

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF SEPTEMBER 12, 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 September 12, 2017. Trustee Hank Gibson called the meeting to order at 7:03 P.M.

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

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of August 29, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of August 24, 2017. R/C: Mr. Coia, yes; Mrs. Artz, abstain; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of September 8, 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 September 15, 2017 in the amount of \$30,964.14 and other warrants in the amount of \$27,996.91 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.

AUDIENCE

Hank discussed the interviews that were held just prior to the regular meeting for the open full time firefighter positions.

RES #17-149 A motion by Hank Gibson, seconded by Vince Coia to appoint Jacob Bennett as Full Time Firefighter with starting pay in accordance with the CBA and pending the physical and drug screens, to begin the 1st or second pay in October. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

The township's FMLA policy has been reviewed by Chad Murdock and a response was given to the trustees.

FISCAL OFFICER

We received a check in the amount of \$1,283.11 from Workers Comp as the balance of our Billion Back refund. They have withheld the unused grant proceeds from our payment in error when we had already paid them back. The breakdown by department is: General fund \$193.84, Fire fund \$818.37, Road fund \$238.09, and Zoning fund \$32.81.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Road Superintendent Ray Taylor reported the following:

Portage County has finished striping the chip and sealed roads.

The paving on Dawley Road is to begin the 3rd week of September (9/18/17?).

The Road Crew has gone back to the normal 5 day working schedule starting this week (September 11, 2017).

A catch basin and sixty foot of 10” drain pipe will be set on Meadow Brook for the residents to tie into. The cost of the basin is \$251.50 and we have the pipe in stock.

The City has notified us that this year’s salt price per ton will be \$34.75.

Ray presented a list of the all the road repairs done to date this year with an estimated cost of \$113,608.

ZONING DEPARTMENT

Zoning Inspector/Liaison Jim DiPaola reported the following:

The Board of Zoning Appeals will meet on September 13, 2017 to hear a request from Neighborhood Development Services for a Conditional Use of a multi-family housing project at 5536 S. Prospect Street. The meeting will be moved to the garage area below the fire department due to the possibility of a large attendance.

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.

Allen Aircraft will be expanding their facilities on Newton Falls Road. They will demolish an older building and construct a new modern warehouse building.

Jim presented the monthly Zoning Report.

LIAISON

The electric was off for 3 hours as the electric company was switching power to the new poles. We need to re-assess the equipment that is attached to the back-up generator to insure that all emergency equipment would be available in the event of an emergency..

Jim has continued to work with Mark on the Fire Dept. Standard Operating Guidelines and other fire department projects.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The BWC grant for upgrades has been approved. The BWC will provide \$12,891.38, our share will be \$2,578.27 for a total of \$15,469.65. Mark will place the order once we have received the BWC portion.

The FEMA AFG grant has been approved. The grant total is for \$27,895. The AFG portion is \$26,653, our portion is \$1,332 for a total of \$27,895

The quote from Kozma Electric for the ceiling fans and installation in the upper garage bay is \$1,662.50.

A motion by Hank Gibson, seconded by Vince Coia to authorize Kozma Electric to install the ceiling fans in the upper garage bays at a quoted price of \$1,662.50. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 17-150 A motion by Hank Gibson, seconded by Vince Coia to hire Sajjankumar Patel as a recruit at the rate of \$9.00/hour pending peer interview, drug screen and background check. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pump testing has been scheduled for October.

Replacement firefighter gear will cost about \$5,000.00.

Engine 2413 had a recall on the instrument panel. The work was done by Fyda Freightliner.

Tanker 2418 is out for a preventative maintenance inspection. It will need a new steering box, U Joint, and exhaust work. Estimated cost is \$4,500.00

Mark wants to send Firefighter Dyer to EMS Instructor School at Tri-C.

RES # 17-151 A motion by Hank Gibson, seconded by Vince Coia to send Firefighter Dyer to EMS Instructor school at Tri-C at a cost of \$595.00 with the understanding that Firefighter Dyer will have a one year commitment to work for the Township. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

Pat reviewed the information she had received from First Energy regarding the lighting districts to be used for assessments.

FISCAL OFFICER

RES # 17-152 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's

- a. PO #285-2017 for \$6,000.00 to FYDA Freightliner for vehicle repairs from the Fire Fund
- b. PO #286-2017 for \$1,000.00 to UH Corporate for physical for new FF from the Fire Fund
- c. PO #287-2017 for \$2,000.00 to Cost Recovery for fees from the EMS1 Fund
- d. PO #288-2017 for \$1,500.00 to First Communications for telephone charges from the General Fund
- e. PO #289-2017 for \$2,000.00 to Levi Wilson (Yardworks) for Grandview mowing from the General Fd
- f. PO #290-2017 for \$5,000.00 to Warren Fire for replacement gear from the Fire Fund
- g. PO #291-2017 for \$1440.00 to Xerox for firehouse software from the Fire Fund
- h. PO #292-2017 for \$23,994.88 to Stryker for power cot from FEMA Fund and matching from Fire Fund
- i. PO #293-2017 for \$2050.00 to Pfund for installation of power cot from FEMA Fund and matching from Fire Fund
- j. PO #294-2017 for \$1700.00 to Kozma Electric for ceiling fans and installation of them in the Fire bays from the General Fund

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

RES # 17-153 A motion by Vince Coia, seconded by Hank Gibson to authorize LifeForce to send delinquent accounts to the Attorney General for collection. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports will be distributed to the Trustees and department heads in Excel spreadsheets once Jon returns. Fund and revenue reports were included in the Trustee folders.

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 8:10 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 8:10 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, Hank Gibson; Fiscal Officer Gail Pittman, Fire Chief Mark Kozak.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:26 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 8:26 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, Hank Gibson; Fiscal Officer Gail Pittman, Fire Chief Mark Kozak.

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

RES # 17-154 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the Township’s FMLA policy and begin the enforcement of the policy October 1, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:32 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE