspector and Township Liaison Jim DiPaola at a pay rate of \$13.87 per hour. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-234 A motion by Hank Gibson, seconded by Vince Coia to rehire effective January 1, 2016 Zoning Secretary Carolyn Chambers at a pay rate of \$9.89 per hour which includes an increase of 2% (0.19) per hour from prior rate of \$9.70 per hour. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-235 A motion by Vince Coia, seconded by Hank Gibson to cancel Life insurance contract with Mutual of Omaha effective January 1, 2016. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-236 A motion by Vince Coia, seconded by Hank Gibson to accept previously submitted life insurance contract with OPEC as a supplier for life insurance benefits for the eligible township employees effective January 1, 2016. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-237 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the disposition of EMS accounts to Capital Recovery according to the recommendation of LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-238 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the disposition of EMS accounts to the Attorney General according to the recommendation of LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES #15-239 A motion by Hank Gibson, seconded by Vince Coia to deny the disposition of EMS accounts as an adjustment as recommended by LifeForce on the supplemental report and instead send the accounts on to the Attorney General for collection . 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.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 10:52 am. 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 10:52 am. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson, Fiscal Officer Gail Pittman, Mark Kozak, Jim DiPaola and Jon Summers.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 11:02 am. 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 11:02 am. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson, Fiscal Officer Gail Pittman, Jim DiPaola and Mark Kozak and Jon Summers.

The purpose of the Executive Session was to discuss Collective Bargaining Agreement negotiations. No Action was taken.

Trustee Hank Gibson and Fiscal Officer Gail Pittman were sworn in by Trustee Vince Coia for their terms beginning in 2016.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 11:03 am. R/C: Mr. Coia, yes and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE