

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF FEBRUARY 13, 2018**

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee’s Meeting Room, 6115 Spring Street, Ravenna, Ohio, on February 13, 2018. Trustee Vince Coia called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Assistant Fiscal Officer Jon Summers, Zoning Inspector Jim DiPaola, Fire Captain Jim Collins, and Road Superintendent Ray Taylor. Fiscal Officer Gail Pittman and Fire Chief Mark Kozak were absent. The audience consisted of Gary Pfau, Philesia Condor, Beth Ahrens, Dave Yost, Dan Robinson and Diane Smith.

**REGULAR BUSINESS**

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of January 30, 2018. 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 Hank Gibson to approve payroll warrants for February 16, 2018 in the amount of \$33,181.47 and other warrants in the amount of \$16,988.10 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 #18-027** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the permanent appropriations as follows:

<b>Fund Number</b>	<b>Fund Name</b>	<b>Amount</b>
1000	General Fund	\$ 1,200,000.00
2011	Motor Vehicle License Tax	\$ 140,000.00
2021	Gasoline Tax	\$ 100,000.00
2031	Road and Bridge	\$ 550,000.00
2041	Cemetery-Grandview	\$ 50,000.00
2111	Fire Department	\$ 930,000.00
2112	Fire MVL	\$ 62.00
2181	Zoning	\$ 60,000.00
2281	Ambulance and Emergency	\$ 250,000.00
2282	EMS Levy	\$ 270,000.00
2401	Special Assessment PMHA	\$ 100.00
2402	Special Assessment Pine	\$ 400.00
2403	Special Assessment Forest	\$ 1,200.00
2404	Special Assessment Forest 3& 4	\$ 950.00
2405	Special Assessment Breakneck Creek	\$ 800.00
2901	Misc Special Revenue FEMA	-
4401	Public Works	\$ 95,400.00
4901	Misc Capital Projects	\$ 480,000.00
9002	Fire Loss Fund	-
9751	Private Purpose Trust	\$ 75.00
<b>TOTAL</b>		<b>\$ 4,128,987.00</b>

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

**AUDIENCE**

Gary Pfau from the Young Marines introduced himself and discussed their organization and provided some literature. They are the group who place the small flags on the veteran's graves at Grandview Cemetery for Memorial Day. He said they will be doing it this year on Tuesday, May 24<sup>th</sup> between 6:00 pm and 8:00 pm. The Township will need to provide the flags and have the cemetery mowed and weed whipped before the flags are placed. The Young Marines will dispose of the old flags. Ray asked whether Gary knew how many flags will be needed. Gary said you could get the numbers from the Veteran's Office on Chestnut Street in Ravenna. The Young Marines also do this at Maple Grove Cemetery

Philesia Condor from the Portage County Health District introduced herself and gave a little background information. The Health District 5 year, 0.40 mill renewal levy will be on the May ballot this year. They will be hosting their annual report/dinner on March 21<sup>st</sup>. Beth Ahrens, also from the Health District gave the 2017 annual statistics of complaints in the Township. She mentioned that they are getting quite a number of complaints about bed bugs. Hank asked about the mosquito complaints, Beth said there will be a complete update at the dinner. Dan Robinson, the County Plumbing Inspector said he was attending the meeting to give the Health District his support.

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

Pat said she received a call from a woman who wanted to know whether the Township would be doing any of the sales in advance for things like opening/closing? After a discussion, the Trustees decided that the only sale in advance would be for the cemetery plots. Pat said Gail had received a call regarding the disinterment costs in the mausoleum; our price sheet does not differentiate or specify that cost.

**RES #18-028** A motion by Pat Artz, seconded by Vince Coia to update the Grandview Cemetery rate sheet and specify that the disinterment prices listed are for both graves and mausoleum. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES #18-029** A motion by Vince Coia, seconded by Pat Artz to add to the Grandview Memorial Cemetery Rules and Regulations and note there will be no pre-pay on any services or items beyond the presale of plots. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince said he spoke with the Prosecutor about leasing the second parcel of Grandview Cemetery for agricultural purposes. The Prosecutor said that that should not be a problem, though we might want to advertise it for lease.

Vince said he attended a meeting at the Engineer's Office. The engineer was talked about maintenance costs always increasing with no increases in the revenue. The shortage of salt was also discussed.

**FISCAL OFFICER**

*Fiscal Officer Gail Pittman was absent and Jon Summers reported the following:*

Gail has been working with the new Cemetery Clerk and is quite pleased to report that Sarah is doing very well. She is currently scanning the cemetery cards, has the UAN cemetery module is

up and running and has found some training videos that the Auditor placed on YouTube for the module. She is working independently and doing a fine job so far.

Gail has done the True Up for the 2017 Workers' Comp. The Township should be getting a small refund back this year (about \$143.00).

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

So far, the township has used over 637 tons of road salt this winter.

The 2012 F550 has 2 broken springs and needed repairs from Stuver Spring. It also has an issue with the heater on the D.E.F fluid system and a transmission sensor is going bad. It needs to go to Lang's for repairs. The road crew can fix the DEF system, and if we could purchase the necessary parts from Sarchione, we would save about \$600. The Trustees told Ray to go ahead and purchase the parts.

The road crew has been out working on filling pot holes on the Township roads.

As for the cemetery, the Cushman/dump has been repaired for about \$100.00 in parts, and the casket hauler is up and running. There have been no burials since the last meeting. The storage building will be built on the 19<sup>th</sup>, weather permitting. Ray will hold the checks until they have satisfactorily completed building. Ray had a couple of questions regarding the cemetery: 1) How many cremations are to be allowed in each spot in the mausoleum? and 2) What are the procedures on deed transfers? Pat said she would send some information to Ray regarding procedures for the deed transfers.

Ray has received quite a few quotes for the roof repairs on the mausoleum. The Trustees said they would look them over.

### **ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola reported the following:*

The Zoning Commission will meet on February 21, 2018 to update the Zoning Code.

A demolition certificate has been issued for 4092 Summit Road, the former Elam property now owned by the Portage County Land Bank. The removal will happen within the next 60 days.

Jim is having issues with our website manager getting zoning notices and minutes posted promptly. The Trustees suggested that we ask our new cemetery clerk whether she knows how to do website maintenance. Jon said he would ask her.

Jim presented the January 2018 Zoning Report.

### **FIRE DEPARTMENT**

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

The AFG and EMS grants have been submitted.

Mark says we need to do new full time testing to update the candidates list. There are only two candidates left on the list and they are questionable as to whether they will be on the list much longer.

It is time to renew the preventative maintenance contract on the heart monitors. Physio Control's quote is over \$9,300.00. Hank asked when the contract is up, Jim said April 22<sup>nd</sup>. Hank said they would table the discussion until the next meeting.

**NEW BUSINESS**  
**TRUSTEES**

Vince said the Township Association dinner was Saturday, February 17<sup>th</sup>, in Randolph.

Vince spoke with two of the Commissioners. They said they would not be opposing the JEDD.

The Portage County Soil & Water Conservation District will be holding their meeting on February 20<sup>th</sup> at 10:00 am.

**FISCAL OFFICER**

**RES # 18-030** A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's

- a. PO #100-2018 for \$400.00 to Myers Appliance Service & Sales for a dishwasher from the Fire fund
  - b. PO#101-2018 for \$1,000.00 to Portage Community Bank for HAS funding from the Fire fund
  - c. PO#102-2018 for \$250.00 to Ohio CAT for repairs from the Fire fund.
  - d. PO#103-2018 for \$10,000.00 to City of Ravenna for road salt from the Road fund
  - e. T&N PO#104-2018 for \$613.50 to Stuver Auto Spring Co. for F550 repair from the Road fund
  - f. PO#105-2018 for \$250.00 to Gatehouse Media for advertising from the General fund
  - g. PO#106-2018 for \$250.00 to Gatehouse Media for advertising from the Zoning fund
  - h. PO#107-2018 for \$100.00 to Gatehouse Media for advertising from the Road fund
  - i. T&N PO#108 for \$90.48 to the City of Ravenna for water and sewer billing from the General fund
  - j. PO#109-2018 for \$500.00 to the City of Ravenna for water and sewer billing from the General fund
  - k. PO#110-2018 for \$500.00 to Time Warner Cable for telephone and internet from the General fund
  - l. PO#111-2018 for \$400.00 to Pitney Bowes for postage and machine rental from the General fund
  - m. PO#112-2018 for \$1,299.38 to Todd J Schumacher for the 15% down on the carport building at Grandview Cemetery from the General fund
  - n. PO#113-2018 for \$1,000.00 to Lang's Automotive for vehicle repairs 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.

The County Auditor has increased the projected 2018 revenue budget. There is a slight increase in the General, Road, Fire and EMS Levy funds due to projected tax revenue increase.

**RES # 18-031** A motion by Vince Coia, seconded by Pat Artz to send EMS account to collections as noted on the supplemental report. 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 performance reviews.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:29 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 8:30 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, Assistant Fiscal Officer Jon Summers, Zoning Inspector Jim DiPaola and Road Superintendent Ray Taylor.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:59 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 9:00 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, Assistant Fiscal Officer Jon Summers.

The purpose of the Executive Session was to discuss employee performance reviews.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:00 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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TRUSTEE CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE