

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MARCH 13, 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 March 13, 2018. Before the meeting, Hank Gibson swore in Firefighters Jacob Fritz and Diamonte Smith. Trustee Vince Coia called the meeting to order at 7:07 P.M.

Roll call showed the following present: Trustees Vince Coia, 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. The audience consisted of Gary Chaffee, Richard Smrlya, and Lois and Dave Yost.

AUDIENCE

Gary Chaffee, from the First Church of the Nazarene, asked a couple of questions about the proposed JEDD, specifically regarding the tax implications for the church as a non-profit and also the resulting possible infrastructural development. Vince told them as far as taxes are concerned, just the employees of the church would pay the tax through payroll deduction. Jim said he would mail off some informational literature to the church so Gary can share it with the other members.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of February 27, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for March 16, 2018 in the amount of \$43,432.65 and other warrants in the amount of \$32,272.92 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:
TRUSTEES**

Vince said ODOT refused to help put any street lighting at the intersection of Peck Rd and SR 59. The County Engineer offered to split the cost of installation of the needed lighting as long as the Township paid for the operational costs. The estimated costs for the installation of a light pole back in 2016 was \$2,400.

RES #18-036 A motion by Vince Coia, seconded by Hank Gibson to accept the offer of the County Engineer to split the cost of the lighting installation at the intersection of Peck Road and State Route 59. We will ask the Engineer's office to have the work done and bill us for our half. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Fiscal Officer Gail Pittman was present and reported the following:

Gail had asked the department heads to submit to her information on projected capital projects and purchases for the next few years so she could organize information for the upcoming Local Government Funding hearing. She received quite a bit of input which she shared with the Trustees and a lengthy discussion was held to review all the information. Vince said he was going

on vacation and would not be at the next meeting. In the event that the hearing was scheduled during his time off, Vince asked Hank if he would present the information. Hank said certainly, he was planning on attending the hearing regardless.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Superintendent Ray Taylor reported the following:

The 2008 Chevy has broken a couple of springs driving down Lakewood and needs to go to Stuver Springs for repairs. Ray estimated it would be upwards of \$600.

The 2016 F550 has a chip in the windshield that needs repaired before it spreads. Ray got an estimate at a little under \$70 for the repair.

The date for the spring cleanup needs to be decided. The tire cleanup is scheduled for April 28th from 8:00 am until noon. Ray suggested the week prior, April 21st, for the cleanup. There are no companies willing to give a price for a door to door pickup, but two companies have given prices for dropping containers at the township's building.

A motion by Vince Coia, seconded by Pat Artz to authorize the spring cleanup date to be set for Saturday, April 21st, 2018 and to have Loftin F.A.B.E.T drop the needed bins at the cost of \$700.00 per 40 yd. container. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The salt bin will be restocked this week. We should be set with a good stockpile for the remainder of the year.

Quite a few catch basins have been blowing out with the thawing of the snow and the heavy rains we've had lately. The road crew have been repairing them and have been filling in the potholes.

Robert Romea Roofing has done a temporary patch on the mausoleum roof at Grandview. Ray has signed the contract for the roof replacement and needs to give them the initial deposit check. He will hold the second check until the roof has been satisfactorily completed. They are looking to start the job as soon as the weather breaks.

Portage Marble and Granite has an interesting plaque with a built in spot to place the urns within the footers.

There were no burials to report in the last two weeks.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola reported the following:

The Zoning Commission will meet on March 21, 2018 to work on updating the Zoning Code.

The Board of Zoning Appeals will meet on March 14 at 7:00 pm to hear a variance request from Rory and Deena Franks, 5499 New Milford Rd. to build an out building/garage in front of their home.

The residential structure at 4092 Summit Road has been demolished and the property cleaned up.

The mobile home at 3496 Lovers Lane has been demolished and the debris removed. This mobile home was located at the rear of 6878 Cleveland Rd.

The Trustees discussed selling the township owned property at 3173 SR 59.

RES #18-037 A motion by Pat Artz, seconded by Hank Gibson to authorize Chris Meduri to draft a sealed bid offer of sale for the property located at 3173 State Route 59 with a minimum bid of \$9,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Jim presented the February zoning activity report.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The Chief would like to hire Jennifer Patton as a part time firefighter/paramedic.

RES # 18-038 A motion by Hank Gibson, seconded by Vince Coia to hire Jennifer Patton to Part Time FF/Paramedic at the rate of \$12.51/hour pending physical, drug screen and back ground check. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark asked to have Firefighter Frawley's swearing in held at 6:30 pm on March 27th, before the next Trustees' meeting.

The Fire Inspector classes have been put on hold because of the implementation of the new fire code. The classes will be rescheduled for sometime in the Fall.

A motion by Vince Coia, seconded by Hank Gibson to accept the donation of accountability tags from Firefighter Frawley's uncle. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The semi-annual preventative maintenance has been done on Squad 2412. The plastic housing on mirror needs replaced.

The Chief's vehicle preventative maintenance is done. It will need to go to Lang's to have the ball joints replaced.

NEW BUSINESS

TRUSTEES

Hank brought up the website maintenance issue again. The Trustees said they would like to have Sarah, the cemetery clerk, try her hand at doing the maintenance.

RES # 18-039 A motion by Pat Artz, seconded by Vince Coia to increase Sarah's hours by 4 hours per week to do website maintenance. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince said he had received 3 tickets to Winfield Church's Spring Celebration fund raiser on March 31st from 1:00 to 3:00. Vince said he was going to be on vacation and couldn't attend, but Hank and Ray said they could go. Vince said he would miss the next Trustee meeting.

The Health Department dinner will be held next Wednesday at 6 pm at the Elks Club.

FISCAL OFFICER

RES # 18-040 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's :

- a. PO# 177-2018 for \$11,000.00 to Robert Romea Roofing & Contracting for the mausoleum roof from the Grandview fund.
- b. PO# 178-2018 for \$1,933.89 to Portage County Hazmat Team for Hazmat team support from the General fund.
- c. PO# 179-2018 for \$1,000.00 to Stuver Auto Spring for repairs from the Road fund.
- d. PO# 180-2018 for \$500.00 to Kayline for supplies from the Road fund.

- e. PO# 181-2018 for \$250.00 to Pfund for ambulance parts from the Fire fund
- f. PO# 182-2018 for \$600.00 to Finley Fire for gear and gloves from the Fire fund
- g. PO# 183-2018 for \$500.00 to Kayline for supplies from the Fire fund
- h. PO# 184-2018 for \$6,000.00 to Ohio Insurance for health insurance from the EMS Levy fund
- i. PO# 185-2018 for \$1,000.00 to Sarchione Ford for ambulance repairs from the EMS Levy fund
- j. PO# 186-2018 for \$250.00 to F&S Automotive for the ambulance tow from the EMS Levy fund
- k. PO# 187-2018 for \$800.00 to Linde Gas for oxygen from the EMS Levy fund
- l. PO# 188-2018 for \$500.00 to Witmer Public Safety for helmet shields from the EMS Levy fund
- m. PO# 189-2018 for \$500.00 to Kayline for supplies from the EMS Levy fund
- n. PO# 190-2018 for \$500.00 to Carroll Tire for tires from the Road fund
- o. PO# 191-2018 for \$300.00 to Chase Card Services for misc. supplies from the Road fund
- p. PO# 192-2018 for \$300.00 to Chase Card Services for misc. supplies from the Fire fund

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

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

RES # 18-041 A motion by Vince Coia, seconded by Hank Gibson to adjust the two accounts on the disposition list sent by LifeForce listed as deceased with no estate or assets. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-042 A motion by Vince Coia, seconded by Pat Artz to send EMS account to collections as noted on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employee attendance issues.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 9:45 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 9:46 pm. R/C: Mr. Coia, yes; Artz, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Pat Artz, seconded by Vince Coia to close Executive session at 9:54 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia to re-enter into Regular session at 9:55 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

The purpose of the Executive Session was to discuss employee attendance issues. No action was taken.

ADJOURNMENT

A motion by Pat Artz, seconded by Hank Gibson to adjourn the meeting at 9:55 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

TRUSTEE CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE