

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JANUARY 16, 2018**

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 16, 2018. Trustee Hank Gibson called the meeting to order at 7:02 P.M.

Roll call showed the following present: Trustees Pat Artz, 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 Vince Coia was absent. The audience consisted of Ken Blubaugh, Dave Yost, Jack Giulitto and Rob Willard.

REGULAR BUSINESS

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of January 2, 2018. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

A motion by Pat Artz, seconded by Hank Gibson to approve payroll warrants for January 19, 2018 in the amount of \$33,314.17 and other warrants in the amount of \$4,130.98 with warrants over \$1,000.00 being read aloud for approval. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank said he had someone comment on how horrible the city streets were with all the snow and how nice the Township's roads were. Hank gave accolades to Ray and his crew for a job well done.

AUDIENCE

Jack Giulitto asked whether there were any stipulations on how large the medical marijuana business in Ravenna Township can become. Jim DiPaola said no. As long as they follow the zoning and building rules and follow the state laws, they are just like any other business. Hank asked Jack what his concern was. Jack said he was trying to find out what the limitations were on this type of business since it is still illegal under federal law. Hank said the whole marijuana situation is fluid, we just have to see where it goes. Jack asked Jim if he mentioned to the medical marijuana people his preference of where the fence should be placed in regard to the property line. Jim said he did forward that request to the owners. Jack said there is already a water problem developing since they began construction and he was going to take that issue up with the Soil and Water Conservation people.

OLD BUSINESS:
TRUSTEES

Grandview Cemetery was discussed some more. Gail presented the resolution developed by Chris Meduri for recognizing the rights of the holders of burial lots in the cemetery.

RES #18-011 A motion by Hank Gibson, seconded by Pat Artz to recognize holders of burial rights of lot(s) in the cemetery recently passing by operation of law to Ravenna Township provided a record of some form exists for such rights

WHEREAS, Pursuant to the case of State ex rel. Vigluicci, Prosecuting Attorney, Portage County, Ohio v. Grandview Memorial Park, Inc. et al, Portage County Common Pleas Case No. 2017 CV 00451, title to the parcels of land comprising Grandview Memorial Park Cemetery ("cemetery") passed by operation of law to the Township of Ravenna, Portage County, Ohio.

WHEREAS, the Ravenna Township Board of Trustees, on behalf of the Township of Ravenna, intends to recognize and honor lots previously purchased and acquired by persons for burial purposes in the cemetery.

RESOLVED, provided there is an existing record establishing such burial rights (whether deed, index card, or other document) the Ravenna Township Board of Trustees, on behalf of the Township of Ravenna, and pursuant to R.C. Chapter 517, hereby recognizes and will honor any previously acquired burial rights to a lot(s) in the cemetery. R/C: Mr. Coia, absent; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pat spoke about the burial that was held on January 10, 2018. The deceased was a city resident and Shorts Funeral Home collected the open and closing costs as a township resident. The issue of whether city residents should be considered at resident fees for Grandview was discussed. Gail pointed out that Maple Grove Cemetery was supported financially by both communities, whereas Grandview is only supported by the township. When the auditor does our next audit, they could have a finding that will force us to collect the additional funds from the family. Pat said she would call Shorts to collect the additional fee since they charged the incorrect rate. Ray pointed out that the rate sheet did not specify the prices for pets. Pat said, based on the costs of the burial on January 10th, the rates we have set are not going to cover the expenses. Hank said he would like to give it more thought, comprehensive review and time before changing the rates. Once we start having burials where we collect lot fees in addition to the other fees, he thought it should start evening out. He wanted to make changes at a later date when all Trustees would be present.

FISCAL OFFICER

Gail will be setting up interviews for the cemetery clerk position. The Trustees said let them know when and they will see if they can be there also.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Superintendent Ray Taylor reported the following:

Ray said the first burial went well. He needs to get sheets of plywood to drive on so he does not damage the cemetery lawn when the ground thaws.

A motion by Hank Gibson, seconded by Pat Artz to purchase about 20 sheets of plywood from Carter Lumber. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed. Gail said she already had a PO in the list for the plywood at Carters.

Ray has looked at the roof leak on the mausoleum. It is a rolled roof with tarred seams and edges. It is bad around the edges and has holes. If he pours tar in the holes, there is no telling where it will end up on the inside. The roof needs replaced. Ray said he will get quotes. The Trustees asked him if he could get a tarp over it in the meantime, Ray agreed.

Snow removal has been going well. Ray presented a summary of overtime hours and salt purchases from the City.

The County Commissioners sent out their annual resolution reducing the load limits on all county and township roads by 35% effective January 31st through May 1st, 2018.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola reported the following:

The Board of Zoning Appeals passed the conditional use request for the Haven of Portage County at 2659 SR 59. This is just for the building, it gets treated the same as would a hotel. They have an impressive set of volunteers established, one of which is donating time and labor to connect to the county water and sewer lines which run on the opposite side of the road.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Mark asked the Trustees to pass a resolution approving the memorandum of understanding with the surrounding communities concerning the Regional Radio Grant application. Pat asked for some clarification on a few points, and then the Trustees agreed.

RES #18-012 A motion by Hank Gibson, seconded by Pat Artz to approve the Memorandum of Understanding concerning Regional Radio Grant Application Assistance to Firefighters Grant Program 2017 between Ravenna Township and the Townships of Charlestown, Deerfield, Palmyra, and Paris, the cities of Ravenna and Streetsboro, and the Community EMS District. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Chief said he would like to send Recruit Miller and Cadet Barnhart to EMT Basic school at UHHS PMC.

A motion by Hank Gibson, seconded by Pat Artz to authorize sending Recruit Miller and Cadet Barnhart to EMT Basic school, the cost for Miller being \$475.00 after splitting the cost with Charlestown, and the cost for Barnhart being \$950.00 with the understanding that Miller and Barnhart will commit themselves to working for Ravenna Township and that UHHS will hold off invoicing the Township until March. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark asked the Trustees to approve sending two full-time firefighters to Fire Inspector school in April.

A motion by Hank Gibson, seconded by Pat Artz to approve sending two full-time firefighter employees to Fire Inspector school in April at a cost of \$600.00. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark requested an executive session at the end of the meeting to discuss personnel.

NEW BUSINESS**TRUSTEES**

Hank asked Jon to coordinate with Ray on setting up the annual spring cleanup and shredding day.

FISCAL OFFICER

RES # 18-013 A motion by Pat Artz, seconded by Hank Gibson to approve the following PO's and BC's

- a. PO #92-2018 for \$250.00 to Kayline for supplies from the Fire fund
- b. PO #93-2018 for \$300.00 to HEPA Environmental Services for asbestos remediation from the General funds
- c. PO #94-2018 for \$300.00 to City of Ravenna for water bill from the General fund.
- d. PO #95-2018 for \$500.00 to Cost Recovery Corp. for commissions from the EMS fund.
- e. PO #96-2018 for \$600.00 to Carter Lumber for plywood for Grandview from the General fund.
- f. PO #97-2018 for \$1,000.00 to University Hospitals Corporate Health for new hire physicals from the Fire fund
- g. BC #20-2018 for \$400.00 for miscellaneous supplies for Grandview from the General fund.

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

RES # 18-014 A motion by Hank Gibson, seconded by Pat Artz to approve and accept the December bank reconciliation and December monthly financial reports as presented by the Fiscal Officer. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail said she received a notification from Grainger regarding unclaimed property from 2009 and asked the trustees to authorize her submission of the form to claim the monies.

A motion by Hank Gibson, seconded by Pat Artz to authorize Gail to submit for the unclaimed funds being held by W.W. Grainger. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employment performance issues.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 8:21 pm. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to enter into Executive session at 8:21 pm. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Hank Gibson, Pat Artz, 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 8:40 pm. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to re-enter into Regular session at 8:40 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

The purpose of the Executive Session was to discuss employment performance issues.

RES # 18-015 A motion by Hank Gibson, seconded by Pat Artz to accept the resignation of Jacob Bennett effective January 28, 2018. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-016 A motion by Hank Gibson, seconded by Pat Artz to hire Matt Frawley as Full Time Firefighter effective February 4, 2018 on the condition that he pass the physical required by the CBA and the pension fund. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-017 A motion by Hank Gibson, seconded by Pat Artz to require, from this point forward, the repayment of physicals by the newly hired full time firefighters if they leave the employment of the township before the end of their first year. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 8:45 pm. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

TRUSTEE CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE