

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF June 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 June 29, 2016. Trustee Vince Coia called the meeting to order at 12:08 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, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. Road Superintendent Darrell Stephens was absent. Audience member was Tom Kral.

**REGULAR BUSINESS**

A motion by Pat Artz, seconded by Vince Coia to approve the minutes of the Regular Meeting of June 21, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Special Board Meeting of June 24, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and 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 July 8, 2016 in the amount of \$43,470.40 and other warrants in the amount of \$5,619.43 with warrants over \$1,000.00 being read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports from the meeting of June 21, 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: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**AUDIENCE**

Mr. Kral addressed the board with a few questions about Grandview Cemetery on Lakewood. He was thinking about moving his wife who has been buried there for about a year and still has no marker. He asked whether the Township was taking over the cemetery and what he should do. Vince explained that the future plans of the cemetery are still up in the air, but it is likely we would end up with it. It was explained to him that the Township would not, and cannot by law, be able to provide any of the extras that were purchased from the current owners of the cemetery (e.g. caskets, markers, etc.), but we would open the grave for anyone who could provide us with a deed for a lot. They suggested that Mr. Kral call the bar association if he had further questions on current happenings with the cemetery. Mr. Kral also had questions about drilling a well on his property for watering his grass and not for potable water. Jim DiPaola said the Township does not have any restrictions in the zoning code regarding that, but he should check with the county health department for their requirements and restrictions.

**OLD BUSINESS:**  
**TRUSTEES**

Mark Smith has delivered a response to the letter that the Trustees had given him at the June 21, 2016 meeting. In summary, he feels the information he previously provided was enough to authorize his requests. After consulting with legal counsel, it was agreed to provide him a letter directing that all future communications are to be handled through legal counsel, the Portage

County Prosecutor, and to refrain from submitting requests and responses through the administrative office.

### **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 State Auditor's Office will be returning for an additional day or two for further testing.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Road Supervisor Darrell Stephens was absent and Vince Coia reported the following:*

The rock on Dawley Rd has been taken care of. They ended up digging the rock up and burying it deeper.

Greg Scott has passed his drug screen and began working this week.

The road crew has been busy chipping this week.

#### **ZONING DEPARTMENT**

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

The Board of Zoning Appeals will meet on July 13, 2016 to hear a variance request for a 6 foot high fence in a front yard on Lakewood Rd.

A demolition permit has been issued to the Land Bank for 4391 Court St.

**RES #16-080** A motion by Vince Coia, seconded by Hank Gibson to appoint Rachel Kerns as Ravenna Township's Business Representative to the Joint Economic Development District for a period of two (2) year term commencing on June 29, 2016 and ending June 29, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #16-081** A motion by Vince Coia, seconded by Hank Gibson to appoint Jim DiPaola as Ravenna Township's Board Representative to the Joint Economic Development District for a period of two (2) year term commencing on July 22, 2016 and ending July 22, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

#### **LIAISON**

Jim attended training on June 27<sup>th</sup> on how to program and trouble shoot the flag pole lighting system. Jim and Peggy both felt that the programming was beyond their scope of expertise and will rely on Jack Shafer to handle the lighting.

Peggy DiPaola offered to make a loan of a painting to the Township by local artist Eddie Harris.

**RES #16-082** A motion by Vince Coia, seconded by Pat Artz to accept the loan of a painting by local artist Eddie Harris from Peggy DiPaola for an indefinite amount of time until it is of no further use to the Township at which point the painting shall be returned to Peggy. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

#### **FIRE DEPARTMENT**

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

Mark said, if the Trustees are interested, we are eligible to apply for a grant for a power cot/loading system and thermal imaging camera, valued at \$47,000. Our share would be somewhere between \$7K and \$17K, Mark needed to research this point further. The cots help

reduce worker comp claims by EMS personnel. The cots would have a useful life of 10 to 15 years and can be switched between ambulances. We would need to open a credit account with Stryker Sales Corp if we received the grant.

A motion by Vince Coia, seconded by Hank Gibson to authorize the application for the grant for the power cot loading system and thermal imaging camera and to open a credit account with Stryker Sales Corp. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #16-083** A motion by Vince Coia seconded by Hank T. Gibson to accept the Ohio EMS Reimbursement Grant of \$2,750. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Engine 2414 passenger window has been repaired.

The live fire training at 3856 Summit is scheduled for Saturday, July 9<sup>th</sup>.

**NEW BUSINESS**

**TRUSTEES**

none

**FISCAL OFFICER**

**RES #16-084** A motion by Vince Coia, seconded by Pat Artz to approve the following PO's and BC's:

1. PO # 212-2016 to Wal-Mart in the amount of \$800.00 for misc. supplies from the Fire fund.
2. PO # 213-2016 to Airgas in the amount of \$800.00 for tanks and supplies from the Road fund.
3. PO # 214-2016 to Fastenal Company in the amount of \$800.00 for misc. parts and supplies from the Road fund.
4. PO # 215-2016 to Quick Service Welding in the amount of \$500.00 for misc. repairs from the Road fund.
5. PO # 216-2016 to Leppo Equipment in the amount of \$800.00 for repairs, parts & rentals from the Road fund.

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

Reminder: The Budget Hearing Meeting is scheduled at July 11<sup>th</sup> at 5 PM with a special meeting following to approve payments and PO's.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 12:53 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
TRUSTEE