

## **RAVENNA TOWNSHIP BOARD OF TRUSTEES MINUTES OF REGULAR MEETING OF MARCH 16, 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 March 16, 2016. Trustee Vince Coia called the meeting to order at 7:05 P.M. Roll call showed the following present: Trustees Vince Coia, Hank Gibson and Pat Artz; Fiscal Officer Gail Pittman; Department Heads Zoning Inspector/Liaison Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Darrell Stephens and Assistant Fiscal Officer Jon Summers. Audience members were Lisa Tinch, Jacob Tinch, Josh Tinch, Peggy DiPaola, Jack Schafer, David Dix, Eric Hummel, Jack Kohl, Bill Barber, Bruce Ribelin, and Sharon Spencer.

### **AUDIENCE**

Lisa Tinch's sons were in attendance as part of their Eagle Scouts project.

Peggy DiPaola and the Core Team gave a presentation summarizing the goals of the Ravenna Community Plan. They are a private group strategizing on ways to improve economic development of the Ravenna community (City and Township) and reaching out to the Township for support and a three year financial commitment to assist in funding the position of an economic development director. After the presentation they asked for feedback and collaboration from the Township.

### **REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of March 1, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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 March 18, 2016 in the amount of \$34,259.97 and other warrants in the amount of \$21,296.40 with warrants over \$1,000.00 being read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Financial reports from the meeting of March 1, 2016 were reviewed and found to be in good order. A motion by Vince Coia, seconded by Pat Artz to approve and accept the financial reports as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **OLD BUSINESS:**

#### **TRUSTEES**

**RES #16-025** A motion by Pat Artz, seconded by Vince Coia to reappoint Dominic Bellino as the Township's Board Representative for PARTA for the term beginning July 1, 2016 and ending June 30, 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #16-026** A motion by Pat Artz, seconded by Vince Coia to approve and accept the Issue II Grant in the amount of \$94,800 for the first phase of the Dawley Road Repair Project. 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:*

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

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

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

We've received the Issue II approval letter for the Dawley Road project. The next step is to send a letter to the county engineer to have Dawley Road surveyed and staked so we may begin the preliminary work of the project. We will need to send letters to the homeowners notifying them of the work that will be done. Hank Gibson applauded Darrell's efforts for getting all the grants for the Township's road projects.

Darrell is still collecting information on costs of the new 2016/2017 truck to replace the old truck used to haul the chipper equipment. The cab/chassis will be \$38,773.10 including the trade in of the old truck. The costs for the remaining part of the truck build still needs determined.

If there is any money left after the main road project is complete, Darrell would like to have Hidden Brook and some of the Skeels roads chip and sealed.

There is still a lot of dumping going on in Skeels. The road crew had to go out and clean it yesterday.

Vince asked Jon to help Darrell with the letters that need to go out to the homeowners on Dawley Road informing them of the upcoming construction.

**ZONING DEPARTMENT**

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

Randy Johnson at 3291 has been cited into Common Pleas Court. Case #2016CV00194 is pending.

Gerald Haffner at 7635 Cooley Road has been cited into Common Pleas Court. Case #2016CV00195 is pending.

The BZA met on March 9, 2016 to hear two (2) appeals and one (1) request for a conditional use. 2016BZA02, a conditional use for 2904 St Rt 59, was tabled pending a review of documents submitted by Portage County Water Resources. The BZA approved variance 2016BZA01, Patrick Holland at 2776 St Rt 59, to build a single family home in a General Commercial zoning district.

The BZA approved variance 2016BZA03, Jennifer Grlicky at 4055 Timber Run, to keep chickens in a platted subdivision. The approval had stipulations attached that the chickens are to be kept in a fenced in area at all times and as the chickens die off, they cannot be replaced. Once all the chickens are gone, all structures and fencing associated with the chickens shall be removed.

The Zoning Commission will meet March 17, 2016 at 7 PM to further discuss changes to the zoning code regarding metal containers being used as accessory buildings and to review the signs section of the current zoning code.

**LIAISON**

Jim is assisting Chief Kozak with the various projects.

**FIRE DEPARTMENT**

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

Fact finding for the union contract is postponed until May?

We have received a \$2,500 2016 Mutual Fire Prevention Grant for smoke detectors.

We are waiting to receive the check for the OTARMA MORE Grant.

The Ohio Grant will be submitted by Sunday and the SAFER Grant will be submitted by the end of next week.

Kyler Hudson passed on the job offer. Mark would like to offer the job to Matthew Young.

**RES #16-027** A motion by Hank Gibson, seconded by Vince Coia to hire Matthew Young as Firefighter Paramedic at the rate of \$12.31/hour pending his passage of the drug screening and physical. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Chief wanted to thank the Service Department for all of their preventative maintenance help on the Fire Department vehicles.

The Black Horse Baptist Church is holding a food drive. Mark thought it would be good to have the Fire Department help with it, which the board readily agreed.

## **NEW BUSINESS**

### **TRUSTEES**

None

### **FISCAL OFFICER**

**RES #16-028** A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's :

- a. PO #141-2016 to Ohio Insurance Services Agency in the amount of \$15,000.00 for health/dental/vision insurance from the Fire Fund.
- b. PO #142-2016 to Ohio Public Entity Consortium in the amount of \$4,200.00 for HRA reimbursement from the Road and Fire Funds.
- c. PO #143-2016 to Finley Fire Equipment in the amount of \$250.00 for a door latch repair on #2414 from the Fire Fund.
- d. PO #144-2016 to Staples Business Advantage in the amount of \$300.00 for supplies from the Fire Fund.
- e. BC #32-2016 in the amount of \$300.00 for misc. training from the Fire Fund.
- f. PO #145-2016 to Nextel Communications in the amount of \$500.00 for cell phone service from the Fire Fund.
- g. PO #146-2016 to GovDeals.com in the amount of \$300.00 for surplus sales fees from the Fire Fund.
- h. PO #147-2016 to Cost Recovery Corp in the amount of \$1,000.00 for crash billing collection fees from the EMS Fund.

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 February bank reconciliation and monthly financial reports as presented by the fiscal officer. 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 ongoing Collective Bargaining Agreement negotiations.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:35 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 8:35 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 Jon Summers.

A motion by Pat Artz, seconded by Vince Coia to close Executive session at 9:00 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia to re-enter into Regular session at 9:00 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 Jon Summers.

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

**RES #16-029** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the 2016 Factory Mutual Fire Prevention Grant in the amount of \$2,500.00 for the purchase of smoke detectors. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to make a commitment to participation in the Ravenna Community Plan and work with the Core Team. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #16-030** A motion by Vince Coia, seconded by Pat Artz to approve the 48 month renewal contract with Comdoc for the 3 copiers at the cost of \$434.93/month.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:04 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