

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF DECEMBER 19, 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 19, 2017. Trustee Vince Coia called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Fiscal Officer Gail Pittman, Zoning Inspector/Liaison Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Hank Gibson came in about 7:20 pm. The audience consisted of Dave Yost and Jack Giulitto.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of December 5, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Vince 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 22, 2017 in the amount of \$32,739.12 and other warrants in the amount of \$61,582.71 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

**AUDIENCE**

Jack Giulitto spoke first. He asked why specific questions and answers at the last regular meeting were not in the minutes. Gail responded by explaining that the minutes are not a transcript, but rather a general explanation of the discussion. Prior minutes will not be amended to include the specific information he requested, rather he can ask the question again and she will be sure to get the specific question and answer into the minutes for this meeting.

Jack asked Jim why Tom Hobson did not have to have his building plans when he presented his project to the BZA. Jim said that the BZA only requires site plans and that building plans are required by the Building Department. The BZA is concerned about the use and the location of the building, not how it is built. Gail asked Jim whether they had the site plans at the BZA meeting and Jim responded yes. Jack then asked again about the location of the secondary fencing. Jim said that Zoning allows the property owner to place the fence right on the property line, but he suggests to the people to leave it a foot or two off the line for maintenance purposes. Jack stressed again that he wanted it right on the line, had Jim told the owners that? Jim said he had told the owners of Jack's preference. Jack then asked about the moratorium on dispensaries in the township. Vince said that the Trustees intend to place a moratorium on dispensaries and that legal council is drafting the language for Trustee approval. Jack asked about Pfifer's bar and said he heard somebody wanted to put a dispensary there. Jim said the lot is no longer zoned for commercial use and the request would have to go before the BZA again for a conditional use. Jack then continued on about the septic being bad and that is what shut down the bar. The person selling the lot is saying it is zoned commercial and has septic and well. Vince said he would hope anyone purchasing the lot would do their due diligence before buying it.

Dave Yost said he wanted to thank the Road Department for their good work plowing during last week's snow storms. Jim told him that the Hobsons would not be at the meeting. Dave asked him to request that the Hobson's attend a meeting and answer questions with everyone present. He said he appreciated Jim's efforts to get the secondary fence moved.

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

Vince said he tried to work on the rules for Grandview Memorial Cemetery by merging Maple Grove and Rootstown rules. He gave Jon his notes to type up a working copy. Ray made a new office for the cemetery clerk by dividing his existing office. He's used all left over supplies from previous projects to save on costs. There is plenty of room for file cabinets and is secure. Gail asked Ray to call Steve Colecchi and bring over the file cabinets from the house.

**FISCAL OFFICER**

Meeting reminders for December 21 and December 29, 2017. Since Hank was able to attend this meeting, the Trustees decided to do the re-hiring of employees later in the meeting instead of doing it on December 21<sup>st</sup> and to cancel the meeting on the 21<sup>st</sup>.

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

Ray will be meeting with Dan from Portage County and Brandon Cole from the electric company to go over the damages to our roads caused by the transmission line project that is now completed. The damaged roads are South Spring Street and Hattrick Road.

The '08 Chevy that went to Lang's had more issues to be fixed than just an antifreeze leak. It has been repaired and is back on the road and running well.

Ray has talked to the residents on Parker St. about riding their 4 wheelers on the township property. They have said they will cease riding on township property.

The cemetery records room is nearly ready, the walls and door just need painted.

**ZONING DEPARTMENT**

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

The Board of Zoning Appeals met 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, Ravenna. The BZA denied the use variance request because the applicant did not meet all seven (7) of the conditions to be approved.

The Township received a Notice of Forfeiture from the Portage County Court of Common Pleas on parcels 29-308-20-00-097-000 and 29-308-20-00-096-000 owned by Lonnie Dickens. The property was offered for sale at a Sheriffs sale and there were no bids. By law the property is offered to the political subdivision or the school district. The Portage County Land Bank is interested in the property. The Trustees agreed they were not interested in the property

Jim is continuing to work on the Haven of Portage County project. This project will probably go before the BZA for a conditional use.

Pat asked Jim about the Regional Planning budget, she read that they were going to reduce costs by cutting back staff. Jim gave a short recap on how the Commission has got to the point they are financially. They are \$140,000 short in their budget and aren't receiving the funding that was budgeted, so there will be some layoffs.

**LIAISON**

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

**FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present and reported the following:*

The diesel exhaust equipment upgrades have been updated under the BWC grant.

Mark will be applying for up to \$15,000 of the Ohio Fire Equipment Grant and also the Ohio Fire Training Grant Reimbursement for Firefighter Barnhart's Fire School in January.

Mark asked for authorization to write for the AFG equipment grant. It's a \$26K grant, the township's portion would be \$1,300.

A motion by Hank Gibson, seconded by Vince Coia to authorize Chief Kozak to write for the AFG equipment grant, the Township's portion being \$1,300.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark said he would like to write for and host the AFG regional radio grant. The Trustees asked how many of the surrounding communities would be involved in the grant. Mark said there were eight or ten. The State would be taking care of the towers/repeaters, we would be responsible for the radios and annual user fees based on a per-active radio. He explained that the Township would have to pay out the entire matching portion and each participating community would reimburse us for their respective portions. He explained that we would require each community to pass a resolution authorizing reimbursement to Ravenna Township and their Fiscal Officer would need to attach a certification of funds.

A motion by Hank Gibson, seconded by Vince Coia to authorize Chief Kozak to write for and host the AFG regional radio grant. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to keep the same members as last year for the Fire Fighters' Dependents Fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Tanker truck #2418 had the pump repaired. The cost came in under the quoted price. Squad #2412 wiring harness and wheel bearings have been repaired.

**NEW BUSINESS****TRUSTEES**

Vince spoke about Haven and his conversation with Anne Marie. He said he has no problem with the Haven building, but he does have objections to a shanty town and the pods.

**FISCAL OFFICER**

A motion by Hank Gibson, seconded by Pat Artz to approve the payment of warrant #19355 in the amount of \$3,100.24 to Coia Implement. R/C: Mr. Coia, abstain; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-217** A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's

- a. PO #350-2017 for \$65.00 to Airgas for tank rental from the Road fund
- b. PO #351-2017 for \$800.00 to Floyd Harris for undercoating vehicles from the Road, Fire and Zoning funds
- c. T&N PO #352-2017 for \$4,452.11 to Fallsway Equipment for equipment repairs from the Fire fund.

- d. PO #353-2017 for \$500.00 to Buckeye Power Sales Co. for generator maintenance from the Fire 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 # 17-218** A motion by Pat Artz, seconded by Vince Coia to authorize the addition of Fund #2401 Cemetery Fund to use for Grandview Memorial Cemetery. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-219** A motion by Hank Gibson, seconded by Vince Coia to approve the Temporary Appropriations for 2018 as follows:

<i>Fund #</i>	<i>Name</i>	<i>2018 Temporary Appropriation</i>
1000	General	\$350,000.00
2011	MVL Tax	15,000.00
2021	Gasoline Tax	15,000.00
2031	Road and Bridge	175,000.00
2041	Cemetery	0.00
2111	Fire	220,000.00
2181	Zoning	15,000.00
2281	Ambulance and EMS	30,000.00
2282	EMS Levy	0.00
4901	Misc. Capital Projects	50,000.00
	<b>Total</b>	<b>\$870,000.00</b>

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

A motion by Hank Gibson, seconded by Vince Coia to adopt the scheduled meeting dates as presented on the attached calendar. The 2018 meetings start on January 2, 2018 and repeat every two weeks throughout 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to adopt the IRS 2018 standard mileage rate of \$0.545 for business mileage reimbursement for 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-220** A motion by Pat Artz, seconded by Vince Coia to authorize the reimbursement for mileage and normal travel expenses including meals and lodging, as appropriate, for officers and employees whose travel is authorized by the trustees or ORC. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to accept and sign the depository agreement with Chase Bank. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to accept the November bank reconciliation and monthly financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-221** A motion by Vince Coia, seconded by Hank Gibson to approve the annual salary method with monthly payments for the Trustees for 2018 and semi-monthly payments for the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-222** A motion by Hank Gibson, seconded by Pat Artz to extend the normal insurance policies to the Trustees and Fiscal Officer for 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

A motion by Pat Artz, seconded by Vince Coia to suspend Regular session at 8:24 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 8:24 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, Fire Chief Mark Kozak.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 9:44 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to re-enter into Regular session at 9:45 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.

The purpose of the Executive Session was to discuss employee compensation and leave balances.

**RES # 17-223** A motion by Vince Coia, seconded by to Hank Gibson accept and authorize the Memorandum of Understanding with the Fulltime Firefighter collective bargaining unit to change the full time firefighters earned vacation time from an annual anniversary allotment to an accrual per pay period, with a one-time adjustment being made to correct the accrual effective 1/1/2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 17-224** A motion by Vince Coia, seconded by to Hank Gibson rehire the following employees and pay at the stated rates effective January 1, 2018:

All elected officials their compensation in accordance with ORC pay rates.

All full-time firefighters at the pay rates in accordance with their collective bargaining agreement.

All part-time firefighters at the pay rates in accordance with their collective bargaining agreement.

Fire Chief Mark Kozak at a salary rate of \$1,182.85 per semi-weekly pay which includes an increase of 2% (23.19) per pay from prior salary rate of \$1,159.66 per pay.

Road Superintendent Ray Taylor at a salary rate of \$1,623.20 per semi-weekly pay, with no increase at this time.

Assistant Road Supervisor Doug Dillon at an hourly rate of \$17.34 per hour which includes an increase of 2% (0.34) per hour from prior rate of \$17.00 per hour.

Road Department worker Terry Coontz at a pay rate of \$16.83 per hour which includes an increase of 2% (0.33) per hour from prior rate of \$16.50 per hour.

Road Department worker Tim Roen at a pay rate of \$15.00 per hour, with no increase at this time.

Zoning Inspector and Township Liaison Jim DiPaola at a pay rate of \$13.87 per hour, with no increase at this time.

Zoning Secretary Carolyn Chambers at a pay rate of \$10.09 per hour which includes an increase of 2% (0.20) per hour from prior rate of \$9.89 per hour.

Assistant Fiscal Officer Jon Summers at a pay rate of \$16.65 per hour which includes an increase of 2% (0.33) per hour from prior rate of \$16.32 per hour.

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

**ADJOURNMENT**

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:51 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIRMAN

\_\_\_\_\_  
TRUSTEE

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

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TRUSTEE