

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF APRIL 24, 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 April 24, 2018. Trustee Vince Coia called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz was absent. The audience consisted of Joseph Ratliff, Mike Miller, Jake and Amanda Daniels, Dale Todd, Lois and Dave Yost, and Diane Smith.

AUDIENCE

Mike Miller and Joseph Ratliff both discussed the progress that has been made regarding getting neighbors on board for purchasing a small amount of the Grandview Memorial Cemetery property as discussed in the previous meeting on April 10th. So far they've contacted 12 of the 18 property owners and they are all interested. Vince and Hank both said that before anything could go further, this idea would have to be discussed with a number of different people, e.g. the prosecutor, regional planning, etc. The residents also brought up the problem of flooding on their properties behind the homes. They agreed to give the discussions time and would check back in with the Trustees in August.

Jake and Amanda Daniels asked about the property on St Rt 59 that was put out for bid. Vince told them that we advertised and received no bids. Jake asked if they could make an offer on the property in a few weeks, he was having a cash flow problem at the moment but wanted the property. Vince said we could put it out for bid again later, but the Township couldn't just sell it. It had to go out to bid and the minimum bid price necessary is stated in the ad. Vince told them that we would keep them and the other surrounding property owners informed when the property would go out for rebid.

Mr. Todd said he was just here seeing what these meetings were all about. He asked about Lakewood Road, and if it would be fixed because it is so bumpy. Ray told him that the County would be repaving that road this year, probably in August.

Dave Yost asked about the flagpole maintenance fund. He and his mother would like to donate. Jim said there had been discussion before about setting up a fund that the Township, City and County could donate to, but that was never established. Jim will look into it and find out who to get in contact with so they could make their donations.

REGULAR BUSINESS

Approval of the minutes of the Regular Meetings of March 27 and April 10, 2018 were tabled until the next meeting when the full board can be present to approve them.

Vince announced the correspondence book was available for public viewing.

A motion by Hank Gibson, seconded by Vince Coia to approve payroll warrants for April 27, 2018 in the amount of \$33,934.07 and other warrants in the amount of \$85,782.78 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

Ohio Edison has sent a price for the installation of the light at the intersection of Peck Rd. and SR 59.

RES # 18-049 A motion by Vince Coia, seconded by Hank Gibson to approve the installation of a light at the intersection of Peck Rd and SR 59 by Ohio Edison at a quoted price of \$1,228.56. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Fiscal Officer Gail Pittman was absent and Jon reported the following:

Gail requested an executive session at the end of the meeting to discuss an employee attendance issue.

We have received a refund in the amount of \$666.67 from the County Recycling for the removal of the recycling bins before the end of the year last November.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Road Superintendent Ray Taylor reported the following:

There has been flooding at Harding/Woodbine Roads. The resident said they are willing to pay for the material to have the Township install about sixty feet of pipe. It is in the Townships benefit to get this taken care of since it will affect the roads. The Trustees mentioned the recent similar issue up on Hill or Spring St, what had we done for that resident? Ray said we charged them \$100.00 for the labor. The Trustees said we have a precedent we should follow, charge the Harding/Woodbine resident the same labor cost if they purchase the material.

We have received the 2-way radios from Grainger purchased with the reimbursing MORE Grant.

The trash clean-up day on Saturday went well. We filled three (3) forty yard boxes. The line of cars was pretty constant until about 9:30, then had a bit of a break and picked up again. Boxes are being dropped off again for this Saturday's tire drop off.

It is time for the April clothing allowance for the Road Crew.

A motion by Vince Coia, seconded by Hank Gibson to authorize a \$150.00 reimbursement clothing allowance for each full time road employee. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Ray said he is going to be short-handed very soon, he needs to hire his summer help. The Trustees asked Ray to write up an ad to be placed on Indeed.com with enough qualifiers to limit the number of applicants (e.g. Class B drivers license, heavy machine experience, etc.).

A motion by Vince Coia, seconded by Hank Gibson to authorize the advertisement of part time road crew work, with a limit of 1500 annual hours, and rate of \$14.00/hour. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW

There have been three burials and one disinterment since the last meeting.

We are not going to be able to place footers for the markers at Grandview Cemetery as the sizes of the lots will not allow it. We will need to refund the monies for the footer fees we have already collected and remove the fee from our schedule. Gail said she has the refunds in the check list already.

We need to rent a scissor lift from Leppo's to scrape and paint the ceiling of the mausoleum. The paneling is up and just needs the trim installed to be complete, and the roof is now finished. We need to rent a floor grinder from Jordan Cleaning Equipment to grind the glue off of the mausoleum floor so we can seal it. Ray does not want to replace the old carpet that was removed.

Vince said he wanted Ray to know he has not forgotten about the coffin lift. Vince is checking around to see if we can contract that out in lieu of purchasing a lift.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola reported the following:

The Zoning Commission met on April 18, 2018 at 7:00 pm to work on updating the Zoning Code. Todd Peetz from Regional Planning discussed possible zoning code changes and the proper wording. The next meeting will be held on May 23, 2018 to review and finalize wording updates.

Jim is continuing to work with the Portage County Land Bank on replats of various land parcels.

Susan Large, owner of 5160 Newton Falls Rd, has passed away. Jim is working with Mark Frisone from Family & Community Services to find out if there is a will or next of kin.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present reported the following:

The grant request for the grass truck replacement has been turned down. All other grants are still in the running.

Mark requested an executive session to discuss personnel issues.

The engine in Squad 2412 has broken. It is a catastrophic failure. Mark discussed the different options available to the Township. Mark does not recommend an engine replacement since this is one of the Ford diesel engines that we've been trying to get away from. This squad was scheduled for going in for a re-mount in 2019 and Mark wanted to move the schedule up. He and Gail have worked out the different payment scenarios and presented them to the Trustees. If the Trustees agreed to the remount, Pfund has brought in a loaner ambulance for us to use for a couple of months until 2412 remount is finished. After discussion, the Trustees opted for going ahead with the remount.

RES # 18-050 A motion by Hank Gibson, seconded by Vince Coia to approve the purchase of the remount of Squad #2412 at the contract price of \$129,903. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 18-051 A motion by Hank Gibson, seconded by Vince Coia to authorize a loan with Middlefield Bank for the purchase of the remount of Squad #2412 at the interest rate of 3.75% and a term of 5 years, with semi-annual payments and \$15,000.00 down. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to authorize the use of loaner ambulance from Pfund while unit #2412 is out getting a remount. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mark asked Jon to let him know when the loaner ambulance is covered by the insurance and available to go on the road.

NEW BUSINESS

TRUSTEES

Just a reminder that this Saturday, April 28th from 8:00 am until noon, will be the tire drop off.

FISCAL OFFICER

RES # 18-052 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's :

- a. PO #210-2018 for \$10,000.00 to Ohio Insurance Services Agency for group insurance from the Fire fund.
- b. PO #211-2018 for \$1,228.56 to Ohio Edison Co. for Streetlight install at Peck Rd & 59 from the General fund.
- c. PO #212-2018 for \$3,022.00 to Careworks Comp. for workers comp admin fee from the General fund.
- d. PO #213-2018 for \$420.00 to Jordan Power Cleaning Equipment for machine rental from the Grandview fund.
- e. PO #214-2018 for \$350.00 to CTMS for PC maintenance from the Grandview fund.
- f. PO #215-2018 for \$1,000.00 to Jordan Levi Wilson for mowing from the Grandview fund.
- g. PO #216-2018 for \$3,500.00 to Loftin FABET for the spring cleanup from the General fund.

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

RES # 18-053 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the March 2018 monthly reconciliation and March monthly financial reports as presented by the fiscal officer. R/C: Mr. Coia, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-054 A motion by Hank Gibson, seconded by Vince Coia to adjust EMS accounts that LifeForce recommended be forwarded to Capital Recovery. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 18-055 A motion by Vince Coia, seconded by Hank Gibson to send EMS account to the Attorney General for collections as noted on the supplemental report. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

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

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 8:21 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 Fire Chief Mark Kozak.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 9:49 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 9:49 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 Fire Chief Mark Kozak.

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

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:50 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

TRUSTEE CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE