

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF May 9, 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 May 9, 2017. Trustee Hank Gibson called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Hank Gibson and Vince Coia; Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola, Interim Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz was absent. In the audience were Chris Meduri of the PC Prosecutor's Office, Diane Smith, and Terry Coontz from the Road Dept.

REGULAR BUSINESS

The motion to approve the minutes of the Regular Meeting of April 11, 2017 was tabled until Pat Artz was present to approve.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Public Hearing of April 25, 2017. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of April 25, 2017. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of May 5, 2017. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Hank 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 May 12, 2017 in the amount of \$50,494.21 and other warrants in the amount of \$29,622.57 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 April 11, 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; Mr. Gibson, yes. Motion Passed.

Financial reports from the meeting of April 25, 2017 were reviewed and found to be in good order. A motion by Hank Gibson, seconded by Vince Coia to approve and accept the financial reports as presented. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

Chris Meduri from the Prosecutors Office spoke about the Grandview Memorial Cemetery. An action was filed today by the Prosecutor's regarding the cemetery. He explained that there were two aspects to the filing: 1. the long term aspect for dissolving of the corporation which could take several months, and 2. the short term aspect involving a motion to appoint a receiver for the cemetery. A receiver will have all authority to oversee and maintain the cemetery and their funds during the process of having dissolution motion work its way through the court and come to some resolution. Mr. Meduri was asked, if it is determined that there were no funds, how would the mowing and maintenance be paid? He said at this point, the Township is not the owners of the cemetery and it is not the responsibility of the Township to maintain or pay for the cemetery maintenance. If there were no funds, the Township would probably be asked to incur the cost of the mowing and then request a reimbursement. Vince stated that the Township does not have the

equipment to handle the maintenance of such a large place, though we could probably handle the opening and closing of the burials. Chris said it could be handled with an incremental approach. The receiver would try to work out the opening and closing with the funeral homes, he will look to see who had been contracted to do the mowing and try to work out something there. The Township could not be forced to absorb the costs for all this. Gail asked about the custody of the records. Chris said there are many good questions presented that he does not presently have the answers and this is a very fluid situation. The question of the cemetery being right on the border between Ravenna Township and Rootstown Township was raised. Chris said he represents all the townships and the ORC code regarding this issue had been sent to Rootstown already. As of yet, he has not received a response, but it was only recently sent. He said they could ask the court to make declaratory judgement where the court would rule as to the rights of the townships. Vince said he wasn't trying to stir up anything with Rootstown, but he wouldn't be performing his duties as a Trustee of Ravenna Township if he didn't pursue this avenue. It would be a lot easier for everyone concerned if the costs were split equitably. Gail said that our office has been receiving many calls that we forward to the Bar Association, who in turn refers them back to us. Who should be handling all the questions? Chris said this is all quite fluid. For now, the calls can be referred to the Prosecutors Office, when the receiver is appointed the questions should be referred to the receiver.

Terry inquired about the Road Supervisor position. He spoke highly of Ray Taylor as the Interim Supervisor and, on behalf of the other Road employees, strongly recommended Ray for the permanent position. He wondered when the position would be advertised and suggested that the ad should state that there was a strong in-house candidate to help weed down the number of applicants. He also suggested that Tim Roen, our current seasonal road employee be hired as full time ASAP before he moved on to some another job. Hank and Vince agreed that Tim Roen is a good employee and they have intentions of offering him a full time position with the Township, but would want to wait until Pat is able to be present for a full discussion and decision.

OLD BUSINESS:

TRUSTEES

None.

FISCAL OFFICER

None.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Interim Road Superintendent Ray Taylor was present and reported the following:

Cross over pipes have been put in on Dawley Road. He is waiting on the County to mark the road right of way for tree removal where ditch pipes need to be installed.

Tim Roen has expressed interest in being hired full time. He is currently working in Rootstown and only putting in a few hours in our Township. Vince told Ray to go ahead and tell Tim that we will hire him to full time, we just haven't had enough time yet to do it.

Butch Sholtz said the new chipper box will be done this coming Monday.

The Issue II pre-application for Hommon Road for 2018 is filled out. He just needs the resolution paperwork to go with it.

RES # 17-070 A motion by Vince Coia, seconded by Hank Gibson to adopt the following resolution:

A RESOLUTION AUTHORIZING THE CHAIRMAN OF RAVENNA TOWNSHIP BOARD OF TRUSTEES TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, Ravenna Township is planning to make capital improvements to OPWC Road Project for 2018 aka "Ravenna Township Road Projects", and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by the Ravenna Township Board of Trustees:

Section 1: The Chairman of Ravenna Township Trustees is hereby authorized to apply to the OPWC for funds as described above.

Section 2: The Chairman of Ravenna Township Trustees is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

The Spring Cleanup was held on April 29th. The contractor was Kimble. The cost came in \$75.00 less than last year, but the tonnage that they picked up more than doubled. It took them all day and had to come back the following Tuesday to finish, but all in all, it went pretty well.

ODOT has a Road Supervisors meeting Friday the 12th at 10:00 am. Ray will be attending.

The Road Crew started their bi-weekly brush pick up last Monday, May 1st. They will pick up the brush every other Monday, probably finishing on Tuesdays.

Vince asked whether the Engineer's Office had to survey Dawley Road for this year's Issue II work. Ray said that wasn't necessary since the road wasn't getting widened and we weren't moving mailboxes. Vince asked when we had to go out to bid. Ray said the first week of July.

It was noted that the current Project manager listed on the OPWC project will need to be changed from Darrell to Ray, and also with the Portage County Engineer. Gail also asked Jon to contact CTMS and get Ray's email set up and have any mail coming into Darrell's account to be forwarded to Ray's. Also, to move the memorial for Darrell to the Road page or to a new page and remove Darrell's contact information.

ZONING DEPARTMENT

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

The BZA met on April 26, 2017 and approved the Variance request for FN Group Holdings LLC for a Medical Marijuana Cultivation and Processing facility on Lake Rockwell Road. The vote was 4-0.

Helmling Excavating will be demolishing 3437 St. Rt. 59 within the next 2 weeks, weather permitting.

A letter granting an extension of time to Jerome Norton regarding the terms and conditions of the cleanup of 6491 Beery Road was sent out. Mr. Norton has until July 15, 2017 to remove the fire damaged structure and cleanup his property.

A notice of violation was sent to Dominic Ciano, 5393 McCormick Road for illegal dumping and burying of solid waste. An inspection of the property was conducted with the Health Department and Solid Waste District. Mr. Ciano has been cited by the Army Corps of Engineers for dumping and filling in a protected Wet Land. The US and Ohio EPA are also involved.

Jim submitted the April 2017 Zoning Activity Report.

LIAISON

The First Energy/Ohio Edison contractors have completed the installation of the concrete base form for the new metal electric pole. In the process of drilling the hole for the base, the water service to 3402 St. Rt. 59 was broke twice and the Portage County Sewer Line was damaged. At this time, the 2 piece metal pole will be installed in the next 1-2 months.

With the amount of heavy equipment that was on Spring St, the road has had more than usual wear. The asphalt parking area and road should have the pavement replaced because it is now broken. Jim suggested that Ohio Edison/First Energy be contacted to replace the asphalt after the project is completed.

Jim investigated storm water drainage backup at Woodland and Brady Lake Road. The pipe there may need replaced.

Jim investigated a ground water problem at residences between Hodgson Dr. and Summit Road.

The water problem on Henderson Road is on private property

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

There is a contract negotiation meeting scheduled for Wednesday at 10:00 AM with the part time union.

Allen Aircraft sent a \$1,000.00 donation check. Mark requested a motion to accept.

RES # 17-071 A motion by Hank Gibson, seconded by Vince Coia to accept the \$1,000.00 donation from Allen Aircraft. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Walmart called and asked the Township to apply for their \$2,500.00 grant.

Brimfield is a light bar that Mark would like to purchase for the tanker.

RES # 17-072 A motion by Hank Gibson, seconded by Vince Coia to authorize Chief Kozak to purchase a light bar from Brimfield Township for a price not to exceed \$400.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Kayline has been fighting for us on the rebate for the conversion of our lighting to LEDs. We may be getting back \$3,000.00 instead of the \$1,500.00.

Mark wants to hire Nate Barnhart as the first employee to be run through the pilot cadet program which hires and trains local individuals as firefighters.

RES # 17-073 A motion by Hank Gibson, seconded by Vince Coia to hire Nate Barnhart as a cadet firefighter at the rate of \$9.00/hour pending a physical exam. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 17-074 A motion by Hank Gibson, seconded by Vince Coia to authorize sending Nate Barnhart to fire school at the cost of \$3,300.00 with the understanding that Nate would sign a two year employment commitment. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Now that the levy has passed for the purchase of a new ambulance, Mark has an ambulance chosen that would fit our needs. He presented and discussed the information related to the demo ambulance chosen. He and Gail have been reviewing the financial figures. Gail presented her analysis on the cash flow and fund balances. She recommended making a down payment on the ambulance now using \$50,000 of the unexpected estate tax funds we received and financing the balance of the ambulance over two years with the first payment to begin when we receive the first funding of the levy.

RES # 17-075 A motion by Hank Gibson, seconded by Vince Coia to authorize Chief Kozak to purchase the demo ambulance as presented and apply for financing as appropriate within the above stated plan. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 17-076 A motion by Hank Gibson, seconded by Vince Coia to authorize the transfer of \$50,000.00 from the General Fund to the EMS Fund for the purpose of purchasing the ambulance. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

None.

FISCAL OFFICER

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

The 2016 Portage County Sheriff's Annual Report is in the Fiscal Office for review if anyone is interested.

The Township has received the Workers Comp 2015 policy year group retro rebate totaling \$4,749.51 which is 15% of what we paid in premiums.

We've received \$1,165.00 for interest payment from the Portage Housing II revolving loan fund.

On a related note, NDS sent an email requesting either an annual administration agreement between NDS and the Township or they would like to return the records to us.

RES # 17-077 A motion by Hank Gibson, seconded by Vince Coia to not enter into an administrative agreement with NDS and to request that NDS return all records to the Township. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 17-078 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the February bank reconciliation and February monthly financial reports as presented by the fiscal officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The Trustees reviewed a hardship case for an EMS account forwarded to us by LifeForce.

RES # 17-079 A motion by Hank Gibson, seconded by Vince Coia to accept \$10/month payments on the hardship EMS account forwarded by LifeForce. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Gail presented the following PO's and BC's for approval and she noted there is a \$5,000 BC in the list from the general fund for any miscellaneous repairs and maintenance needed within the

Township and it could also be used to pay any costs for the cemetery as needed. We cannot put any PO's on the books at this time because the vendors are unknown, but the BC can be used for that purpose. All other PO's and BC's are normal operations.

RES # 17-080 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- a) PO #200-2017 for \$750.00 to Chase Card Services for transcriber and supplies from the Zoning fund.
 - b) BC #7-2017 for \$2,000.00 for misc. repairs and maintenance from the Road fund.
 - c) PO #201-2017 for \$500.00 to Route 14 Embroidery for uniforms from the Fire fund.
 - d) PO #202-2017 for \$500.00 to Bica's Lock Shop for misc. locksmith work from the General fund.
 - e) PO #203-2017 for \$150.00 to Ray Taylor for uniforms from the Road fund.
 - f) PO #204-2017 for \$150.00 to Douglas Dillon for uniforms from the Road fund.
 - g) PO #205-2017 for \$150.00 to Terry Coontz for uniforms from the Road fund.
 - h) PO #206-2017 for \$1,500.00 to First Communications for telephone from the General fund.
 - i) PO #207-2017 for \$3,000.00 to Time Warner Cable for internet from the General fund.
 - j) BC #8-2017 for \$5,000.00 for misc. maintenance from the General fund.
 - k) PO #208-2017 for \$500.00 to Kayline Company for supplies from the Fire fund.
- R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Gail requested a motion to realign the inside millage allocation to the Township's budgetary needs and recommended removing 0.50 mil from the Fire Fund and move it into the General Fund where it is available for any needs within the Township. This is the 0.50 mil that was added to the Fire Fund two years ago to provide funding to purchase an Engine for the Fire Dept.

RES # 17-081 A motion by Vince Coia, seconded by Hank Gibson to adjust the inside millage beginning with tax year 2017 to be collected in 2018 as follows:

General to increase by 0.50 mills to 1.10 mills	\$150,930
Road and Bridge to remain at 2.00 mills	274,418
Fire to decrease by 0.50 mills to 0.30 mills	41,162
For a Grand total of 3.4 mills	\$466,510

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 Collective Bargaining Agreement Negotiations.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:52 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 8:52 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/Liaison Jim DiPaola.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 9:25 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 9:25 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/Liaison Jim DiPaola.

The purpose of the Executive Session was to discuss Collective Bargaining Agreement Negotiations. No action was taken.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:25 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE