

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 3, 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 December 3, 2019. Trustee Hank Gibson called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Fire Chief Mark Kozak was absent. Captain Rarrick from Ravenna City Police Dept joined the audience later.

AUDIENCE

None

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of November 19, 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Special Meeting of November 26, 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 December 6, 2019 in the amount of \$49,620.64 and other warrants in the amount of \$55,911.43 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

The first draft of the new personnel policy manual has been submitted by Clemens Nelson and not everyone has had the time to review the entire document. Ray noted that nothing was in the manual to specify that the road crew would get a minimum 2 hours OT pay for being called in after hours. It was agreed that a special meeting should be held for a work session to go over everyone's reviewed edits. The meeting was set for January 14, 2020 at 6 PM – 7 PM.

Hank said he received a response from Bruce Reiblin about a meeting on Friday at noon with Maple Grove Cemetery. Hank had requested a different time since Gail would be unavailable to attend at that time. They said they were going to go ahead and hold the meeting at noon on Friday anyways. Hank said he will attend.

FISCAL OFFICER

Gail said she received approval back from Brett at Portage County Prosecutor's Office regarding the credit card policy. She noted that Clemans did not incorporate any of the specific edits that she had sent them in their submitted policy manual. She will have to reconcile the two policies, so further discussion about the credit card policy was tabled for later.

Gail requested an executive session after the meeting to discuss employee compensation and rehiring for the new year.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

RES # 19-112 A motion by Vince Coia, seconded by Pat Artz to allow the road crew to use their November 11, 2019 holiday hours on November 29, 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Southeastern Equipment is making the necessary repairs to the Super-N Case backhoe and said it is estimated to be finished in 2 weeks.

Cooley Road tree trimming has been completed by Soboro Tree Service. He still needs to submit an invoice. Vince said it looks much better. Ray said the residents requested the wood, so they will clean up the cuttings. Ray said he will keep an eye on the cleanup and take care of it if the residents don't get it all.

GRANDVIEW CEMETERY

One burial and two cremations were done since the last meeting.

We have an estimate of \$349 from Glassman LLC to replace the glass in the rear door of the mausoleum.

A motion by Vince Coia, seconded by Pat Artz to authorize Glassman LLC to replace the glass in the rear door of the mausoleum for the cost of \$349.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The newly reinstated local government indigent burial reimbursement program (through HB 166) is now up and running. We have had one burial that qualifies for the program.

A motion by Pat Artz, seconded by Vince Coia to authorize Jon to apply for indigent burial reimbursements through the HB166 grant program. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

RES # 19-113 A motion by Pat Artz, seconded by Hank Gibson to declare 6782 Garfield Ave., Ravenna, OH, owner Margaret R Davis (Deceased), parcel 29-311-20-00-078-000 a nuisance and proceed under ORC 505.86 to have the structure demolished and the property cleaned up. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Portage County Land Bank is cutting back on the number of structures to be demolished and is focusing on selling acquired properties. There will be more discussion in 2020 on property acquisition.

The property at 4956 Harding Ave. has been cleaned up.

The BZA will meet on December 11, 2019 to hear a variance request to locate a bulk propane distribution business at 4839 Washington Ave.

Jim presented November's Zoning report.

LIAISON

The Economic Development Director Committee is refining the MOU and Professional Services Agreement after getting feedback from Ravenna City Council. The Council will begin their part of the hiring process.

Jim attended the first negotiations meeting with the part-time firefighters' union.

FIRE DEPARTMENT

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

The fund reimbursement for the radios on the grant has been requested.

The request for reimbursement for the user fees through the state MARCS grant have been submitted.

The Dispatch contract discussion will proceed once Mark gets to the meeting.

Executive session is requested to discuss the part-time firefighter contract negotiations.

The Holiday Open House will be on Saturday, December 14, 2019 from 1 PM to 3 PM.

Another water leak has been found in the kitchen area. They think it is coming from the exhaust vent area.

Chevrolet is still trying to figure out why Mark's truck caught fire under the hood.

NEW BUSINESS

TRUSTEES

The December 31, 2019 meeting will be rescheduled for December 30, 2019 at 7 PM.

The township Christmas luncheon is scheduled for December 19th at noon.

Pat noted that Loftin, the rubbish company, has sold all of its business except the roll-off containers to Kimble. The prices are to be held the same for 9 months, so that will enable the township to shop around if necessary.

Mark arrived at the meeting about 8:00 PM and a discussion was had between the Trustees, Chief Kozak and Captain Rarrick regarding the Dispatch contract. Mark began with the questions the Trustees had from the last meeting. Capt. Rarrick said there is a 30-day out-clause for either side to renegotiate. He elaborated on the formula he used to do the pricing structure. The trustees pointed out that the 30-day out clause is to cancel the contract, and they wouldn't want that to happen while all parties are re-negotiating rates. His suggestion was to add an addendum to the contract with the re-opening clause, the trustees agreed this would be acceptable. He stated they are just covering their costs and not making a profit. The Dispatch center has its own budget to track their costs better. Mark said he will work with Brett to come up with an acceptable addendum.

RES # 19-114 A motion by Hank Gibson, seconded by Pat Artz to accept the Dispatch contract pending the addition of the contract opening addendum. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 19-115 A motion by Hank Gibson, seconded by Pat Artz to authorize Brett to send the opener addendum to the Dispatch Contract. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

PO#'s 386-2019 and 387-2019 from last week for carpet and painting was tabled again. Jim was still waiting on a price and Pat has done some additional research and is waiting on some pricing too.

RES # 19-116 A motion by Pat Artz, seconded by Vince Coia to approve the following POs and BCs:

PO #	Amount	Payee	Fund	Purpose
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394-2019	752.00	Auditor of State	General	UAN fee
395-2019	5,278.00	ODJFS	Road	Don's unemployment claim
396-2019	34,795.00	VASU Communication	FEMA	Radio's with grant
396-2019	-1,656.90	VASU	FEMA	Adjust down for matching
397-2019	1,000.00	Staples	General	File cabinet
398-2019	500.00	Glassman LLC	Grandview	Fix broken window in Maus.
399-2019	1,904.76	Mitchell Comm	FEMA	Radio equip grant portion

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

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

Gail said the renewal bonds are coming due for Hank, Jon and herself. Discussion was had concerning whether to renew the bonds or purchase the required coverage through the OTARMA policy.

RES # 19-117 A motion by Pat Artz, seconded by Vince Coia to authorize the bond applications for Hank Gibson, Gail Pittman, and Jon Summers. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Gail requested the purchase of a new 4-drawer filing cabinet for the fiscal office. She shopped around and found one for a little over \$900. The Trustees said that was fine and asked Jon to order it.

Gail said the Record Courier has changed the policy of automatically sending affidavits with every legal ad placed and will now begin charging \$10/affidavit and the request for each affidavit must be made when the ad is placed. Vince inquired as to where we are permitted to advertise and is it required to be in the local paper. Gail said she will look at what is required by the state.

RES # 19-118 A motion by Vince Coia, seconded by Hank Gibson to adjust the appropriation budget for Fund 2901 to \$35,111.79 from \$46,971.78, a reduction of \$11,859.99. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Gail noted that the correspondence book has never been referenced since she has been with the township and requested that the policy be changed to state that there is a correspondence folder in the fiscal office which is available for viewing.

A motion by Hank Gibson, seconded by Pat Artz to change the policy of having the correspondence book brought to each meeting and stating the correspondence folder will be in the fiscal office for viewing to anyone interested. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss CBA negotiations and employee compensation.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:37 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 8:37 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; 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 and Zoning Inspector Jim DiPaola.

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 9:50 pm.
R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to re-enter into Regular session at 9:50 pm.
R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

The purpose of the Executive Session was to discuss CBA negotiations and employee compensation.

No action was taken.

RES # 19-119 A motion by Hank Gibson, seconded by Vince Coia to authorize a transfer from the General Fund to Capital Improvement Fund in the amount of \$50,000.00 to set money aside for future needs as are listed in the fund description. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:56 pm.
R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE