

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JUNE 20, 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 June 20, 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 members were Terry Coontz and Diane Smith.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of June 6, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Special Meeting of June 12, 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 Hank Gibson, seconded by Vince Coia to approve payroll warrants for June 23, 2017 in the amount of \$32,089.02 and other warrants in the amount of \$12,545.31 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 June 6, 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**

**OLD BUSINESS:**

**TRUSTEES**

There has been no updates by Bill Steiner regarding the Township Recycling contract.

The Ohio Division of Liquor Control has asked for a response as to whether there is a request for a hearing on the Aldi's liquor license transfer. A motion by Vince Coia, seconded by Hank Gibson to state that the Trustees have no objections to the liquor license transfer for Aldi's. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**FISCAL OFFICER**

The budget hearing date is set for Monday July 10, 2017 at 5:30 pm.

Gail attended the ethics and records training sessions held at KSU's New Philadelphia branch campus.

The new UAN computer has been installed and is now working. The old computer had to be sent to Columbus for UAN to work on the data transfer. The new computer is Windows 10 and some of our software is not compatible the new computer. The printer set up is not fully correct, but CTMS will resolve. UAN is donating the old computer to the Township.

**RES # 17-102** A motion by Hank Gibson, seconded by Vince Coia to accept the donation of the old UAN computer - a Dell OptiPlex 9010 CPU with a Dell 19-inch monitor, keyboard,

mouse, speaker bar, along with donated software consisting of Windows 7 and Microsoft Office 2013. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark will hold a HIPAA training session on July 18, 2017 at 6 pm for the Trustees, Fiscal Office and department heads. After the session and before the regular meeting, Ken Blubaugh and Keith Gemberling will be sworn in in their new position in the Fire Department.

We have received the led lighting rebate of \$3,398.89.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

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

The Road Crew has been patching the roads in the McElrath development.

The road sweeper attachment needs to have the brushes replaced. Ray received a quote of \$949.66 from Leppo.

**RES # 17-103** A motion by Vince Coia, seconded by Hank Gibson to open a PO for Leppo to cover the cost of new brushes for the road sweeper. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Rootstown has loaned us their roadside mower to do a single cut of our roads to hold us over until our mower is repaired. Terry has been working on the mowing, and overall it should take him about 4 days.

The 2012 F-550 needs to go to Sarchione Ford for a rear brake light/turn light problem. It might need to have a module replaced, which would mean it would need programmed by the dealer.

**RES # 17-104** A motion by Vince Coia, seconded by Pat Artz to authorize a PO for Sarchione Ford for no more than \$1,000.00 to cover the cost of the repair to the rear turn/brake light on the 2012 Ford F-550. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince asked Ray whether there was much storm damage last week. Ray said there was not much damage except, one tree was down on Lake Road and another on Redbrush Rd.

### **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.

Dominic Ciano, 5393 McCormick Road has retained an attorney who has requested an extension of time to get expert advice on how the remediation is to be performed. Jim has forwarded the request on to the Prosecutor's office.

The mobile home trailer on the property at 6886 Cleveland Road owned by Sharie Meduri has been demolished and the court case has been dismissed. Ms. Meduri was assessed court costs.

Allen Aircraft is doing a replat of all their properties into a single lot. Regional Planning is requesting comment on whether the Trustees grant their approval or not.

**RES # 17-105** A motion by Pat Artz, seconded by Hank Gibson to approve the replat of the subdivision known as : Replat of Part of Block 6 in the "East Ravenna Squares" on Woodbine Avenue and Ferndale Street, Lot 25 S.D in Ravenna Township. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Jim signed off on Reports on Abandoned Land at the Prosecutors office. The properties in foreclosure are a vacant parcel on Sumner, 4227 Hayes Road (vacant), and 3795 Richardson (vacant).

The Township received a Notice of Forfeiture from the Court of Common Pleas regarding 4092 Summit Rd, the Dorothy Elam property. The Township can petition the Court to have the property awarded to the Township, as can the Land Bank. Jim is going to contact the Land Bank to do it.

Vince said he received a call about extra traffic on Harding short cutting the Cotton Corners intersection, specifically the large dump trucks. Vince asked the complainant him to get a name off the trucks.

Hank asked if any cleanup has been done at 6491 Beery Road yet. Jim said no, not yet.

### **LIAISON**

Jim Attended the JEDD meeting on June 12, 2017 and met with representatives from the City of Ravenna Engineering Dept. and Portage County Water Resources. The building of water lines in the JEDD areas was discussed.

There will be a negotiations meeting with the Part-Time Firefighters on June 21, 2017.

### **FIRE DEPARTMENT**

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

We are waiting on a quote for a larger boot for the Plymovent Diesel exhaust system for the fire truck because the current boot does not fit the truck. It has an 8-inch and not a 6-inch exhaust.

The new ambulance has a coolant leak, and it is at Sarchione Ford for repairs.

The body work on the hood of the Chief's car is scheduled at Perfect Choice in Mantua.

The warranty work for the air leak and oil leak and the annual preventive maintenance on unit #2413 has been completed.

### **NEW BUSINESS**

#### **TRUSTEES**

Pat said that in the proposed budget of the state, lawmakers are planning to lower the property taxes by 30% for farmers.

Vince asked the board how they felt about proceeding with chip and sealing some roads. Hank and Pat said they would still like to see an additional quote but want to do it.

Vince talked to Chuck Dowdy about the sinkhole appearing on Summit Rd again. It sounds like it is going to be a County issue.

### **FISCAL OFFICER**

**RES # 17-106** A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's:

- a. PO #237-2017 for \$500.00 to Ravenna Rents for rentals and supplies from the Road fund.
- b. BC #11-2017 for \$500.00 for travel from the General fund.
- c. BC #12-2017 for \$1,000.00 for misc. office supplies from the General fund.
- d. BC #13-2017 for \$1,500.00 for misc. expenses from the General fund.

- e. PO #238-2017 for \$5,000.00 to Allied Corporation for asphalt and road materials from the Road fund.
- f. BC #14-2017 for \$300.00 for road office supplies from the Road fund.
- g. BC #15-2017 for \$1,000.00 for operating supplies from the Road fund.
- h. BC #16-2017 for \$500.00 for misc. small repairs and maintenance from the Fire fund.
- i. BC #17-2017 for \$300.00 for office supplies from the Fire fund.
- j. BC #18-2017 for \$500.00 for small tools from the Fire fund.
- k. BC #19-2017 for \$400.00 for misc. dues and fees from the Zoning fund.
- l. PO #239-2017 for \$33,500.00 to Middlefield Banking Co. for the fire engine loan payment due in October, 2017 from the Fire fund.
- m. PO #240-2017 for \$10,000.00 to Life-Force Billing for billing fees from the EMS fund.

**RES # 17-107** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the May bank reconciliation and May 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.

**RES # 17-108** A motion by Vince Coia, seconded by Hank Gibson to approve EMS account dispositions as recommended by LifeForce on the supplemental report. 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 Vince Coia, seconded by Pat Artz to suspend Regular session at 7:46 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 7:46 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 Hank Gibson, seconded by Pat Artz to close Executive session at 8:40 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 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, Hank Gibson, and Pat Artz, Fiscal Officer Gail Pittman, Ray Taylor.

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

**RES # 17-109** A motion by Hank Gibson, seconded by Pat Artz to appoint Ray Taylor as Road Superintendent effective immediately at an annual salary (no overtime pay) of \$42,203.20, a cell phone stipend of \$16.16 per pay period and a probation period of one year in that job position. No holiday pay will be withheld as Ray is not a new employee to the Township. R/C: Mr. Coia, no; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:49 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