

RAVENNA TOWNSHIP BOARD OF TRUSTEES MINUTES OF REGULAR MEETING OF AUGUST 15, 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 August 15, 2017. Trustee Hank Gibson called the meeting to order at 7:00 P.M.

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

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of August 1, 2017. R/C: Mr. Coia, yes; Mr. Hank 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 August 18, 2017 in the amount of \$34,820.76 and other warrants in the amount of \$59,000.66 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 August 1, 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.

OLD BUSINESS: TRUSTEES

Mr. Steiner brought the latest version of the recycling contract. The Trustees said they will forward the draft contract on to Chris Meduri at the Prosecutor's office for review. Gail asked Bill who will handle sending the assessments and Bill said they would be taking care of them. Vince asked him how they determine what size bins go to the residents. Bill said that whomever responded to the survey would be getting whatever size they requested, everyone else will be getting the 95 gallon sized bins. Bill said there was one mobile home park that said they did not want to participate. Vince told Bill to let the park owner know that they will be billed anyway and the Township cannot make random exceptions for participation. Bill asked where a staging area could be held for all the bins to be held for distribution. Ray suggested the City property on Lake Street might work.

RES # 17-131 A motion by Vince Coia, seconded by Hank Gibson to approve the recycling contract with Portage County Recycling based upon the approval from Chris Meduri at the County Prosecutor's Office. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

No old business.

DEPARTMENTAL REPORTS ROAD DEPARTMENT

Road Superintendent Ray Taylor was present and reported the following:

The tires from Carroll Tire have been received and installed on the old Chevy truck.

The safety shirts were ordered from Sports Xpress. It saved the Township \$80 this year as opposed to last year's cost.

The Township needs to replace the mower blades on Rootstown's roadside mower that we borrowed. It will cost about \$170.00 through Akron Tractor.

Ray received two quotes for striping the roads that were just chip and sealed. JD Striping quoted \$2,500 and Portage County Engineer quoted \$807.98. The Trustees said to have the County do the striping. A purchase order is on the books for approval.

A resident on Bridge Street asked Ray if the Township could help him install a drainage pipe along the front of his property. He is getting older and having trouble mowing the ditch. The Trustees said to tell him to buy the pipe and the Township would split the labor expense estimated at \$100.00.

ZONING DEPARTMENT

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

The Board of Zoning Appeals met on August 9, 2017 and denied a variance request by Ken O'Donnell, 7677 Peck Road, Ravenna, to keep his constructed fence at a height that exceeds the Zoning requirement. Mr. O'Donnell was also denied a second variance request to not have a fence around his above ground pool that he never obtained a zoning certificate when it was originally installed.

The JEDD Board will hold a public meeting on September 21, 2017 from 7 pm to 9 pm at the Reed Memorial Library to explain the JEDD to the property and business owners on St. Rt. 59. This JEDD area starts at Walmart and runs east to the City of Ravenna limits. This will be the start of the sign up process for property and business owners.

The Township received notice that a check in the amount of \$2,440.00 will be forwarded to the Township to pay off a revolving loan mortgage note on 6333 Spring St. The loan was originally made in March 1990 and the property has been sold.

LIAISON

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

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The BWC grant for upgrades to the diesel exhaust system has been submitted.

The cost of the ceiling fans to eliminate the peeling paint problem on the ceiling in a portion of the upper garage bay is \$200-\$250 per fan. Mark is still waiting on a quote from an electrician.

Overhead Door Co. of Akron quoted \$360 for (5) five timers for the garage door openers. Labor would be an additional \$570 and transmitters are \$47/ea. A purchase order is on the books for approval to cover this cost.

Mark would like to send Firefighter Gemberling to Fire Officer 1 Class.

A motion by Hank Gibson, seconded by Vince Coia to authorize sending Firefighter Gemberling to Fire Officer 1 class at a cost of \$500.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mark says we are still having problems with people parking in the firefighters parking area. He would like to get an additional two 'no parking' signs put up. People cannot see the single one placed at an angle and there is no sign in the firefighter's parking lot.

A motion by Hank Gibson, seconded by Vince Coia to approve the purchase of two new signs for the parking areas. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

It is time to have the annual pump tests done on all the fire vehicles. Ohio CAT charges \$250/truck, so Mark will need a PO for about \$1,000.

NEW BUSINESS

TRUSTEES

Shorts Spicer Crislip Funeral Home sent an indigent burial application in. Pat reviewed it and has determined that it is a valid application.

A motion by Vince Coia, seconded by Hank Gibson to approve the indigent burial application submitted by Shorts Spicer Crislip Funeral Home. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 17-132 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the OTARMA insurance policy for the period August 2017 through August 2018 with the addition of \$200K coverage of Cyber Breach Insurance. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Vince gave a summary of the Quarterly Ohio Township Association meeting that he attended.

FISCAL OFFICER

RES # 17-133 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's

- a) PO #266-2017 for \$250.00 to Sports Xpress for safety shirts from the Road fund.
- b) PO #267-2017 for \$1,000.00 to Carroll Tire Co. tires from the Road fund.
- c) PO #268-2017 for \$275.00 to Levinson's for uniforms for Sean Bryant from the Fire fund
- d) PO #269-2017 for \$500.00 to Cuyahoga Community College for Fire Officer training for Gemberling from the Fire fund
- e) PO #270-2017 for \$200.00 to Akron Tractor & Equipment for mower blades from the Road fund.
- f) PO #271-2017 for \$900.00 to Portage County Engineer for road striping from the Road fund.
- g) PO #272-2017 for \$1,500.00 to Overhead Door Company of Akron for bay door closer proposal from the General fund.

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

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

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

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:19 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 8:19 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, Road Superintendent Ray Taylor.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:28 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 8:28 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.

The purpose of the Executive Session was to discuss an employee attendance issue. No action was taken.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 8:29 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE