

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF MARCH 12, 2019**

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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 March 12, 2019. Trustee Hank Gibson called the meeting to order at 7:01 P.M.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Pat Artz (arrived at 7:25), Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of February 26, 2019. 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 Special Meeting of March 5, 2019. 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 Special JEDD Meeting of March 5, 2019. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was present and available for public viewing.

A motion by Hank Gibson, seconded by Vince Coia to approve payroll warrants for March 15, 2019 in the amount of \$34,524.88 and other warrants in GROUP A in the amount of \$31,909.92 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:  
TRUSTEES**

**RES # 19-026** A motion by Hank Gibson, seconded by Vince Coia to approve the use of a marked service vehicle for non-personal use by Road Superintendent Ray Taylor for commuting purposes, including to and from other service department duties outside of Ravenna Township. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**FISCAL OFFICER**

Maple Grove Cemetery has sent corrected budget information and an additional charge for the first half year payment. Helen said we can just add the increase on to the 2<sup>nd</sup> half year payment. The increased annual amount is \$2,875.40.

The State has granted the tax exemption to Grandview Cemetery for the 2019 year. We still have not heard about the refund for 2018.

The OTARMA appraisal should happen within the next few months.

Gail gave a brief financial review of 2018 and the projected 2019 budget.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

The annual trash cleanup is scheduled for Saturday, April 20, 2019 from 8:00 – Noon. Once again, nobody wanted to quote the door to door pickup, so it will be a drop off again this year.

Loftin FABET will bring 4 boxes.

A motion by Vince Coia, seconded by Hank Gibson to authorize the annual drop off trash cleanup date and time to be April 20, 2019 from 8:00 AM to Noon. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Tire drop off will be the following Saturday, April 27, 2019 from 8:00 – Noon.

The old BX2230 Kubota mower is 15 years old and the deck is rotting out. Ray would like to replace it with a BX2380 60” one from Coia Implement. It would cost \$12,050.00, which is less than the state bid. He would then send the old Kubota down to the cemetery for use there.

The cost to letter the Ford Explorer by Graphic Expressions is going to be \$148.42. They said they could also add Grandview Cemetery lettering to the other trucks for an additional \$60.

The cutting edge on the backhoe bucket needs replaced. Southeastern Equipment has it in stock for \$300.00.

The temporary canopy on the truck is finished and the crew has been out for a couple days cleaning up from the storm damage.

### **GRANDVIEW CEMETERY**

There has been two burials since the last meeting.

The 3-wheel Cushman dump that came with the cemetery needs replaced. It is over 40 years old. Ray would like to purchase a RTVX 1100 hydraulic lift Kubota Side by Side for burial purposes. It is enclosed and has heat and AC. Coia Implement can get it for \$17,674.32.

The spring cleanup of the cemetery is about to begin and new limestone will be put on the drives. The Young Marines are scheduled to put the flags out for Memorial Day and the Ravenna High School seniors are scheduled to come do the mulching again. One senior has requested to come do a ride-along day with Ray for his senior career day project.

A motion by Vince Coia, seconded by Hank Gibson to permit the Ravenna High School senior to ride along with Ray for his career day project. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

### **ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola was present and reported the following:*

The BZA will meet March 13, 2019 to hear a request by Diana Davis Stewart, 6626 Henderson St. to convert her Type B Home Child Care business to a Type A which will allow her to watch 12 children instead of 6.

Jim attended the Status Hearing on Monday, March 11, 2019 regarding the illegal garage at 3496 Ash Street. Magistrate Chad Hawks ordered the property owner to have the garage built and finished to Building Department requirements or have the garage demolished and removed by May 1, 2019.

The updated Zoning Code has been filed with the County Recorder. The Trustees need to formally adopt the new fee schedule.

**RES # 19-027** A motion by Pat Artz, seconded by Vince Coia to adopt the recently updated Zoning Fee Schedule. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Jim presented the February zoning report.

**LIAISON**

The Economic Development Director position has been advertised on the Ohio Economic Development Association's website. Applications are due April 15, 2019.

We are waiting to hear back from Chris Meduri on the PARTA representative appointment by the Ravenna Township Trustees.

**FIRE DEPARTMENT**

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

The chief presented February Fire report. The number of calls are up from last year.

Firefighters Frawley and Myers have both passed the fire inspector school. The township now has five (5) fire inspectors.

A motion by Hank Gibson, seconded by Vince Coia to authorize entering into an agreement with the State for utilizing the MARCS radio system. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark requested an executive session to discuss personnel investigation of charges.

Unit #2400 had the brakes replaced and has been passed on to the Service Department. The new #2400 is placed in service.

Three of the air packs out for repairs are covered under warranty. The fourth will cost \$285 to repair.

Mark said he has some old stuff to go up for auction.

A motion by Vince Coia, seconded by Hank Gibson to declare some old fire equipment and the old Cushman obsolete and available to be placed on GovDeals.com for sale. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**NEW BUSINESS****TRUSTEES**

**RES # 19-028** A motion by Hank Gibson, seconded by Pat Artz to approve the opening of a business account with Lowe's for material to make repairs in the building. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The County Prosecutor has notified us that Assistant Prosecutor Brett Bencze has been assigned to take over the duties related to Townships and will replace Chris Meduri.

A motion by Vince Coia, seconded by Pat Artz to adopt the logo from the business cards as the official township logo. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince said he attended the Health Department's accreditation meeting last week.

**FISCAL OFFICER**

Gail said she's been looking at the computers and believes it would be prudent to replace the computer that Jon uses as it is now 8 years old and is one of the critical ones to keep running. Jon pointed out that Ray's computer is older and slower and runs the fueling pumps and should also be considered for replacement. Gail said Jon's old computer can be wiped and reused for a computer for the part time firefighters. Gail priced out a replacement, along with software and installation, at just over \$1,300.00. She is recommending replacing both computers and has put purchase orders on the books for trustee approval if they agree.

Mark wanted to know what should be done with all the old computers sitting around. Gail said Jon should pull out all the hard drives to have them shredded, the remaining parts should get properly recycled.

A motion by Vince Coia, seconded by Hank Gibson to declare the old computers obsolete and have their hard drives removed and shredded and remaining equipment properly disposed of. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Lists of several purchase orders and additional warrants were presented to the trustees for discussion and approval.

**RES # 19-029** A motion by Hank Gibson, seconded by Vince Coia to approve the following POs and BCs listed as **Group A** on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 19-030** A motion by Hank Gibson, seconded by Pat Artz to approve the following POs and BCs listed as **Group B** on the supplemental report. R/C: Mr. Coia, abstain; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to approve the warrants in Group B totaling \$29,951.10 to Coia Implement Sales. R/C: Mr. Coia, abstain; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports were distributed to the Trustees and department heads in Excel spreadsheets. In an effort to provide more relevant information, there is a new column in the report to the right of the account line description which is the 2018 final expenditure amount for that line item.

A motion by Hank Gibson, seconded by Vince Coia to accept and approve the February bank reconciliation and 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 an investigation of charges in an employment issues.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 8:01 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 8:01 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, Pat Artz, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, and Zoning Inspector Jim DiPaola.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 8:25 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 8:25 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, Fire Chief Mark Kozak, Fiscal Officer Gail Pittman, and Zoning Inspector Jim DiPaola.

The purpose of the Executive Session was to discuss an investigation of charges in an employment issues. No action was taken.

**AUDIENCE**

Bill Steiner from Portage County Recycling brought in his 5-year update of the Recycling Plan (they're currently using the EPA written plan). They are continuing to convert the townships in the county over to curbside recycling. The issue of contamination at the drop off sites is still a problem. There is also an increased issue about contamination in the curbside containers. They are trying to educate all the residents of the proper materials to be placed in the recycling containers. The "no no's" include plastic bags and food packaging plastics. Plastics marked #1 and #2 are good recyclables; #5's and #7's are bad. Shredded papers should not be placed in plastic bags, they should go in boxes or paper bags. Bill asked for a resolution of support from the township. He has 62.46% support now, he needs to get 75% support in order for the EPA to authorize use of their plan otherwise the EPA will write the plan that our county must implement. His plan needs submitted by mid-May. Vince Coia said he would like to listen to what the other townships have to say at the next township meeting before voting on a resolution of support.

Mr. & Mrs. Anthony Coia, residents of the township were present and added questions and comments for Bill Steiner and the trustees.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an investigation of charges in an employment issues.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 9:05 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive 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, Hank Gibson, Pat Artz, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 9:15 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 9:15 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, Fire Chief Mark Kozak, Fiscal Officer Gail Pittman, and Zoning Inspector Jim DiPaola.

The purpose of the Executive Session was to discuss an investigation of charges in an employment issues. No action was taken.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 9:15 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE