

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF FEBRUARY 28, 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 February 28, 2017. Trustee Hank Gibson 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, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola, Road Superintendent Darrell Stephens and Assistant Fiscal Officer Jon Summers. In the audience were Peggy DiPaola and Rick Coe from the Economic Development CORE Team.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of February 14, 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 Vince Coia, seconded by Pat Artz to approve payroll warrants for March 3, 2017 in the amount of \$43,659.03 and other warrants in the amount of \$16,561.66 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 February 14, 2017 were reviewed and found to be in good order. A motion by Vince Coia, seconded by Pat Artz to approve and accept the financial reports as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

AUDIENCE

Peggy DiPaola gave an update on the progress of the CORE team. She went over the job description and budget requirements of the Economic Development position that they would like to fill. Pat expressed concerns about the person being effective. Peggy said the position will not be controlled politically and stressed that the person they hire will need to be well experienced and able to hit the ground running. Rick Coe spoke about the enthusiasm of the people involved in the project and the momentum that is being generated. He said there are a lot of new people expressing interest and getting involved. Pat asked whether the position would need an assistant, Peggy said no. Pat asked what the main focus of the person would be and Peggy said that person would be concentrating on the commercial and industrial areas, not downtown businesses. They want to bring in sustainable businesses to the community. Peggy and Rick asked whether they could get the Township to make a monetary commitment to the project.

RES # 17-027 A motion by Vince Coia, seconded by Hank Gibson to agree to commit \$15,000/year for a three year period towards the CORE teams purpose and goal of hiring an Economic Development Manager. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Vince said the EPA is really starting to put some heavy pressure on the Health Department in regards to the sewer issues in the area. A lot of the residents will be dealing with these issues soon.

FISCAL OFFICER

Fiscal Officer Gail Pittman was present and reported the following:

Gail received a letter from the risk consulting firm that OTARMA had sent last fall wondering what procedures and policies we had put in place to fulfill their recommendations. Darrell said the recommendations of vehicle checks and training courses were already implemented; he has logs and records from several years. Gail asked him to gather up the files and have them stored in the records room. She asked Jon to follow up on having OTARMA do sexual harassment training. Mark suggested that we do that as an online or DVD training, since it'd be expensive to have all the firefighters come in on their off time or have the OTARMA people have to come in multiple times for the different shifts. Jon said he would look in to online courses.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Road Supervisor Darrell Stephens was present and reported the following:

Darrell had the agreement from Kimble for the spring cleanup that needed signed. They verified that they will do the cleanup on April 29th as requested.

A motion by Vince Coia, seconded by Hank Gibson to set the hours of the Township door to door cleanup as 7:00 AM until noon on April 29th. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Darrell said the tire cleanup has been set as May 20th between 8:00 AM and noon. He suggested that the shred day be set at the same time. The Trustees agreed and asked Jon to set that up with NeoShred.

Marlboro Supply is having their annual sale on March 10th. Darrell will be ordering all the culverts for the year and a PO has been opened for that.

Darrell questioned why Hazel Drive is in the shape it is. The County is the one issuing the permits and should be the one who inspects and follows up on the projects. Jim said he has finally got to the bottom on the mix up within GetGo. The man who was handling the Hazel Road part of the project left GetGo last July and never passed on the offer from us to split the cost of doing the road repairs. The part of the project that GetGo did do that affected the road was completed properly. The two cuts in the road that are falling apart were done by the city when they were trying to locate the main water line. They just backfilled the cuts with the stuff they tore out. It was not done properly and the guy at the city that had done that is no longer with them. Jim went down to the city and they talked. The city said they would fix the problem. Darrell said that if the County doesn't have the manpower to handle the inspections properly, they should contact him and he'll go down and make sure it gets done right to avoid this problem in the future.

The road crew has filled up the salt bin, hopefully for the last time this year. They have used about 550 tons this year and spent about \$25,000.00 on salt.

Darrell asked if he can purchase new chairs for the new lunch/training room. The TV and table have been donated and he just needs to get the chairs and a DVD player for the training videos. The Trustees said to go ahead and get the chairs.

ZONING DEPARTMENT

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

The house at 7545 St. Rt. 88 has been demolished.

Hazel St. will still need berm and surface work done after the city fixes the two cuts they did last year.

Jim met with the Prosecutors Office and signed off on 12 land parcels that the Land Bank will take to foreclosure. Seven are in Skeels and five are in McElrath.

Jim attended the Storm Water Management meeting on February 21, 2017. They reviewed the 2016 annual report and updates to the Storm Water Management Plan. They discussed the Bryn Mawr and Chinn Allotment issues with illicit discharges. They gave report on the whole county regarding suspected illicit discharges and Ravenna Township had the highest number, followed by Rootstown and Brimfield Townships.

Jim attended the JEDD meeting on February 15, 2017. The board is developing a sign up list for the property and business owners. If there isn't a majority in favor of it, then it can be placed on the ballot for the residents to decide.

Jim received a request from Mr. Vern Stevens, 4943 Harding Ave. to vacated unimproved part of Glenwood St that is next to his property.

Tom Hobson is requesting the Township consider supporting a marijuana processing plant to be located on an industrial site in the Township.

Jim reminded everyone of a public information forum on April 1, 2017 at the King Kennedy Center. Chief Kozak, PARTA, Habitat for Humanity and the County Solid Waste District are all participating.

LIAISON

No report.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Mark and Jim went to the election office to proof the ballot for the May election.

The LED Rebate Program information is gathered. The rebate isn't as good as expected, but the program still makes financial sense. The out of pocket expense would be about \$3,500.00 and should generate an annual savings of over \$6,000.00.

A motion by Vince Coia, seconded by Hank Gibson to authorize the participation in the rebate program and convert all the lighting in the Township building to LED lights. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark would like to hire Kevin Bishop as a Firefighter/EMT pending a second interview.

RES # 17-028 A motion by Hank Gibson, seconded by Vince Coia to approve the hiring of Kevin Bishop as Firefighter/EMT at the rate of \$10.71 pursuant to the collective bargaining agreement, pending the passage of a 2nd interview and the physical and background checks. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Lieutenant Blubaugh has completed his 6 month probationary period as a lieutenant.

The electrical issue in squad 2411 has been found and repaired. It has been starting every morning without incident.

NEW BUSINESS**TRUSTEES**

none

FISCAL OFFICER

RES # 17-029 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- 1) PO #119-2017 for \$1,000.00 to Red Diamond Uniform and Policy Supply for ballistic equipment from the Fire fund.
- 2) PO #120-2017 for \$100.00 to Attorney General Collection for collection fees from the EMS fund.
- 3) PO #121-2017 for \$500.00 to Finley Fire Equipment for CO monitor, hose fitting, misc from the Fire fund.
- 4) PO #122-2017 for \$500.00 to Warren Fire Equipment for misc. supplies from the Fire fund.
- 5) PO #123-2017 for \$250.00 to Haasz AutoMall for Jeep preventative maintenance from the Fire fund.
- 6) PO #124-2017 for \$1,000.00 to Walmart for supplies from the Fire fund.
- 7) PO #125-2017 for \$1,100.00 to Cuyahoga Community College for fire instructor classes from the Fire fund.
- 8) PO #126-2017 for \$126,517.60 to Maple Grove Cemetery for 2017 cemetery fees from the General fund.
- 9) PO #127-2017 for \$20,000.00 to Kimble Companies for Spring Cleanup trash hauling from the General fund.
- 10) PO #128-2017 for \$5,000.00 to Portage County Regional Planning for fees from the General fund.
- 11) PO #129-2017 for \$7,000.00 to Ohio Insurance Services Agency for group insurance from the General fund.
- 12) PO #130-2017 for \$5,000.00 to CTMS for IT fees from the General fund.
- 13) PO #131-2017 for \$1,000.00 to Loftin FABET for trash hauling from the General fund.
- 14) PO #132-2017 for \$1,000.00 to Portage County Water Resources for sewer from the General fund.
- 15) PO #133-2017 for \$1,000.00 to Time Warner Cable for internet from the General fund.
- 16) PO #134-2017 for \$5,000.00 to COMDOC for copier from the General fund.
- 17) PO #135-2017 for \$1,000.00 to Pitney Bowes for postage machine and supplies from the General fund.
- 18) PO #136-2017 for \$40,000.00 to Ohio Insurance Services Agency for group insurance from the Road fund.

- 19) PO #137-2017 for \$7,300.00 to Portage Community Bank for HAS contributions from the Road fund.
- 20) PO #138-2017 for \$800.00 to Sherwin Williams for supplies from the Road fund.
- 21) PO #139-2017 for \$10,000.00 to Marlboro Supply for materials from the Road fund.
- 22) PO #140-2017 for \$8,000.00 to Central Allied Enterprises for materials from the Road fund.
- 23) PO #141-2017 for \$500.00 to CTMS for IT services from the Road fund.
- 24) PO #142-2017 for \$10,000.00 to Ravenna Office of Finance Director for road salt from the Road fund.
- 25) PO #143-2017 for \$1,000.00 to Montigney's for parts and supplies from the Road fund.
- 26) PO #144-2017 for \$5,000.00 to Ohio Insurance Services Agency for group insurance from the Fire fund.
- 27) PO #145-2017 for \$3,000.00 to Portage Community Bank for HAS contributions from the Fire fund.
- 28) PO #146-2017 for \$1,000.00 to CTMS for IT services from the Fire fund.
- 29) PO #147-2017 for \$4,000.00 to Ullman Oil Company for fuel from the Fire fund.
- 30) PO #148-2017 for \$800.00 to CTMS for IT services from the Zoning fund.
- 31) PO #149-2017 for \$1,000.00 to Cost Recovery Corp for crash billing fees from the EMS fund.
- 32) PO #150-2017 for \$1,000.00 to Municipal Signs & Sales for signs from the Road fund.
- 33) PO #151-2017 for \$38,000.00 to Ravenna Office of Finance Director for dispatch fees from the Fire fund.
- 34) PO #152-2017 for \$600.00 to Chase Card Services for misc. supplies from the Fire fund.
- 35) PO #153-2017 for \$6,000.00 to Kayline Company for lights from the General fund.
- 36) PO #154-2017 for \$8,000.00 to Ullman Oil for fuel from the Road fund.
- 37) PO #155-2017 for \$300.00 to Chase Card Services for supplies from the Zoning fund.

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 issue.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 8:47 pm.

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

A motion by Hank Gibson, seconded by Pat Artz to enter into Executive session at 8:47 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, Zoning Inspector Jim DiPaola and Assistant Fiscal Officer Jon Summers.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 8:52 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 8:52 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, Zoning Inspector Jim DiPaola and Assistant Fiscal Officer Jon Summers.

The purpose of the Executive Session was to discuss Part Time Collective Bargaining Agreement Negotiations and an employee performance review. No action was taken.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 8:52 pm.
R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE