

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 28, 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 August 28, 2018. Trustee Vince Coia called the meeting to order at 7:05 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Fiscal Officer Gail Pittman arrived in later in the meeting.

AUDIENCE

None

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of August 14, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, 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 August 31, 2018 in the amount of \$34,635.78 and other warrants in the amount of \$26,348.88 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.

OLD BUSINESS:
TRUSTEES

The Economic Development Director job description was reviewed. Pat said the minimum number of hours per week needed to be specified.

Regarding the EMS account discussed at the last meeting that LifeForce recommended writing off, Vince said he spoke with the son of the account holder and he has assured Vince that the open account will be resolved. The son said everything else was covered by the insurance, he did not know why our bill had been missed.

FISCAL OFFICER

The Auditor of State has reviewed the 2016/2017 AUP audit and has accepted it with no modifications. The report should be released publicly in the next couple of weeks.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Superintendent Ray Taylor reported the following:

The road crew has crack sealed many of the roads in the township and are currently working in the Timber Run Development.

The springs on garage door in bay one broke. We need to have Bob Collins replace them; he quoted \$250.00.

A motion by Vince Coia, seconded by Hank Gibson to have Bob Collins repair the garage door in bay one at the quoted price of \$250.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

GRANDVIEW

There was one cremation in the last two weeks.

The Four Chaplains veteran monument has been moved back onto its base safely. Ray showed the Trustees pictures of the completed project.

The Grandview Burial Policy reviewed by Chris Meduri has been updated and modified.

RES # 18-127 A motion by Vince Coia, seconded by Pat Artz to adopt the updated Grandview Burial Policy pending approval by the Prosecutors Office. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola reported the following:

The Zoning Commission meeting scheduled for August 29, 2018 has been rescheduled for September 12, 2018 at 7 PM in the Trustees meeting room.

The Haven of Portage is attempting to do their proposed building use in phases, which was not the way the BZA approved the project. We have notified the Building and Health Departments of the situation. One of the problems the project has run into is they were going to tap into a water source that turned out to be privately owned. As a result, there is no source of water for fire protection. There also is no available sewer.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present reported the following:

We were turned down on the Walmart Grant. Mark is going to re-apply.

Mark would like to send Captain Blubaugh to Basic Origin and Cause class. He needs this class to become a certified Fire Inspector

RES # 18-128 A motion by Hank Gibson, seconded by Vince Coia to send Captain Blubaugh to the Basic Origin and Cause class offered by Cuyahoga Community College at a cost of \$575.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark requested an executive session at the end of the meeting to discuss personnel hiring.

The full time firefighters should be sending their intent to negotiate soon. Captain Collins will be returning to work on Thursday.

There will be a Multi-Agency Radio Communications System (MARCS) meeting held on September 12, 2018, from 6 PM to 7:30 PM, at the Northeast Ohio Medical University.

We are still waiting on the quote to disable to current heating/air conditioning system.

The new ambulance has been delivered.

Fiscal Officer Gail Pittman joined the meeting at this point.

NEW BUSINESS**TRUSTEES**

Pat asked Gail about the cemetery grant offered by the state. Are we able to write for it yet? Gail said the State has not provided any guidance on writing for that grant yet.

NOPEC has sent a letter regarding the sale of FirstEnergy's aggregation contract as they work their way through their Chapter 11 bankruptcy. NOPEC is making a pitch for the township to

sign with them. The Trustees said they will try to have their representative come to the next Trustee's meeting on September 11th.

FISCAL OFFICER

RES # 18-129 A motion by Pat Artz, seconded by Vince Coia to approve the following PO's and BC's :

- a. PO #316-2018 for \$500.00 to Falls Flag & Banner Co for flags from the General fund.
 - b. PO #317-2018 for \$500.00 to Carroll Tire Co. for tires from the Road fund.
 - c. PO #318-2018 for \$350.00 to Airgas USA, LLC for supplies from the Road fund.
 - d. PO #319-2018 for \$500.00 to Grainger for supplies from the Road fund.
 - e. PO #320-2018 for \$1,000.00 to OTARMA for additional insurance from the General fund.
 - f. PO #321-2018 for \$2,649.00 to Stark State College for tuition from the Fire fund
 - g. T&N PO #322-2018 for \$78.07 to Sherwin Williams for paint from the Grandview fund.
 - h. PO #323-2018 for \$250.00 to Sherwin Williams for paint from the Grandview fund.
 - i. PO #324-2018 for \$5,000.00 to Ullman Oil Co for fuel from the Road fund.
 - j. PO #325-2018 for \$3,000.00 to Ullman Oil Co for fuel from the Fire fund.
 - k. PO #326-2018 for \$500.00 to Kayline Co for supplies from the Fire fund.
 - l. PO #327-2018 for \$1,500.00 to Southeaster Emergency Equipment Co for EMS supplies from the EMS fund.
 - m. PO #328-2018 for \$475.00 to CTMS for IT services from the Fire fund.
 - n. PO #329-2018 for \$450.00 to Active911 for 911 dispatch notification 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 format.

RES # 18-130 A motion by Vince Coia, seconded by Pat Artz to approve the account dispositions as recommended by LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Lighting District assessments for the tax year 2018, to be collected in 2019 were presented and discussed. It was determined that the assessments would be certified for one year right now.

RES # 18-131 A motion by Vince Coia, seconded by Pat Artz "To determine the cost and owner assessments for the following lighting districts located in Ravenna Township, for the tax year of 2018 with collection in 2019"

- a) Forest Ridge Lighting District, Phase one (1) and two (2)
- b) Forest Ridge Lighting District, Phase three (3) and four (4)
- c) Pine Ridge Lighting District
- d) PMHA Lighting District
- e) The Reserves of Breakneck Creek

WHEREAS the Board of Trustees of Ravenna Township, in a legally convened meeting, voted to create the lighting district called the Forest Ridge Lighting District Phase 1 and 2 and which will consist of sixty eight (68) lots and twenty one (21) street lamps and,

WHEREAS the Board of Trustees of Ravenna Township, in a legally convened meeting, voted to create the lighting district called the Forest Ridge Lighting District Phase 3 and 4 and which will consist of forty one (41) lots and thirteen (13) street lamps and,

WHEREAS the Board of Trustees of Ravenna Township, in a legally convened meeting, voted to create the lighting district called the Pine Ridge Estates District and which will consist of twenty eight (28) lots and eight (8) street lamps and,

WHEREAS the Board of Trustees of Ravenna Township, in a legally convened meeting, voted to create the lighting district called the PMHA Lighting District and which will consist of twenty eight (1) lots and five (5) street lamps and,

WHEREAS the Board of Trustees of Ravenna Township, in a legally convened meeting, voted to create the lighting district called the Reserves of Breakneck Creek Lighting District and which will consist of forty five (45) lots and zero (0) street lamps and,

WHEREAS the cost of this lighting district was to be assessed to the lot owners of record and,

WHEREAS the electrical power provider, First Energy Corporation, has provided the cost estimate:

\$5.00/month/100 Watt light,

RESOLVED that the yearly cost will be assessed to the lot owner of record as indicated on the Special Assessment form provided by the Portage County Auditor's Office

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

We received the letter of acceptance from the Ohio BWC into the Group Retrospective Rating Program for the year starting January 1, 2019.

RES # 18-132 A motion by Pat Artz, seconded by Vince Coia to authorize the transfer in the amount of \$20,000.00 from the General Fund #1000 to the Zoning Fund #2181. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail mentioned that Ray had requested the purchase of a new desk. His is falling apart; the drawer keeps falling out and landing on his feet. Gail was thinking of moving Jon's desk up there and getting another one for downstairs. The Trustees said do whatever is necessary to get Ray set up with another desk.

The lock that we had purchased for the mausoleum will not function as we had thought it would. The company said there would be a restocking fee of 25% if we do not purchase another lock from them. The Trustees asked Ray to look into another lock, and if there is not another option, try talking with the company again. If they are not willing to work with us, Jim said he would get involved and, if necessary bring the prosecutor into the conversation.

Gail gave a brief discussion on the townships meeting regarding the local governmental funds allocation formula.

Mark asked to have a special meeting prior to the next Trustee meeting to interview the full time firefighter candidates.

A motion by Vince Coia, seconded by Hank Gibson to hold a special meeting September 11, 2018 at 6:30 PM in the Trustees Meeting Room for the purpose of interviewing candidates for the full time firefighter position. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:42 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

TRUSTEE CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE