

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JANUARY 14, 2020**

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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 January 14, 2020. Trustee Hank Gibson called the meeting to order at 7:02 P.M.

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

**AUDIENCE**

None

Assistant Fiscal Officer Jon Summers announced the chair vacant and open for nominations. Pat Artz nominated Vince Coia, Vince accepted.

A motion by Pat Artz, seconded by Hank Gibson to elect Vince Coia as Chair for 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank Gibson nominated Pat Artz as Vice-chair, Pat declined. Vince nominated Hank Gibson as Vice Chair. Hank accepted.

A motion by Vince Coia, seconded by Hank Gibson to elect Hank Gibson as Vice-Chair for 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to keep the department responsibilities the same as last year: Hank has the Fire Department, Vince has the Road Department and Grandview Cemetery, Pat has the Zoning Department. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to reappoint Jim DiPaola, Jon Summers, James Collins, Matt Dix and Mark Kozak as the 2020 Volunteer Firefighters' Dependents Fund board members. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to require written requisitions approved by the Department Head, Trustee and Fiscal Officer prior to ordering or purchasing of parts, tools, equipment and supplies in the amount of \$100.00-\$499.99, unless part of a current PO or BC made by the Road, Fire/EMS or Zoning departments previously approved; all purchases over \$499.00 must have an assigned PO before the item is ordered or purchased, except for emergency repair, parts and labor up to \$999.99; and all requisitions and PO requests must be submitted to the Fiscal Officer for certification of funds prior to presentation to the Trustees for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to require all accounting warrants over \$1,000.00 to be read in a public meeting prior to approval and authorize the Fiscal Officer to transfer funds and set up advances as needed between checking, savings, investment accounts and township funds for investment purposes in any amount, and to maintain adequate account balances in all funds for 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to require two Trustee's signatures along with the Fiscal Officer's signature on all warrants. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to designate GovDeals.com online auction as the preferred mechanism for sale of surplus goods throughout the year. GovDeals.com shall establish its general terms and conditions and the number of days for bidding shall be no less than ten (10) calendar days. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of December 30, 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was available in the Fiscal Office for public viewing during normal business hours.

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for January 17, 2020 in the amount of \$33,245.67 and other warrants in the amount of \$12,272.52 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **OLD BUSINESS:**

#### **TRUSTEES**

Hank asked Vince whether he would like to take the lead on the recycling program debacle. Vince said he thinks the best course is to sit back and watch for a while. He is not in favor of all the changes in the program, the recycling center picking up fewer types of materials as prices still continue to rise.

Pat said after all her hunting around for prices, she's found that the D&L carpet prices are probably the best we can do. She said they will require a percentage down, so she will get with Gail later this week and see about getting that started.

A motion by Pat Artz, seconded by Hank Gibson to approve the quote from D&L Carpet for the square carpet tiles and 6" cove molding at the quoted price of \$13,610.30 with no more than 50% down. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Kimble service agreement for the trash removal was reviewed and discussed. The Trustees were uncomfortable with the terms and decided to look at obtaining other quotes

#### **FISCAL OFFICER**

None

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

Brad has successfully passed his class B CDL exam.

Ray requested an executive session after the meeting to discuss an employee matter.

The flag in the center of town has been replaced.

#### **GRANDVIEW CEMETERY**

There was one burial and two lot sales in the past two weeks.

**ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola was absent:*

None

**LIAISON**

None

**FIRE DEPARTMENT**

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

Mark presented the annual fire report for 2019. He said he'd like to send Captains Sweitzer and Collins to Fire Officer 3 class in 2020.

The FEMA Grant addendum has been approved for an additional \$13K for more radios.

The Road Dept and Fire Dept would like to go together on the OTARMA MORE grant this year to purchase green LEDs for the back of all the township trucks.

The township did not receive the Firehouse Subs Grant this year. Mark will reapply.

The dispatch contract was delivered to the City and we're still waiting on the return of our signed copy.

We're still waiting to receive the signed copy of the RTFFA CBA.

Mark and Captain Blubaugh both passed their Fire Investigation Technician certification test.

The Chief's truck is back in service. One of the sirens is not working, Mark is waiting on the insurance company's response to get that fixed.

**NEW BUSINESS****TRUSTEES**

A motion by Vince Coia, seconded by Hank Gibson to grant the Portage County Engineer's Office the authority to issue right of way work permits for the Township roads for 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 20-001** A motion by Vince Coia, seconded by Hank Gibson to Certify road mileage as reported by the Portage County Engineer at the end of calendar year 2019 at 26.986 miles for the 2019 ODOT mileage certification. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**FISCAL OFFICER**

**RES # 20-002** A motion by Pat Artz, seconded by Vince Coia to approve following POs and BCs:

- a. PO #128-2020 in the amount of \$450.00 to Marchese Communications. for repairs from the Fire fund
- b. PO #129-2020 in the amount of \$1,000.00 to Sherwin Williams Co for paint from the General fund.
- c. PO #130-2020 in the amount of \$200.00 to Lowe's for repair supplies from the EMS fund.

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

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

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employee compensation issue.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 7:39 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 7:39 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Assistant Fiscal Officer Jon Summers, Fire Chief Mark Kozak and Road Supervisor Ray Taylor.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 7:54 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to re-enter into Regular session at 7:54 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Assistant Fiscal Officer Jon Summers, Fire Chief Mark Kozak and Road Supervisor Ray Taylor.

The purpose of the Executive Session was to discuss an employee compensation issue.

**RES # 20-003** A motion by Vince Coia, seconded by Pat Artz to approve a pay increase of \$0.75/hour for Brad Hagar, making his hourly rate \$16.50 effective January 8, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to authorize Mark to order the rest of the radios on the FEMA grant. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 7:58 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

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TRUSTEE