

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF APRIL 25, 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 April 25, 2017. Trustee Hank Gibson called the meeting to order at 7:10 P.M.

Roll call showed the following present: Trustees Hank Gibson, Vince Coia and Pat Artz; Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola, Interim Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. In the audience was Diane Smith.

**REGULAR BUSINESS**

The meeting started with a moment of silence in memory of the Township's Road Supervisor, Darrell Stephens.

The motion to approve the minutes of the Regular Meeting of April 11, 2017 was tabled until all had an opportunity to review.

Hank 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 April 28, 2017 in the amount of \$31,950.27 and other warrants in the amount of \$29,352.48 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.

The motion to approve and accept the financial reports from the meeting of April 11, 2017 was tabled.

**AUDIENCE**

No comments.

**OLD BUSINESS:**

**TRUSTEES**

Hank was approached by a resident of the Chinn Allotment regarding the EPA and Health Department working on sewage issues in that area. Hank said there was going to be a meeting with the Health Dept. sometime soon.

Vince said the email regarding the Portage County Township Association meeting had the wrong address posted.

**FISCAL OFFICER**

*Fiscal Officer Gail Pittman was present and reported the following:*

Mascon was used to purchase the tamper for the Road Department. The additional PO for the purchase of the tamper at Leppo has been closed.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Interim Road Supervisor Ray Taylor was present and reported the following:*

The new tamper has been received from Mascon.

The new chipper box should be ready the first or second week of May. The road crew has made repairs to the old box to get us through the next couple of weeks.

Ray asked for a motion to approve the Road crew clothing allowance usually paid in April.

**RES # 17-055** A motion by Vince Coia, seconded by Pat Artz to approve the clothing allowance for the Road Crew based on receipts turned in up to \$150.00 each for the 3 full time workers. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ray is working on the pre-application for the Issue II Round 32 for 2018. Vince asked which project this would cover. Ray said it was for milling and paving Hommon Road.

The Road dept. has completed the annual initial mowing of the McElrath ball field.

Ray has verified that Kimble has the township map for the April 29<sup>th</sup> Spring cleanup.

### **ZONING DEPARTMENT**

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

Jim requested a resolution to declare the 3496 Ash Street illegal garage on skids a nuisance. They are past the April 1, 2017 extension date for submitting plans on how they were going to correct the issues.

**RES # 17-056** A motion by Pat Artz, seconded by Vince Coia to declare 3496 Ash Street, Ravenna, OH 44266, parcel #29-308-20-00-0234-000, Lawrence Cole owner a nuisance and forward the zoning violation to the Portage County Prosecutor for enforcement. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Jim requested a resolution to authorize Helmling Excavating demolish the unsafe structure at 3437 SR 59 owned by Brian Stroh.

**RES # 17-057** A motion by Vince Coia, seconded by Pat Artz to authorize Robert Helmling Excavating to demolish the unsafe structure at 3437 St. Rt. 59, Ravenna, OH 44266, Brian Stroh owner, parcel #29-308-20-00-220-000 at a cost of \$3,800.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Jim reminded everyone of the BZA meeting on April 26, 2017 at 7 PM being held for the variance on the Lake Rockwell Road property.

### **LIAISON**

Jim met with the contractors doing construction for First Energy/Ohio Edison at SR 59 and Spring St. They are installing a new metal pole and work should be completed by May 1<sup>st</sup>.

### **FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present and reported the following:*

We are still waiting to hear from the part time union regarding the contract negotiations.

Mark wanted to discuss memorandum of understanding with the Full Time union in executive session.

The CSX grant check for \$1,750.00 should be arriving this week.

Firefighter Sada has submitted his resignation.

**RES # 17-058** A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter Sada effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark wants to offer a part time position to one of the applicants, Jason Myers.

**RES # 17-059** A motion by Hank Gibson, seconded by Vince Coia to offer a part time firefighter medic position to Jason Myers at the rate of \$12.31/hour, pending the passage of the

Chief's interview, physical and back ground check. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Firefighter Gemberling will be starting his new Full Time position May 1<sup>st</sup>.

Squad 2412 is back in service. We've spent \$6,000 in repairs on this vehicle so far this year.

Squad 2411 continues to have intermittent power problems.

The Trustees thanked Mark and Ray for a very good open house on April 22<sup>nd</sup>. About 50 people attended.

## **NEW BUSINESS**

### **TRUSTEES**

None.

### **FISCAL OFFICER**

The Township has been offered to join the Workers Comp Group Retro Rating Plan from CareWorks.

**RES # 17-060** A motion by Hank Gibson, seconded by Vince Coia to continue with CareWorks and join their Workers Comp Group Retro Rating Plan for the policy year beginning January 1, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail asked for approval to have travel expenses reimbursed for training she must attend in June.

**RES # 17-061** A motion by Hank Gibson, seconded by Vince Coia to approve the reimbursement of travel expenses for Gail to attend the Records and Ethics Training being held at KSU's Tuscarawas Branch Campus on June 13, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

We have received most sources of the first tax funding. We are still awaiting a rollback on the manufactured homes tax.

A list of overdue accounts and recommended action by LifeForce was presented.

**RES # 17-062** A motion by Hank Gibson, seconded by Vince Coia to approve sending the EMS accounts to collections as recommended by LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-063** A motion by Pat Artz, seconded by Hank Gibson to approve the write offs as recommended by LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-064** A motion by Vince Coia, seconded by Pat Artz to approve the following PO's and BC's:

- a) PO #186-2017 for \$3,022.00 to CareWorks Comp for Workers Comp Group Retro Plan from the General fund.
- b) PO #187-2017 for \$1,200.00 to Pro-Air, Inc. for air compressor maint. contract from the Fire fund.
- c) T&N PO #188-2017 for \$235.00 to Wright Heating & Cooling for repairs to unit heater from the General fund.
- d) T&N PO #189-2017 for \$1,933.89 to Portage County Hazmat Team for 2017 Hazmat support from the General fund.

- e) T&N PO #190-2017 for \$184.18 to Portage County USAR Team for 2017 USAR support from the General fund.
- f) PO #191-2017 for \$500.00 to Advance Auto Parts for parts from the Fire fund.
- g) PO #192-2017 for \$500.00 to University Hospitals Corporation for physicals from the Fire fund.
- h) PO #193-2017 for \$200.00 to Portage County Treasurer for fingerprinting from the Fire fund.
- i) PO #194-2017 for \$500.00 to Buckeye Power Sales for generator repair from the General fund.
- j) PO #195-2017 for \$1,000.00 to Airgas USA for supplies from the Road fund.
- k) PO #196-2017 for \$1,000.00 to Staples Business Advantage for supplies from the Fire fund.
- l) PO #197-2017 for \$2,000.00 to Rummel Electric for lighting repairs from the General fund.
- m) PO #198-2017 for \$ 3,800.00 to Robert Helmling for demo at 3437 SR59 from the General fund.
- n) PO #199-2017 for \$500.00 to Route 14 Embroidery for uniforms from the Fire 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.

The Trustees recommended that LifeForce continue to work on collection of the John Doe account.

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

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 7:56 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 7:57 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 8:51 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.

The purpose of the Executive Session was to discuss Collective Bargaining Agreement Negotiations and a Fire Department employee disciplinary issue.

**RES # 17-065** A motion by Hank Gibson, seconded by Vince Coia to approve the Memorandum of Understanding with the IAFF Local 4201 regarding Holiday time. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-066** A motion by Vince Coia, seconded by Hank Gibson to Pay Ray Taylor and additional \$2.00 per hour during the period of time that he serves as Interim Road Supervisor beginning April 11, 2017 until such time as the position is permanently filled. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to advertise for the position of Road Superintendent. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:00 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIRMAN

\_\_\_\_\_  
TRUSTEE

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FISCAL OFFICER

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TRUSTEE