

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 18, 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 June 18, 2019. Trustee Hank Gibson called the meeting to order at 7:01 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Audience member Kurt Guyette came in about 7:30 PM.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of June 4, 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 June 21, 2019 in the amount of \$37,649.94 and other warrants in the amount of \$35,246.20 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

None.

OLD BUSINESS:

TRUSTEES

The 2019 Salt Agreement with the city & ODOT was reviewed.

RES# 19-049 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the Agreement for Purchase of Salt from the Ravenna City/ODOT Salt Consortium for the 2019/2020 season at a rate of \$69.66/ton. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pat mentioned that she had spoken with a woman wanting to buy cemetery plots. Ray said she had stopped in and he talked with her.

FISCAL OFFICER

Gail said she needed a resolution to establish a new fund for the flag pole donations.

RES# 19-050 A motion by Vince Coia, seconded by Hank Gibson

WHEREAS, the Board will be receiving donor restricted funds from the non-profit organization, Friends of the Flagpole which is soon to be dissolved.

WHEREAS, the Funds will be received with restrictions to be used for maintenance of the historical flagpole located in the center of the City of Ravenna, but owned by the township.

WHEREAS, additional future restricted donations are expected and the trustees desire a special revenue fund to demonstrate compliance with the donor's restrictions.

NOW THEREFORE BE IT RESOLVED, Ravenna Township Trustees are requesting permission from the Ohio State Auditor to establish this new fund. The fund will be number #2902

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

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

A motion by Vince Coia, seconded by Pat Artz to authorize the advertisement of the chip and seal project bid in the newspaper on June 24th and July 1st with a submission deadline date set at 1:00 PM July 16th, the bid opening at 7:00 PM July 16th. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Road Crew has been working to fix the flooding issues on Longfield Rd. The City used their jet vac to clear the blockages and we will be installing three T's along the roadway for more efficient cleaning access in the future.

GRANDVIEW CEMETERY

There were no burials in the past 2 weeks.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

Jim spoke with Rich Costin of Quail Hill Development regarding Forest Ridge. The site has been walked with an engineer and they are updating their plans for Phase VI. Mowing has been done and they are working on marketing the vacant lots.

The BZA met June 12, 2019 and approved the two variance requests, one to construct an accessory structure in front of the house at 5151 Hayes, the other to construct a gymnasium within the required setback area.

The court case for 3496 Ash Street had a status hearing on June 5, 2019 and the property owner was told to remove the structure. A status hearing will be held in 45 days.

LIAISON

The Economic Development Director Committee will interview several applicants the last week of June.

The new overhead doors have been installed in the Fire Department. The NOPEC Grant paid the \$5,286.00 cost.

Total funds spent to date from the NOPEC grant is \$7,007.00 leaving a balance of \$18,993.00 to spend by year end. Possible projects are replacement of the three lower bay doors in the Fire Department, replace the thermostats in the Trustee's Meeting Room and the Road Department.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Jim DiPaola reported the following:

We received \$1,000.00 from the Walmart Grant and that would cover about half of the cost of the needed new positive pressure fan.

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of a new positive pressure fan using the Walmart grant proceeds with the Township covering the balance of the cost. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

We received \$4,100 from the Ohio Fire Marshal to reimburse for training costs.

The MARCS radios are still being tested.

An executive session was requested at the end of the meeting for an employee disciplinary issues and investigation of charges.

The Fire Department computers all use Windows 7 which Microsoft will end support in January 2020. We will need to upgrade.

Firefighter White has submitted his resignation.

RES# 19-051 A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter White effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark would like to hire Casey McCarthy to maintain the current level of part time firefighters.

RES# 19-052 A motion by Hank Gibson, seconded by Vince Coia to hire Casey McCarthy as Firefighter EMT-Basic in accordance with CBA pending physical, drug screen and background check. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Tanker 2418 has had its A/C repaired and leaf spring replaced.

The Knox boxes are all approaching the end of life. The replacement costs are currently between \$700 and \$800. We will need to start replacing them and will stagger replacements over the next few years.

NEW BUSINESS

TRUSTEES

Pat has been contacted about a rain barrel project. The discussion was tabled until Pat could bring in the detailed materials.

FISCAL OFFICER

RES # 19-053 A motion by Vince Coia, seconded by Pat Artz to approve the following POs and BCs:

- a. T&N PO #280-2019 in the amount of \$1,721.00 to Brandon Heating & Air Conditioning for HVAC improvements NOPEC grant from the General fund
- b. T&N PO #281-2019 in the amount of \$5,286.00 to H&W Door Co. for bay door replacements w/NOPEC grant from the General fund
- c. PO #282-2019 in the amount of \$1,900.00 to Finley Fire Equipment for positive pressure fan from the Fire, Special Revenue FEMA, and Fire District MVA funds
- d. PO #283-2019 in the amount of \$500.00 to Montigney's for supplies from the Grandview fund
- e. PO #284-2019 in the amount of \$400.00 to Myers Appliance Service for stove and equip repairs from the Fire 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.

A reminder that the date for the budget hearing will be held on July 2, 2019 at 6:30 PM before the regular Trustee meeting.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employee disciplinary issue with an investigation of charges.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 7:36 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 7:36 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 and Kurt Guyette.

A motion by Pat Artz, seconded by Vince Coia to close Executive session at 8:39 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia to re-enter into Regular session at 8:39 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 employee disciplinary issue and investigation of charges.

A motion by Hank Gibson, seconded by Pat Artz to move forward with corrective action in accordance with the policy handbook and CBA. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:49 pm. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE