

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JANUARY 2, 2018**

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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 January 2, 2018. Trustee Hank Gibson called the meeting to order at 7:01 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. The audience consisted of Dave Yost, Jack Giulitto and 4 other individuals.

Fiscal Officer Gail Pittman announced the chair vacant and open for nominations. Hank Gibson nominated Pat Artz as chair, Pat declined.

A motion by Pat Artz, seconded by Hank Gibson to elect Vince Coia as Chair for 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince Coia nominated Pat Artz as Vice-chair, Pat declined.

A motion by Vince Coia, seconded by Pat Artz to elect Hank Gibson as Vice-Chair for 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 keep the department responsibilities the same as last year: Hank has the Fire Department, Vince has the Road Department, Pat has the Zoning Department and will also now have Grandview Cemetery. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-appoint Jim DiPaola as the primary representative and Pat Artz as the alternative representative to Portage County Regional Planning for the 2 year term beginning January, 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 grant the Portage County Engineer's Office the authority to issue right of way work permits for the Township roads for 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Special Meeting of December 12, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia to approve the minutes of the Regular Meeting of December 19, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Special Meeting of December 29, 2017. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, 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 January 5, 2018 in the amount of \$43,341.51 and other warrants in the amount of \$8,235.80 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.

A motion by Hank Gibson, seconded by Pat Artz to require written requisitions approved by the Department Head, Trustee and Fiscal Officer prior to ordering or purchasing of parts, tools, equipment and supplies in the amount of \$100.00-\$499.99, unless part of a current PO or BC made by the Road, Fire/EMS or Zoning departments previously approved. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz that all purchases over \$499.00 must have an assigned PO before the item is ordered or purchased, except for emergency repair, parts and labor up to \$999.99. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz that all requisitions and PO requests must be submitted to the Fiscal Officer for certification of funds prior to presentation to the Trustees for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to require all accounting warrants over \$1,000.00 to be read in a public meeting prior to approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to authorize the Fiscal Officer to transfer funds and set up advances as needed between checking, savings, investment accounts and township funds for investment purposes in any amount, and to maintain adequate account balances in all funds for 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to require two Trustee's signatures along with the Fiscal Officer's signature on all warrants. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **AUDIENCE**

Jack Giulitto said the minutes from the December 5<sup>th</sup> meeting were not on the website yet. Gail said with the holidays, the web provider was probably a little behind. We will email the web provider to try to expedite its posting. Jon made a copy of the December 19<sup>th</sup> minutes and gave them to Jack since they were approved tonight and we had them in the meeting room and readily available.

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

Grandview Cemetery was discussed. Emails and notes from attorneys, auditors and prosecutors were reviewed. Gail wrote an ad for the new records clerk and asked the Trustees to approve it.

A motion by Vince Coia, seconded by Pat Artz to approve and place the ad for the new cemetery records clerk position on Indeed.com and to have the position report to the Fiscal Officer. 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 Cemetery Sexton Job Description presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #18-001** A motion by Pat Artz, seconded by Hank Gibson to appoint Ray Taylor to the cemetery sexton position at the annual salary rate of \$2,080.00 effective January 1, 2018. This is in addition to his wages and responsibilities as Road Superintendent. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The draft rules and regulations were reviewed and some changes were made.

**RES #18-002** A motion by Pat Artz, seconded by Vince Coia to adopt the cemetery rules and regulations schedule with the noted changes for the Grandview Cemetery. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #18-003** A motion by Hank Gibson, seconded by Vince Coia to accept the cemetery rate schedule as modified for Grandview Cemetery. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Hank Gibson to add to the rules that all added markers must be flush with the ground for cemetery maintenance purposes. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Hank Gibson to mail the letter to the editor Pat wrote to the newspaper notifying the readers about the transfer of the cemetery to the Township. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ray said he would like to take the cemetery plot maps and have them enlarged so he could do an inventory and mark which plots have been sold, which are used, etc. for easy reference.

A motion by Pat Artz, seconded by Hank Gibson to authorize Ray to spend up to \$200.00 for copies and miscellaneous supplies and expenses for the Grandview Cemetery. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

Gail reported that there had been no service charges from Chase Bank for the 2017 year. The Township had a positive earnings credit for the year. Prior service charges were \$1,824 in 2015.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

Ray has dropped off the keys for the house at Grandview to Dominic at Portage Community Bank as we have no need to use the property and it belongs to the Bank.

The Road dept. has used about 200 tons of salt so far this year.

Vince asked about the status for the signage at Peck Rd and SR59. Ray said he has not heard anything yet.

#### **ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola reported the following:*

The Board of Zoning Appeals will meet on January 10, 2018 at 7 PM to hear a conditional use request by PCC Properties LLC to operate the Haven of Portage County, 2659 SR 59, Ravenna, parcel #29-357-00-00-003-000 as a homeless shelter.

The Zoning Office has received a public records request from James Curby for BZA applications and decisions for the last three (3) years. Mr. Curby's variance request was denied by the BZA on December 13, 2017. He has until January 12, 2018 to file an appeal in Common Pleas Court.

The Zoning Commission will begin holding meetings in February 2018 to continue updating the Zoning Resolution and have the updated version approved in late 2018.

Jim presented the December 2017 zoning report.

Gail talked about the resolution written by Chris Meduri from the Prosecutor's office for the moratorium on medical marijuana dispensaries. She explained that it was for a six month period and could be extended another six months, but the purpose was to give time for the Zoning Commission to address the issue.

**RES #18-004** A motion by Pat Artz, seconded by Vince Coia to adopt the following:

WHEREAS, Pursuant to R.C. 3796.29, a board of township trustees may adopt a resolution prohibiting retail dispensaries of medical marijuana from being located in the unincorporated area of a township.

RESOLVED, the Board of Ravenna Township Trustees on behalf of the Township of Ravenna, hereby adopts a six month moratorium hereby prohibiting any and all retail dispensaries of medical marijuana from being located anywhere in the Township of Ravenna, County of Portage, Ohio. The Board shall review this matter in six months to determine whether it shall be extended for another six month time frame. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail requested that Jim give a copy of the moratorium to the Zoning Commission.

## **FIRE DEPARTMENT**

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

Mark applied 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.

Mark asked for authorization to write for the AFG grant for a grass fire truck. It's a \$100K grant; the township's portion would be \$5,000. Pat said she understands that our portion isn't large compared to the whole price of the truck, but adding all the grants we are writing for together, she is becoming uncomfortable with the total that we are spending.

A motion by Hank Gibson, seconded by Vince Coia to authorize Chief Kozak to write for the AFG grass fire truck grant, the Township's portion being \$5,000.00. R/C: Mr. Coia, yes; Mrs. Artz, no; and Mr. Gibson, yes. Motion Passed.

Mark said there are a couple of part-time firefighter applicants he would like to hire.

**RES #18-005** A motion by Hank Gibson, seconded by Vince Coia to hire Amy Hohenberger as part time Firefighter/Paramedic at the rate of \$12.51/hour and Hannah August to part time Firefighter/EMT Basic at the rate of \$10.82/hour pending physical, drug and background checks. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark presented the Yearly Fire Report for 2017 and spoke about the department's ability to perform more inspections on businesses as the training of his staff increases.

## **NEW BUSINESS**

### **TRUSTEES**

Hank requested executive session after the regular meeting to discuss employee performance evaluations. He also stated that he would like to try to attend the winter conference this year.

Pat said she has received nine calls about Grandview.

**FISCAL OFFICER**

**RES # 18-006** A motion by Vince Coia, seconded by Pat Artz to authorize the transfer of \$50,000.00 from General Fund #1000 to Grandview Cemetery fund #2041. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-007** A motion by Vince Coia, seconded by Pat Artz to authorize the transfer of \$100,000.00 from Chase Savings to Chase Checking. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-008** A motion by Vince Coia, seconded by Hank Gibson to increase 2018 revenue budget for Fund 2041 Cemetery Grandview from \$0.00 to \$50,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-009** A motion by Vince Coia, seconded by Pat Artz to approve PO #92-2018 for \$250.00 for Kayline Supplies 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.

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

A motion by Pat Artz, seconded by Hank Gibson to suspend Regular session at 8:21 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 8:21 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, and Road Superintendent Ray Taylor.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 9:39 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 9:40 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 performance reviews.

**RES # 18-010** A motion by Vince Coia, seconded by to Hank Gibson to give a pay increase of \$1.00/hour to Tim Roen upon completion of his probationary period (effective January 7, 2018) bringing his pay rate to \$16.00/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