

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF OCTOBER 23, 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 October 23, 2018. Trustee Vince Coia called the meeting to order at 7:00 P.M.

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

**AUDIENCE**

Terra Howell-Muth addressed the board about a flat tire she had on her car when she hit a hole on Hommon Rd. She showed the Trustees pictures of the tire and of the road where it happened and presented a bill for the cost of the tire replacement. The Trustees reviewed the pictures and discussed the incident. They said the Township has no policy for paying for tire damages on the roads and did not want to set a precedent with this one. The hole in the road appeared to be on the very edge of the berm and has since been repaired when the road was repaved. They told Terra they were sorry that this happened to her, but were not inclined to pay for the new tire.

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of October 9, 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 October 26, 2018 in the amount of \$35,986.50 and other warrants in the amount of \$104,077.47 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**

The board discussed names of people that they would recommend be on the board for the Jack Shafer estate. A motion by Vince Coia, seconded by Hank Gibson to recommend Rick Hawksley be appointed to the Jack Shafer Board. R/C: Mr. Coia, yes; Mrs. Artz, no; and Mr. Gibson, yes. Motion Passed.

Next, they discussed who should be nominated to be on the board that will interview the new economic development position and also the board that will oversee that position. A motion by Vince Coia, seconded by Hank Gibson that Pat Artz be appointed to a position on both boards. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince said that the cost of the First Energy pole to be located at Peck Rd and SR59 would be \$1,740. The township would not have to pre-pay for the pole, nor would it have to pay to move the light that had been installed on the wrong pole.

A motion by Vince Coia, seconded by Hank Gibson to authorize the installation of a First Energy utility pole at the intersection of Peck Rd and SR 59 at the cost of \$1,740.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEFCO has approved the Portage County Water Resources plans to install restrooms at the public parks and natural areas.

**RES # 18-151** A motion by Vince Coia, seconded by Hank Gibson to approve the Fire Recovery contract using the revised resolution wording including the fee schedule as presented and noting that there is a 30 day cancellation clause in the agreement. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The estimates for the capital improvements covered by the NOPEC grant were presented and discussed.

A motion by Vince Coia, seconded by Hank Gibson to approve the two door estimates by H&W Door (\$7,949.00 for the Fire Department and \$8,764.00 for the Road Department) and the estimate from Unified Insulation System for \$9,320 to spray fire rated foam insulation in the ceiling of the Road garage, all to be paid through the NOPEC Energy grant. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The details of the NOPEC sponsored holiday party was discussed and set for December 2<sup>nd</sup>.

Pat spoke about her travails of getting signage put up at Peck and SR59 and will continue to pursue and research.

Hank asked for any updates on the Chinn septic/sewer. There were none.

### **FISCAL OFFICER**

None.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

Hommon Ave. paving, berming and striping have been completed.

Portage County has completed the striping of the Skeels Development.

It is time for the annual boot allowance for the Road crew.

A motion by Vince Coia, seconded by Hank Gibson to authorize the reimbursements for boot allowance in the amount of \$150.00 each for Ray and Doug, and \$150.00 for each of the Road Crew as they finish their probationary periods. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Next week will be the last chipping for the season. The Road Crew will move on to leaf pickup until the snows come.

The black utility trailer is in need of four (4) new tires. The old tires are beginning to dry rot. Carroll Tire is quoting \$223.36 for all four.

A motion by Vince Coia, seconded by Pat Artz to approve the purchase of four tires for the utility trailer from Carroll Tire. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ray said he would like to keep the part time seasonal position opened through the winter to help cover all the work needed at the cemetery. He doesn't want to be shorthanded when it comes

to snow plowing. The Trustees said they have no problem with that. Don's status from Seasonal to Part Time can change when the new year begins.

### **GRANDVIEW**

We've had three (3) cremations and two (2) burials since the last meeting. We are at 55 burials to date.

### **ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola reported the following:*

The Zoning Commission met October 17, 2018 at 7 PM in the Trustees meeting room and approved changes to Chapter 9 of the Zoning Code. The Commission will meet on November 21, 2018 to continue.

The BZA met on October 10, 2018 in the Trustees meeting room and approved a request by the property owner at 6913 N. Chestnut St to operate a used motor home and camper sales business.

The BZA will meet November 14, 2018 to hear a request by Quail Hill – Forest Ridge Development Co. for an extension of the PUD Conditional Use of Forest Ridge so Phase VI can be completed.

Jim requested the Trustees to forward violation 2018 VIO 13, to the Portage County Prosecutor's Office. There is a storage shed on the property that is in disrepair and has structural problems.

**RES # 18-152** A motion by Pat Artz, seconded by Vince Coia to forward 2018VIO13 to the Portage County Prosecutor for enforcement. Property owner Kimberle Chechak, 3120 Menough Rd, Ravenna, parcel 29-343-10-00-003-000 has a storage shed in disrepair and with structural problems. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **FIRE DEPARTMENT**

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

The FEMA AFG grant has been submitted.

Firefighter Dietz has submitted a resignation letter.

**RES # 18-153** A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter Dietz effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The letter for Firefighter Fritz's resignation was signed at the last meeting but a motion was never made formally accepting it.

**RES # 18-154** A motion by Hank Gibson, seconded by Pat Artz to accept the resignation of Firefighter Fritz effective October 9, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark and Jim are working on the CBA negotiations with the full time employees.

The ISO inspection has been completed and we are waiting on the results.

**RES # 18-155** A motion by Vince Coia, seconded by Hank Gibson to approve the purchase of 1 set of fire gear totaling \$8,500.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pump testing will begin in November.

The semi-annual PM for Squad #2411 is scheduled.

**NEW BUSINESS**  
**TRUSTEES**

A motion by Vince Coia, seconded by Hank Gibson to set the date and time for Trick or Treat for Saturday, October 27, 2018 from 3 PM to 5 PM. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince asked Jon to make sure that notification was placed in the paper. (The paper had already published it.)

A letter was sent from the State Liquor Board asking if there were any objections to a permit application for Giant Ohio, LLC at SR14. The board had no objections.

**FISCAL OFFICER**

**RES # 18-156** A motion by Hank Gibson, seconded by Pat Artz to approve the following PO's and BC's :

345-2018	\$200.00	Coia Implement	Fire	Misc parts and small repairs
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R/C: Mr. Coia, abstain; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-157** A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's :

346-2018	\$200.00	Centerra Co-op	General	Supplies
T&N 347-2018	\$575.00	Cuyahoga Community College	Fire	Inspector class for Blubaugh
T&N 348-2018	\$271.00	OTARMA	Grandview	Insurance premium increase for mausoleum
349-2018	\$2,000.00	Ohio Insurance Services Agency	EMS	Group Insurance
350-2018	\$4,500.00	Ohio Insurance Services Agency	Fire	Group Insurance
351-2018	\$500.00	Montigney's	Road	Parts
352-2018	\$2,000.00	Allied Corporation, Inc	Road	Materials
353-2018	\$1,000.00	D&T, P.M & Truck Repair	Fire	Truck pump test repairs
354-2018	\$500.00	Kayline Co.	Fire	Supplies
355-2018	\$77,385.71	Ohio Public Works Commission	4401	Replacement PO, original closed in error

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

**RES # 18-158** A motion by Vince Coia, seconded by Pat Artz to make the following adjustment to appropriation fund 4401, from \$95,400.00 to \$77,385.71, a reduction of \$18,014.29. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-159** A motion by Vince Coia, seconded by Pat to make the following adjustments to the revenue budgets:

Fund 2041 from \$128,350.00 to \$195,000.00 an increase of \$66,650.00

Fund 2111 from \$780,925.00 to \$808,000.00 an increase of \$27,075.00

Fund 4901 from \$0.00 to \$50,000.00 an increase of \$50,000.00

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

We've received the health insurance renewal rates. Captain Collins had stated that if the similar or increased coverage is maintained and there are no contract changes, the union would forfeit their option to have a healthcare committee meeting. The health insurance coverage being renewed is at the same coverage and reduced rates, so the Trustees voted to approve the health insurance renewal.

**RES # 18-160** A motion by Vince Coia, seconded by Pat Artz to approve the Health Insurance Contract as presented and keep the HSA contributions the same for 2019.. 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 collective bargaining agreement negotiations.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:47 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 enter into Executive session at 8:47 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, Fire Chief Mark Kozak and Zoning Inspector Jim DiPaola.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 9:05 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 9:05 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, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola.

The purpose of the Executive Session was to discuss collective bargaining agreement negotiations. No action was taken.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:10 pm. R/C: Mr. Coia, yes; Mrs. Artz, out of the room, 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