

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JANUARY 19, 2016**

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 19, 2016. Trustee Hank Gibson called the meeting to order at 7:04 P.M. Roll call showed the following present: Trustees Hank Gibson and Pat Artz; Fiscal Officer Gail Pittman; Department Heads Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. Trustee Vince Coia, Road Superintendent Darrell Stephens and Fire Chief Mark Kozak were absent. Audience members were Luke Buckey, Sandi Randulic and Chad Murdock.

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of January 5, 2016. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Trustee Hank Gibson announced the correspondence book was present and available for public viewing.

A motion by Hank Gibson, seconded by Pat Artz to approve payroll warrants for January 22, 2016 in the amount of \$38,489.40 and other warrants in the amount of \$53,301.95 with warrants over \$1,000.00 being read aloud. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Financial reports from the month of December, 2015 were reviewed and found to be in good order. A motion by Pat Artz, seconded by Hank Gibson to accept the financial reports as presented. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

NeoShred and Universal Disposal have both been set up for April 30th for the spring clean up and the community shred day. NeoShred will be \$350.00 and Universal Disposal will be \$950.00 per load (25 yard refuse truck). Gail asked Jon to discuss with the local Chamber of Commerce about advertising for the cleanup and shred day. Pat said she will have it put in the paper in the "Happenings" section.

FISCAL OFFICER

Fiscal Officer Gail Pittman was present and reported the following:

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

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

The 2015 financials are closed for the year. We are waiting for approvals back from the County Auditor and Budget Commission before the permanent appropriations can be placed on the books.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was absent:

There is no road department report.

ZONING DEPARTMENT

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

Jim attended the Portage County Commissioners viewing and hearing regarding the Garfield Road vacation. The Commissioners voted to approve the road vacation.

The partially collapsed residential structure at 3727 Hopkinson was demolished and cleaned up within the last 2 weeks. No demolition permit was obtained and it is unknown as to who demolished and cleaned it up. The permit will need to be obtained to have the building removed from being taxed.

Jim presented the annual Zoning report.

LIAISON

Jim and Fire Chief Mark Kozak visited the Sutphen Corporation to view the chassis and make final changes to the body of the new fire truck.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Jim DiPaola reported the following:

Executive session was requested to discuss the contract negotiations.

Air mask fit testing is supposed to be done annually, ours have not been done in 8 years. We will be needing to purchase 3 large air masks costing no more than \$800 from Finley Fire Equipment.

The FireHouse Subs Grant is waiting on the equipment to arrive. A presentation will be held at their store in Mayfield.

Mogadore had a surprise HIPAA compliance audit. Mark has found out that the Township is supposed to have a compliance officer and is recommending Heather Sweitzer.

A motion by Hank Gibson, seconded by Pat Artz to appoint Heather Sweitzer as the Township HIPAA Compliance Officer effective immediately. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

The thermal imaging camera is currently out of service and will need repaired.

The new engine is scheduled to be delivered mid to late February. We need a resolution to approve the latest change orders on the truck.

RES #16-005 A motion by Hank Gibson, seconded by Pat Artz to approve the change order to the new fire truck from Sutphen Corp. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Engine 2414 is having radio and cab door problems.

NEW BUSINESS

TRUSTEES

Trustee Hank Gibson has completed a performance appraisal for Fire Chief Kozak and recommends a pay increase.

RES #16-006 A motion by Hank Gibson, seconded by Pat Artz to grant a 2% pay increase in the amount of \$22.74 per pay period to Fire Chief Mark Kozak effective upon this current pay period (starting date January 10th, 2016). That will change his pay from \$1,136.92 per pay period to \$1,159.66 per pay period. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES #16-007 A motion by Pat Artz, seconded by Hank Gibson to approve the following PO's:

- a. T&N PO #84-2016 in the amount of \$287.19 to Cost Recovery Corp for commission on collections from the Fire/EMS Fund
- b. PO #85-2016 in the amount of \$1,025.00 to Fire Safety Services for repairs to the thermal imager from the Fire/EMS Fund.

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

The Budget Commission is scheduled to meet on February 1, 2016. Upon their approval, we should be able to present the permanent appropriations at the next Township meeting on February 2, 2016.

Gail presented a comparison report of carryover fund balances for 2013 thru 2015. It showed that at the end of 2015 we carried \$127,000 less than we did in 2014 and \$67,000 less than we did in 2013. The largest reduction was in the general fund and the capital fund due to the new fire engine down payment and all of the large equipment repairs in 2015.

AUDIENCE

Luke Buckey was present as a requirement for one of his Boy Scouts project. He asked about debates on topics and the Trustees told him how they handle those types of issues where everyone isn't always in total agreement. He then asked what young people could do to support the community and Pat Artz encouraged him to do service work (trash pickups, mowing and snow shoveling, etc.). Sandi told about her older son who was involved in a cadet program for a local fire department and suggested that we do the same type of program. Hank said we used to have one of those programs and our current Fire Chief was actually one of those cadets.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss Collective Bargaining Agreement negotiations.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 7:50 pm.

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

A motion by Hank Gibson, seconded by Pat Artz to enter into Executive session at 7:50 pm.

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

Roll call showed the following present: Trustees Pat Artz and Hank Gibson, Fiscal Officer Gail Pittman, Jim DiPaola, Chad Murdock and Jon Summers.

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 8:22 pm.

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

A motion by Hank Gibson, seconded by Pat Artz to re-enter into Regular session at 8:22 pm.

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

Roll call showed the following present: Trustees Pat Artz and Hank Gibson, Fiscal Officer Gail Pittman, Jim DiPaola and Jon Summers.

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

ADJOURNMENT

A motion by Pat Artz, seconded by Hank Gibson to adjourn the meeting at 8:25 pm. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE