

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF MAY 22, 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 May 22, 2018. Trustee Vince Coia called the meeting to order at 7:01 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Hank Gibson was absent. In the Audience was Peggy DiPaola

**AUDIENCE**

Peggy DiPaola spoke about the Friends of the Flagpole, which is now down to one member. She wants to disband it later this year. She also talked about a concept that was discussed several months ago where the township/city/county form a union or agreement to jointly maintain the flagpole. If that were to happen, the joint effort could take over the existing 501(c)(3) structure and funds then continue maintaining the flagpole. In her opinion, one of the three entities needs to take charge of organization and she would like to see one of the trustees step up to the challenge. Vince and Pat both expressed an interest to commit funds to this effort on an annual basis. Vince also said he would be willing to go to the county and city and try to establish mutual support for the flagpole maintenance. Gail said she would like to discuss it with the legal counsel to determine the best way to structure the funds. On another note, Peggy had a bunch of plaques and awards dealing with the flagpole and its reconstruction. She offered them to the Township. The Trustees said they will find an appropriate place to display them and thanked her for bringing them forward.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of May 8, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Vince announced the correspondence book was available for public viewing.

A motion by Vince Coia, seconded by Pat Artz to approve payroll warrants for May 25, 2018 in the amount of \$35,985.72 and other warrants in the amount of \$16,919.18 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

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

Nobody put in any bids on the properties that the township advertised for sale.

Arachne's Webz submitted a webmaster proposal to redo and maintain the townships website.

**RES # 18-069** A motion by Vince Coia, seconded by Pat Artz to accept the proposal and approve a contract with Arachne's Webz for the development and maintenance of the townships website. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

**RES # 18-070** A motion by Vince Coia, seconded by Pat Artz to reduce Sarah's hours to her previous level effective Monday, May 28<sup>th</sup>, 2018 since she will no longer be trying to maintain the website on top of her normal cemetery hours. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Vince said there is a new First Energy representative, Laura Tubo. She is aware of the issues with the light pole at the intersection of Peck Rd and SR 59.

### **FISCAL OFFICER**

A motion by Vince Coia, seconded by Pat Artz to amend authorization given at the April 24<sup>th</sup>, 2018 meeting removing Tim Roen from the list of employees getting the full time road crew uniform allowance since he is no longer an active employee with the township. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

**RES # 18-071** A motion by Vince Coia, seconded by Pat Artz to correct the vendor in Res #18-057, changing it from Forston & Associates to American Cemetery Supplies. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Gail noted that she had received an approximation from CareWorks of the Billion Back rebate mentioned at the last meeting. It will be closer to \$19,519.51.

We have received the rollback money (\$85,108.40) from the Ohio Treasurer on May 16<sup>th</sup>. It has arrived a month later than it did last year.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

Perrin Asphalt has completed the paving on Hatrick, Spring St, Spruce St and the parking area in front of the offices.

Ray is still reviewing the applications received from Indeed.com for both full time and part time help.

**RES # 18-072** A motion by Vince Coia, seconded by Pat Artz to hire Don Bello as Part Time Seasonal help starting at \$14.00/hour with the effective starting date of May 21, 2018 at no more than 1,500 hours per year. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

#### **GRANDVIEW**

There have been four burials and one cremation since the last meeting.

The Ravenna High School students did a good job getting the cemetery fixed up for Memorial Day. Ray thanked the First United Methodist church for their donation of some furniture for the mausoleum and thanked Yost Landscaping for the donation of about 10 yards of mulch. The Young Marines will be out on May 24<sup>th</sup> to put the little flags up.

The coffin lift has been ordered for the mausoleum. Keys for the mausoleum have been made, and the flag pole is going to be repaired with pulleys so we can put up a flag.

Ray thanked Mark for getting the surplus equipment up on GovDeals.com. All the equipment have bids that are at or exceeding the minimum bid.

Gail said the cemetery opening and closing fees are \$15,000 so far this year.

Pat asked how the cleanup of the Islamic section is coming. Ray said he has removed the whole line of dead bushes but, he has not attacked the other line of bushes yet. Jim said he has the pictures the Trustees wanted to send up to the prosecutor. Pat said she would take them up to Chris Meduri the next day. Pat asked Jon about getting copies of the current rules and regulations. Jon said he would make sure they are updated and send her the copies.

#### **ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola reported the following:*

The Zoning Commission will meet on May 30, 2018 at 7:00 pm to work on updating the Zoning Code. Todd Peetz will be assisting with the new language.

Jim is continuing to work with the Portage County Land Bank on replats of various land parcels.

The Zoning Office evaluated two software companies and received a couple of quotes. The Trustees went over the quotes and options. Jim recommended the iWorQ quote, the ones who had bought out our ZonePro software as they were more geared to our size of an operation.

**RES # 18-073** A motion by Pat Artz, seconded by Vince Coia to purchase the iWorQ software program for the price of \$1,650.00 annually for as long as the program stays active. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Jim and Vince met with the residents of Seabury Drive and Bryn Mawr to discuss the sewer issue. The residents have chosen to go with a program offered by Portage County to finance the installation of a sanitary sewer line. The City of Ravenna will bid and oversee the project.

### **FIRE DEPARTMENT**

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

Mark has applied for a CSX grant and a Walmart grant. All other grants, we are still in the running for.

Mark requested an executive session at the end to discuss a personnel issue.

We are still waiting on a quote to disable the HVAC zoning system.

Haasz Auto has a house they offered to let us use for training purposes. It is too close to the neighbor's house to burn, but will be fine for practice cutting through roofs and such. We will just need to sign waivers in the case we should have any injuries.

The fire trucks will be sent out for their preventative maintenance soon.

### **NEW BUSINESS**

#### **TRUSTEES**

None.

#### **FISCAL OFFICER**

**RES # 18-074** A motion by Vince Coia, seconded by Pat Artz to approve the following PO's and BC's :

- a. PO #231-2018 for \$400.00 to Chase Card Services for advertising from the Road fund.
- b. PO #232-2018 for \$200.00 to Chase Card Services for advertising from the Grandview fund.
- c. PO #233-2018 for \$500.00 to Gatehouse Media for advertising from the Road fund.
- d. PO #234-2018 for \$250.00 for Gatehouse Media for advertising from the Grandview fund.
- e. PO #235-2018 for \$1,200.00 for Pro Air Midwest for air compressor maintenance contract for 2018-2019 from the Fire fund.
- f. PO #236-2018 for \$150.00 to Haasz Automall for repairs from the Fire fund.
- g. PO #237-2018 for \$17,000.00 to American Cemetery Supplies for mausoleum lift from the Grandview fund.
- h. PO #238-2018 for \$150.00 to Ray Taylor for uniform reimbursement from the Road fund.
- i. PO #239-2018 for \$150.00 to Doug Dillon for uniform reimbursement from the Road fund.

j. PO #240-2018 for \$150.00 to Terry Coontz for uniform reimbursement from the Road fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports will be distributed to the Trustees and department heads in Excel spreadsheets on Wednesday.

**RES # 18-075** A motion by Vince Coia, seconded by Pat Artz to send EMS account to the Attorney General for collections as noted on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

**RES # 18-076** A motion by Vince Coia, seconded by Pat Artz to approve and accept the April monthly reconciliation and April monthly financial reports as presented by the fiscal officer. R/C: Mr. Coia, yes; and Mrs. Artz, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss personnel disciplinary issues.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:28 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 8:28 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Fiscal Officer Gail Pittman and Fire Chief Mark Kozak.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 8:57 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to re-enter into Regular session at 8:57 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz; Fiscal Officer Gail Pittman and Fire Chief Mark Kozak.

The purpose of the Executive Session was to discuss personnel disciplinary issues. No action was taken.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:58 pm. R/C: Mr. Coia, yes; Mrs. Artz, 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