

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF MAY 21, 2019**

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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 21, 2019. Trustee Hank Gibson called the meeting to order at 7:03 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, and Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor, and Assistant Fiscal Officer Jon Summers. Audience members were Tanner and Sara Dunlap, Iantha Karson, Mohammed & Samar Nouri.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of May 7, 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was present and available for public viewing.

A motion by Vince Coia, seconded by Pat Artz to approve payroll warrants for May 24, 2019 in the amount of \$37,612.83 and other warrants in the amount of \$25,699.08 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**AUDIENCE**

Tanner Dunlap, from the Forest Ridge Home Owners Association, asked for an update from Jim with regards to the developer of Forest Ridge. Jim said their 6-month agreement deadline ended last Wednesday and no attempt has been made to come into compliance. A letter will be going out the following day to the developer. Tanner asked about the procedure to enforce the tall grass issues, whether that was something the homeowners association would be able to do. Jim said that will be handled by the Township.

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

Hank spoke about the cannabis facility on Lake Rockwell Rd. Nobody had been able to get in there to tour it yet, the company was busy trying to pass state and county inspections.

Vince said we have not heard anything further on the First Energy late billing charges. He said he had attended the latest Township Association meeting at County Engineers Office and gave a report of the discussions there. The next meeting will be held on August 17<sup>th</sup> in Brimfield.

Pat said she has tried a third time to get in touch with Diane Smith at the Record Courier regarding the article the Township was trying to get placed about the Grandview Cemetery archival grant award. She has had no luck.

**FISCAL OFFICER**

Gail reported that the Friends of the Flagpole is trying to dissolve and wants to donate the remaining money to the Township to put towards the maintenance of the Flagpole. She said the Township will need to set up a new fund for that purpose.

**RES # 19-043** A motion by Vince Coia, seconded by Pat Artz to establish a Friends of the Flagpole Fund for the purpose of accumulating donations for the maintenance of the flagpole. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

Ray and Gail worked on an analysis for options on this year's paving projects. Gail presented a review of the budget impacts dependent on which option the Trustees wanted to pursue. They asked which route Ray would recommend and he said he would prefer to stick to the original plan and hold off repaving the Forest Ridge Development a couple of years. If the chip and sealing and paving were to be accelerated, the Road funds will be too tight and would need supplemented from the General fund. The board went with Ray's recommendation to stay with the original projections.

A motion by Vince Coia, seconded by Hank Gibson to authorize Ray to put in a request to the Portage County Engineer for a bid book for the chip and sealing of the McElrath neighborhood. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

The Road Crew have been busy making asphalt repairs throughout the Township.

Ray reminded everyone that he will be on vacation June 3<sup>rd</sup> through June 14<sup>th</sup>.

### **GRANDVIEW CEMETERY**

We had 2 burials in the past 2 weeks.

The cemetery is looking pretty good for Memorial Day. Ray will work with the Young Marines to place the flags on the veteran's graves this Thursday at 6:00 PM.

### **ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola was present and reported the following:*

The property owners at 7582 Infirmity Rd has not corrected the zoning violations. Jim requested that the violation be forwarded to the prosecutor.

**RES # 19-044** A motion by Vince Coia, seconded by Pat Artz to forward 2019 VIO 07, parcel 29-104-00-00-007-000, 7582 Infirmity Road, Henry J. Spriestersbach to the Portage County Prosecutor for enforcement. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The BZA met May 8, 2019 and gave the property owner at 6535 Cleveland Rd permission to create a new flag lot.

The Land Bank has offered Ravenna Township two vacant lots on Cummins Lane for purchase. The Trustees were not interested at this time.

### **LIAISON**

The Economic Development Director applications have been reviewed by the Committee and phone interviews are being conducted.

**FIRE DEPARTMENT**

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

We are still waiting to hear on the grants. Mark is applying for a FireHouse Subs grant for an ATV with EMS bed and trailer.

The MARCS radios are still waiting on dispatch.

Mark will be on vacation from June 1 through June 8<sup>th</sup> and will not be in the office until June 11<sup>th</sup>.

Mark requested an executive session at the end of the meeting for an employment issue.

The phone in the lobby has been added. The drop for the phone and internet in the front office still needs done.

The Utility pickup lights and sirens are supposed to be installed this weekend.

Engine 2413 had the brakes lock up here at the Fire Dept.; they broke it loose and have taken it to FYDA in Youngstown for repairs and its annual preventative maintenance. Engine 2418 is scheduled next for its annual preventative maintenance.

**NEW BUSINESS****TRUSTEES**

Vince said there is a hole developing on the corner of Lakewood and Hodgson. He wasn't sure whether it is a County repair issue or Township and asked Ray to go out and take a look at it.

**FISCAL OFFICER**

**RES # 19-045** A motion by Vince Coia, seconded by Pat Artz to approve the following POs and BCs:

- a. PO #258-2019 in the amount of \$1,250.00 to Pro Air Midwest for breathing machine maintenance from the Fire fund
- b. PO #260-2019 in the amount of \$300.00 to Municipal Signs & Sales for safety cones from the Fire fund.
- c. PO #261-2019 in the amount of \$500.00 to Route 14 Embroidery for uniforms from the Fire fund.
- d. PO #262-2019 in the amount of \$800.00 to Chase Card Services for supplies from the Fire fund.
- e. PO #263-2019 in the amount of \$500.00 to Kayline Co. for supplies from the Fire fund.
- f. PO #264-2019 in the amount of \$500.00 to McMaster-Carr Supply Co. for ceiling tile from the Fire fund.
- g. PO #265-2019 in the amount of \$2,000.00 to Lowe's for materials for repairs from the Fire fund.
- h. PO #266-2019 in the amount of \$500.00 to Fall & Stebbins Automotive for repairs, towing, labor from the Fire fund.
- i. PO #267-2019 in the amount of \$1,000.00 to FYDA Freightliner Youngstown for vehicle repairs from the Fire fund.
- j. PO #268-2019 in the amount of \$150.00 to Ray Taylor for clothing allowance from the Road fund.
- k. PO #269-2019 in the amount of \$150.00 to Doug Dillon for clothing allowance from the Road fund.

- l. PO #270-2019 in the amount of \$150.00 to Don Bello for clothing allowance from the Road fund.
  - m. PO #271-2019 in the amount of \$150.00 to Brad Hager for clothing allowance from the Road fund.
  - n. PO #272-2019 in the amount of \$150.00 to Brogan Lovejoy for clothing allowance from the Road fund.
- R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

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

**RES # 19-046** A motion by Vince Coia, seconded by Pat Artz to authorize the disposition of EMS accounts as indicated on the LifeForce report. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Interest has been received from Portage Housing II in the amount of \$6,449.00

The Governor has proposed that there be another Workers Comp billion dollar back refund.

Gail asked the Trustees for permission to increase Sarah's hours for records purposes down in the Fiscal area.

A motion by Hank Gibson, seconded by Pat Artz to approve increasing Sarah's hours by 4 hours per week to help straighten up fiscal records. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an investigation of charges in an employment issue.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:10 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 8:10 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 8:15 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 8:15 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

The purpose of the Executive Session was to discuss an investigation of charges in an employment issue. No action was taken.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:15 pm. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

ATTEST:

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CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE