

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF JULY 18, 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 July 18, 2017. Trustee Vince Coia called the meeting to order at 7:02 P.M.

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

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of July 8, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Budget Hearing Meeting of July 10, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Vince 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 July 21, 2017 in the amount of \$30,262.43 and other warrants in the amount of \$109,349.07 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Financial reports from the meeting of July 8, 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. Motion Passed.

**AUDIENCE**

A resident on Meadowbrook, Denny Polimene, told the Trustees that he was having water drainage issues and asked whether there was anything the Township could do. Vince told him that the Township had limited legal ability to help since Denny lives on a private road. Vince said he does not have a problem doing what needs to be done on the Township right of way. Ray said he would go out the following day and look it over. Possibly we could put a catch basin in on the Township property that the homeowner could tie into.

The bids for the Dawley Road project were opened with the following results:

Chagrin Valley Paving bid	\$170,020.00
Barbicas bid	\$160,806.00
Ronyak bid	\$146,179.00
Perrin Asphalt bid	\$144,400.00
Shelley Company bid	\$159,316.00

The apparent low bidder is Perrin Asphalt at \$144,400.00. Ray said he will take the bids to the Portage County Engineers office the following day for tabulation and then to the Prosecutor's office for review before awarding the contract.

**OLD BUSINESS:**  
**TRUSTEES**

Pat said she received several calls from residents on Peck Road regarding water issues in their yards and they suspect the golf course made changes to their property that is affecting the drainage in the surrounding area.

**FISCAL OFFICER**

Workers Comp issued the 3<sup>rd</sup> installment of the Billion Back initiative. We received \$16,671.60 distributed as follows: \$2,518.58 to the General fund, \$10,633.12 to the Fire fund, \$3,093.49 to the Road fund, and \$426.41 to the Zoning fund. The letter strongly encourages that a portion of the rebate be used for workplace safety and health programs.

Zoning and Fire have certified that acceptable cleanup of the property at 6941 Beery Rd. has been completed. Gail requested approval to disburse the insurance proceeds to the property owner.

A motion by Vince Coia, seconded by Pat Artz to approve the disbursement of the fire damage insurance proceeds, date of loss 08/23/16, to the property owner at 6941 Beery Rd, Parcel #29-216-00-00-001-003. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

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

The replacement brushes for the road sweeper came in at a price lower than expected, saving the Township \$241.84 from the original estimate.

H. Luli Construction Co. gave us a quote of \$24,931.20 for chip/sealing specific roads requested. If that meets with the Trustees approval, they could start within the next week or two.

A motion by Vince Coia, seconded by Pat Artz to approve the contract proposal from H. Luli Construction Co. to chip and seal Bryn Mawr, Foxwood, Seabury and Hazel roads for the sum of \$24,931.20. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

The road crew will be installing a couple of driveway pipes on Woodbine Ave. and Bridge St. and will begin road repairs on Hidden Brook next week.

**ZONING DEPARTMENT**

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

The appraisal of the Township property at 3173 St. Rt. 59 was completed and is valued at about \$13,000. The people interested in the property have subsequently purchased property elsewhere and are no longer interested in purchasing this parcel. While researching the property though, it looks like the neighboring property may have built a garage/accessory building which is over the property line. There were no zoning or building permits issued for the building. A survey will need to be done to determine where that building is actually located. The Trustees said to wait on the survey until there is interest in the property again.

The 6941 Beery Rd property, even though the fire damage cleanup is done, is still in violation of the Property Maintenance Code due to all the trash and junk motor vehicles on the property.

**LIAISON**

Jim has been working with Mark on the Fire Dept. Standard Operating Guidelines.

**FIRE DEPARTMENT**

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

The labor contract negotiations are completed for this year.

Mark said that the BWC will be putting out a new Fire related Grant. It will be a 5 to 1 match up to \$15,000. When it comes out, he would like to write it for upgrades to the Diesel Exhaust System.

The paint is peeling off the ceiling in a portion of the upper garage bay. The Trustees agreed to have a company evaluate the roof and get estimates on ceiling fans to control the humidity.

The University of Akron is having a 3-day Live Fire Instructor Training class. Mark would like to send two of the full time firefighters and himself to the class.

**RES # 17-119** A motion by Vince Coia, seconded by Pat Artz to authorize the Fire Chief and two full time firefighters to attend Live Fire Instructor Training classes at the University of Akron at a cost of \$200/attendee. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

**NEW BUSINESS**  
**TRUSTEES**

The Ohio Division of Liquor Control notified the Township of a request for a liquor license transfer and inquired whether the Township requested a hearing on it.

A motion by Pat Artz, seconded by Vince Coia to not request a hearing on the liquor license transfer between Rich’s LA Crews Thru LLC and BJ Variety LTD. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

**FISCAL OFFICER**

**RES # 17-120** A motion by Vince Coia, seconded by Pat Artz to approve the following PO’s and BC’s

- a) PO #252-2017 for \$800.00 to Spalding/Emig Company for appraisal for SR 59 lot from the General fund.
- b) PO #253-2017 for \$3,520.00 to Southeastern Emerg Eq Co for EMS supplies with grant funds from the EMS fund.
- c) PO #254-2017 for \$127.00 to OTARMA for add’l premium on the new ambulance from the Fire fund
- d) PO #255-2017 for \$1,000.00 to Chase Card for office supplies from the General fund
- e) PO #256-2017 for \$28,000.00 to H Luli Const for chip and seal from the Road fund
- f) PO #257-2017 for \$275.00 to Levinsons for Uniforms Frawley from the Fire fund
- g) PO #258-2017 for \$275.00 to Levinsons for Uniforms Crevar from the Fire fund
- h) PO #259-2017 for \$350.00 to Nextel for cell phone from the Fire fund
- i) PO #260-2017 for \$1,000.00 to Brimfield Aggregate for road materials from the Road fund
- j) PO #261-2017 for \$25,000.00 to OTARMA for insurance for the Twp from the General, Road and Fire funds

Financial reports will distributed to the Trustees and department heads in Excel spreadsheets tomorrow.

**RES # 17-121** A motion by Vince Coia, seconded by Pat Artz to approve the following changes to the Revenue Budget for 2017:

<b>Fund #</b>	<b>Description</b>	<b>Current Amount</b>	<b>Amended Amount</b>
2401	Special Assessment-PMHA	\$ 90.00	\$ 0.00

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2402	Special Assessment-Pine Ridge	\$ 375.00	\$ 7.62
2403	Special Assessment-Forest Ridge 1 & 2	\$ 1000.00	\$ 25.51
2404	Special Assessment-Forest Ridge 3 & 4	\$ 650.00	\$ 0.00
2405	Special Assessment-Breakneck	\$ 550.00	\$ 0.00

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

**RES # 17-122** A motion by Pat Artz, seconded by Vince Coia to approve the transfer of \$20,000.00 from the General Fund #1000 to Zoning Fund #2181. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

**RES # 17-123** A motion by Vince Coia, seconded by Pat Artz to approve and accept the bank reconciliation and financial reports for the month of June 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia to appoint Mark Kozak the HIPAA Compliance and Privacy Officer for the Township. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employee issue.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:25 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 8:25 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Fiscal Officer Gail Pittman, Ray Taylor.

A motion by Pat Artz, seconded by Vince Coia to close Executive session at 8:39 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to re-enter into Regular session at 8:39 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Fiscal Officer Gail Pittman, Ray Taylor.

The purpose of the Executive Session was to discuss an employee issue.

Ray was presented with the job description and job offer letter and all parties signed.

**ADJOURNMENT**

A motion by Pat Artz, seconded by Vince Coia to adjourn the meeting at 8:40 pm. R/C: Mr. Coia, yes; Mrs. Artz, 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