

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING OF DECEMBER 29, 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 29, 2017. Trustee Hank Gibson called the meeting to order at 12:06 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, and Hank Gibson; Fiscal Officer Gail Pittman and Road Superintendent Ray Taylor.

Audience member was Steve Colecchi.

The purpose of the special meeting is to authorize payments for the year 2017 and approve purchase orders and blanket certificates for opening 2018.

Steve Colecchi came to the meeting to turn over the records of Grandview Memorial Cemetery that were in his possession. He told the Board that Judge Pittman had signed a court order turning over the cemetery to the Township effective January 1, 2018. He brought in 4 boxes of index cards, 9 notebooks, and a map of the mausoleum in a round blue document cover. He also talked about the maps and other records that were in the house on the site. Ray explained that all the records from the house have already been brought to the Township. None of the items that are in the barn have been brought to the Township. Steve explained how he used the records and various issues that he felt needed addressed. He gave the trustees a list of items that he discussed.

A motion by Hank Gibson, seconded by Vince Coia, to approve warrants for December 29, 2017 in the amount of \$5,470.80 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.

**RES 17-225** A motion by Hank Gibson, seconded by Pat Artz to approve the following purchase orders effective 1.1.2018:

PO #89-2018 \$500.00 to Coia Implement for misc. repairs and parts from the Road fund.

PO #90-2018 \$200.00 to Coia Implement for misc. repairs and parts from the Fire fund.

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

**RES 17-226** A motion by Hank Gibson, seconded by Vince Coia to approve the purchase orders and blanket certificates on the attached list effective 01.01.2018.

PO Type	PO #	Amount	Account Code	Vendor	Purpose
PR	1-2018	\$3,300.00	1000-110-221-0000	OHIO INSURANCE SVC	insurance, health, life,
				PORTAGE COMMUNITY	vision, dental
PR	88-2018	\$500.00	1000-110-290-0000	BANK	HSA payments
PR	2-2018	\$500.00	1000-110-311-0000	CHAD MURDOCK, ATTORNEY	legal fees
PR	3-2018	\$900.00	1000-110-313-0000	AUDITOR OF STATE,	uan quarterly fees
PR	4-2018	\$1,000.00	1000-110-319-0000	CTMS	IT fees
PR	5-2018	\$1,675.00	1000-110-319-0000	PC Regional Planning	fees
PR	6-2018	\$500.00	1000-110-319-0000	OPEC	admin fee
PR	7-2018	\$300.00	1000-110-322-0000	LOFTIN F.A.B.E.T.	monthly trash

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BR	8-2018	\$5,000.00	1000-110-323-0000		misc maint
PR	87-2018	\$1,000.00	1000-110-323-0000	OHIO EDISON COMPANY	repairs
PR	91-2018	\$500.00	1000-110-323-0000	ABC PLUMBING & DRAIN	repairs
BR	10-2018	\$500.00	1000-110-330-0000		travel
PR	8-2018	\$500.00	1000-110-345-0000	DIX COMMUNICATIONS	ads
PR	9-2018	\$7,700.00	1000-110-351-0000	OHIO EDISON COMPANY	utility service
PR	10-2018	\$200.00	1000-110-352-0000	CITY OF RAVENNA	water
PR	11-2018	\$300.00	1000-110-352-0000	PC WATER RESOURCES	sewer
PR	12-2018	\$4,000.00	1000-110-353-0000	DOMINION EAST OHIO	utility service
PR	13-2018	\$1,000.00	1000-110-359-0000	TIME WARNER CABLE	internet
PR	14-2018	\$1,200.00	1000-110-360-0000	COMDOC	copier
PR	15-2018	\$200.00	1000-110-360-0000	GoRilla productions	website updates cobra administration fees
PR	80-2018	\$325.00	1000-110-360-0000	OHIO INSURANCE SVC	
BR	11-2018	\$1,000.00	1000-110-410-0000		misc office supp postage & misc small supplies
PR	16-2018	\$1,000.00	1000-110-410-0000	CHASE CARD SERVICES STAPLES BUSINESS	
PR	17-2018	\$500.00	1000-110-410-0000	ADVANTAGE	office supplies
PR	18-2018	\$100.00	1000-110-410-0000	PITNEY BOWES, INC.	machine rental
BR	9-2018	\$1,000.00	1000-110-420-0000		operating supplies
PR	19-2018	\$500.00	1000-110-420-0000	CHASE CARD SERVICES	misc oper supplies & go daddy fees
PR	20-2018	\$500.00	1000-110-420-0000	WALMART COMMUNITY	misc operating supplies
BR	12-2018	\$1,500.00	1000-110-490-0000		misc expenses
PR	21-2018	\$3,000.00	1000-110-519-0000	CHASE BANK PORTAGE COUNTY TREASURER	bank service charges
PR	22-2018	\$2,000.00	1000-110-519-0000		assessment fees
BR	2-2018	\$1,000.00	1000-110-599-0000		misc expenses
PR	23-2018	\$1,000.00	1000-110-599-0000	SHORTS FUNERAL HOME PORTAGE MARBLE & GRANITE	indigent burial markers for indigent burials
PR	24-2018	\$400.00	1000-110-599-0000		
PR	25-2018	\$18,000.00	2031-330-221-0000	OHIO INSURANCE SVC PORTAGE COMMUNITY BANK	insurance health, vision, dental, life
PR	56-2018	\$2,700.00	2031-330-290-0000		HSA payments
PR	26-2018	\$500.00	2031-330-321-0000	LEPPO EQUIPMENT	eq
BR	7-2018	\$2,000.00	2031-330-323-0000		misc repairs and maint
PR	27-2018	\$1,000.00	2031-330-323-0000	ADVANCE AUTO PARTS	parts
PR	28-2018	\$500.00	2031-330-323-0000	AIRGAS USA, LLC.	supplies
PR	29-2018	\$250.00	2031-330-323-0000	CARTER LUMBER PRO	supplies
PR	30-2018	\$500.00	2031-330-323-0000	FASTENAL COMPANY	parts
PR	31-2018	\$200.00	2031-330-323-0000	HYDE'S AUTOMOTIVE INC	parts
PR	32-2018	\$500.00	2031-330-323-0000	LANG'S AUTOMOTIVE	sm vehicle repairs misc repairs and supplies
PR	33-2018	\$500.00	2031-330-323-0000	QUICK SERVICE WELDING	
PR	34-2018	\$250.00	2031-330-323-0000	GRAINGER	parts, supplies

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PR	81-2018	\$100.00	2031-330-323-0000	GATTO ELECTRIC SUPPLY CO.	supplies
PR	82-2018	\$1,000.00	2031-330-323-0000	BOB SUMEREL TIRE CO	tires and repairs
PR	83-2018	\$500.00	2031-330-323-0000	SHERWIN WILLIAMS CO	paint and supplies
PR	35-2018	\$100.00	2031-330-345-0000	DIX COMMUNICATIONS	ads
PR	36-2018	\$100.00	2031-330-360-0000	CTMS	it services
PR	37-2018	\$200.00	2031-330-360-0000	UNIV HOSP CORP HEALTH	drug testing
BR	13-2018	\$300.00	2031-330-410-0000		road ofc supplies
BR	14-2018	\$1,000.00	2031-330-420-0000		operating supp
PR	43-2018	\$1,000.00	2031-330-420-0000	MUNICIPAL SIGNS & SALES INC.	street signs
PR	85-2018	\$250.00	2031-330-420-0000	BAR INDUSTRIAL SUPPLY, INC	supplies
PR	38-2018	\$2,000.00	2031-330-420-0020	ALLIED CORPORATION, INC.	asphalt
PR	39-2018	\$1,000.00	2031-330-420-0020	CENTRAL ALLIED ENTERPRISES INC	asphalt
PR	41-2018	\$1,000.00	2031-330-420-0020	MARLBORO SUPPLY	road repair matl
PR	40-2018	\$15,000.00	2031-330-420-0021	CITY OF RAVENNA, OHIO	road salt
PR	42-2018	\$4,000.00	2031-330-420-0022	ULLMAN OIL COMPANY	fuel
PR	44-2018	\$500.00	2031-330-430-0000	MONTIGNEY'S	small tools and eq
BR	5-2018	\$1,000.00	2031-330-490-0000		misc expenses
PR	45-2018	\$100.00	2031-330-490-0000	CLEAR WATER SYSTEMS	water
PR	52-2018	\$6,500.00	2111-220-221-0000	OHIO INSURANCE SVC	insurance health, vision, dental, life
PR	53-2018	\$100.00	2111-220-251-0000	ROUTE 14 EMBROIDERY	uniforms
PR	54-2018	\$100.00	2111-220-251-0000	WITMER PUBLIC SAFETY GROUP, INC.	uniforms
PR	55-2018	\$1,000.00	2111-220-290-0000	PORTAGE COMMUNITY BANK	HSA payments
PR	57-2018	\$525.00	2111-220-319-0000	CTMS	it services
BR	15-2018	\$500.00	2111-220-323-0000		misc small R&M,
PR	58-2018	\$100.00	2111-220-323-0000	ADVANCE AUTO PARTS	parts
PR	59-2018	\$100.00	2111-220-323-0000	MONTIGNEY'S	parts
PR	60-2018	\$500.00	2111-220-323-0000	FYDA FREIGHTLINER	pm/repairs
PR	61-2018	\$1,000.00	2111-220-323-0000	SARCHIONE FORD BUCKEYE POWER SALES CO.	misc small repairs
PR	79-2018	\$500.00	2111-220-323-0000		generator maint
PR	86-2018	\$100.00	2111-220-323-0000	HAASZ AUTOMALL	Jeep pm
PR	62-2018	\$350.00	2111-220-341-0000	NEXTEL COMMUNICATIONS	cell phone
PR	63-2018	\$100.00	2111-220-345-0000	DIX COMMUNICATIONS	ads
PR	64-2018	\$12,400.00	2111-220-360-0000	CITY OF RAVENNA OFC OF FINANCE DIR	dispatch fees
PR	65-2018	\$300.00	2111-220-360-0000	UNIV HOSP CORP HEALTH	physicals
BR	16-2018	\$300.00	2111-220-410-0000		office supplies
PR	66-2018	\$200.00	2111-220-410-0000	STAPLES BUSINESS ADVANTAGE	office supplies
BR	3-2018	\$1,000.00	2111-220-420-0000		misc expenses
PR	67-2018	\$250.00	2111-220-420-0000	WALMART COMMUNITY	supplies

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PR	68-2018	\$2,000.00	2111-220-420-0022	ULLMAN OIL COMPANY	fuel
BR	17-2018	\$500.00	2111-220-430-0000		small tools
BR	19-2018	\$500.00	2111-220-490-0000		misc supplies
PR	69-2018	\$100.00	2111-220-510-0000	GOVDEALS.COM	fees for surplus sales
PR	70-2018	\$35.00	2111-220-510-0000	PC FIREFIGHTERS ASSOCIATION	dues
PR	71-2018	\$100.00	2111-220-510-0000	PORTAGE COUNTY TREASURER	background cheks
BR	1-2018	\$1,000.00	2181-130-150-0000		meeting compensation
PR	46-2018	\$250.00	2181-130-319-0000	CTMS	it services
PR	47-2018	\$500.00	2181-130-345-0000	DIX COMMUNICATIONS	ads
PR	48-2018	\$100.00	2181-130-360-0000	GoRilla productions	website update
PR	49-2018	\$300.00	2181-130-410-0000	STAPLES BUSINESS ADVANTAGE	office supplies
BR	6-2018	\$200.00	2181-130-420-0000		misc expenses
PR	50-2018	\$200.00	2181-130-420-0000	WALMART COMMUNITY	supplies
PR	51-2018	\$100.00	2181-130-420-0000	NEXTEL COMMUNICATIONS	cell phone
BR	18-2018	\$200.00	2181-130-510-0000		misc dues and fees
PR	73-2018	\$1,000.00	2281-230-360-0000	COST RECOVERY CORP LLC	crash billing fees
PR	75-2018	\$2,000.00	2281-230-360-0000	LIFE-FORCE BILLING CAPITAL RECOVERY SYSTEMS, INC.	ems billing fees
PR	72-2018	\$100.00	2281-230-360-0001	DAVID SED ATTORNEY	collection fees
PR	74-2018	\$100.00	2281-230-360-0001	Attorney General Collections	collection fees
BR	4-2018	\$800.00	2281-230-420-0000		misc expenses
PR	76-2018	\$800.00	2281-230-420-0000	LINDE GAS NORTH AMERICA LLC	oxygen for patients
PR	77-2018	\$500.00	2281-230-420-0000	SE Emerg Equip	ems supplies
PR	78-2018	\$150.00	2281-230-510-0000	CHASE CARD SERVICES	drug license

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

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 1:09 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