

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF OCTOBER 22, 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 October 22, 2019. Trustee Hank Gibson called the meeting to order at 7:08 P.M.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz was absent. In the audience were Sarah Lund-Goldstein, Richard Brantley and Tim Perry.

**AUDIENCE**

Richard Brantley, former director of King Kennedy Center, said he was here tonight gathering information to pass on to their new director.

Tim Perry's mother had a streetlight installed on a pole on a dead-end street a long time ago. She then she has passed away and Tim has been paying the monthly amount for the light usage. He was inquiring as to how he might go about getting out of the monthly payment. The Trustees said if the light had been at an intersection, they would be able to have it on the Township's account. Because it is installed for a personal residence, the Township cannot take over payments. Vince said he would talk with his contacts at First Energy to see if there were any senior discounts or anything similar that might help defer the costs.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of October 8, 2019. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to approve payroll warrants for October 25, 2019 in the amount of \$44,000.71 and other warrants in the amount of \$126,245.48 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**

**TRUSTEES**

None.

**FISCAL OFFICER**

Ashley Hyatt from the Ohio Dept. of Commerce has scheduled the cemetery grant check presentation for Wednesday, October 30, 2019 at 1:30 P.M at Grandview Cemetery. She was wondering who would be there to receive the check. Both Vince and Hank said they would attend, along with Ray and Sarah. The Trustees asked Jon to alert Diane Smith from the Record Courier.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Ray was present and reported the following:*

H. Luli completed the McElrath Development and it looks nice. The final bill came in \$1,258.30 under budget.

The windshield of the 2014 F550 needs replaced. Ray got 3 quotes, Stow City Glass was cheapest at \$240 but we would have to drive the truck to Stow. The Trustees asked if the window replacement was covered under the insurance. Ray said he would check.

Ray said he needs to order a drum of oil from Advanced Auto to get the trucks ready for the winter season.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of a drum of oil from Advanced Auto at a price not to exceed \$410. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Ray needs to order street, road closed and high water signs and posts.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of signs and posts from Municipal Signs at a price not to exceed \$1,000.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The water cooler in the lunch room is not working anymore. Ray will order a new one from Clear Water for \$115.

### **GRANDVIEW CEMETERY**

There were three burials since the last meeting.

Ray asked the Trustees if they wanted him to put mums out at the cemetery and the Township Park again this year.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of flowers for the cemetery and park at a price not to exceed \$300.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

### **ZONING DEPARTMENT**

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

The illegal garage on Ash St. has been demolished and the debris removed. The tenant has been evicted.

Jim will meet with the Assistant Prosecutor on Wednesday, October 23<sup>rd</sup> to review the status of Township court cases and discuss possible legal action on a revolving loan that was not paid back when the property was sold. Jim requested a resolution to allow the Prosecutor to file any legal action needed to recover the funds.

**RES # 19-099** A motion by Vince Coia, seconded by Hank Gibson to allow the Portage County Prosecutor to file any legal action necessary to recover funds from loan # RTOO1039, Judith Barber, 7228 St. Rt. 14, Ravenna, OH 44266. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Jim said there was still \$12,038.00 left on the NOPEC grant that can be escrowed to next year.

**RES # 19-100** A motion by Hank Gibson, seconded by Vince Coia to authorize placing the remaining \$12,038.00 NOPEC Grant funds into escrow to be used in 2020. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The Quarterly Zoning Inspectors meeting will be held on October 24<sup>th</sup> and 6 PM in the Trustees meeting room.

**LIAISON**

The Economic Development Director Committee will conduct an interview October 24<sup>th</sup>. A hiring decision will be made by mid-November.

The water damaged carpet in Chief Kozak's room was replaced last Friday.

The Trustees questioned Jim on the Portage County Land Reutilization Corp. letter they received about blighted properties. Jim said they are different from the Land Bank who has a list of the properties needing demolished. The Trustees asked Jim to submit the same list

A motion by Hank Gibson, seconded by Vince Coia to authorize Jim to submit the same list of blighted homes to the Portage Co. Land Reutilization Corp. that has been previously submitted to the Land Bank. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**FIRE DEPARTMENT**

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

The radios purchased with Assistance to Firefighters Grant Funds have been ordered. The pagers have already been received.

We should be getting the new revised contract for Dispatch soon.

Mark would like to hire Travis Page as a part time firefighter.

**RES # 19-101** A motion by Hank Gibson, seconded by Vince Coia to hire Travis Page as part time Firefighter/EMT-Basic at the rate of \$10.93/hour pending successful passage of background/physical/drug screen. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mark requested an Executive Session at the end of the meeting to discuss the Part Time CBA contract negotiations.

The Holiday Open House will be on Saturday, December 14<sup>th</sup> from 1 PM to 3 PM. Firefighter Myers will be requesting donations for the food again. Mark wanted to use \$1,400 of the \$1,500 grant for promotional items from Foremost Promotions, and the remaining \$100 for Walmart for miscellaneous items.

A new fire gear dryer has been built in-house by Firefighter Myers which saved the Township several hundred dollars.

Mark requested the purchase of a mannequin to prevent potential injuries to the firefighters as they trained carrying people up and down stairs.

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of a mannequin for \$1,300.00 from Finley Fire for training purposes. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The new carpet in the Chief's office looks great. Mark will get a quote to do the remaining portions of the building.

Fire pump testing is scheduled for next week.

**NEW BUSINESS****TRUSTEES**

A motion by Hank Gibson, seconded by Vince Coia to not oppose a liquor permit transfer from Giant Ohio LLC to Giant Retail LLC. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Vince told Sarah the cemetery Facebook page looked good. He went on to say that someone is needed to maintain the Township web and Facebook pages and asked Sarah if she could do that, along with helping with records. Sarah said yes, she could but it would have to wait until the

beginning of the year, she still had to finish up the grant work on the cemetery records so that she can close out the grant by the end of the year.

**FISCAL OFFICER**

**RES # 19-102** A motion by Hank Gibson, seconded by Vince Coia to approve the following POs and BCs:

- a. PO #355-2019 in the amount of \$150.00 to Ray Taylor for boot allowance from the Road fund.
  - b. PO #356-2019 in the amount of \$150.00 to Doug Dillon for boot allowance from the Road fund.
  - c. PO #357-2019 in the amount of \$150.00 to Brogan Lovejoy for boot allowance from the Road fund.
  - d. PO #358-2019 in the amount of \$150.00 to Brad Hager for boot allowance from the Road fund.
  - e. PO #359-2019 in the amount of \$150.00 to Don Bello for boot allowance from the Road fund.
  - f. PO #360-2019 in the amount of \$300.00 to D&L Carpet for carpet repairs from the General fund.
  - g. PO #361-2019 in the amount of \$500.00 to Marchese Communications for repair and install Knox Box from the Fire fund.
  - h. PO #362-2019 in the amount of \$500.00 to Sutphen Corp for fire gauge from the Fire fund.
  - i. PO #363-2019 in the amount of \$500.00 to Witmer Public Safety Group for fire gear from the Fire fund.
  - j. PO #364-2019 in the amount of \$450.00 to D&T, P.M. & Truck Repair for testing from the Fire fund.
  - k. PO #365-2019 in the amount of \$1,000.00 to Municipal Signs & Sales for signs and posts from the Road fund
  - l. PO #366-2019 in the amount of \$1,000.00 to Advance Auto Parts for oil drum and parts from the Road fund
  - m. PO #367-2019 in the amount of \$200.00 to Clearwater Systems for new water dispenser and water from the Road fund
  - n. PO #368-2019 in the amount of \$500.00 to Stow Glass & Mirror to replace broken glass in one of the Road vehicles from the Road fund
  - o. PO #369-2019 in the amount of \$250.00 to Airgas for supplies from the Road fund
- R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

A letter from First Energy has been received regarding Notification of Hanna-Newton Falls Transmission Line Rebuild Project. Gail said the CD is in her office if anyone wishes to view it.

**RES # 19-103** A motion by Hank Gibson, seconded by Vince Coia to increase the revenue budget for 2019 in fund 2901 Misc. Special Revenue FEMA from \$0.00 to \$46,902.85. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve and accept the bank reconciliation and monthly financial reports for September 2019 as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employment issues and collective bargaining agreement negotiations.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:07 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 8:07 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fiscal Officer Gail Pittman, Ray Taylor, Mark Kozak, and Jim DiPaola.

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

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 8:15 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fiscal Officer Gail Pittman, and Ray Taylor.

The purpose of the Executive Session was to discuss employment issues and collective bargaining agreement negotiations.

A motion by Vince Coia, seconded by Hank Gibson change Don Bello’s position to a seasonal position effective immediately because there is not a need for continuous part time work. Additionally, the Trustees desire to lay off Don Bello, October 31, 2019 being his last day of employment. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 8:24 pm. R/C: Mr. Coia, yes; Mr. 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