

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JANUARY 17, 2017**

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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 17, 2017. Trustee Hank Gibson 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, Zoning Inspector/Liaison Jim DiPaola, Road Superintendent Darrell Stephens and Assistant Fiscal Officer Jon Summers.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of January 3, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank Gibson 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 January 20, 2017 in the amount of \$34,719.23 and other warrants in the amount of \$27,454.51 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 meeting of January 3, 2017 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.

**AUDIENCE**

None

**OLD BUSINESS:**

**TRUSTEES**

Gail Pittman gave an update of the projected finances with regard to the EMS fund and also explained the procedures to place an EMS levy on the May ballot. Pat Artz asked the Fire Chief about the Safer Grant, which would allow us to hire two new full time firefighters, and how that would be impacting the projections. Mark explained how the Safer Grant worked and the reporting requirements.

**RES # 17-009** A motion by Hank Gibson, seconded by Vince Coia to authorize a resolution declaring the necessity of and placing on the ballot an additional tax in excess of the ten mill limitation for ambulance and emergency medical service purposes pursuant to Ohio Revised Code Sections 5705.19(U); 5705.191, 5705.25 and R.C. 505.39.

Whereas, the amount of taxes that may be raised within the ten mill limitation will be insufficient to provide an adequate amount for the necessary requirements of Ravenna Township, Portage County, Ohio; and

Whereas, a resolution declaring the necessity of levying a tax under RC 5705.19(U) outside the ten mill limitation must be passed and certified to the county auditor of Portage County in order to permit the board of trustees to consider the levy of such tax, and must request that the county auditor certify to the board of trustees the total current tax valuation of Ravenna Township and the dollar amount that would be generated by the two (2.0) mill.

Now therefore be it resolved, by the Ravenna Township Board of Trustees, Portage County, Ohio, with at least two-thirds of all members elected thereto concurring, that it is necessary to levy an additional two (2.0) mills to constitute a tax in excess of the ten mill limitation for the benefit of Ravenna Township under RC 5705.19(U) for the following purpose:

For the purpose of providing ambulance service, emergency medical service, or both, as provided by Ohio Revised Code Section 5705.19(U) at a rate not to exceed (2.0) mills for each one dollar of valuation for that tax years 2017; 2018; 2019; 2020; 2021.

Resolved, that the levy be placed upon the tax lists of the tax year commencing in 2017 first due in calendar year 2018 in compliance with Ohio Revised Code Section 5705.34, if a majority of the electors voting thereon vote in favor thereof; and be it further

Resolved, that the question of such tax levy shall be submitted to the electors of Ravenna Township at the election to be held therein on May 2, 2017; and be it further

Resolved, that the Fiscal Officer is hereby directed to certify a copy of the resolution to the county auditor. The board of trustees hereby requests that the county auditor certify to this board of trustees the total current tax valuation of Ravenna Township and the dollar amount of revenue that would be generated by the tax levy if approved by the electors.

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

Regional Planning sent a member appointment form for the next 2 years. It was noted that we had just done this a year ago, we should be good until 2018. Jim said he would be going to a meeting on Wednesday, he would inquire about the mix up.

Ohio BWC will be sending a check to even up the 2016 policy payment which was made on estimated vs. actual wages.

Hank received information from the library on room availability for the public hearing regarding curbside recycling.

A motion by Vince Coia, seconded by Pat Artz to hold a public hearing for curbside recycling on February 7, 2017 from 7:00 to 8:30 PM at the Reed Memorial Library Jenkins Meeting Room. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank will confirm the time with Bill Steiner from Portage County Recycling. Gail said she would place the ad in the paper.

Vince received a response from ODOT regarding installing a light at the intersection of Peck Rd. and State Rt. 59. They denied the request but said that the Township should feel free to install one if we desired. We would need to file the proper permits to install it in their right of way. Pat noted that the cost of adding a streetlight would be about \$4,000.00.

Pat said Stacy Brown from NDS had called and said they are wanting to build something in Ravenna Township but are not sure what it would be. Jim said they had contacted him also and were thinking of some kind of residential construction.

Pat also said she wanted a further review of the Maple Grove Cemetery financial reports and a review of their fund balances.

#### **FISCAL OFFICER**

No old business.

#### **DEPARTMENTAL REPORTS**

##### **ROAD DEPARTMENT**

*Road Supervisor Darrell Stephens was present and reported the following:*

Darrell asked the Trustees to consider again the purchase of the Henderson plow that finally became available for the last truck the Township purchased. He said it took 10 months to get the plow and the next truck to be purchased is scheduled for next year. He'd like to have it here waiting rather than having a repeat of this year and ending up getting stuck buying a different plow. Darrell said the Henderson's are the best plows he's ever used. Gail said she had concerns about the budget supporting the purchase right now since we are running with temporary appropriations and she needed to get a better view of the 2017 and 2018 budget years. Vince brought up the fact that the warrantee on the plow would be wasted in the first year since it would not be used. Vince also brought up the purchase of the roadside mower and discussed the option of just purchasing the mower portion and re-using the existing tractor. He asked what exactly was the mower doing, he'd like to have it brought down to his shop to have it checked out. Darrell said he'd have to do a tire repair first and then would bring it down. The plow discussion was tabled until more financial and budget information could be gathered.

Darrell said he would like to extend the lunch room for his guys and put storage on top. Currently, the eating area is out with all the trucks and gets very dirty all the time. He said they could do it for under \$1,000.00. Gail asked if that would increase the records room size also since the lunch room would be adjacent to the records room. Pat thought that was a good idea and suggested they allow another \$500.00 for materials in to expand the records room.

A motion by Vince Coia, seconded by Hank Gibson to authorize the expansion of the Road Department's lunch room and records room for \$1,500.00 for materials. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell received a letter from Mary Cowan regarding the detour traffic on Dawley Rd caused by the bridge construction on SR 14. She said there were semis going down the road. The road and bridge on that road was not constructed to withstand that kind of traffic. This should be handled by the County since they are in charge of the bridges.

The Board of Commissioners has established the annual road weight limit reductions. Darrell said he needed to get more signs to post the limits and also more street signs.

A motion by Vince Coia, seconded by Hank Gibson to accept the weight limit reductions from the Portage County Commissioners. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell said he thinks it would be a good idea to hire a part time road worker at this point. If they can find a good one, that person could also carry over maintaining the cemetery when that responsibility falls into the Township's jurisdiction.

A motion by Vince Coia, seconded by Hank Gibson to authorize advertising for a part time road employee. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince asked if Darrell had got his health insurance problems straightened out yet. Darrell said as of this time, no. Gail said that Anthem was backed up entering the insured into their databases and enrollment information should be forthcoming.

## **ZONING DEPARTMENT**

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

Few Bucks has cleaned up some of the yard items, but it is not finished yet.

Bryn Mawr residents are meeting at the Township meeting room on January 20<sup>th</sup>.

Some residents are requesting additional street lighting at the intersection of Westwood and Overview. Jim has looked at that area and it isn't overly dark. The light fixtures in that area are fancier and are the responsibility of their Home Owner Association. Jim will investigate further and contact the HOA for paying for the light installation.

### **LIAISON**

No report.

### **FIRE DEPARTMENT**

*Fire Chief Mark Kozak reported the following:*

The 2017-2019 contract for dispatch from Ravenna City finally came in. It needs signed and returned.

**RES # 17-010** A motion by Hank Gibson, seconded by Vince Coia to accept the 2017-2019 Ravenna Dispatch contract as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark asked the Trustees to clarify the policy for when the Fire Department should be putting up road closure signs. The Trustees said that the Road Department should be doing that, call them first, and only in emergencies would the Fire Department be instructed to put up the signs.

Mark said the Safer Grant has changed the percentages that they would be contributing to the hiring of 2 full time firefighters. It would be a contribution of 75% in year one; 75% in year 2; and 35% in year 3 all based on year one's figures. He would need another motion to write for the grant at the new criteria.

**RES # 17-011** 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.

The Fire Department is able to order five ballistic vests from the VFW Grant. The PO for them is in the list.

A motion by Hank Gibson, seconded by Vince Coia to accept the Charitable donation of Pediatric EMS bags from University Hospitals. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Squad #2411 continues to have intermittent starting problems. The battery charger/jumper is staying next to the squad so it can be jumped for calls.

Engine 2413's reverse lights were fixed under warranty.

Radios and flashlights have been installed on Tanker 2418.

### **NEW BUSINESS**

#### **TRUSTEES**

Vince said he'd received an email from Mrs. Lambert regarding minutes on the website. Jon said he'd sent an email to Gorilla Productions to get the latest minutes up ASAP. He also updated them on the 2017 meeting schedule.

Hank said he'd received calls from Mr. Latimer regarding the fire at his place on Henderson last summer. The renter had requested that the house be boarded up and secured after the fire. Mr. Latimer is disputing the charges from the company that boarded up the house. Jim said he'd call Mr. Latimer and see what he is expecting the Township to be doing about it.

**FISCAL OFFICER**

**RES # 17-012** A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

1. PO #96-2017 for \$1,000.00 to Buckeye Power Sales Co. for generator maintenance from the Fire fund.
2. PO #97-2017 for \$1,000.00 to Wright Heating & Cooling, Inc. for HVAC repairs to the building from the General fund.
3. PO#98-2017 for \$325.00 to Ohio Insurance Services Agency Inc. for Cobra administration fees from the General fund.
4. T&N PO #99-2017 for \$70.51 to City of Ravenna Water & Sewer for water service from the General fund.
5. T&N PO #100-2017 for \$12.70 to Dix Communications for special meeting ad from the General fund.
6. T&N PO #101-2017 for \$909.46 to Ohio Edison Co. for December's electricity from the General fund.
7. T&N PO #102-2017 for \$73.63 to Linde Gas North America, LLC for oxygen from the General fund.
8. T&N PO #103-2017 for \$58.88 to Airgas USA, LLC for December tank rental from the Road fund.
9. T&N PO #104-2017 for \$250.87 to Montigney's for parts from the Road fund.
10. T&N PO #105-2017 for \$38.58 to Advance Auto Parts for parts from the Road fund.
11. PO #106-2017 for \$999.85 to Red Diamond Uniform & Policy Supply for ballistic vest from the Fire fund.
12. PO #107-2017 for \$4,647.76 to Ohio Department of Job & Family Services form unemployment claim from the Road fund.

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

The County Auditor sent the official 2017 estimated tax revenue.

**RES # 17-013** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the December bank reconciliation and December monthly financial reports as presented by the Fiscal Officer. 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.

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

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 9:06 pm.

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

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 9:06 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 9:41 pm.

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

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 9:41 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak.

The purpose of the Executive Session was to discuss Part Time Collective Bargaining Agreement Negotiations and an employee performance review.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:41 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIRMAN

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE