

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF NOVEMBER 8, 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 November 8, 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, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Fire Chief Mark Kozak was absent. In the audience was Captain Ken Blubaugh and Attorney Stephen Colecchi.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of October 24, 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 November 9, 2017 in the amount of \$42,248.34 and other warrants in the amount of \$63,210.19 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

Mr. Colecchi gave an update on Grandview Memorial Cemetery. The Martins pled guilty to the charges in Delaware County. The criminal case is on the docket in Portage County in December. The civil hearing scheduled is scheduled for November 20th and will be a default hearing since the Martins did not answer the charges. The Judge may rule dissolve the corporation at that time. Two entities have expressed some interest in purchasing the cemetery and he is reaching out to those people to see if a sale is possible. If there is no sale, the Township may have to take responsibility soon. There are 9,000 lots available in the existing park and an additional 28 acres, mostly wooded, on the second lot.

OLD BUSINESS:
TRUSTEES

Vince and Ray attended the Birchwood Manor open house. There was a small audience but it was a good meeting.

FISCAL OFFICER

The State Auditor designated that the Township qualifies for an AUP audit instead of the full audit for the next three bi-annual audit periods. They put the contract out to bid and it was awarded to Perry & Associates, CPAs in Marietta. The Township cost will be \$4,300 for each audit period for a total contract of \$12,900.00

RES # 17-185 A motion by Pat Artz, seconded by Vince Coia to authorize and accept the bid by Perry & Associates, CPAs for conducting the next three bi-annual AUP audits at a cost of \$4,300/audit, totaling \$12,900.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 17-186 A motion by Vince Coia, seconded by Hank Gibson to authorize the moving of money from the Key Bank account to the Chase operating account, and then the closing of the Key Bank account. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

At Gail's request, LifeForce has submitted a list collection companies to replace Capital Recovery. The Trustees said they will review the list and will need references and costs.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Superintendent Ray Taylor reported the following:

One of the overhead heating units in the garage needs a new ignition module. Granger has one at a cost of \$342.15.

Ray spoke with Dave Kline at the County Water/Sewer Dept. regarding the broken concrete around the sewer lids in the South Fairfield development area. Dave said they have a work order in for the repairs

All the road vehicles are serviced and ready for the winter months. The chipper has also been serviced and repainted and it is ready for next season.

The road crew did some berm work on Dawley Road. The resident asked if we could do something more natural looking instead of using broken concrete. We used some large sandstone slabs the resident had on hand and it came out looking very nice.

Ray requested that the road crew be allowed to work Friday, November 10th and use the Veteran's Day holiday time for the day after Thanksgiving.

A motion by Vince Coia, seconded by Hank Gibson to allow the road crew to use the November 10th holiday hours on November 24th. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Bob Collins is coming on Friday to install the detectors on the bay doors.

Grandview will need markers on the drives if we are going to be plowing them. Ray said he will shop around for pricing information and tell Gail so she can put a PO on the books.

ZONING DEPARTMENT

Zoning Inspector/Liaison Jim DiPaola reported the following:

The Land Bank has removed the trash and cleaned up the front yard of 4092 Summit Road.

The FN Group was awarded a Cultivation License by the State of Ohio and is waiting to hear about the Processing license. FN Group is moving forward with the building design and permitting process.

Robert Heckert at 6060 and 6070 Lakewood Road has received the notice from the Prosecutor's Office that his properties must be cleaned up by November 16, 2017 or be cited into court.

The mobile home at the rear of 6878 Cleveland Road has been vacated and the mobile home's owner will have the structure demolished and removed by a licensed contractor. The owner of the mobile home is different from the property owner, Sharie Meduri.

The Zoning Office informed Neighborhood Development Services that their proposed Commercial/Residential project would still need the approval of the Board of Zoning Appeals since the project is partially multi-family use.

Jim presented the October Zoning report.

LIAISON

Jim has continued to work with Mark on various fire department projects.

We are still waiting to hear from Ohio Edison on repairs to our parking and roads due to the transmission line project this year.

FIRE DEPARTMENT

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

The MARCS grant for radios has been submitted.

The BWC and AFG grant items for both are waiting to be installed.

Mark would like to schedule a work session to discuss the building and develop a 5-year plan for the current facilities in the spring. The Trustees agreed they would like to do this sometime in the spring.

Mark would like to join a joint fire training session with Ravenna City. The cost would be \$300.

RES # 17-187 A motion by Vince Coia, seconded by Hank Gibson to authorize and approve the joint training session with Ravenna City at a cost of \$300 for the purpose of practice firefighter search and rescue and sprinkler operations. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark received a price of \$400 by Harris Snow Removal for oil spraying all the fire department vehicles. They said it would be under \$800.00 if we wanted to include the road and zoning vehicles.

RES # 17-188 A motion by Hank Gibson, seconded by Vince Coia to approve having Harris Snow Removal do an oil spray on all the township vehicles at a cost not to exceed \$800.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The old ambulance that was sold on GovDeals has been picked up.

Squad 2411 had the semi-annual preventative maintenance completed.

Mark's vehicle has had the hood repaired.

Tanker #2418 has an air leak and the pump needs work. There is a PO in the list to Fallsway for \$3,000.00 for this work.

NEW BUSINESS**TRUSTEES**

The 3rd Qtr. Portage County Combined General Health District report is in the fiscal office for anyone interested in reading it.

FISCAL OFFICER

Gail presented the health insurance policy renewal analysis from Ohio Insurance. The renewal package offered by Anthem increases our premium by about 16% with very little change in the deductibles or other benefits offered. A review of other plans offered by Anthem as well as other carriers was presented. The insurance committee convened prior to the trustee meeting to review all of the renewal information and made a recommendation to renew with Anthem.

RES # 17-189 A motion by Pat Artz, seconded by Vince Coia to renew the Anthem health insurance contract at 01.01.2018 as presented by Ohio Insurance and to continue HSA plan

contributions by the Township using the same amounts and terms in 2018 as was used in 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 17-190 A motion by Pat Artz, seconded by to Vince Coia approve the following PO's and BC's

- a. PO #318-2017 for \$800.00 to GovDeals.com for fees from the Fire Fund
- b. PO #319-2017 for \$375.00 to Active 911 for paging service from the Fire fund.
- c. PO #320-2017 for \$915.00 to Conduent Business Services, LLC for Firehouse software from the Fire fund.
- d. PO #321-2017 for \$2500.00 to Bob Collins for bay door safety eyes from the General fund.
- e. PO #322-2017 for \$150.00 to Ray Taylor for boot allowance from the Road Fund.
- f. PO #323-2017 for \$150.00 to Doug Dillon for boot allowance from the Road Fund.
- g. PO #324-2017 for \$150.00 to Terry Coontz for boot allowance from the Road Fund.
- h. PO #325-2017 for \$150.00 to Tim Roen for boot allowance from the Road Fund.
- i. PO #327-2017 for \$250.00 to Kayline Company for additional light fixtures from the General fund.
- j. PO #328-2017 for \$500.00 to Kozma Electric Inc. for labor to install light fixtures from the General fund.
- k. PO #329-2017 for \$500.00 to Grainger for parts from the Road fund.
- l. PO #330-2017 for \$12,900.00 to Perry & Associates CPAs AC for the audit bid award 2016-2021 from the General fund.

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

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

RES # 17-191 A motion by Pat Artz, seconded by Vince Coia to approve sending EMS accounts to collections as recommended by LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 17-192 A motion by Hank Gibson, seconded by Vince Coia to approve allowing Jon to use up to 8 hours of holiday scheduled for November 10th (floating) at a future time before the end of the year to enable him to complete his after meeting work this week without accruing overtime. 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 and accept the October bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 17-193 A motion by Pat Artz, seconded by Vince Coia to add Fund #2406 Special Assessment – Forest Ridge 5&6 for the purpose of holding the funds from that lighting district and authorizing those funds to be used to pay toward the electric bill for the streetlights. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 17-194 A motion by Vince Coia, seconded by Hank Gibson to amend the revenue budget for 2017 as follows:

Fund #4401 OPWC change from \$91,500.00 to \$66,680.00, a reduction of \$24,820.00

Fund #2901 FEMA change from \$100,000.00 to 26,653.00, a reduction of \$73,347.00.

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

RES # 17-195 A motion by Hank Gibson, seconded by Vince Coia to amend the appropriation budget for 2017 as follows:

Fund #2281 EMS change from \$255,000.00 to \$235,000.00, a reduction of \$20,000.00.

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

RES # 17-196 A motion by Vince Coia, seconded by Pat Artz to authorize a transfer of \$200,000.00 from the Township's Chase bank accounts to the Township's Star Ohio account. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Pat Artz, seconded by Hank Gibson to adjourn the meeting at 8:55 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE