

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF AUGUST 14, 2018**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on August 14, 2018. Trustee Vince Coia called the meeting to order at 7:08 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers.

**AUDIENCE**

None

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of July 17, 2018. R/C: Mr. Coia, abstain; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of July 31, 2018. R/C: Mr. Coia, yes; Mrs. Artz, abstain; and Mr. Gibson, yes. Motion Passed.

Vince announced the correspondence book was available for public viewing.

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for August 17, 2018 in the amount of \$36,628.74 and other warrants in the amount of \$77,199.96 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**

**RES # 18-115** A motion by Vince Coia, seconded by Hank Gibson to accept the amounts and rates as determined by the Budget Commission and authorize the necessary tax levies and certify them to the county auditor. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A discussion followed regarding a memo sent out about the local governmental funds allocation.

**FISCAL OFFICER**

None.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

The mini excavator is having issues losing power and it needs to go to Leppo for repairs.

Skels Development road repairs are complete and ready for the chip and seal. Luli Construction says they will be ready to do that in about 2 weeks.

Ronyak Paving has us on the schedule for the Hommon Road project for the week of September 17<sup>th</sup>.

**GRANDVIEW**

There were two burials in the last two weeks.

The casket lift was delivered today. Ray will have the road crew view the safety training DVD later this week.

Ray spoke with Raymond Gilreath regarding his payments for a spot in the second mausoleum that never got built. Raymond also has a burial plot out in the cemetery and was wondering if he could have both of his brothers buried out there at the same time with one opening and closing charge. The Trustees said, as far as the mausoleum spot, it is unfortunate but he is in the same boat as everyone else who had lost money to the previous owners; there is nothing the Township can do for him on that point. Burying two people at once with only a single opening and closing cost is not specifically addressed in the cemetery policy. The trustees felt it would not be right to charge for two opening and closings when you are only digging a single hole.

**RES # 18-116** A motion by Vince Coia, seconded by Hank Gibson, to clarify the policies of Grandview Cemetery: If there is an opening and closing of a single grave or mausoleum spot for the placement of cremains of more than one individual, only one opening/closing fee will be charged. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ray discussed the issues he faced with a recent burial, and noted that people burying the individual would get down in the grave to position the body. The Trustees said they do not want anybody getting down in the grave without proper safety equipment in place first.

**RES # 18-117** A motion by Vince Coia, seconded by Hank Gibson to update the Grandview Cemetery policies as follows : No burials will take place with non-township employees or township employees getting into the grave without proper safety equipment in place. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The trustees asked Ray to get with Sarah and write a letter notifying the funeral homes of the changes to the cemetery policies.

**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 presented the July Zoning Report.

**FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present reported the following:*

Still waiting to hear news on grants.

Mark had another part time firefighter applicant he would like to hire.

**RES # 18-118** A motion by Hank Gibson, seconded by Vince Coia to hire Grant Holcomb as Part Time Firefighter/Paramedic at the rate of \$12.51/hour per CBA pending physical, drug screen and background checks. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

There is still money left on the EMS grant that Mark would like to use to help with tuition costs on four of our employees who are going through paramedic school. Mark checked with the state and verified that would be a valid use of the grant money.

**RES # 18-119** A motion by Hank Gibson, seconded by Vince Coia to allow the remaining \$2,904.00 of the EMS grant to be used to help four of the part time firefighters pay for their paramedic school tuition in exchange for them signing a two-year work commitment to the township, or they would have to reimburse the money to the township. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The full time firefighters should be sending their intent to negotiate soon.

There will be a Multi-Agency Radio Communications System (MARCS) meeting held on September 12, 2018, from 6 PM to 7:30 PM, at the Northeast Ohio Medical University.

Mark researched and recommends the switching of the cell phones over to AT&T.

**RES # 18-120** A motion by Hank Gibson, seconded by Vince Coia to authorize Mark to switch the cell phones from Sprint to AT&T. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

We are still waiting on the quote to disable to current heating/air conditioning system.

The urinals are draining slowly and Mark cannot get a response from ABC Plumbing. Ray said we have a snake. He and Mark decided they will try cleaning the urinals in-house.

The new ambulance had a wrong control module installed on it. We will not be taking delivery of it until next week when the proper equipment is installed

The Service Dept did an oil change on the Fire Chief's car.

## **NEW BUSINESS**

### **TRUSTEES**

We received the second half real estate funding; it totaled \$592,375.34

**RES # 18-121** A motion by Hank Gibson, seconded by Vince Coia to accept the Workers Compensation settlement agreement as negotiated this month by CareWorks for a current employee in the amount of \$5,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

**RES # 18-122** A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's :

- a. PO #302-2018 for \$400.00 to FTR&R, Inc. for parts from the Fire fund.
- b. PO #303-2018 for \$750.00 to Witmer Public Safety Group for uniforms from the Fire fund.
- c. PO #304-2018 for \$6,000.00 to Allied Corporation for asphalt from the Road fund.
- d. T&N PO #305-2018 for \$1,425.50 to Physio-Control Corp for Ox Probes under wrong vendor from the EMS fund.
- e. PO #306-2018 for \$3,000.00 to Warren Fire Equipment for fire ext. and air pack testing from the Fire fund.
- f. PO #307-2018 for \$250.00 to Route 14 Embroidery for uniforms from the Fire fund
- g. PO #308-2018 for \$250.00 to Portage County Treasurer for new hire background checks from the Fire fund.
- h. PO #309-2018 for \$500.00 to Finley Fire Equipment for misc. supplies from the Fire fund.
- i. PO #310-2018 for \$300.00 to Ahrens Contracting & Excavating for supplies from the Grandview fund.
- j. PO #311-2018 for \$1,000.00 to Cost Recovery Corp for fees from the EMS fund.

- k. PO #312-2018 for \$500.00 to T R Crane & Towing Service for replacement of the veteran's stone from the Grandview fund.
  - l. PO #313-2018 for \$2,000.00 to Leppo Equipment for excavator repairs from the Road fund.
  - m. PO #314-2018 for \$1,000.00 to ESO Solutions Inc. for Firehouse software from the Fire fund.
  - n. PO #315-2018 for \$375.00 to AT&T Mobility National Accounts for cell phones from the Fire and Zoning funds.
- 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 format.

**RES # 18-123** A motion by Vince Coia, seconded by Hank Gibson, with the exception of the one recommended write off, to approve the account dispositions as recommended by LifeForce on the supplemental report. The recommended write off will be held for further investigation. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-124** A motion by Hank Gibson, seconded by Vince Coia to accept and approve the June bank reconciliation and June monthly financial reports as presented by the fiscal officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-125** A motion by Vince Coia, seconded by Hank Gibson to accept and approve the July bank reconciliation and July monthly financial reports as presented by the fiscal officer. 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 a hiring issue.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:22 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 8:23 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, 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 9:26 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 9:26 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

The purpose of the Executive Session was to discuss a hiring issue.

**RES # 18-126** A motion by Vince Coia, seconded by Hank Gibson to authorize a transfer of \$100,000.00 from the General fund, \$50,000.00 to Grandview fund 2041 and \$50,000.00 to Capital Improvement fund 4901. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to authorize Jeremy Wilson to observe Fire Department operations, pending parental approval and interview, for his senior year in high school as an unpaid position. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:28 pm.  
R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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TRUSTEE CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE