

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JULY 31, 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 July 31, 2018. Trustee Vince Coia called the meeting to order at 7:03 P.M.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz was absent. In the audience were Peggy DiPaola and Jim Zuccaro.

AUDIENCE

Peggy DiPaola discussed the Economic Development Director position that the City and Township had both pledged to contribute towards. She said with some private pledges they now have over \$100K available each year. The position will be an independent contractor position with the city being responsible for collecting and disbursing the funds. Both the city and the township will be able to terminate the contract with a 30-day notice. A memorandum of understanding (MOU) will need to be agreed upon between the city and the township. Peggy was going to draft the employment contract for the attorneys to review.

Jim Zuccaro, from OTARMA, presented the insurance renewal contract and discussed the cyber insurance coverage. The coverages were reviewed and adjustments discussed. Gail said that Cal Anderson, the OTARMA technology risk assessment representative had visited and reviewed our system. He provided some suggestions, mostly policy related.

RES # 18-109 A motion by Vince Coia, seconded by Hank Gibson, to approve and accept the OTARMA insurance renewal quote. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Budget Hearing Meeting of July 5, 2018. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of July 5, 2018. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The motion for approving the meeting minutes for the regular trustee meeting held on July 17, 2018 was tabled until the next meeting.

Vince announced the correspondence book was available for public viewing.

A motion by Hank Gibson, seconded by Vince Coia to approve payroll warrants for August 3, 2018 in the amount of \$41,717.93 and other warrants in the amount of \$42,513.66 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Voting for the Ohio Public Works District 7 township representatives was discussed.

A motion by Vince Coia, seconded by Hank Gibson to vote for the following teams: 1) Jim Pristov of Harpersfield Township and Tom Martin of Williamsfield Township; 2) Patrick Cavanagh of Auburn Township and Scott Yamamoto of Hambden Township; and 3) Vince Coia of Ravenna

Township and Victor Grimm of Mantua Township. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The Trustees asked Jim about the replat issue raised at the last meeting (Portage County Regional planning notification of a replat that Jim was unaware of). Jim said that was all straightened out, the people brought in the Mylar the day after the meeting to get his signature.

FISCAL OFFICER

Gail asked if the streetlight had been installed at Peck Road yet. Vince said not yet. Gail said she will send an invoice to the County Engineer once the installation is complete.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Superintendent Ray Taylor reported the following:

We need to place an order with Municipal Signs for signs and posts.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of signs and posts from Municipal Signs not to exceed \$600.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Ray got a quote from DJL Materials for 3 skids of crack sealing materials. Their price for a third more than we bought last year is over \$400 cheaper than last year's price.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase 3 skids of crack sealing materials from DJL Materials at the price of \$4,389.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

We received the notice to proceed for the Hommon Rd project. Ray will contact Ronyak Paving and get that scheduled. Hank asked when the chip and sealing is scheduled to begin. Ray said that should begin towards the end of August.

Ford sent out a letter extending part of the warranties on the trucks. Ray called them and they are going to reimburse us for the DEF motor we had to replace last February. That will save us about \$250.

GRANDVIEW

There were three burials and one cremation in the last two weeks.

T R Crane moved the veteran stone without damaging it. Ray has it stored and will replace it once he pours a new foundation.

We got a quote of over \$1,600 for installing a timed lock on the mausoleum door. Ray says he thinks we could do it ourselves for under \$400.00.

A motion by Vince Coia, seconded by Hank Gibson to authorize the order of a Ritenergy R 300 lock at a cost of \$329 plus shipping for the mausoleum door. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The repairs to the old Cushman is being done. Doug is currently swapping motors. Hopefully, it will work out and we won't have to think about purchasing something new at this time.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola reported the following:

The Zoning Commission will meet on August 15, 2018 at 7 PM in the Trustees meeting room to review the revised Zoning Resolution.

Jim brought an example of the zoning violation that the new software generates.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present reported the following:

Still have not heard any news on grants. Good news is they have not turned us down yet.

Mark would like to explore changing the cell phones over to AT&T. They will prioritize the calls for fire and emergency phones over regular calls at about the same cost of what we are paying Sprint.

A motion by Hank Gibson, seconded by Vince Coia to explore the contract options with AT&T. R/C: Mr. Coia, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-110 A motion by Hank Gibson, seconded by Vince Coia to adopt the fair share changes in the Memorandum of Understanding for both the full time and part time contracts. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mark is still working with Jim on the garage bay doors.

The remounted ambulance should be completed and delivered sometime within the next week.

NEW BUSINESS

TRUSTEES

None

FISCAL OFFICER

RES # 18-111 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's :

- a. PO #286-2018 for \$1,500.00 to Stryker Sales Corp for 2 pulse ox probes from the EMS fund.
- b. PO #286-2018 for \$250.00 to Chase Card Services for supplies from the Grandview fund.
- c. PO #286-2018 for \$1,000.00 to Bob Sumerel Tire Co for tire repairs from the Road fund.
- d. PO #287-2018 for \$250.00 to Chase Card Services for supplies from the Grandview fund.
- e. PO #288-2018 for \$1,000.00 to Bob Sumerel Tire Co for tire repairs/replacements from the Road fund.
- f. PO #289-2018 for \$5,000.00 to DJL Material & Supply for sealing material from the Road fund.
- g. PO #290-2018 for \$375.00 to Chase Card Services for keyless lock from the Grandview fund.
- h. PO #291-2018 for \$1,000.00 to Ohio CAT for pump testing from the Fire fund.
- i. PO #293-2018 for \$6,000.00 to Warren Fire Equipment, Inc. for 2 sets of fire gear from the Fire fund.
- j. PO #294-2018 for \$700.00 to Howell Rescue Systems for preventive maintenance on extrication equipment from the Fire fund.
- k. PO #295-2018 for \$114,900.00 to Middlefield Banking Co. for the loan proceeds for the ambulance remount from the Fire fund.

- l. PO #296-2018 for \$82,286.58 to Ohio Public Works Commission for grant proceeds for Hommon Rd from Fund #4401.
- m. PO #297-2018 for \$19349.00 to OTARMA for insurance premiums from the General, Road and Fire funds.
- n. PO #298-2018 for \$15,223.00 to Pfund Superior Sales Co for down payment on the ambulance from the Fire fund.
- o. PO #299-2018 for \$1,500.00 to OK Brugmann Jr & Sons for walkway materials from the Grandview fund.
- p. PO #300-2018 for \$15,000.00 to Ohio Edison Co for service from the General fund.
- q. PO #301-2018 for \$500.00 to Walmart Community for supplies from the Fire fund.
R/C: Mr. Coia, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-112 A motion by Vince Coia, seconded by Hank Gibson to increase the 2018 Appropriation Budget in fund #2111 from \$930,000.00 to \$1,045,000.00, an increase of \$115,000.00 for the ambulance remounting. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.
Financial reports were distributed to the Trustees and department heads in Excel format.

RES # 18-113 A motion by Vince Coia, seconded by Hank Gibson to offer a payment plan option of \$25/month for the financial hardship application on the account referred by LifeForce Management on the supplemental sheet. R/C: Mr. Coia, yes; and Mr. Gibson, yes. Motion Passed.

Our representative at Chase Bank met with Gail and presented an investment alternative that might be worth looking into. She is suggesting we use a sweep account instead of our savings or earning interest account to eliminate fees. We may earn about \$700/month in additional interest. This utilizes money market funds and Gail will need to verify whether it is an option in accordance with the Auditors and Prosecutor before proceeding.

Sarah's six month probationary period ended July 30th.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employee performance evaluation and discuss a matter required to be kept confidential by Federal law.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:56 pm. R/C: Mr. Coia, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 8:56 pm. R/C: Mr. Coia, yes; and 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 9:18 pm. R/C: Mr. Coia, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 9:18 pm. R/C: Mr. Coia, yes; and Mr. Gibson, yes. Motion Passed.

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

The purpose of the Executive Session was to discuss an employee performance evaluation and a separate matter required to be kept confidential under federal law.

RES # 18-114 A motion by Vince Coia, seconded by Hank Gibson to authorize a \$1.00/hour wage increase for Sarah Lund-Goldstein, from \$11.00/hr. to \$12.00/hr., effective July 30, 2018 due to the end of her probationary period. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:19 pm. R/C: Mr. Coia, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

TRUSTEE CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE