

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 20, 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 December 20, 2016. Trustee Vince Coia called the meeting to order at 7:02 P.M.

Roll call showed the following present: Trustees Vince Coia and 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 were Dawn McIntyre-Collins, representing Portage County Solid Waste Recycling Center; Township residents: Patrice Angeli, Barb Golias, Greg Balbierz, and Firefighters Jeff Cook and Bryant Scheffler.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of December 6, 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 December 23, 2016 in the amount of \$31,860.26 and other warrants in the amount of \$66,367.87 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Financial reports from the meeting of December 6, 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; Mr. Gibson, yes. Motion Passed.

AUDIENCE

Trustee Hank Gibson swore in Firefighters Jeff Cook and Bryant Scheffler.

Dawn McIntyre from the Portage County Recycling reported on the results of mailed postcard survey. She said they have received about 1,000 returned cards with about 70% in favor of the township recycling program (651 yes, 290 no). She said that some townships at this point conduct public hearings before implementing the service. Barb Golias asked about senior citizens who are on fixed incomes and cannot afford additional services. Dawn said the monthly amount would be minimal. Gail asked about the cost of the dumpsters we have at the drop off area, we are billed for them annually but the program would be starting in the spring. Dawn said the cost of the dumpsters may be prorated or they may issue a refund to the township for the unused period of time.

Greg from Birchwood Manor spoke about the homeowners association they have started (BHOA). They have had a few meetings now at the Center of Hope and invited the Trustees to attend their spring meetings.

OLD BUSINESS:

TRUSTEES

The Portage County Board of Commissioners has sent a certified copy of Res#16-0996 approving the partial road vacation of Newton Falls Road in Ravenna Township.

FISCAL OFFICER

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

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

Henderson finally produced the plow that we waited six months for and which we cancelled. They are offering it at a discounted price if we are interested in purchasing it now. Darrell thought it would be a good idea to buy it at the discounted price and have it ready and available for the next truck purchase scheduled in 2018. Darrell really likes the Henderson plows; however the slow production is a problem. Vince asked whether the discounted price included installation and also stated that you have to be careful to make sure the next truck is going to be compatible with this plow. Jon said would ask Darrell to check on those issues and report back to the trustees.

The 2012 plow truck is having some kind of power issues, the truck keeps shutting down the PTO so Darrell can't spread salt or lift his plow. He will be taking it down to Lang's on Wednesday for a diagnosis. Gail said she put a PO in the list to cover the diagnosis and hopefully the repair.

Darrell submitted a packet for each of the Trustees which included all of his department's evaluations, his 5 year plan, salt report, etc.

ZONING DEPARTMENT

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

Portage County Regional Planning will present their review of the proposed zoning code changes on January 11, 2017 at the regular meeting.

The abandoned and blighted house at 6416 Wall Street has been demolished and the property cleaned up by the Portage County Land Bank. They will be putting it on their website for sale.

The property owners at 3496 Ash Street were cited by the Portage County Building Department for their illegal garage. They have 14 days to come into compliance. The property owners have been in contact with Jim and have requested an extension of time to make plans to place the garage.

The house at 7545 St. Rt. 88 is scheduled for demolition on January 30, 2017.

A motion by Vince Coia, seconded by Hank Gibson to approve and accept the Bob Helmling contract to demolish the house at 7545 St. Rt. 88 in 2017.

LIAISON

There has been no reply from the RTFFA on the last and final wage offer from the Trustees.

FIRE DEPARTMENT

Fire Chief Mark Kozak reported the following:

We are still waiting for the 2017-2019 contract for dispatch from Ravenna City.

A motion by Vince Coia, seconded by Hank Gibson to continue to use Ravenna Dispatch beyond the December 31, 2016 contract period as the specifics of the contract are being worked out. The substance of the agreement was discussed and agreed upon in prior meetings. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

We have ordered boots, gloves and fire hoods from the Wal-Mart Grant.

The VFW is donating \$1,000.00 towards body armor for the EMS workers.

A motion by Vince Coia, seconded by Hank Gibson to accept the \$1,000.00 VFW Grant. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The radios are getting old and the State is moving towards requiring everyone to be on the MARCS system. They offer a grant to help purchase the equipment. There is an annual user fee required with the new system. Mark suggested we apply for the grant to get the equipment which includes grant money for the first year user fees. If we do not want to pay the user fees past the first year we can revert back to the old radios until they are no longer functional. We would then be set up for the new system without having to buy the equipment.

A motion by Hank Gibson, seconded by Vince Coia to authorize Mark to apply for the MARCS Radio Grant. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mark said he'd also like to write for a Capital Safety Grant for a new ambulance, our matching amount would be \$5,000.00.

A motion by Hank Gibson, seconded by Vince Coia to authorize Mark to apply for the Capital Safety Grant which includes matching funds by the Township. R/C: Mr. Coia, Mr. Gibson, abstain. Motion Passed.

NEW BUSINESS

TRUSTEES

OTARMA has sent the annual ballot for the Board elections.

A motion by Vince Coia, seconded by Hank Gibson to vote for Funk and Schwab for the OTARMA Board. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Hank and Vince received information promoting School Choice Week.

FISCAL OFFICER

RES # 16-199 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's:

1. PO #312-2016 for \$175.00 to Portage Plant Maintenance for repairs to lights in the building from the General fund.
2. PO #313-2016 for \$375.00 to Portage Plant Maintenance for emergency light replacements through the building from the General fund.
3. PO#314-2016 for \$1,500.00 to Ullman Oil Company for fuel from the Road fund
4. PO#315-2016 for \$1,500.00 to Ullman Oil Company for fuel from the Fire fund.
5. PO #316-2016 for \$3,000.00 to Perfect Choice Auto Collision for undercoating of fire trucks from the Fire fund.
6. PO #317-2016 for \$1,000.00 to Lang's Automotive fore repairs to a dump truck from the Road fund.
7. PO #318-2016 for \$1,000.00 to Fire Safety Services for safety gear from Wal-Mart Grant from the Fire fund.
8. PO #320-2016 for \$82,424.10 to OPWC for Grant proceeds paid to Barbicas from the OPWC Road fund.

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

RES # 16-200 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the November bank reconciliation and November monthly financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to adopt the IRS 2017 standard mileage rate of \$0.535 for business mileage reimbursement for 2017. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 16-201 A motion by Hank Gibson, seconded by Vince Coia to cancel the health insurance contract with Medical Mutual effective at midnight December 31, 2016. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 16-202 A motion by Hank Gibson, seconded by Vince Coia to approve the annual salary method with monthly payments for the Trustees for 2017 and semi-monthly payments for the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 16-203 A motion by Hank Gibson, seconded by Vince Coia to extend the normal insurance policies to the Trustees and Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 16-204 A motion by Hank Gibson, seconded by Vince Coia to change the Revenue Budget for 2016 Fund #4401 OPWC from \$95,000.00 to \$82,424.10, a reduction of \$12,575.90. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Fiscal Officer Pittman stated the need to have spending authority in place prior to the new year and presented temporary appropriations.

RES # 16-205 A motion by Vince Coia, seconded by Hank Gibson to approve Temporary Appropriations for 2017 as presented by the Fiscal Officer:

<i>Fund #</i>	<i>Name</i>	<i>2017 Temporary Appropriation</i>	<i>Memo – 2016 temp's</i>
1000	General	\$300,000.00	\$250,000.00
2011	MVL Tax	15,000.00	15,000.00
2021	Gasoline Tax	15,000.00	30,000.00
2031	Road and Bridge	150,000.00	120,000.00
2111	Fire	230,000.00	220,000.00
2181	Zoning	15,000.00	15,000.00
2281	Ambulance and EMS	33,000.00	42,000.00
4901	Misc. Capital Projects	50,000.00	15,000.00
	Total	\$808,000.00	\$707,000.00

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

RES # 16-206 A motion by Vince Coia, seconded by Hank Gibson to accept the OPWC grant revenue and disbursement of \$82,424.10 paid to Barbicas on December 12, 2016. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Gail presented a calendar reflecting the regular meeting dates for 2017 for approval.

A motion by Vince Coia, seconded by Hank Gibson to approve and adopt the Regular Meeting dates in 2017 as noted on the enclosed calendar. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the 2017 pay dates on the enclosed calendar, noting that Veteran’s day is recognized on November 10, 2017 and that week’s pay date will be Thursday, November 9, 2017. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 16-207 A motion by Hank Gibson, seconded by Vince Coia to accept the amended Funding Account Adoption Agreement and HRA Agreement referred to as the “Plan Documents” and authorize OPEC to administer the plan on behalf of the Township, all included in the OPEC Funding Plan Renewal documents provided by Ohio Insurance. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested for a discussion on Part Time Collective Bargaining Agreement Negotiations.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:45 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 8:45 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 9:02 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 9:02 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The purpose of the Executive Session was to discuss Part Time Collective Bargaining Agreement Negotiations.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:03 pm. R/C: Mr. Coia, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE