

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF October 11, 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 October 11, 2016. Trustee Vince Coia called the meeting to order at 7:11 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. In the audience were Sabrina Christian-Bennett, Mike Kerrigan and Diane Smith.

AUDIENCE

Sabrina Christian-Bennett, candidate for County Commissioner, introduced herself. She gave her background and touched on areas of concerns for her including economic growth and the heroine epidemic.

Mike Kerrigan, another candidate for County Commissioner, also introduced himself and gave his background and qualifications. He has a long history of working in politics and said one of his strengths is getting people to work together.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of September 27, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of September 29, 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 Hank Gibson, seconded by Vince Coia to approve payroll warrants for October 14, 2016 in the amount of \$43,765.33 and other warrants in the amount of \$43,232.93 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 27, 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.

OLD BUSINESS:
TRUSTEES

Pat spoke with Mark at Maple Grove Cemetery regarding the burial markers needing placed for a couple indigent burials. Jon is currently collecting the information for the markers and will be ordering them shortly. Vince and Pat had both heard that the State is considering legislation to reimburse townships \$750 on indigent burials.

Pat also spoke with Todd Peetz about the park in McElrath being under-utilized, he is checking into grants. Hank said he is trying to set up a meeting with M. Sanders to move forward on this.

Vince said that Mark Smith had stopped at his shop and gave him a flyer on another Haunted Hood in the McElrath neighborhood. This year they will be holding it on October 21st, 22nd and 28th-31st.

Gail said she met with Donna Lambert on September 30th and forwarded her questions on to Chris Knapp. Gail thought the Trustees should write up a response to Donna. Pat said that she had read the letter from Donna and felt that the letter was not looking for a response. Donna had voiced her displeasure with the Township's crash billing policy, the Trustees had considered what she said and looked again at the policy. They considered nothing wrong with the policy other than Donna disagreed with it. It is legal in the State of Ohio and many surrounding jurisdictions do bill for the same types of services. Vince said if there needed to be any changes to the policy, then we should change them. A few minor items have been corrected with Cost Recovery. It was noted that with revenues continually decreasing this is much needed revenue to help fill that gap. The trustees have taken every cost-cutting measure that can reasonably be done to help balance the budget. Hank and Vince asked Gail to draft a response to Donna for their signature.

FISCAL OFFICER

Fiscal Officer Gail Pittman was present and reported the following:

The State Auditor's Office has finalized the AUP audit of books for the 2014/2015 period. The State has issued a report with "no exceptions." The total cost for the audit this year is \$2,132.00 which is lower than the 2011-2012 years AUP audit which was \$2,734.00.

RES # 16-149 A motion by Vince Coia, seconded by Pat Artz to adopt the "Drug Free Policy Amendment" as drafted by Chris Meduri. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

We've received \$30,000 in the Fire Loss Fund for the property at 6941 Beery (Edna Norton). As Jim stated, there are delinquent real estate taxes that will definitely need to be paid from these funds before they can be released.

RES # 16-150 A motion by Vince Coia, seconded by Hank Gibson to approve the depository agreement with Chase Bank effective 11/14/16 to 11/13/2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The new bank check scanner was installed last week and is working well.

RES # 16-151 A motion by Pat Artz, seconded by Hank Gibson to modify the cafeteria plan employee contribution for health insurance effective with the new policy period beginning November 1, 2016 as follows: employee health insurance premium contribution to increase to 12% of the actual premium cost for all eligible employees on the insurance plan. Additionally, the following spousal surcharge provision is effective November 1, 2016: Any employee hired before December 31, 2016 will be subject to a monthly spousal surcharge of \$25.00 and any employee hired on or after January 1, 2017 will be subject to a monthly spousal surcharge of \$75.00 for a working spouse of the employee covered under the Township's health care insurance when such spouse has health care coverage available at his or her place of employment or through retirement, regardless of cost, but chooses the Township's health care insurance for primary coverage. Such spousal surcharge shall be paid by the employee and is in addition to any other premium or other costs or charges under the Township's health care insurance for the employee or spouse. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-152 A motion by Vince Coia, seconded by Hank Gibson to change the November 11, 2016 pay date to November 10, 2016 due to Veterans Day. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The new insurance packets will be handed out this week for the November 1, 2016 renewal. The rates for the January 1, 2017 renewal date have not been distributed yet.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens was absent. Jon and Vince reported the following:

Jon & Darrell have been working on the forms for the 2017 Round 31 OPWC project.

Darrell needs to have a resolution to file the paperwork.

RES # 16-153 A motion by Vince Coia, seconded by Hank Gibson to adopt the following resolution:

A RESOLUTION AUTHORIZING THE CHAIRMAN OF RAVENNA TOWNSHIP BOARD OF TRUSTEES TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, Ravenna Township is planning to make capital improvements to OPWC Road Project for 2017 aka "Ravenna Township Road Projects", and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by the Ravenna Township Board of Trustees:

Section 1: The Chairman of Ravenna Township Trustees is hereby authorized to apply to the OPWC for funds as described above.

Section 2: The Chairman of Ravenna Township Trustees is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

Dawley Road is nearly complete. Barbicas just needs to do the striping and install the guard rail.

Darrell would like to make October 17th and 18th the last day of brush pickup so they can transition into leaf pickup. Diane Smith said she would put something in the paper about it and Jon said he would have the website updated. There are still left over leaf bags for seniors to use.

There was a breaking and entering at the building on Cleveland Rd. They stole the old crack sealing heater. Jon is trying to figure out what the value of the old equipment is. Darrell was going to send it off to auction next year and we don't know if it was valued higher than the insurance deductible.

ZONING DEPARTMENT

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

The Steinwender properties (Roselawn & Woodlawn) are in the process of being sold. The new owner will clean up the outside of the properties and start to make the necessary outside repairs weather permitting. The necessary repairs will be completed in the spring of 2017.

The Portage County Land Bank is foreclosing on 6298 Hill St. Owner Lonnie Dickens owes \$16,148.70 in back taxes.

Jim is going before Judge Becky Doherty on October 12, 2016 to request Administrative Warrants for 7545 St Rt 88, 3270 Brady Lake Rd and 3494 Hommon Ave. Gail noted that there was about \$18,409 in the funds for demolition of the structures, probably not enough for all three. The Trustees said they'll plan to knock down 2 of the three and hopefully more monies will be flowing into the fund after that point to work on the third property.

The Board of Zoning Appeals will meet Wednesday, October 12, 2016 at 7 pm to hear a request for an automotive repair shop at 6117 St Rt 14.

There will be a JEDD meeting Wednesday, October 12, 2016 at Ravenna City Hall at 10 am.

Jim presented the September 2016 monthly Zoning Report.

LIAISON

The third negotiation session was held with RTFFA.

The pre-disciplinary hearing for a FD employee was held on October 3, 2016. The Liaison finding from that hearing was forwarded to all parties.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Mark asked for permission to offer a position to one of his applicants.

RES # 16-154 A motion by Hank Gibson, seconded by Pat Artz to hire Jeffrey Cook as Firefighter/EMT-B at \$10.71 per the CBA pending background and physical tests. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The contract for Dispatch has still not been presented to the Township and we believe it is currently in the Mayor's office.

The FEMA grant power cot and thermal imaging camera have been ordered.

Mark requested authorization for ordering the equipment from the BWC grant money that has been received.

RES # 16-155 A motion by Hank Gibson, seconded by Pat Artz to authorize the ordering of equipment and establishing the PO for Stryker in the amount of \$44,704.78 and the PO for Pfund in the amount of \$2,092.00 from the Fire fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark asked whether the Trustees wanted him to apply for the 2016 FEMA grant for the purchase of a new ambulance. The Township's match would be under \$15,000.

RES # 16-156 A motion by Hank Gibson, seconded by Vince Coia to authorize Mark to apply for the 2016 FEMA AFG for an ambulance with a matching cost not to exceed \$15,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-157 A motion by Hank Gibson, seconded by Pat Artz to authorize Mark to apply for the 2016 FEMA AFG for gear with a matching cost not to exceed \$5,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The A/C repair on Squad 2411 came in at about \$1,200.00.

Squad 2412's driver seat has been repaired.

Mark has found a possible replacement truck for the tanker and engine. It is over in Pennsylvania. He asked for authority to go investigate it. He said there is a Freightliner dealer near the truck that can do an inspection for a couple of hundred dollars.

A motion by Hank Gibson, seconded by Vince Coia to authorize overnight travel and inspection expenses for Mark to investigate the possible acquisition of the fire truck in Pennsylvania. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

A motion by Vince Coia, seconded by Hank Gibson to set the Halloween Trick or Treat schedule for the same day and hours as the city (October 29th, from 3 to 5 pm). R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince talked to a resident on Morgan about a tree that has come down in the waterway. Vince asked Jim to send a letter to Mr. Thorpe regarding the removal of the tree.

Vince is attending the Economic Development Core Group meeting on Thursday to discuss the review of the Director position. The salary will be in the \$75K-\$85K range and Vince said the Trustees will be asked what portion they are willing to pay.

FISCAL OFFICER

A motion by Hank Gibson, seconded by Vince Coia to approve and accept bank reconciliations and monthly financial reports for August and September as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-158 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

1. PO # 264-2016 to Haasz AutoMall in the amount of \$17,000 for the purchase of a used 2016 Jeep Patriot from the Fire and Capital funds.
2. PO # 265-2016 to Ohio CAT in the amount of \$1,000.00 for vehicle repairs from the Fire fund.
3. PO # 266-2016 to Fyda Freightliner in the amount of \$500.00 for Firetruck preventative maintenance from the Fire fund.
4. PO # 267-2016 to Graphic Expressions in the amount of \$250.00 for fire vehicle decals from the Fire funds.
5. PO # 268-2016 to Chase Card Services in the amount of \$250.00 for fire vehicle mats from the Fire fund.
6. PO #269-2016 to Warren Fire in the amount of \$200.00 for fire vehicle gear from the Fire fund.
7. PO #270-2016 to Witmer Public Safety in the amount of \$400.00 for fire vehicle gear from the Fire fund.
8. PO #271-2016 to Portage Marble & Granite in the amount of \$800.00 for markers for indigent burials from the General fund.
9. PO #272-2016 to Bica Lock Shop in the amount of \$500.00 for lock repairs on the Road garage door from the Road fund.
10. PO #273-2016 to Ohio Public Entity Consortium in the amount of \$400.00 for insurance plan administrative fees from the General fund.

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

RES # 16-159 A motion by Pat Artz, seconded by Hank Gibson to authorize a transfer of \$30,000.00 from the General Fund #1000 to the Zoning Fund #2181. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

We have received official notification from Workers Comp notifying that we have been accepted into the Group Retrospective Rating Program for the policy year beginning January 1, 2017.

OTARMA Board of Directors has sent a nominee sheet. It needs to be returned by October 28th if anyone wants to nominate anybody.

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

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:54 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE