

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JANUARY 3, 2017

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on January 3, 2017. Trustee Vince Coia called the meeting to order at 7:02 P.M. Roll call showed the following present: Trustees Vince Coia, Pat Artz and Hank Gibson; Fiscal Officer Gail Pittman; Department Heads Road Superintendent Darrell Stephens, Zoning Inspector/Liaison Jim DiPaola and Assistant Fiscal Officer Jon Summers. Fire Chief Mark Kozak was absent.

Fiscal Officer Gail Pittman announced the chair vacant and open for nominations.

Trustee Vince Coia nominated Hank Gibson for the position of Chairman in 2017, Pat Artz seconded. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pat Artz nominated Vince Coia as Vice Chair for 2017, seconded by Hank Gibson. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince Coia made a motion to retain trustee department responsibilities as they were for 2016. Responsibilities for Trustees were:

Hank Gibson - Fire Department
Pat Artz - Zoning
Vince Coia - Road Department

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

At this point, Hank Gibson took over as Chairman.

Pat Artz made a motion to re-appoint Hank Gibson to the Cemetery Union Board for a two year term beginning January 2017, Vince Coia seconded. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Special Board Meeting of December 29, 2016. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, abstain. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of December 20, 2016. R/C: Mr. Coia, yes; Mrs. Artz, abstain; and Mr. Gibson, yes. Motion Passed.

Trustee Hank Gibson 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 January 6, 2017 in the amount of \$43,195.66 and other warrants in the amount of \$5,743.67 with warrants over \$1,000.00 being read aloud. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to require written requisitions be approved by the Department Head, Trustee and Fiscal Officer prior to ordering or purchasing of parts, tools, equipment and supplies in the amount of \$100.00-\$499.99, unless part of a current PO or BC made by the Road, Fire/EMS or Zoning departments previously approved; all purchases over \$499.99 must have an assigned PO before the item is ordered or purchased, except for emergency repair, parts and labor up to \$999.99; and all requisitions and PO requests must be submitted to the Fiscal Officer for certification of funds prior to presentation to the Trustee for approval; and requiring two Trustee's signatures along with the Fiscal Officer's signature on all warrants. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Curbside recycling results were presented at the last meeting and it was suggested that the Township should hold public hearings. Locations for the hearings were discussed and Hank said he would put together an email to check into the availability of using the library meeting room and also check on Bill Steiner's schedule. Tuesday, February 7, 2017 at 7 PM was suggested as a possible date and time. A second hearing may be scheduled after holding the first hearing if it is deemed necessary.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Road Supervisor Darrell Stephens was present and reported the following:

We have purchased about 200 tons of road salt so far this season and have about 150 tons in the bin.

Darrell checked on a resident's complaint on Woodlawn about sewage. It turns out the problem is with his own plugged septic and not with the ditches.

Darrell reminded the Trustees that purchasing a roadside mower was on his planning list for this year. The Trustees asked him to get prices and Vince said he will look into what the trade-in value on the old mower might be. Darrell also said he would like to get the old chipper box replaced with one that could be placed on any of the trucks. He said the old one is in bad shape.

Vince Coia asked Darrell to check with Universal Disposal on the spring cleanup prices and set it up for the end of April or beginning of May.

ZONING DEPARTMENT

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

Jim requested a resolution to reappoint Jeff Gaynor to the Board of Zoning Appeals.

RES #17-001 A motion by Pat Artz, seconded by Vince Coia to reappoint Jeff Gaynor to the Board of Zoning Appeals for a 5 year term effective January 3, 2017 through January 2, 2022. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Jim requested resolutions to declare a couple of properties nuisances.

RES #17-002 A motion by Pat Artz, seconded by Vince Coia to declare 6491 Beery Rd, Ravenna, OH 44266, parcel #29-216-00-00-001-003, Jerome Norton (owner), a nuisance and proceed under ORC 505.86 to have the nuisance abated. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #17-003 A motion by Pat Artz, seconded by Vince Coia to declare 3437 St. Rt. 59, Ravenna, OH 44266, parcel #29-308-20-00-220-000, Brian Stroh (owner), a nuisance and proceed under ORC 505.86 to have the nuisance abated. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

LIAISON

The RTFFA will be meeting with their attorney on January 5, 2017 and will meet with their members on January 12, 2017 regarding contract negotiations.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Jim DiPaola reported the following:

Mark would like approvals to apply for a couple of grants.

RES #17-004 A motion by Hank Gibson, seconded by Vince Coia to authorize the application for the 2016 SAFER Grant to pay for two full-time firefighters. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES #17-005 A motion by Hank Gibson, seconded by Vince Coia to authorize the application for the 2017 MORE Grant for a traffic light signal block for the chief's car. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Fire Department thanked the Service Department for the oil change in the chief car and the slide out tray they built for the new fire truck.

A discussion regarding the request by one of the part-time firefighters to purchase ballistic vests through payroll deductions was tabled until the Fire Chief was present.

NEW BUSINESS**TRUSTEES**

A motion by Vince Coia, seconded by Pat Artz to grant the Portage County Engineer's Office the authority to issue right of way work permits for the Township roads for 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Due to the ending/beginning of year processes, normal financial reports will not be distributed to the Trustees and Department heads in Excel spreadsheets at this time. Fund status reports were distributed instead.

FISCAL OFFICER

RES #17-006 A motion by Hank Gibson, seconded by Pat Artz to approve the following PO's:

- a. PO #92-2017 for \$500.00 to Coia Implement for misc. repairs from the Road fund
- b. PO #93-2017 for \$150.00 to Coia Implement for misc. repairs from the Fire fund

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

RES #17-007 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's:

- c. PO #94-2017 for \$851.00 to OTARMA for ins. change on the fire dept. vehicles from the Fire fund.
- d. PO #95-2017 for \$4,000.00 to PC Solid Waste for 2017 recycling drop off containers from the General fund

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

RES # 17-008 A motion by Vince Coia, seconded by Hank Gibson to approve the disposition of EMS accounts to collections as recommended by LifeForce. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

AUDIENCE

No audience present.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 7:56 pm.
R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE