

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF APRIL 26, 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 April 26, 2016. Trustee Vince Coia called the meeting to order at 7:02 P.M. Roll call showed the following present: Trustees Vince Coia, Pat Artz and Hank Gibson; Fiscal Officer Gail Pittman; Department Heads Fire Chief Mark Kozak, Road Superintendent Darrell Stephens, Assistant Fiscal Officer Jon Summers. Zoning Inspector/Liaison Jim DiPaola came in late. Audience member was Mr. Williamson from Bridge St.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of April 12, 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 April 29, 2016 in the amount of \$34,127.64 and other warrants in the amount of \$51,944.01 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 April 12, 2016 were reviewed and found to be in good order. A motion by Hank Gibson, 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.

AUDIENCE

Mr. Williamson requested that someone evaluate the streetlights in his neighborhood. Vince had already checked and was told the streetlight was a "working" streetlight. Vince said he will get back in contact with First Energy for an update. Mr. Williamson also had a complaint about the property on Ash & Hill, it is a real eyesore from all the logs piled everywhere. Vince said the Zoning & Trustees have already put Mr. Clegg on notice. Also, Mr. Williamson said there was a catch basin at the intersection of Jones & Bridge with a large hole in it. Darrell Stephens said he would have someone check it out the following day.

**OLD BUSINESS:
TRUSTEES**

The funding commitment request by the Core Team of the Ravenna Community Plan was tabled.

Pat checked out the indigent burial application from Wood Kortright and determined that it was a valid situation. There was another request for an application from Bissler Funeral Homes, but the application has not yet been returned.

Jim Myers called Pat & requested to place pods in an area of Blackhorse to house homeless individuals. Pat notified him that pods were not desired in the Township and the Zoning board was in the process of addressing them.

The property that the Land Bank wants to sell to the Baptist Church was also discussed.

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 absent and Vince Coia reported the following:

Issue II funding paperwork for year 2017 is completed and will be turned in on the following day.

The Road Crew would like to start their ten-hour days, four days per week schedule.

RES #16-047 A motion by Vince Coia, seconded by Hank Gibson to allow the Road Department to switch to a 4 day, 10 hour per day schedule beginning May 2nd, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Eight applications have been received so far for the Road Service Worker II position.

Roof repairs have been completed by Don Litsinger. It was noted that he did a good job.

The Tire Drop Off is scheduled for May 21st here from 8 AM until Noon.

Still waiting on Sarchione Ford to locate a new truck that they quoted.

The surplus sold at auction netted \$1,390.00

Darrell requested a need to advertise for summer help.

A motion by Vince Coia, seconded by Hank Gibson to advertise for Road Crew summer help at the rate of \$9.50/hour and starting around the 1st of June. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ODOT is putting on work zone safety training May 19th at the Portage County Engineers that the Road Crew will be attending.

ZONING DEPARTMENT

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

The properties at 6060 & 6070 Lakewood Road have been 90% cleaned up.

The Zoning Commission will meet April 27, 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. The zoning language is still under review.

A Zoning Certificate was issued to The Tamarkin Coming Company for construction of the new GetGo café, market and fueling station. They will have to obtain 3 variances for signage at the May 11, 2016 BZA hearing.

Currently working with the City of Ravenna on the new Aldi's store on East Main St. Part of the building is in the Township and the other part is in the City. The City has passed the proposal.

RES #16-048 A motion by Pat Artz, seconded by Vince Coia to declare 7545 St. Rt. 88, parcel #29-110-10-00-028-000 a nuisance and proceed under ORC 505.86 to get the property cleaned up.

RES #16-049 A motion by Vince Coia, seconded by Hank Gibson to support the Portage County Land Bank's sale of the cleaned up property at 3567 St. Rt. 59 to the New Testament Baptist Church at 3583 St. Rt. 59 with all proceeds going back into the Land Bank funds to acquire additional properties. R/C: Mr. Coia, yes; Mrs. Artz, abstain; and Mr. Gibson, yes. Motion Passed.

The 2014 Ford truck has the sprayed-in bed liner installed and looks good..

Jim presented the March 2016 monthly Zoning Report.

LIAISON

Jim is assisting Chief Kozak with the various projects.

Jim attended the JEDD meeting on April 21, 2016. He will have a full report at the May 10, 2016 Trustee meeting.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Two of the newer part time firefighters on probation are not working out, either for not fulfilling the shift requirements and/or under-performance on their reviews. Chief Kozak asked the Trustees to terminate their employment effective immediately.

RES # 16-050 A motion by Hank Gibson, seconded by Vince Coia to terminate the employment of Firefighters Christopher Stellato and Matthew Snowden effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-051 A motion by Hank Gibson, seconded by Vince Coia to hire, pending the Chief's interview and the applicants' background and physical checks, the following firefighter applicants : 1) Cody Conley at \$10.71/hour and 2) Ryan Zapora at \$12.31/hour. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-052 A motion by Hank Gibson, seconded by Vince Coia to accept and approve the proposed Memorandum of Understanding from the Portage County Board of Commissioners to continue the funding mechanism for the Portage County Hazardous Materials Response Team and the Portage County Urban Search and Rescue Team. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Squad 2412 had another broken mirror which has been replaced.

We are still waiting on Rummel Electric to replace the lighting in the station bays.

The 6 hours of training on the extrication equipment has been completed.

NEW BUSINESS**TRUSTEES**

None

FISCAL OFFICER

RES #16-053 A motion by Pat Artz, seconded by Hank Gibson to approve the following PO's and BC's excluding PO#165-2016 which was tabled for further review:

- a. PO # 164-2016 to Sarchione Ford in the amount of \$600.00 for bed liner from the Road and Zoning funds.
- b. PO # 165-2016 to Clear Water Systems in the amount of \$400.00 for water from the Road fund.
- c. PO # 167-2016 to Lang's Automotive in the amount of \$2,000.00 for road vehicle repairs from the Road fund.
- d. PO # 168-2016 to Rummel Electric, Inc. in the amount of \$2,700.00 for lighting replacement in the bays from the 4901 Building fund.
- e. PO # 169-2016 to UH Parma Medical Center in the amount of \$1,500.00 for paramedic tuition for Robert Wolf from the Fire fund.
- f. PO # 170-2016 to OTARMA in the amount of \$462.00 for additional insurance for the new fire truck from the Fire fund.

- g. PO # 171-2016 to Advance Auto Parts in the amount of \$500.00 for repair parts from the Fire fund.
- h. PO # 172-2016 to Ohio Insurance Services Agency in the amount of \$1,500.00 for life insurance from the Road Fund.
- i. BC # 33-2016 in the amount of \$2,000.00 for indigent burials from the General fund.
- j. PO # 173-2016 to Ohio Cat in the amount of \$1,000.00 for fleet repairs from Fire fund.

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

RES #16-054 A motion by Pat Artz, seconded by Vince Coia to approve and accept the disposition of EMS accounts as recommended by LifeForce. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #16-055 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the March 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.

RES #16-055 A motion by Vince Coia, seconded by Hank Gibson to accept the donation of a Dell 2350dn printer from the Auditor of State. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:50 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE