

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF May 10, 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 May 10, 2016. Trustee Vince Coia called the meeting to order at 7:04 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, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. Audience members were Todd Waldo and Diane Smith.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of April 26, 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 May 13, 2016 in the amount of \$46,056.29 and other warrants in the amount of \$41,808.38 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 26, 2016 were reviewed and found to be in good order. A motion by Hank Gibson, seconded by Vince Coia to approve and accept the financial reports as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

AUDIENCE

Todd Waldo, representative from GetGo, stated that GetGo will begin construction within the next 2 weeks and has been coordinating with ODOT. He raised concern about Hazel Rd, which has received an increase amount of traffic because of the road construction projects being done at Cotton Corners. He is hoping that when construction of GetGo is completed, resurfacing of Hazel might be done so that the whole area will look fresh and new. Pat asked if Giant Eagle could help the Township, her concern being that Ravenna Twp is on a tight budget already. Hank noted that GetGo investing in our community is a big deal and will have a positive impact, we want to be good partners. Todd said his purpose right now was to start a dialogue regarding Hazel. The Trustees said they would have to get estimates and we would go from there. Todd suggested also speaking with ODOT. They are planning on finish paving near the end of September, maybe they'd be willing to work with us since they will be right there.

OLD BUSINESS:

TRUSTEES

Vince Coia said the Township Clean Day and Shred Day went well. There were 19 loads taken for the cleanup and 32 car loads for shredding, both are increases from the previous year. The Tire drop off on May 21, 2016 will be county wide. Ours will be from 8 AM until noon.

The streetlight at Bridge and Jones that Mr. Williams talked about at the last meeting has been replaced. Darrell mentioned that the catch basin at the same intersection was repaired as well.

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.

The union contract fact finding session is scheduled for May 25th at 10 AM in the Trustees meeting room and will proceed with or without the union's attendance.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Road Supervisor Darrell Stephens was present and reported the following:

Darrell has interviewed several applicants for the Road Crew position and recommends we hire Doug Dillon.

RES #16-056 A motion by Vince Coia, seconded by Hank Gibson to hire Douglas Dillon as Road/Service Worker II at the rate of \$15.50/hour as soon as possible pending his passage of the drug test and driver license check. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to run the ad for Road Crew summer help for 3 days, Friday thru Sunday, in the Record Courier with a application deadline of May 23rd. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Sarchione Ford will have the new truck in the first week of June. We can then put out the bids for upgrading the truck.

Darrell reviewed the quotes on pressure washers and recommends that we purchase the one from Whites Farm Supply.

RES #16-057 A motion by Hank Gibson, seconded by Pat Artz to purchase a pressure washer from Whites Farm Supply for the price of \$1,300.00. R/C: Mr. Coia, abstain; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

There have been thefts of catch basin grates in the Westwood Village neighborhood, two within the last couple of weeks. They are expensive to replace and creates safety concerns. Darrell said he would attempt measures to secure the grates to deter the thieves.

ZONING DEPARTMENT

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

The Zoning Commission met April 27, 2016 and discussed the signs section and flag lots of the current zoning code. The next scheduled Zoning Commission meeting is June 15, 2016 at 7 PM in the Trustees room.

The Board of Zoning Appeals will meet May 11, 2016 to hear 5 cases, 3 of which are variances for GetGo.

Jim presented the April 2016 Monthly Zoning Report.

Pat asked about the fence at Interstate Towing. Jim said that going to talk with them was on his list of things to do.

LIAISON

Jim is assisting Chief Kozak with the various projects.

Jim met with Chris Meduri on a Road Maintenance Agreement for any construction project that would affect the condition of any Township road and recommends that Ravenna Township and Giant Eagle partner on the paving, etc.

Rachel Kerns, Executive Director of Habitat for Humanity of Portage County has agreed to serve on the JEDD Board as Employer Representative of Ravenna Township.

A better price has been found for the office furniture for Jim's office.

RES #058 A motion by Pat, seconded by Vince to authorize the purchase the office furniture for Jim's office from Staples Advantage for no more than \$320.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank mentioned that we need to get back to finishing the employee handbook.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The 2016 Smoke Detector Grant is still waiting on Home Depot to receive the order.

We are still waiting on the outcomes of the physicals for the new hires.

The air tank on engine 2414 has been repaired. The passenger window needs a new motor.

Squad 2411 went in to Sarchione Ford for a bad relay in the motor and to have an oil change. It also went to Perfect Choice for air conditioning work. The parts are ordered and will go back in tomorrow.

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

The Chief and Vince met with Brady Lake about their need to get new service. As of June 30th, their contract with Kent will be cancelled. There was much discussion about the cost of running calls and the condition of their roads.

A motion by Pat Artz, seconded by Hank Gibson to not entertain any contract offers with Brady Lake for EMS or fire services. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEW BUSINESS**TRUSTEES**

Portage County Health Department report for the quarter ended March 31, 2016 has been received and is in the administration office for viewing.

RES #16-059 A motion by Pat Artz, seconded by Hank Gibson to accept the Group Retrospective Rating Program for reducing the Workers Comp premium through CareWorksComp (formerly Frank Gates) for the 2016/17 premium year. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #16-060 A motion by Vince Coia, seconded by Hank Gibson to continue to utilize CareWorks as the Workers Comp MCO for the Township. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Election Board has requested help in recruiting precinct election officials.

Vince said he had received the 2015 Annual Sheriff's report in the mail. He's put it down in the administrative office for anyone interested in reviewing it.

FISCAL OFFICER

RES #16-061 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's:

- a. PO # 165-2016 to Clear Water Systems in the amount of \$400.00 for water from the Road fund.
- b. PO # 174-2016 to Bureau of Workers' Compensation in the amount of \$1,999.51 for the remainder of 2015's premium from the General and Fire funds.
- c. PO # 175-2016 to Perfect Choice Auto Collision in the amount of \$1,000.00 for air conditioning repairs to Ambulance Unit #2411 from the Fire fund.
- d. PO # 176-2016 to Bureau of Workers' Compensation in the amount of \$8,400.00 for estimated premium to be paid by September from the General, Fire, Road and Zoning funds.

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

RES #16-062 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the April 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.

The Auditor of State's office has been in touch and would like to get started on the audit within the next few weeks.

OTARMA has provided a renewal application and list of equipment to review. Copies were given to Mark and Darrell for review.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:26 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE