

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF NOVEMBER 7, 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 November 7, 2016. Trustee Vince Coia called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, and Hank Gibson; Fiscal Officer Gail Pittman; Fire Chief Mark Kozak, Road Superintendent Darrell Stephens, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. In the audience were Doug Dillon and Ray Taylor from the Road Department.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of October 25, 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 Regular Meeting of October 25, 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.

RES # 16-163 A motion by Vince Coia, seconded by Pat Artz to authorize and allow Terry Coontz to use his vacation hours prior to his one year of service anniversary due to his emergency situation. Note that this is not a change in the normal policy. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-164 A motion by Vince Coia, seconded by Hank Gibson to approve the request for a Leave of Absence from Terry Coontz dated October 30, 2016 for approximately 6-8 weeks. 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 payroll warrants for November 10, 2016 in the amount of \$45,018.90 and other warrants in the amount of \$12,499.93 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports from the meetings of October 25, 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; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

AUDIENCE

Doug, Ray and Jon expressed interest in establishing a bank of donated accrued sick time, such as the County has, for use by an employee who is off work with a serious health condition once he/she has exhausted all of their sick time. The Trustees discussed the need to establish a minimum floor of sick hours an employee should have before being allowed to donate and also how many hours they could be allowed to donate in a year. Gail has consulted with Chris Meduri from the Prosecutor's office and there is no legislation prohibiting this type of plan. She researched other plans and compiled a draft plan for the trustees to review and modify should they choose to implement such a plan.

RES # 16-165 A motion by Vince Coia, seconded by Hank Gibson to approve the following Leave Donation Policy effective November 7, 2016 with the understanding that it can be modified in the future as circumstances arise:

The purpose of the Leave Donation Program is to provide a mechanism for employees to remain in active pay status during their catastrophic illnesses. Ravenna Township is interested in providing this benefit in order to aid the continuation, as long as possible, of medical insurance benefits and life necessities to employees who are already encountering emotional and physical stress.

This policy applies to full time employees of Ravenna Township who are not covered under a collective bargaining agreement.

The intent of the Leave Donation Program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to serious illness or injury.

An employee may apply for leave if they are in critical need of paid leave due to a serious health condition. They may request the leave in no fewer than 8 hour increments. They must have exhausted all sick leave, vacation leave, and compensatory time prior to the request.

The employees making the donation must be in active pay status, retain a minimum of 120 hour of paid sick leave for their own use, do so voluntarily, and donate in increments of 8 hours. The maximum number of hours an employee may donate is 40 hours per calendar year.

R/C: Mr. Coia, yes; Mrs. Artz, no; and Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

None.

FISCAL OFFICER

None.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Supervisor Darrell Stephens reported the following:

The Dawley Road project is complete. The Portage County Engineers put the guardrails in the bid when they should not have, so the mistake of Barbicas putting in the guard rails on the 25' stretch instead of the 50' stretch is not going to affect us. The County has removed the short rails and installed the 50' rails at their own expense. There should be an adjustment on the bill to us for the guard rails. Darrell said he will get the invoice so Gail can adjust the budget amounts.

The plow for the new plow truck is still not available. It was ordered on July 19th and Henderson has yet to deliver on their promises, yet again.

Darrell brought up the possibility of needing to hire a part time employee if the snows show up before Terry returns to work. Gail said she has put a purchase order on the books for advertising just in case the need arose to hire a temporary worker to fill in.

RES # 16-166 A motion by Vince Coia, seconded by Hank Gibson to allow Darrell to advertise for a seasonal employee if warranted until staffing levels get back to normal. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-167 A motion by Vince Coia, seconded by Hank Gibson to approve the boot allowance of \$150.00 per road crew employee to be paid in the next pay cycle. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell requested that the road crew be allowed to work Veteran's Day and save the paid holiday for use the day after Thanksgiving. The Trustees said that would be no problem. A motion by Vince Coia, seconded by Hank T. Gibson to allow the Road department to swap the Veteran's Day holiday of November 11th, for November 25th, the day after Thanksgiving. 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:

David Lash of 5486 Fairhill Dr. has been ordered by the Court to have all trash/rubbish/junk removed from his property by December 1, 2016. Mr. Lash must also have the boat and camper licensed by December 1, 2016 or remove them.

The property owned by Sharie Meduri, 6878 Cleveland Road, parcel #29-310-00-00-019-000 was cleaned up under ORC 505.87 by our Township Road Department at a cost to Ravenna Township of \$363.00. A lien for the cost of the cleanup needs to be placed on the property.

RES # 16-168 A motion by Pat Artz, seconded by Vince Coia to place a lien on the property owned by Sharie Meduri, parcel #29-310-00-00-019-000 in the amount of \$363.00 for the cleanup cost as stated under ORC 505.87. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The administrative warrant served to David Mix at 7545 St. Rt. 88, parcel #29-110-10-00-028-000 was found to be a nuisance.

RES # 16-169 A motion by Pat Artz, seconded by Hank Gibson to set a public hearing for November 22, 2016 at 6:30 pm regarding the property at 7545 St. Rt. 88, parcel #29-110-10-00-028-000, determined to be a nuisance. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Administrative Warrant served at 3270 Brady Lake Road determined that the property was not a nuisance and no public hearing need to be set.

Jim attended the Quarterly Zoning Inspectors Meeting at Portage County Regional Planning. Chris Meduri from the Prosecutors Office presented a forum on manufactured houses and mobile homes.

Jim presented the October 2016 monthly report.

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:

RES # 16-170 A motion by Hank Gibson, seconded by Vince Coia to sign the Memorandum of Understanding to extend the Part Time Firefighters contract through December 31,

2016 as they work through contract negotiations. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark presented the City's Dispatch contract and prices that is going before the City Council. The contract would have a flat fee structure for 3 years. There was discussion about the new pricing structure compared to the past structure

Mark passed around the thermal imaging camera purchased through the 2015 AFG Grant.

We are waiting on the power cots and loading system to be delivered.

The new GetGo is having a grand opening ceremony Thursday, November 10 at 11:00 am. They are going to make a donation to the Ravenna Township Fire Department.

Mark presented his findings on his trip to Pennsylvania to look at the used fire truck there. The truck was in good shape for a used vehicle and he presented the inspection report. He recommended that we make the trade of our pumper and tanker for the combined pumper/tanker with no additional purchase price to either party.

RES # 16-171 A motion by Vince Coia, seconded by Hank Gibson to approve the contract to trade our 2000 Pierce Saber pumper, unit #2414 and the 2003/1993 Chevy tanker, unit #2418 for the 2000 Freightliner pumper/tanker firetruck offered by Command Fire Apparatus in Lancaster, PA. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 16-172 A motion by Vince Coia, seconded by Hank Gibson to authorize a budget not to exceed \$5,000.00 to outfit and letter the new firetruck traded from Pennsylvania. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

We've received communication from NOPEC regarding their break from First Energy.

RES # 16-173 A motion by Vince Coia, seconded by Pat Artz to approve the liquor license transfer request for Circle K, 1370 E. Main St. due to a change of officers. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 16-174 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's:

1. PO #287-2016 for \$700.00 to Chase Card for travel expenses on the credit card to look at the Pennsylvania fire truck from the General fund.
2. T&N PO #288-2016 for \$1,148.00.78 to Auditor of State for the balance of audit fees from the General fund (mistakenly closed out the original PO)
3. PO #289-2016 for \$1,000.00 to Municipal Signs for road signs from the Road fund
4. PO #290-2016 for \$5,000.00 to City of Ravenna for road salt from the Road fund
5. PO #291-2016 for \$500.00 to Dix Communications for advertising from the Road fund
6. BC #36-2016 for \$500.00 for small operating supplies from the Fire fund

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

RES # 16-175 A motion by Vince Coia, seconded by Hank Gibson to adjust the Revenue budget for the following funds as indicated:

- #2011 Motor Vehicle License Tax from \$55,000.00 to \$80,000.00, an increase of \$25,000.00
 - #2111 Fire Department from \$877,072.00 to \$952,000.00, an increase of \$74,928.00
 - #2181 Zoning from \$44,000.00 to \$38,000.00, a reduction of \$6,000.00
 - #2281 Ambulance and Emergency from \$228,500.00 to \$218,500.00, a reduction of \$10,000.00.
 - #2403 Special Assessment Forest from \$1,000.00 to \$995.00, a reduction of \$5.00
- 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.

Gail said she talked with the OTARMA representative and went through the risk analysis process with them. OTARMA said the two biggest areas of risk for townships are anything having to do with driving and the second is roads and signage on the roads. The representative recommended checking every driver’s license every year and to routinely inspect all the signage in the township. Darrell said the Road crew does checks on the signs frequently. He will have them fill out forms when they do it. Gail will share the report from the representative when it comes in and will work with the department heads and trustees to address the issues raised.

Jon mentioned that he had received a call from a resident complaining about how dark it was at the intersection at Peck Road and Route 5. The resident requested that we install a street light there. Vince said he has received several of these complaints going back to the beginning of the road construction at Cotton Corners. The problem is that the streets are a County road and a State road and we do not have the authority to place a light at that intersection. Pat said she will call the Portage County Engineer about installing a light.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:40 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE