

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JANUARY 2, 2019

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, 2019. Trustee Vince Coia called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz, Fiscal Officer Gail Pittman and Fire Chief Mark Kozak were absent. Fire Captain Ken Blubaugh filled in for Chief Kozak.

Assistant Fiscal Officer Jon Summers announced the chair vacant and open for nominations. Vince Coia nominated Hank Gibson, Hank accepted.

A motion by Vince Coia, seconded by Hank Gibson to elect Hank Gibson as Chair for 2019. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Hank Gibson nominated Vince Coia as Vice-chair, Vince accepted.

A motion by Hank Gibson, seconded by Vince Coia to elect Vince Coia as Vice-Chair for 2019. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to keep the department responsibilities the same as last year: Hank has the Fire Department, Vince has the Road Department and Grandview Cemetery, Pat has the Zoning Department. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-appoint Hank Gibson as the representative to the Cemetery Union Board for the 2 year term beginning January 2, 2019. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to reappoint Jim DiPaola to the Jedd for a two year period beginning January 2, 2019. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson 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; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson 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; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson 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; 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; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia 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 2019. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to designate GovDeals.com online auction as the preferred mechanism for sale of surplus goods throughout the year. GovDeals.com shall establish its general terms and conditions and the number of days for bidding shall be no less than ten (10) calendar days. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of December 18, 2018. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The motion to approve the minutes of the Special Meeting of December 28, 2018 was tabled until the next meeting.

Hank 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 January 4, 2019 in the amount of \$46,356.10 and other warrants in the amount of \$7,630.69 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the electronic withdrawal of service charges for the 2018 year in the amount of \$737.34, which took place on December 17, 2018. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

None

OLD BUSINESS:

TRUSTEES

Vince asked Jon to ask Gail about the streetlight billing at Peck Road and SR 59 to the Portage County Engineer.

FISCAL OFFICER

None

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Superintendent Ray Taylor reported the following:

The International truck repairs have been completed. It needed a cam sensor replaced which cost about \$20.00. The truck is now up and running again.

Everything else in the department is running smoothly.

GRANDVIEW CEMETERY

We've had 3 burials since the last meeting. The cemetery signs have been installed.

Ray submitted the final cemetery activity report for 2018. There were 48 burials, 17 cremations, 2 disinterments, and one pet (dog) buried.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola reported the following:

The Board of Zoning Appeals will meet on January 9, 2019 at 7 PM to hear 2 variance requests. The first is for Cost U Less Storage, 2904 SR59, Ravenna, OH to have a shorter change time on a digital sign. The second is for Jim Emrick, 7634 SR88, Ravenna, OH for an accessory building larger than 2000 square feet.

The proposed 2019 Zoning Resolution is being distributed to the Trustees for review. The proposed document is also being reviewed by Portage County Regional Planning. The next step is to set a date for a Public Hearing by the Trustees.

A motion by Vince Coia, seconded by Hank Gibson to set the time and date of the public hearing for the 2019 Zoning Resolution for 6:30 PM on January 29, 2019 in the Trustees meeting room. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Jim presented the December 2018 zoning report.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Captain Blubaugh reported the following:

The MARCS grant has been submitted.

We are waiting on the reimbursement training grant to open through the State.

The CBA contract is ready for signatures. The Trustees signed the contract.

The yearly reports will be completed for the next meeting.

NEW BUSINESS**TRUSTEES**

There is a liquor license transfer request to transfer the license from Chuck Mar Corp at 6134 SR 14 to Giant Ohio LLC at the same address.

A motion by Hank Gibson, seconded by Vince Coia to notify the State that the Township does not request a hearing on the liquor license transfer request between Chuck Mar Corp and Giant Ohio, LLC. R/C: Mr. Coia, yes; 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 2019. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 19-001 A motion by Vince Coia, seconded by Hank Gibson to Certify road mileage as reported by the Portage County Engineer at the end of calendar year 2017 at 27.073 miles, and at the end of calendar year 2018 at 26.986 miles, a decrease of 0.087 miles, for the 2018 ODOT mileage certification. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to sign a letter of support to Portage County Recycling for a recycling contamination education grant. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the application for exemption for real estate taxes on the Grandview Cemetery properties. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 19-002 A motion by Hank Gibson, seconded by Vince Coia to approve POs and BCs as listed as Group A on the supplemental report. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 7:31 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE