

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF OCTOBER 25, 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 25, 2016. Trustee Vince Coia called the meeting to order at 7:05 P.M.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson; Fiscal Officer Gail Pittman; Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz and Road Superintendent Darrell Stephens were absent. In the audience was Diane Smith.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of October 11, 2016. R/C: Mr. Coia, 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 October 28, 2016 in the amount of \$33,636.52 and other warrants in the amount of \$46,620.02 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Hank Gibson, yes. Motion Passed.

Financial reports from the meetings of October 11, 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; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

Hank commented that the Jeep Patriot's lettering looks good.

Bica's Locksmith was in and has repaired the locks on the Trustee room and the man door in the Road Dept.

Vince asked Jim if there was any update with the property owner who had a tree in the tributary. Jim said no, but he will get a letter out to him.

FISCAL OFFICER

Fiscal Officer Gail Pittman was present and reported the following:

We've received the 2017 Workers Comp premium invoice totaling \$27,373.13. If we choose to pay it in one annual payment, we could save 3%.

RES # 16-160 A motion by Vince Coia, seconded by Hank Gibson to approve paying the 2017 Workers Comp premium in one lump sum by the end of December, 2016. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

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

The 2017 Round 31 for the OPWC grant paperwork has been turned in

Barbicas has installed 25' guard rails instead of 50' guard rails. Darrell has talked with the County Engineers who will work with Barbicas to determine what needs to be done. Vince said if it

isn't necessary to have 50' rails, he wants something in writing and signed stating that fact before any check gets cut. The striping also needs completed.

Doug has repaired the holes in the truck bed on the old 2000 International and has done a great job. The truck needs a new steering gear box.

We need to order new blades for the plows. The PO is in the list for Winter for this purpose.

ZONING DEPARTMENT

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

The County Prosecutor will foreclose on the 4092 Summit Road property in January 2017. Ms. Elam has requested time to remove all her belongings from the house.

The Administrative Warrants were served at 3270 Brady Lake Road and 7545 St. Rt. 88. The Trustees will have to schedule a public hearing after the reports are received from the building, fire and health departments.

Jim met with the Prosecutors Office and signed foreclosure papers on 15 vacant properties – 14 in McElrath and 1 in Skeels. The Portage County Land Bank will handle the foreclosures.

Jim is working with the Sheriff's Office on legal and illegal junk yards in the township. Under the ORC, legal junk yards must be inspected yearly and licensed by Portage County as well as the State of Ohio.

Vince asked Jim about a business on Lake Rockwell selling propane with no permits issued. Jim and Mark said they would look into it.

LIAISON

Jim is working to setup a negotiations meeting with the part-time firefighters.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Part time firefighter Jeffrey Cook will be starting shortly.

Mark is still waiting for the Full time contract signatures. He stated that the full time employees must deliver the contract to their union representative for signature. We have signed the contract months ago, but they have not. It was also noted that the contract cannot change because of the conciliation order on August 26, 2016. He is negotiating with the Part time employees on their contract.

Mark has the preliminary prices on the contract for Dispatch. He will be able to discuss it in more detail at the next meeting.

They will be going to Pennsylvania next week to inspect the used fire truck there.

NEW BUSINESS

TRUSTEES

We've received an invitation for the 2016 NOPEC General Assembly Luncheon Meeting being held on November 15, 2016 between 11:30 and 1:30 at the Embassy Suites in Independence.

Portage County Combined General Health District has sent their 3rd Quarter Activity Report. It is in the Fiscal Office to view for anyone interested.

Vince said he's located a new supplier for tires for the township's vehicles with good pricing, although they do not install.

FISCAL OFFICER

RES # 16-160 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's:

1. PO #274-2016 for \$2,092.00 to Pfund Superior Sales for power cot install from the Fire fund
2. PO #275-2016 for \$44,704.78 to Stryker Sales Corp for the power cot from the Fire fund
3. PO #276-2016 for \$400.00 to Active 911 for paging service from the Fire fund
4. PO #277-2016 for \$175.00 to Garro Tire for trailer wheel from the Road fund
5. PO #278-2016 for \$60.70 to Grainger for sandblasting hood mask from the Road fund
6. PO #279-2016 for \$5,000.00 to Winter Equipment Co for plow blades from the Road fund
7. PO #280-2016 for \$400.00 to Marchese Communications for repairs from the Fire fund
8. PO #281-2016 for \$550.00 to Adelman's Truck Parts & Sales for truck part from the Road fund
9. PO #282-2016 for \$915.00 to Xerox Government Systems for annual contract for Firehouse software from the Fire fund
10. PO #283-2016 for \$27,373.37 to BWC State Insurance Fund for estimated 2017 premiums from the General, Road, Fire and Zoning funds
11. PO #284-2016 for \$650.00 to Kayline Company for bulk cleaning supplies from the Fire fund.
12. PO #285-2016 for \$5,000.00 to City of Ravenna Office of Finance Director for dispatch fees from the Fire fund.
13. PO #286-2016 for \$350.00 to Chase Card Services for truck inspection from the General fund.

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

RES # 16-161 A motion by Hank Gibson, seconded by Vince Coia to adjust the appropriation budget for the following funds as indicated:

#2181 Zoning from \$80,000.00 to \$60,000.00, a reduction of \$20,000.00

#2281 EMS from \$278,000.00 to \$266,000.00, a reduction of \$12,000.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The Trustees reviewed an attorney's offer for a reduction of account. After consideration, the Trustees agreed to the reduction.

RES # 16-162 A motion by Vince to accept the attorney reduction of account request presented by LifeForce. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

Gail reminded everyone that the next meeting will be held on Monday, November 7th at 7:00 pm since Tuesday the 8th is voting day.

AUDIENCE

No comments.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 7:40 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE