

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 6, 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 June 6, 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, Zoning Inspector/Liaison Jim DiPaola, Interim Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Fire Chief Mark Kozak was absent. Audience member was Doug Dillon.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of May 23, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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 June 9, 2017 in the amount of \$39,751.32 and other warrants in the amount of \$24,552.27 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 May 23, 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

Doug Dillon spoke regarding his support for Ray Taylor to take over the position of Road Superintendent.

OLD BUSINESS:
TRUSTEES

We have received the updated MOU with the receiver for the Grandview Cemetery. The trustees reviewed and have determined that it is in the best interest of the Township to enter into this agreement.

RES # 17-093 A motion by Pat Artz, seconded by Hank Gibson to approve and accept the Memorandum of Understanding between Ravenna Township and the receiver of Grandview Memorial Cemetery as revised by Chris Meduri. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

No news or update has been received regarding the Township Recycling contract. Hank said he would email Bill Steiner.

Six applications have been received for the Road Superintendent's position. They will be discussed in executive session.

FISCAL OFFICER

Gail went to the Budget Commission meeting about the local government fund distribution. She said there were two ways the funds could be allocated. One way is for the Budget Commission to calculate the distribution formula based on the ORC proscribed formula based on need. The

second method is an alternative calculation allowed by ORC whereby the jurisdictions agree on the distribution formula within certain rules. This meeting was to explain the process and provide an opportunity for the jurisdictions to arrive at an agreed alternate formula. If one cannot be agreed upon, then it is incumbent upon the Budget Commission to proceed within ORC to determine the allocation. Follow up meetings were set for June and July.

The Board of Elections certified the EMS Levy that passed on May 2, 2017.

The Budget Commission approved the reallocation of inside millage passed at the May 9th regular meeting.

The new UAN computer will arrive Wednesday and CTMS will be here Thursday to install it. There are a couple of other computer issues they will be working on at the same time (e.g. server space).

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

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

300 feet of storm piping on Dawley Rd has been installed and is working great. The resident at that area is very happy and wanted to thank the Township. It has eliminated a lot of water off his property.

The Case backhoe needs new batteries which will cost \$210.

Ray inquired about the status of the roadside mower. He has been getting many calls about the grass height along the roads. Vince said there was an issue with wrong parts being sent, but they are working on getting it finished. Doug thought it would be a good idea to purchase a cheaper tractor with a straight brush hog type mower arm. It would save a lot of wear and tear on the boom arm road side mower we currently have and make it last longer.

Gail asked Ray to be ready for asking the County to do the bid books for Issue II. Last year we sent the letter out on June 21st.

Hank mentioned again that we should be doing chip and sealing. It is the most cost efficient way of maintaining the roads. He asked Ray to develop a plan, working with Vince, for submission to the board about which roads he thought should be done and in what order.

ZONING DEPARTMENT

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

The BZA will meet on June 21, 2017 to hear a request from the property owner at 5352 Sandra Dr. to construct an accessory building in the front of the house instead of the back. The property has an odd back yard shape and topography and it abuts the West Branch State Park wetlands.

Helmling Excavating has completed the demolition of 3437 St. Rt. 59.

As of Monday, June 5, 2017, no work has been done on cleaning up the fire damaged structure at 6491 Beery Road. Mr. Norton has until July 15, 2017 to remove the fire damaged structure and clean the property.

Dominic Ciano, 5393 McCormick Road has been cited for illegal dumping and burying of solid waste by the Portage County Solid Waste District. The violation is a criminal offense. Jim requested that the board forward the violation to the County Prosecutor.

RES # 17-094 A motion by Pat Artz, seconded by Vince Coia to forward Violation VIO 05, Dominic Ciano, 5393 McCormick Road, Ravenna, OH 44266, parcel # 29-340-00-00-004-001 to the Portage County Prosecutor for enforcement. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The sale of the Steinwender properties on Woodlawn and Roselawn Streets are close to completion.

The mobile home trailer on the property at 6886 Cleveland Road owned by Sharie Meduri is currently being demolished. The next status hearing on this property will be on June 16, 2017.

Jim presented the May 2017 Zoning Report.

LIAISON

Signs by our parking areas are needed to designate the areas are for Township business only. People visiting several houses on Spring St. have been parking on the paved areas through the week. Written notices have been placed on several cars but have not stopped the trespassing. The cost for 3 signs from Municipal Signs would be \$240.00. After discussion, the Trustees agreed to have one larger sign installed instead of 3 small ones.

RES # 17-095 A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of a parking sign for the Township lot. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FIRE DEPARTMENT

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

Wal-Mart has sent the \$1,000.00 donation check.

RES # 17-096 A motion by Hank Gibson, seconded by Vince Coia to authorize the promotion of Lieutenant Blubaugh to the rank of Captain effective July 9, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

There will be a swearing in ceremony for both Lieutenant Blubaugh and Firefighter Gemberling on July 18, 2017 at 6:45 pm.

Firefighter Keener has submitted his resignation.

RES # 17-097 A motion by Hank Gibson, seconded by Vince Coia to accept firefighter Keener's resignation effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The new ambulance is in the process of having its radio installed.

The Chief's car needs the hood repainted. Gail said she had a PO in the list for Perfect Choice for the repair.

There have been some issues with the fuel system with the cards. Different options of securing the system were discussed. Jon was asked to look into getting a price for a new system and look into getting new replacement cards.

NEW BUSINESS

TRUSTEES

Vince asked Jim about the Elam property on Summit Road. Jim said he would be talking with the Land Bank the next day and will enquire whether they would take care of the property.

Vince said both cemeteries looked good for Memorial Day.

FISCAL OFFICER

RES # 17-098 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's:

- a. PO #222-2017 for \$4,000.00 to Jordon Levi Wilson dba Yard Works Lawn Care for mowing at Grandview from the General fund – (note revised vendor, closed previous PO)
- b. PO #223-2017 for \$165.00 to ZP Systems for annual maintenance for Zoning software from the Zoning fund
- c. PO #224-2017 for \$800.00 to Gatehouse Media for advertising in the RC from the general fund.
- d. PO #225-2017 for \$450.00 to Gatehouse Media for advertising in the RC from the road fund.
- e. PO #226-2017 for \$100.00 to Gatehouse Media for advertising in the RC from the fire fund.
- f. PO #227-2017 for \$800.00 to Gatehouse Media for advertising in the RC from the zoning fund.
- g. PO #228-2017 for \$645.85 to Bearcom Wireless for eq. from donation proceeds from the fire fund.
- h. PO #229-2017 for \$895.00 to Finley Fire for eq. from donation proceeds from the fire fund.
- i. PO #230-2017 for \$500.00 to Warren Fire for eq. from donation proceeds from the fire fund.
- j. PO #231-2017 for \$500.00 to Fyda Freightliner for fire truck repairs from the fire fund.
- k. PO #232-2017 for \$600.00 to Perfect Choice for repairs to chief vehicle from the fire fund.
- l. PO #233-2017 for \$150.00 to Chase Card for flowers and potting soil for flagpoles from the general fund.
- m. PO #234-2017 for \$1,000.00 to Advance Auto for vehicle parts from the road fund.
- n. PO #235-2017 for \$1,000.00 to Staples Bus. Adv. for office supplies from the general fund.
- o. PO #236-2017 for \$1,000.00 to Linde Gas for oxygen from the ems 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.

RES # 17-099 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the April bank reconciliation and April monthly financial reports as presented by the fiscal officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 17-100 A motion by Hank Gibson, seconded by Vince Coia to approve opening a new fund for the additional EMS Levy as required by ORC 5705.09, Fund number to be determined by the State Auditor. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail said she needed to set the date for the 2018 Budget Hearing meeting. It needs adopted prior to July 15th. It was agreed that it should be held either July 10th or 12th at 5:30 pm, dependent upon when Chief Kozak could attend.

It is time for the Township liability insurance policy renewal. Gail gave out some lists of equipment that needed reviewed and returned.

LifeForce sent a couple of EMS hardship applications for review and recommendation.

RES # 17-101 A motion by Hank Gibson, seconded by Vince Coia to accept payments of \$10/month for the hardship applications submitted by LifeForce. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested for a review of prospective employee applicants for the Road Superintendent position.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:36 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 8:40 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.

A motion by Pat Artz, seconded by Hank Gibson to close Executive session at 9:03 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Hank Gibson to re-enter into Regular session at 9:03 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, and Pat Artz, Fiscal Officer Gail Pittman.

The purpose of the Executive Session was to review of prospective employee applicants for the Road Superintendent position.

A motion by Pat Artz, seconded by Vince Coia to set interviews for the Road Superintendent position June 12th or June 14th as schedules permit. 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 9:05 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE