

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JANUARY 5, 2016**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on January 5, 2016. Trustee Hank Gibson called the meeting to order at 7:05 P.M. Roll call showed the following present: Trustees Hank Gibson, Pat Artz and Vince Coia; Fiscal Officer Gail Pittman; Department Heads Road Superintendent Darrell Stephens, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. Audience member was Diane Smith.

Fiscal Officer Gail Pittman announced the chair vacant and open for nominations.

Trustee Hank Gibson nominated Pat Artz for the position of Chairman. Pat declined to accept the nomination. Hank made a motion to elect Vince Coia as Chairman for 2016, Pat Artz seconded. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank Gibson nominated Pat Artz as Vice Chair, Pat declined to accept the nomination. A motion by Pat Artz, seconded by Vince Coia to elect Hank Gibson as Vice Chairman for 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince Coia made a motion to retain trustee department responsibilities as they were for 2015. Responsibilities for Trustees were:

Hank Gibson - Fire Department  
Pat Artz - Zoning  
Vince Coia - Road Department

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

At this point, Vince Coia took over as Chairman.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Special Board Meeting of December 29, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

Trustee Vince Coia 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 January 8, 2016 in the amount of \$35,189.62 and other warrants in the amount of \$4,983.60 with warrants over \$1,000.00 being read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve electronic withdrawal of bank service charges of \$1,823.51 from December 15, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve and accept as presented by the Fiscal Officer the financial reports and bank reconciliation for the month ended November 30, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve and accept the December 2015 bank reconciliation as submitted. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to appoint Jim DiPaola as a representative and Pat Artz as an alternate to the Portage County Regional Planning Commission to serve a 2-year term beginning January, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to require written requisitions be approved by the Department Head, Trustee and Fiscal Officer prior to ordering or purchasing of parts, tools, equipment and supplies in the amount of \$100.00-\$499.99, unless part of a current PO or BC made by the Road, Fire/EMS or Zoning departments previously approved. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson requiring all purchases over \$499.99 must have an assigned PO before the item is ordered or purchased, except for emergency repair, parts and labor up to \$999.99. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

All requisitions and PO requests must be submitted to the Fiscal Officer for certification of funds prior to presentation to the Trustee for approval.

A motion by Vince Coia, seconded by Hank Gibson requiring all accounting warrants over \$1,000.00 to be read in a public meeting prior to approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson authorizing the Fiscal Officer to transfer funds and set up advances as needed between checking, investment accounts and township funds for investment purposes and to maintain adequate account balances in all funds for 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia requiring two Trustee's signatures along with the Fiscal Officer's signature on all warrants. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

## **OLD BUSINESS:**

### **TRUSTEES**

The Portage County Board of Commissioners have set a viewing date of Tuesday, January 19, 2016 at 8:30 am and a public hearing for the same day at 1:30 pm to take place in the Commissioner's Boardroom regarding the matter of a petition to vacate a portion of Garfield Road.

Correspondence was received from the Portage County Building Department regarding a resident complaint on Redbrush Road. Per Jim DiPaola, no action by the Township is needed at this time.

Pat Artz talked to Shorts Funeral Home regarding a recent indigent burial. Pat discussed the circumstances of the situation. A motion by Pat Artz, seconded by Vince Coia to authorize payment not to exceed \$1,000.00 to Shorts Funeral Home for the cremation and burial of the indigent. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

*Fiscal Officer Gail Pittman was present and reported the following:*

Due to the ending/beginning of year processes, normal financial reports will not be distributed to the Trustees and Department heads in Excel spreadsheets at this time. Fund status reports were distributed instead.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

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

The County approved stop sign at Bryn Mawr and Foxwood Drive has been installed. It is not where the residents had wanted it and they are unhappy, but are aware that it is a county made decision and that they can take up the issue with the County Engineers.

We've used all of 20 tons of road salt so far this season with about 9 hours of overtime labor.

The Bobcat needs a bushing repaired at a cost of about \$100.00 There is a PO already open and available to cover the expense.

Darrell reported that Terry, the new road crew employee, is doing very well.

Vince Coia asked Darrell to check with Universal Disposal on the spring cleanup prices and, as long as prices are similar to last year, to set it up for the end of April or beginning of May. He also asked Jon to look into the shred day costs from NewShred and coordinate it with the spring cleanup date.

### **ZONING DEPARTMENT**

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

Jim will be attending the Portage County Commissioners viewing and hearing regarding the Garfield Road vacation.

Jim requested a resolution to declare a property on Hopkinson a nuisance.

**RES #16-001** A motion by Pat Artz, seconded by Hank Gibson to declare 3727 Hopkinson, parcel #29-311-20-00-054-000, Jonathon Caples (owner), a nuisance and proceed under ORC 505.86 to have the structure removed. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **LIAISON**

A grievance hearing with Captain Phil Anders was held on Monday, January 4, 2016. It was a Step 3 hearing and an answer will be issued within 15 days of the hearing.

Norm Crock is requesting that a POW-MIA flag be flown at the Township Flag Pole at Main and Chestnut St. Mr. Crock has a new 4'X6' flag to donate. Unfortunately, the flag pole rope is not equipped to handle more than one flag. Jim noted there is already a POW-MIA flag in front of the courthouse. The rope at the Township building is in need of replacement and after discussion, it was decided to equip the replacement rope to handle two flags and fly the donated flag here.

Jim is currently working with the Health Department in regards to cleaning up the McElrath neighborhood. There will be a group meeting between multiple departments and Jim and one Trustee are invited to attend. The Township will be notified of a date, time and location.

### **FIRE DEPARTMENT**

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

We are awaiting confirmation on a fact finding date for the union negotiations. The union has not confirmed with the fact-finder.

Most dispatch centers are understaffed and lack infrastructure. We will be staying with the City of Ravenna for now and they will be paying for equipment licenses and transferring the old licenses into their name.

The Part Time Association has purchased 2 new recliners.

Everyone has passed the NIMS 700 certification and Mark will be closing out the completed FEMA Grant.

A motion by Vince Coia, seconded by Hank Gibson to accept a \$100.00 donation from the Bev Kothe Qualitative Research Fund in North Carolina in honor of Fire Chief Mark Kozak. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark worked up a website press release regarding the FireHouse Subs Grant which was approved of by the Trustees.

Mark is working on a 2015 AFG Grant and a 2015 Ohio Equipment Grant. Vince Coia suggested Mark work with the Road Department to apply for the annual \$500 OTARMA Grant and buy something that would be mutually useful for both departments (i.e. a commercial power washer for the vehicles).

Part time Firefighter Coughlin has submitted a six (6) month leave of absence request.

**RES #16-002** A motion by Hank Gibson, seconded by Vince Coia to grant Dan Coughlin a six (6) month leave of absence as requested effective December 31, 2015. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark will be interviewing a few more firefighter candidates this month.

Mark and Jim are planning on going down to Sutphen next week sometime to see the new fire truck.

## **NEW BUSINESS**

### **TRUSTEES**

A motion by Vince Coia, seconded by Pat Artz to grant the Portage County Engineer's Office the authority to issue right of way work permits for the Township roads for 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Maplegrove Cemetery Budget for 2016 is complete. The Township's portion is \$126,517.60, an increase of 2% over last year. Pat Artz is going to verify the division is accurate.

Vince asked Pat about the January 4<sup>th</sup> meeting of the Health Department regarding the sewer issues. Pat said they were just getting together to look at available grants for the residents so Pat did not attend.

Vince noted the MLK breakfast will be January 16, 2016.

### **FISCAL OFFICER**

**RES #16-003** A motion by Vince Coia, seconded by Hank Gibson to approve PO's and BC's presented on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to accept a grant from Wal-Mart in the amount of \$2,000.00 for the Positive Pressure Exhaust Fan for the Fire Department. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to accept a FireHouse Subs Public Safety Foundation Grant in the amount of \$21,478.00 for extrication equipment that should arrive sometime in the next 10-12 weeks. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #16-004** A motion by Hank Gibson, seconded by Vince Coia to accept and adopt the plan documents for the Restatement of the Ravenna Township OAPFF 457 Deferred Compensation Plan #611068000 as presented by Security Benefit, the third party administrator. 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.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:20 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 enter into Executive session at 8:20 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 and Hank Gibson, Fiscal Officer Gail Pittman, Mark Kozak, Jim DiPaola and Jon Summers.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 8:34 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 8:34 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 and Hank 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.

**AUDIENCE**

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:35 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIRMAN

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE