

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF SEPTEMBER 27, 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 September 27, 2016. Trustee Vince Coia called the meeting to order at 6:30 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz and Hank Gibson; Fiscal Officer Gail Pittman; Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers.

Pursuant to R.C 121.22(g) Executive Session was requested for a discussion on a Fire Department employee disciplinary issue.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 6:31 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 enter into Executive session at 6:31 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, Fire Chief Mark Kozak and Assistant Fiscal Officer Jon Summers. In the audience were Sean Bryant and Bob Wolf.

Sean Bryant and Bob Wolf left at 6:36 pm and Jim DiPaola joined and 6:37 pm.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 6:56 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 6:56 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The purpose of the Executive Session was to discuss Fire Department employee disciplinary issues. No Action was taken.

Roll call showed the following present: Trustees Vince Coia, Pat Artz and Hank Gibson; Fiscal Officer Gail Pittman; Department Heads Road Superintendent Darrell Stephens, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. In the audience were Jill Fankhauser, Bob and Donna Lambert, and Chris Knapp.

REGULAR BUSINESS

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of September 13, 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 September 30, 2016 in the amount of \$32,911.05 and other warrants in the amount of \$23,401.89 with warrants over \$1,000.00 being read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; Hank Gibson, yes. Motion Passed.

Financial reports from the meetings of September 13, 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.

AUDIENCE

Jill Fankhauser, Clerk of Courts, introduced herself. She is running in the November election to retain her position. She gave her background and discussed everything her office has been doing to increase efficiencies and plan to do in the near future.

Chris Knapp, owner of Cost Recovery Corp, LLC spoke about her company and the changes that they were making to the invoices and presentation of information. She discussed how she is the new owner and how the company is different from the old company under the previous ownership.

OLD BUSINESS:**TRUSTEES**

Pat spoke with the step mother of an indigent burial that we had earlier in the year, and with Mark at Maple Grove Cemetery. The Township is required by the ORC to place markers at the burial plots of the indigents. Per Mark at Maple Grove, there are currently two markers needing placed.

RES # 16-134 A motion by Pat Artz, seconded by Hank Gibson to authorize the purchase of markers for the indigent burials in Maple Grove Cemetery at an estimated cost of \$200.00 per marker. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Fiscal Officer Gail Pittman was present and reported the following:

The State Auditor's Office is finalizing the audit of books. The management representation letter (final step) is going to AOS tomorrow.

In regards to the new medical marijuana law, Chris Meduri is sending a drug free policy over that he had written up for another township in the county. Gail will have it for the next meeting.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Road Supervisor Darrell Stephens was present and reported the following:

The widening of Dawley Road was done last week. This week, Barbicas will be doing the paving. They've sent us their Notice of Commencement and Notice of Furnishing today.

The crack sealing of the roads is nearly done.

The truck is complete with the exception of the plow. They are still waiting on Henderson to provide the plow.

The road superintendent would like to switch the road crew back to 5 8-hour days from 4 10-hour days beginning October 3rd.

RES # 16-135 A motion by Vince Coia, seconded by Hank Gibson to have the road crew return to five eight-hour work days in a work-week beginning October 3, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-136 A motion by Vince Coia, seconded by Hank Gibson to accept the Salt Consortium contract for the new year at a salt price of \$46.82/ton. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

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

An update on the status of the Steinwender properties (Roselawn & Woodlawn) will be provided by the attorney next week.

Jim met with NDS, the administrators of the Land Bank Grant and submitted the following properties for consideration:

1. 3415 Spruce, parcel #29-307-10-00-040-000, Jeffery A Desatnik
2. 6126 Spring, parcel #29-307-10-00-044-000, Chester D Jacobs
3. 6131 Short, parcel #29-307-10-00-020-000, Keith D Stephens
4. 3270 Brady Lake Rd., parcel #29-344-00-00-026-000, Floyd Miller
5. 3494 Hommon, parcel #29-303-00-00-005-000, Dale H Knight

We were told that 3270 Brady Lake Rd and 3494 Hommon do not qualify for foreclosure under the grant program. Jim asked for resolutions to declare those two properties nuisance properties.

RES # 16-137 A motion by Pat Artz, seconded by Hank Gibson to declare the property at 3270 Brady Lake Road, Parcel #29-344-00-00-026-000, a nuisance and proceed under R.C. 505.86 to demolish the structure and clean up the property. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-138 A motion by Pat Artz, seconded by Hank Gibson to declare the property at 3494 Hommon, Parcel #29-303-00-00-005-000, a nuisance and proceed under R.C. 505.86 to demolish the structure and clean up the property. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

There will be a JEDD meeting Wednesday, September 28, 2016 at Ravenna City Hall at 10:00 a.m.

Pat said she spoke with Bea Mitchell regarding the ball park. They have received a grant to fix up the ball field but no one wants to use the park. Pat is suggesting they put playground equipment in there. Otherwise, the Trustees are concerned that the field will once again fall into disrepair. Pat will contact Todd Peetz regarding the issue.

Pat said Chris Craycroft is looking into turning the wetland area in the McElrath area into a park as suggested by the EPA.

LIAISON

The second negotiation session was held with RTFFA and all parties have signed off on non-economic issues.

Vince asked Jim what was the status of the property at SR 44 and Lake Rockwell that used to be a bar. Jim said that is a non-conforming use property that is past the two year mark and has now lost its approval for the non-conforming use. It has an old trailer on it and needs cleaned up. He will work the case and keep the trustees informed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss the Collective Bargaining Agreement negotiations with the part-time union.

A motion by Pat Artz, seconded by Vince Coia to suspend Regular session at 7:45 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia to enter into Executive session at 7:45 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.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:15 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 re-enter into Regular session at 8:15 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. No Action was taken.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Mark compiled a Media Relations Policy for the township and presented it to the Trustees for consideration. It was reviewed and it was acceptable as presented.

RES # 16-139 A motion by Hank Gibson, seconded by Vince Coia to accept the media policy presented by Chief Kozak. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Still no update on the contract for Dispatch.

We've received the Ohio EMS Grant of \$2,750.00. Mark will spend \$1,250 of it this year on equipment and keep \$1,500 available for computer reporting as soon as UHHS is ready.

Mark would like to do the formal swear-in for Lieutenant Blubaugh before the next regular meeting on October 11th.

Two of the old air packs did not pass inspection. Mark opted not to repair them since we got new ones with the grant money last year.

The old grass truck sold on GovDeals.com. We will receive \$6,891.25. The skid unit and pump off that vehicle did not sell. Mark will discuss with Windham VFD to see if they'd like to purchase it.

The generator on engine 2414 needs secured. Mark said the part is only about \$16, but he didn't know how much the labor would be to cut and cap it.

The A/C on Squad 2411 is not working correctly. It will be going back to Perfect Choice in Mantua tomorrow.

Squad 2412's driver seat is broke. He asked Perfect Choice to look for an acceptable used seat.

Mark requested that they have a work session to discuss the fire department equipment. The meeting was set for October 25, 2016 at 6 p.m.

Mark will set up a Fire Department open house in March or April.

Mark asked for direction on what to do about the new truck purchase. He was able to get more money from selling the old truck on GovDeals than what Sarchione was going to give as a trade-in, but now he is in dire need for another vehicle. Because staffing has gone to 3 per shift on slow days, a chase vehicle is extremely important. Pat recommended that the zoning/road truck be given to the fire department and a used vehicle be purchased for use by the zoning/road department. She felt that the vehicle was under-utilized with its current designation because the mileage is low. Mark said that even if the vehicle was in the fire department the actual amount of miles driven would be close to the same. There was much discussion on that since the moneys used to purchase

the truck had come out of both the general and the road funds, and the money from the sale of the old grass truck could not be used to purchase a zoning or road vehicle. Gail said she would research how much money would have to be reimbursed to the road fund, and ask for a legal opinion whether it is even allowed to give the fire department a vehicle purchased by another department. At a minimum, she felt the general fund would have to transfer the full monies into the road fund that were used to purchase the vehicle. Then any department could use the vehicle.

There was significant disagreement that the number of miles the vehicle is driven is the accurate indicator of the necessity of the vehicle because it is a work vehicle and not just a vehicle used to get someone from point A to point B. Hank agreed with Pat that the vehicles should be in the departments that would make the most use of them. Hank thought a used Escape or Jeep would be acceptable for zoning and road.

The merits of new with warranties versus used with unknown problems and limited warranties was weighed. It was noted that new vehicles purchased under state bid cost significantly less than new vehicles at retail and that the truck purchased last year was now worth more than what we paid for it new. There has been no depreciation on that vehicle. Vince felt that a new truck would be more practical for the department because we can purchase it at state bid, it holds its resale value, as demonstrated by the purchase last year that has appreciated, it is more versatile, and there are new vehicle warranties.

It was finally decided that a legal opinion needed obtained before further action to re-assign the truck to the fire department and another special meeting was scheduled for Thursday at lunch time to continue the discussion.

NEW BUSINESS **TRUSTEES**

none

FISCAL OFFICER

RES # 16-140 A motion by Vince Coia, seconded by Hank Gibson to increase the Appropriation Budget in Fund #2901 from \$0.00 to \$24,964.00 to account for spending the FEMA grant fund proceeds. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-141 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

1. PO # 251-2016 to Cuyahoga Community College in the amount of \$600.00 for Chief Kozak's training from the Fire fund.
2. PO # 252-2016 to Perfect Choice Auto Collision in the amount of \$1,000.00 for squad a/c repair from the Fire fund.
3. PO # 253-2016 to GovDeals.com in the amount of \$1,000.00 for fees for sale of surplus equipment from the Fire fund.
4. PO # 254-2016 to The Farley Company in the amount of \$1,500.00 for hydraulic fluid and oil from the Road funds.
5. PO # 255-2016 to Daniel Zeiser Esq. in the amount of \$5,000.00 for arbitration from the General fund.
6. PO #256-2016 to Warren Fire in the amount of \$7,400.00 for thermal imaging camera from the FEMA and Fire funds.

7. PO #257-2016 to Perfect Choice Auto Collision in the amount of \$1,000.00 for repairs from the Fire fund.
8. PO #258-2016 to Ohio CAT in the amount of \$1,000.00 for repairs from the Fire fund.
9. PO #259-2016 to Marchese Communication in the amount of \$400.00 for lights and siren install from the Fire fund.
10. PO #260-2016 to Ohio Insurance in the amount of \$5,000.00 for group insurance from the General fund.
11. PO #261-2016 to Ohio Insurance in the amount of \$20,000.00 for group insurance from the Road fund.
12. PO #262-2016 to Ohio Insurance in the amount of \$5,000.00 for group insurance from the Fire fund.
13. PO #263-2016 to Stryker Sales in the amount of \$20,000.00 for power cot from the FEMA and Fire funds.

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.

The depository agreement with Chase expires November 13, 2016 and renewal paperwork was received. The account is being moved to a different department within the bank that will lower the monthly fees by about \$35-\$40. The other change is that Chase will be closing the drive through in October. Gail asked the bank about getting one of the scanners to do the deposits. That would eliminate running deposits to the bank unless the deposit was cash.

RES # 16-142 A motion by Pat Artz, seconded by Hank Gibson to approve the use of the Chase deposit scanner with a waived monthly rental fee and an estimated usage fee of about \$35/month. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

With the health insurance policy period change still up in the air, Gail recommended waiting on changing the employee contribution amounts set to go into effect October 1, 2016 and put them in place with the new policy starting November 1, 2016.

RES # 16-143 A motion by Hank Gibson, seconded by Vince Coia to rescind Resolution 16-125 which would have changed the employee contributions to the health insurance from 10% to 12% effective October 1, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #16-144 A motion by Vince Coia, seconded by Hank Gibson to approve the disposition of EMS accounts as recommended by LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #16-145 A motion by Vince Coia, seconded by Hank Gibson to write off the financial hardship case presented by LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #16-146 A motion by Vince Coia, seconded by Hank Gibson to adjust the account of the deceased presented by LifeForce on the supplemental report. 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 9:33 pm.

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

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE