

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF DECEMBER 4, 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 December 4, 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 and Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Firefighter Jason Meyers filled in for Fire Chief Mark Kozak who came in later. Peggy DiPaola was in the audience.

**AUDIENCE**

Peggy DiPaola updated the Trustees on the Economic Developer position. The money is lined up and they can hopefully hire someone by the end of the 1<sup>st</sup> quarter of 2019. The draft agreement and the memorandum of understanding with the city still need completed.

Peggy said Jack Schafer left a bequest for Maple Grove Cemetery to do a master landscape plan. She said she will work with Mark Gabriel at Maple Grove and find a landscape architect.

**REGULAR BUSINESS**

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of November 20, 2018. R/C: Mr. Coia, out of the room; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to approve payroll warrants for December 7, 2018 in the amount of \$48,271.19 and other warrants in the amount of \$16,495.50 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.

Vince announced the correspondence book was available for public viewing.

**OLD BUSINESS:**

**TRUSTEES**

Nothing new on the Peck Road streetlight.

**FISCAL OFFICER**

**RES # 18-171** A motion by Vince Coia, seconded by Pat Artz to approve the following changes to the revenue budget for 2018.

<b>Fund #</b>	<b>Fund Name</b>	<b>Current Budget</b>	<b>Revised Budget</b>	<b>Increase (Decrease)</b>
1000	General Fund	\$525,979.00	\$564,000.00	\$38,021.00
2011	Motor Vehicle License Tax	\$75,300.00	\$87,000.00	\$11,700.00
2021	Gasoline Tax	\$86,600.00	\$96,000.00	\$9,400.00
2031	Road and Bridge	\$276,860.00	\$285,000.00	\$8,140.00
2281	Ambulance and EMS	\$208,000.00	\$235,000.00	\$27,000.00
2282	EMS Levy	\$275,606.00	\$279,000.00	\$3,394.00
2401	Special Assessment	\$90.00	\$123.00	\$33.00
2402	Special Assessment	\$375.00	\$490.00	\$115.00
2403	Special Assessment	\$900.00	\$1,290.00	\$390.00
2404	Special Assessment	\$650.00	\$860.00	\$210.00

2405	Special Assessment	\$550.00	\$618.00	\$68.00
2406	Special Assessment	\$222.00	\$430.00	\$208.00
4401	Public Works Commission	\$95,400.00	\$77,385.71	(\$18,014.29)
9751	Private Purpose Trust	\$50.00	\$95.00	\$45.00
	<b>NET SUMMARY CHANGES</b>			<b>\$80,709.71</b>

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

## **DEPARTMENTAL REPORTS**

### **FIRE DEPARTMENT**

*Fire Chief Mark Kozak was absent and Firefighter Jason Myers reported the following:*

Jason presented the November Monthly Fire report.

Mark needs a motion to write for the state MARCS grant. There would be no cost to the township.

A motion by Hank Gibson, seconded by Vince Coia to authorize Chief Kozak to write for the state MARCS grant. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark is requesting an executive session at the end of the meeting to discuss CBA contract negotiations.

Mark would like to thank Jason Myers for arranging all the food donations for the open house and also thank his wife for her assistance organizing, decorating and creating the children games.

Mark would like to thank Ray and the Road crew for repairing a pipe on the pump on Tanker 2418. He will work with them on the scene light install.

### **ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

Ray requested the purchase of DEF and hydraulic fluid from Advance Auto.

A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of 50 gallons of DEF fluid and 50 gallons of hydraulic fluid from Advance Auto at the cost of \$308.65. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Road Department needs to order five safety triangle kits from Grainger for the trucks

Ray requested an executive session at the end of the meeting for an employee matter.

### **GRANDVIEW**

We had no burials since the last meeting.

The heater in the mausoleum works great. They will be using it the following day for a funeral.

### **ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola reported the following:*

The Zoning Commission met on November 21, 2018 and approved chapter 10 of the revised Zoning Resolutions.

The BZA will meet December 12, 2018 to hear a request for a conditional use for a church at 6251 Gladys St.

Jim will attend a meeting with the Land Bank and the attorney for the owner of the illegal junk yard on Cummins Lane on December 5<sup>th</sup>. The owner has refused access to a Land Bank property, continues to block a Fire Lane and is in violation of the Zoning Code.

H&W Door Co will start working on the overhead door improvements funded by the NOPEC Grant on December 5<sup>th</sup>. They should finish on December 7<sup>th</sup>.

Jim presented the November monthly Zoning Report.

Gail reminded Jim that the moratorium on medical marijuana dispensaries will be ending on December 31, 2018 and the Zoning Commission changes should reflect that dispensaries will not be allowed.

## **NEW BUSINESS** **TRUSTEES**

It was time for electing members to the Volunteer Firefighters' Dependents Fund board. The Trustees agreed to keep the same roster as last year.

A motion by Vince Coia, seconded by Hank Gibson to elect Jim DiPaola, Jon Summers, Mark Kozak, Jim Collins and Matt Dix to the 2019 Volunteer Firefighters' Dependents Fund Board. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to accept the \$200.00 donation by Lighthouse Tax & Bookkeeping for the holiday open house giveaways. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

## **FISCAL OFFICER**

**RES # 18-172** A motion by Vince Coia, seconded by Pat Artz to approve the following PO's and BC's :

- a. PO #376-2018 for \$400.00 to Advance Auto Parts for fluids from the Road fund.
- b. PO #377-2018 for \$5,000.00 to Ohio Insurance Services for group insurance from the Fire fund.
- c. PO #378-2018 for \$1,000.00 to Ohio Insurance Services for group insurance from the EMS fund.
- d. BC #25-2018 for \$400.00 for meeting compensation from the Zoning fund.

Financial reports were distributed to the Trustees and department heads in Excel format.

Fire Recovery asked whether the township wanted them to handle the collections on the Fire Recover billing. If so, they needed a signed letter stating such.

A motion by Vince Coia, seconded by Hank Gibson to authorize Chief Kozak to sign the necessary letter stating that Fire Recovery will handle the collections on the crash billings. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The date for paying the final bills and approving the 2019 PO's was set for December 28, 2018 at noon. The annual rehiring of employees will be handled at the next Trustees meeting on December 18, 2018.

**RES # 18-173** A motion by Vince Coia, seconded by Hank Gibson to approve the disposition of EMS accounts as recommended by LifeForce 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 collective bargaining agreement negotiations and an employee attendance issue.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 7:52 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 7:52 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:33 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to re-enter into Regular session at 8:33 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola.

The purpose of the Executive Session was to discuss collective bargaining agreement negotiations and an employee attendance issue.

No action was taken.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:34 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes, 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