

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING OF DECEMBER 12, 2017**

The Ravenna Township Board of Trustees met in Special Session at the Ravenna Township Trustee’s Meeting Room, 6115 Spring Street, Ravenna, Ohio, on December 12, 2017. Trustee Vince Coia called the meeting to order at 6:08 P.M.

Roll call showed the following present: Trustees Vince Coia and Pat Artz; Fiscal Officer Gail Pittman, Trustee Hank Gibson arrived at 6:20, Ray Taylor joined at 6:50.

The purpose of the special meeting is to discuss and decide policies and procedures for operations of Grandview Memorial Cemetery. Additionally, the trustees will be approving payments and purchase orders for the Township.

A motion by Vince Coia, seconded by Pat Artz to approve warrants in the amount of \$41,415.30 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, absent. Motion Passed.

**RES # 17-215** A motion by Vince Coia, seconded by Pat Artz to approve the following PO’s and BC’s

| <b>PO#</b> | <b>AMOUNT</b> | <b>VENDOR</b>      | <b>FUND</b> | <b>PURPOSE</b>               |
|------------|---------------|--------------------|-------------|------------------------------|
| 342-2017   | \$400.00      | Kayline            | Fire        | Supplies                     |
| 343-2017   | \$3,000.00    | Fallsway Equipment | Fire        | Tanker repairs               |
| 344-2017   | \$500.00      | Marchese Comm      | Fire        | Labor to install electronics |
| 345-2017   | \$5,894.89    | Stryker Sales Corp | EMS         | Maint agree power cots       |
| 347-2017   | \$2,500.00    | Lang’s Automotive  | Road        | Truck repairs                |
| 348-2017   | \$500.00      | F&S Automotive     | Fire        | Towing                       |
| 349-2017   | \$4,000.00    | Sarchione Ford     | Fire        | Ambulance repairs            |

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

The Trustees signed the Stryker ProCare Services Agreement for the power cot service contract.

**RES # 17-216** A motion by Hank Gibson, seconded by Pat Artz to approve the following Purchase Order:

- a. PO #346-2017 for \$5,500.00 to Coia Implement for repairs to roadside mower from the Road fund. R/C: Mr. Coia, abstain; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

There was considerable discussion on how to operate the Grandview Memorial Cemetery when the Township will be required to take custody. There was discussion covering the following areas:

Set up a separate fund to account for the Cemetery

Where records currently are, when we will take custody of the records, where they will be stored, etc.

Recording the index cards in a database of information and scanning the records to create a digital archive

Staff – Sexton and Records Clerk and job descriptions for each

Rules and regulations that must be established in accordance with ORC

Additional rules that are applicable to Grandview operations.

Fee schedule

Cemetery registration with Department of Commerce

Signs and notification to the public

Maintenance: mowing, opening & closing, Mausoleum, etc.

Other miscellaneous operational items

Certain tasks were divided amongst the officers and further discussion and decisions will be made at the next regular meeting.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:36 pm.  
R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
TRUSTEE