

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF AUGUST 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 August 16, 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, Zoning Inspector/Liaison Jim DiPaola, Road Superintendent Darrell Stephens and Assistant Fiscal Officer Jon Summers.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of August 2, 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 August 19, 2016 in the amount of \$33,342.86 and other warrants in the amount of \$48,822.51 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 meetings of August 2, 2016 were reviewed and found to be in good order. A motion by Vince Coia, 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.

**BID OPENING**

Bids for the Round 30, Issue II 2016 Dawley Road Project were opened and reported as follows :

1. Perrin Asphalt Co.	\$ 194,700.00
2. The Shell Co.	\$ 187,741.00
3. Ronyak Paving, Inc.	\$ 172,256.00
4. Barbicas Construction Co	\$ 170,508.00
5. Delta Asphalt Co.	\$ 201,510.00
6. Karvo Companies	\$ 180,830.70
7. Chagrin Valley Paving	\$ 177,391.00

**RES # 16-100** A motion by Vince Coia, seconded by Hank Gibson to award the bid for the 2016 Ravenna Township Road Project to Ronyak Paving, Inc. under the condition that the bid is in order according to the Portage County Engineer and Portage County Prosecutor. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

Copies of a letter from the Portage County Prosecutor's office to Sherie Meduri regarding the removal of an abandoned trailer from the property at 6882/6886 Cleveland Rd were given to the Trustees.

**FISCAL OFFICER**

*Fiscal Officer Gail Pittman was present and reported the following:*

The second real estate tax funding check has been received from the county today. It came in at about \$498,000.

We are still awaiting the State Auditor's Office audit review results.

**RES # 16-101** A motion by Vince Coia, seconded by Hank Gibson to approve charging the bank fees we are charged back to those payers when their checks to us bounce. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 16-102** A motion by Vince Coia, seconded by Hank Gibson to approve and accept the OTARMA quote for the insurance policy year August 20, 2016 through August 19, 2017 in the amount of \$20,150.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 16-103** A motion by Vince Coia, seconded by Hank Gibson to approve the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor for the fiscal year commencing January 1, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

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

The Round 31 Issue II grant for phase II in 2017 was awarded. Our share will be about \$91,500.

**RES # 16-104** A motion by Vince Coia, seconded by Hank Gibson to suspend the seasonal help for the road crew effective immediately, the position is no longer needed for this year. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The culvert on Morgan Road will be replaced tomorrow. Darrell asked Mark to alert the Fire Department that the road will be closed at that point.

**ZONING DEPARTMENT**

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

The Zoning Commission will meet on August 31, 2016.

The attorney for Carl Steinwender, property owner of 6375 Roselawn, 6364 Woodlawn and 6368 Woodlawn has requested an extension of time for the property to be cleaned up and made ready for sale. An extension of time was granted till October 28, 2016

The title search has been completed on 7545 St. Rt. 88. The next step is inspections by fire, building and health departments.

Jim discussed the updated JEDD contract and by-laws that he distributed at the last regular meeting. He requested approval from the Trustees. He said the biggest change to the contract was the dropping of the surcharge by the city to the township residents for water. The Trustees asked him how this JEDD was different from the JEDD that the Rootstown community was fighting about. Jim said that nothing in the JEDD money is slated for the schools. The tax rate would be 1% for the first three years, and then would go to 2%. There is 10% reserve for capital improvements for infrastructure and the remaining moneys would then be split 50/50 between the city and the township for economic development. The city would be taking care of all the administration costs. Once approved by the City and Township, the JEDD Board can proceed with sign up of businesses.

**RES #16-105** A motion by Vince Coia seconded by Hank Gibson to approve and accept the updated JEDD Contract between Ravenna Township and the City of Ravenna. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #16-106** A motion by Vince Coia seconded by Pat Artz to approve and accept the updated By-laws for the Ravenna Township and City of Ravenna JEDD. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **LIAISON**

Jim presented the Trustees with a “notice to negotiate” letter for their signature to begin the process of negotiating the new part time firefighter’s collective bargaining agreement.

### **FIRE DEPARTMENT**

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

Mark asked for a motion to approve a Memorandum of Understanding with UHPMC that outlines the detail of the services provided to the Ravenna Township Fire Department.

**RES #16-107** A motion by Vince Coia seconded by Hank Gibson to approve the memorandum of understanding between Ravenna Township and the University Hospitals Portage Medical Center as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The detectors from the Smoke Detector Give a Way Raffle have been installed. Mark will continue to hand out the remaining detectors as requests are received.

**RES #16-108** A motion by Hank Gibson, seconded by Pat Artz to accept the FEMA AFG award of \$24,964 for a power cot and thermal imaging camera. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #16-109** A motion by Hank Gibson, seconded by Vince Coia to accept the Ohio EMS Grant award of \$2,750 for equipment. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark will be on vacation September 5<sup>th</sup> through the 9<sup>th</sup>.

Mark is working at reducing payroll through reduction in shifts. He is going to cut one 24 hour shift on the historically average slowest day of the week. That should save about \$16,000 annually in personnel costs.

Utility truck 2417 had much needed maintenance work done, but now will not go in reverse. It is going back down to Lang’s Automotive.

Squad 2411’s new motor wiring harness has been installed.

Squad 2412 has new rear brake pads, rotors and calipers.

Mark and Gail met with Chris from LifeForce to review current accounts, statistics and methods for improving collections. More details will be given at the August 30, 2016 meeting but the bottom line is there isn’t much more money that is collectable.

Pursuant to R.C 121.22(g) Executive Session was requested to consult with their attorney and to discuss the Collective Bargaining Agreement negotiations.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:10 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 8:10 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Pat Artz, Fiscal Officer Gail Pittman, Jim DiPaola, Mark Kozak, Chad Murdock and Jon Summers.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 9:11 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 9:11 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Pat Artz, Fiscal Officer Gail Pittman, Jim DiPaola, Mark Kozak and Jon Summers.

The purpose of the Executive Session was to discuss Collective Bargaining Agreement negotiations and to consult with their attorney. No Action was taken.

## **NEW BUSINESS** **TRUSTEES**

### **FISCAL OFFICER**

**RES #16-110** A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's:

1. PO # 232-2016 to Sarchione Ford in the amount of \$2,000.00 for vehicle repairs from the Fire fund.
2. PO # 233-2016 to Collins Equipment in the amount of \$1,000.00 for fuel pump repairs from the Fire and Road funds.
3. PO # 234-2016 to Wal-Mart in the amount of \$500.00 for cleaning supplies from the Road fund.
4. PO # 235-2016 to OTARMA in the amount of \$20,150.00 for property insurance from the Fire, Road and General funds.
5. PO # 236-2016 to Nextel in the amount of \$200.00 for cell phone fees from the Zoning fund.
6. PO # 237-2016 to Nextel in the amount of \$550.00 for cell phone fees Fire fund.
7. PO # 238-2016 to Medical Mutual in the amount of \$15,000.00 for health insurance from the Road fund.
8. PO # 239-2016 to Warren Fire Equipment in the amount of \$2,000.00 for fire extinguisher & air pack testing from the Fire fund.
9. PO # 240-2016 to Ravenna Rents in the amount of \$300.00 for equipment rental from the Road fund.

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

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

**RES #16-111** A motion by Pat Artz, seconded by Hank Gibson to accept and approve the July bank statement and July monthly financial reports as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Included in the checks was a bill from First Energy for \$250.51 for the repair of a light pole that was shot out by an unknown suspect near 3855 Wooster Ave on June 29, 2016.

Copies of a flyer received from BWC regarding the new Medical Marijuana law going into effect September 8, 2016 was given to the Trustees.

The Health Insurance Review committee met Monday, August 15, 2016 from 3:00 to 3:20 in the Trustees meeting room. Attendees were Gail Pittman and Doug Dillon as the representative from the Road Dept. No representative from the Fire Dept. was in attendance and nobody knows who it was supposed to be. Captain Collins did not respond to Gail’s email of August 2, 2016 about the meeting held in accordance with their CBA.

The check in payment of a public records request from the full time union bounced. Gail will pursue collection of the funds and reimbursement of the appropriate fees from the bank.

Jim offered to go to the SERB seminar that is being held outside of Columbus on August 19<sup>th</sup>.

**RES # 16-112** A motion by Pat Artz, seconded by Hank Gibson to send Jim down to Columbus on August 19, 2016 to attend a SERB seminar and authorize any needed traveling expenses. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**AUDIENCE**

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:24 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