

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF DECEMBER 5, 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 December 5, 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. The audience consisted of Eve Francis, Dave Yost, Jack Giulitto, Bruce Smith, and Sabrina Christian-Bennett.

**AUDIENCE**

Eve Francis addressed the board first. She has made the nativity that is currently in front of the courthouse. She said all the cities around have their downtowns decorated nicely and thought Ravenna could be doing a better job. She volunteered to decorate the fence around the flagpole. She was thinking she could get Walmart to donate some garland and lights. The Trustees said that is a wonderful idea, but it is unnecessary to ask Walmart for donations, the township could come up with the lights. Pat said she could get the pine branches for the garland. Hank said we do not have much time to get this done. Pat volunteered to go to Walmart on Wednesday and get some lights.

Dave Yost spoke next. He said he was still concerned with the odor mitigation issue regarding the marijuana facility. Dave called the State office and they told him that if the odor mitigation was not written in the application, and it wasn't and it is not required to be there in the final writing of the law, and wasn't in the zoning resolution, then they would have no way to come back on the facility about odor issues, nor would the EPA. Hank asked Jim if we could get Mr. Hobson or his daughter to come to a meeting to help straighten all this out. Mr. Yost said he would not have any faith that the company would voluntarily install the scrubbers when they could not even commit to putting in the secondary fencing because they did not know how much it would cost. The question of the "500' rule" was raised again. Jim said that rule pertained to where the facility could locate. Once the facility was there, if a park or whatever wanted to be built within 500 foot of the property line, it is the facility owner's responsibility to notify the state.

Jack Giulitto said the facility is bringing in thousands of tons of dirt, they have nothing set up for silt runoff, are tearing up the drainage tiles and just burying it. He said they have not gotten proper permits from the Soil Conservation people.

Bruce Smith wanted to Trustees to look into the property at 7423 Infirmary Rd. The place is quite a mess on the outside and the inside is worse. Vermin are running everywhere. He was concerned for the welfare of the family living there, they need someone to check on them. Pat said she would contact the Health Department, Jim said he would get in touch with the Sheriff's Department.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of November 21, 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 Pat Artz to approve payroll warrants for December 8, 2017 in the amount of \$43,210.62 and other warrants in the amount of \$7,290.39 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.

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

NOPEC has sent a letter wanting people to call their representatives encouraging them to stay with the deregulation that was set up in 2000. There is an effort to “re-regulate” that NOPEC is against. There is a list of contacts and numbers in the office for anyone wanting to contact their representatives.

The County Health District has provided informational pamphlets and applications for obtaining financial help to those having to replace their failing septic systems. It will be at the front desk for anyone interested.

**FISCAL OFFICER**

The new health insurance open enrollment packets/applications have been distributed. They need to be returned by the 15<sup>th</sup>. Anyone waiving the insurance must provide copies of their alternate insurance cards.

The BWC system was down, therefore the workers’ comp. payment could not be scheduled for this meeting. It will be done for the next meeting.

Gail requested an executive session at the end of the meeting to discuss employee leave issues.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

We need to order a 55 gallon drum of 15-40 motor oil. Advance Auto provides one for \$363.00

The hydraulic pump from Robeck has been installed, the truck is ready to go. The cost of the pump came in at \$198.00

The dispatch radio has been moved into Ray’s office.

Lang’s has the motor out of the Chevy and is replacing the gaskets. The work should be done on Thursday.

Bob Collins has completed the installation of the safety eyes on the bay doors.

The “No Outlet” sign was installed on Meadowbrook/Virginia Dr.

Ray has talked with ODOT. They have a work order in for putting up intersection warning signs for the intersection at Peck Road and SR 59.

Ray requested an executive session at the end for discussing an employee matter.

Vince asked whether leaf pick has stopped for the year yet. Ray said they will continue to pick up the bags until the snow flies.

**ZONING DEPARTMENT**

*Zoning Inspector/Liaison Jim DiPaola reported the following:*

The structure at 6131 Short Street has been demolished; the lot is cleaned and grass has been seeded. The next step is the transfer of the parcel to Ravenna Township from the Land Bank.

Scott Nelson has failed to bring his property at 3149 SR 59 into compliance. Jim requested a motion to forward the violation to the prosecutor.

**RES # 17-201** A motion by Pat Artz, seconded by Vince Coia to forward violation 2017-22, failure to bring the property at 3149 SR 59 parcel #29-344-00-00-005-00 into compliance, to the Portage County Prosecutor for enforcement. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The JEDD Board meets December 6, 2017 at 11 am to discuss the progress of the sign up petitions.

The BZA meets on December 13, 2017 at 7pm in the Trustees meeting room to hear a request by Curby Consulting Corp. dba Winners Choice to open and operate an arcade gaming business at 3499 SR 59. Jim said currently there is no fee schedule on the books for this type of business. He has reviewed the surrounding towns fee schedules and recommended the Trustees adopt one as well.

**RES # 17-202** A motion by Pat Artz, seconded by Hank Gibson to adopt the following fee schedule for arcade / pre-reveal games in Ravenna Township pending review by the Portage County Prosecutor: Application fee of \$1,000.00, annual permit fee of \$4,000.00, and an annual fee per machine of \$100.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Jim presented the November 2017 Zoning Report.

### **LIAISON**

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

Jim said the Township had never officially passed a resolution for a parking snow ban on the Township roads.

**RES # 17-203** A motion by Hank Gibson, seconded by Vince Coia to approve a parking ban policy on township roads when snow accumulation exceeds two (2) inches. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **FIRE DEPARTMENT**

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

The diesel exhaust equipment upgrades will be delivered this week and installed next week.

Mark wanted to thank Ray and the Service Dept. for their help at the SR 88 barn fire.

The BWC Safety Training has been completed and the joint training with Streetsboro will be completed this week.

Mark would like to swear Jacob Bennett in as full time firefighter at 6:45 pm on Tuesday, January 30<sup>th</sup> before the Trustees' meeting.

Firefighter year-end performance reviews were distributed to shift officers for completion.

Firefighter Scheffler has resigned for a full time job in North Canton.

**RES # 17-204** A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of firefighter Scheffler effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark requested a PO for supplies from Kayline.

**RES # 17-205** A motion by Hank Gibson, seconded by Vince Coia to approve PO #342-2017 in the amount of \$400.00 to Kayline Company for supplies from the Fire fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Tanker 2418 has had the pump repaired but needs a repair on an air leak.

**RES # 17-206** A motion by Hank Gibson, seconded by Vince Coia to approve PO #343-2017 in the amount of \$3,000.00 to Fallsway Equipment for air leak repairs to #2418 from the Fire fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark needed a PO to continue the emergency light upgrades.

**RES # 17-207** A motion by Hank Gibson, seconded by Vince Coia to approve PO #344-2017 in the amount of \$500.00 to Marchese Communications for labor for electrical upgrades to the electronics and lights from the Fire fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The power cot/load systems/stair chair maintenance contract was presented for consideration and discussion. The equipment is valued at \$100,000.00, and it is highly recommended that the Township enter into a maintenance contract for this equipment.

**RES # 17-208** A motion by Hank Gibson, seconded by Vince Coia to approve the 3 year maintenance contract with Stryker on the power cots and load system, also to approve PO #345-2017 in the amount of \$5,894.89 to Stryker Sales Corp. from the EMS fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

## **NEW BUSINESS**

### **TRUSTEES**

The office Christmas party will be held on Thursday, December 21<sup>st</sup> at noon. Pat asked Gail to do the swearing in of Vince and herself at the party.

### **FISCAL OFFICER**

**RES # 17-209** A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's

- a. PO #340-2017 for \$1,000.00 to Advance Auto Parts for oil and parts from the Road fund
  - b. PO #341-2017 for \$10,000.00 to City of Ravenna for road salt from the Road fund
- R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

**RES # 17-210** A motion by Vince Coia, seconded by Hank Gibson to amend the revenue budget as follows: Fund #2281 change from \$217,500.00 to \$197,500.00, a reduction of \$20,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail gave a quick overview of what she learned regarding State tax changes in the tax seminar that she had attended.

Gail distributed an employee roster to the trustees and reminded them that all the employee rehiring for the new year should be done at the December 19<sup>th</sup> meeting, prior to year end. She also requested a special meeting for final payments on either the 28<sup>th</sup> or 29<sup>th</sup>. After discussion, the special meeting was scheduled for Friday, December 29<sup>th</sup> at noon.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employee leave issues and employee performance.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 9:05 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 9:05 pm. R/C: Mr. Coia, yes; Artz, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 9:34 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 9:34 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson; Pat Artz, Fiscal Officer Gail Pittman, Ray Taylor, Mark Kozak, Jim DiPaola, and Jon Summers.

The purpose of the Executive Session was to discuss employee leave issues and employee performance.

**RES # 17-211** A motion by Hank Gibson, seconded by Vince Coia to promote Doug Dillon to the position of Assistant Road Supervisor with an increase in pay of \$1.00/hour to \$17.00/hour effective Monday, December 11, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-212** A motion by Hank Gibson, seconded by Vince Coia to adjust the sick leave balances to reflect accurate accruals for full time firefighters. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-213** A motion by Hank Gibson, seconded by Vince Coia to accept and adopt the Memorandum of Understanding changing the sick hour accrual amount for the full time firefighters from 6.00 hours per pay period to 5.54 hours per pay period. This MOU was also approved by the union. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-214** A motion by Hank Gibson, seconded by Vince Coia to approve the CBA Addendum to change Healthcare from 2017 to 2018 and include the current Schedule of Benefits. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:18 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