

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MARCH 29, 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 March 29, 2016. Trustee Hank Gibson called the meeting to order at 7:01 P.M. Roll call showed the following present: Trustees Hank Gibson and Pat Artz; Department Heads Zoning Inspector/Liaison Jim DiPaola, Fire Chief Mark Kozak and Assistant Fiscal Officer Jon Summers. Trustee Vince Coia, Fiscal Officer Gail Pittman and Road Superintendent Darrell Stephens were absent. Audience member was Diane Smith.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of March 16, 2016. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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 April 1, 2016 in the amount of \$41,208.90 and other warrants in the amount of \$7,223.43 with warrants over \$1,000.00 being read aloud. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Financial reports from the meeting of March 16, 2016 were reviewed and found to be in good order. A motion by Pat Artz, seconded by Hank Gibson to approve and accept the financial reports as presented. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

RES #16-031 A motion by Pat Artz, seconded by Hank Gibson to approve and accept the 2016 OTARMA MORE Grant in the amount of \$500.00 for the purchase of a commercial pressure washer. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Fiscal Officer Gail Pittman was absent and Jon Summers 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 absent and Jon Summers reported the following:

The old chipper truck that is going to be used as a trade in on the new plow truck has had the hydraulic line repaired but the hydraulic pump did not work. To replace that would require more work than is warranted for the trade in value. The plow truck that came back from Lang's Automotive had some more rear end problems and had to go back to Lang's. It is now repaired. Darrell would like to use both trucks as trade-ins on the new truck. Gail had the PO for the new truck included in the PO list for approval at the end of the meeting. It is at a higher amount before the additional truck trade in, but the PO would be closed after the purchase of the truck at the lower price to free up the money again.

RES #16-032 A motion by Hank Gibson, seconded by Pat Artz to use the 2003 Ford truck and the 2008 Chevy 5500 truck as trade in on the purchase of a new 2016 Ford truck from Sarchione Ford at the price after trade in of \$15,273.10. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell has been cleaning and gathering old unused equipment listed on the supplemental report. He would like to have it declared as surplus and taken to auction.

RES #16-033 A motion by Hank Gibson, seconded by Pat Artz to declare the items on the supplemental list as surplus and have it taken to Edinburg Auction Sales to be sold. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell has gotten a quote for the repair of the roofs over the fire and road departments. Jim will cover that in more depth in his report.

The signs for the spring cleanup will be placed around the township 3 weeks before the cleanup date of April 30th to allow plenty of time for people to be ready. Gail had mentioned that she would like to talk with Diane Smith about doing a write up about the cleanup in the Record Courier. Diane said she had not talked with Gail yet but would be happy to do so.

ZONING DEPARTMENT

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

Randy Johnson at 3291 Rose, case #2016CV00194 has been given until May 1, 2016 to have the cleanup completed.

Gerald Haffner at 7635 Cooley Road, case #2016CV00195 will have the motor vehicles in question inspected by the Zoning Inspector on April 5, 2016.

The property at 6530 Cleveland Road has been cleaned up.

The BZA will meet on April 13, 2016 to hear case 2016BZA02, a request for a conditional use for 2904 St. Rt. 59. The case was tabled in March pending review of documents submitted by Portage County Water Resources. Water Resources reviewed the application information and found it to be valid.

The BZA will also hear case 2016BZA04, a variance request by Dennis Rummel for a 10' side yard setback to construct an accessory building on April 13, 2016.

The Zoning Commission met March 17, 2016 at 7 PM to 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. The zoning language is still under review and they will meet again in April.

LIAISON

Jim is assisting Chief Kozak with the various projects.

Don Litsinger Construction has submitted a proposal to replace the roofs over the Road Department and Fire Departments for \$22,500.00. Pat asked if this job had to be bid. The price was below the limit necessary for bidding. Hank asked if there had been other quotes and Jon said that Darrell had also had received a quote from Portage Roofing which was higher. Donny Litsinger had done the last two roof repairs well.

RES #16-034 A motion by Hank Gibson, seconded by Pat Artz to have Don Litsinger Construction do the roof repairs and replacement for the quoted price of \$22,500.00. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Jim is continuing to work with Portage County Regional Planning on grants available to benefit Ravenna Township.

The JEDD Board will meet on April 7, 2016 at 1:30 pm to discuss JEDD districts and any other regular JEDD business.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

There will be a formal check presentation next Monday for the \$2,500 2016 Mutual Fire Prevention Grant for smoke detectors we have received. Mark said he had a quote for the smoke detectors for \$2,598.00, so we'd still have to come up with \$98.00.

RES #16-035 A motion by Hank Gibson, seconded by Pat Artz to accept the \$2,500.00 2016 Mutual Fire Prevention Grant. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Ohio Grant and the SAFER Grant were both submitted. Mark asked for a motion to support the letter that had been written for the SAFER Grant.

A motion by Hank Gibson, seconded by Pat Artz to formally state that the board clearly understands the long term obligations of accepting the SAFER Grant and would not lay off any full time fire fighters during the performance period of the grant. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark thought it would be a good idea to pass a resolution stating the policy on the payment of hours for Daylight savings time.

RES #16-036 A motion by Hank Gibson, seconded by Pat Artz to pay hourly workers the actual number of hours worked during the shift that falls on Daylight Savings in the Spring and Fall. The full time salaried workers will get paid their normal shift rates on both dates. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark asked whether the board would like to help pay for Medic School for Firefighter Wolf as they have done with other firefighters in the past.

RES #16-037 A motion by Hank Gibson, seconded by Pat Artz to contribute \$1,500.00 to the payment of Medic School for Firefighter Wolf with the understanding that he will work as a paramedic for the Township for a period of 2 years. If his employment is terminated within one (1) year after completion of the schooling, he is to repay 100% of the tuition contribution. If he leaves within the second year, he is to repay 50% of the tuition contribution. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Firefighter Bright is back early from his leave of absence and would like to return to work.

RES #16-038 A motion by Hank Gibson, seconded by Pat Artz to allow Firefighter Bright to return from his LOA effective immediately at his previous rate of pay. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Firefighter Sessions has submitted his letter of resignation.

RES #16-039 A motion by Hank Gibson, seconded by Pat Artz to accept Firefighter Sessions resignation effective immediately. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark asked for permission to explore other companies for the cell phones. The trustees told him to proceed.

The Black Horse Baptist Church's food drive will be held the same day as the Township's Spring Cleanup Day, April 30th and will have it at the same time and place as the Township's Shred Day (i.e. 9:00 am - Noon out in front of the administrative offices).

NEW BUSINESS

TRUSTEES

Pat mentioned that the Township ought to send Peggy DiPaola a letter letting her know the Township wouldn't be making any decision on financial support of the Ravenna Community Plan until after we find out the outcome of the issues on the Lakewood Road cemetery.

FISCAL OFFICER

RES #16-040 A motion by Pat Artz, seconded by Hank Gibson to approve the following PO's and BC's :

- a. PO # 148-2016 to Sarchione Ford in the amount of \$44,000.00 for the purchase of the new truck from the Road fund.
- b. PO # 149-2016 to Kayline Company in the amount of \$700.00 for cleaning supplies from the Fire fund.
- c. PO #150-2016 to Advantage Equipment Inc. in the amount of \$700.00 for gear washing supplies from the Fire fund.
- d. PO #151-2016 to Bureau of Workers' Compensation in the amount of \$6,000.00 for workers' comp coverage from the Road fund.
- e. PO #152-2016 to Bureau of Workers' Compensation in the amount of \$13,000.00 for workers' comp coverage from the Fire fund.
- f. PO #153-2016 to Bureau of Workers' Compensation in the amount of \$1,500.00 for workers' comp coverage from the Zoning fund.
- g. PO #154-2016 to Attorney General Collections in the amount of \$400.00 for collection fees from the EMS fund.

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

RES #16-041 A motion by Pat Artz, seconded by Hank Gibson to approve and accept the disposition of EMS accounts according to the recommendations of LifeForce on the supplemental report. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #16-042 A motion by Hank Gibson, seconded by Pat Artz to authorize fiscal officer compensation to be adjusted in accordance with ORC House Bill 64 effective April 1, 2016 in conjunction with the beginning of the term. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

AUDIENCE

No comments.

ADJOURNMENT

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 7:38 pm. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE