

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MARCH 26, 2019

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 26, 2019. Trustee Hank Gibson called the meeting to order at 7:01 P.M.

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

REGULAR BUSINESS

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of March 12, 2019. R/C: Mrs. Artz, 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 Pat Artz to approve payroll warrants for March 29, 2019 in the amount of \$34,337.82 and other warrants in the amount of \$68,358.94 with warrants over \$1,000.00 being read aloud for approval. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Chris Meduri sent over some paperwork regarding transferring cemetery lots purchased in 1983 at Grandview, initially discussed with the Trustees in June, 2018. Ray said that he thinks the cemetery lots would transfer automatically to the surviving son; they would not need to change the names on the deeds. They could avoid the \$25 administrative fee if they just left it. Pat said she would make a call the next day to see which way they wanted to go with it. Jon suggested the Trustees approve a motion in the event that the people want the names changed on the deeds.

A motion by Pat Artz, seconded by Hank Gibson to approve the transfer of Ms. Tenant's cemetery lot(s) to her surviving son. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 19-031 A motion by Hank Gibson, seconded by Pat Artz to accept the 2019 Ohio Historical Records Advisory Board grant in the amount of \$3,200.00 for archiving the Grandview Cemetery papers. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Trustees reviewed the press release written by Sarah about the Ohio Historical Records Advisory Board grant.

A motion by Hank Gibson, seconded by Pat Artz to approve the press release as written for the OHRAB grant to be submitted to the Record Courier. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to open a business account with Gaylord Archival to purchase the needed archival supplies relating to the archival grant. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Land Bank has notified the Township that upon reviewing their policies, they are not permitted to donate the vacant land at 6131 Short Street to the Township, but they are able to sell it for \$100.00.

RES # 19-031 A motion by Hank Gibson, seconded by Pat Artz to amend **RES # 19-007** done on January 29, 2019 to change the wording from "approve the donation and acceptance

agreement dated January 23, 2019 from the Land Bank for the transfer of vacant land” to “agree to purchase for \$100.00 the vacant land”

FISCAL OFFICER

None

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Superintendent Ray Taylor reported the following:

The tires on the Ford Explorer and on the trailer that hauls the mini excavator need replaced. The cost for the 8 tires from NTW will be a bit over \$600.00.

A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of 8 tires from NTW for the Ford Explorer and the mini excavator trailer. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Road Crew have been filling pot holes and installing culvert pipe.

Ray met with Mike from Portage County and went over the needed work to pave Hidden Brook Dr. and also to chip and seal the McElrath development. We should have an estimate at the next meeting.

GRANDVIEW CEMETERY

There has been two burials and one cremation since the last meeting.

The new Kubota Gator dump for the cemetery is working very well. Ray is quite impressed with it.

Limestone is being brought in and spread in the drives at the cemetery. Yost Landscaping is selling us all the mulch we need for \$200.00. At that price, he is actually donating about 75% of what is needed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The BZA met March 13, 2019 and granted a request by Diana Davis Stewart, 6626 Henderson St. to convert her Type B Home Child Care business to a Type A business.

Portage County Water Resources inspected the grease/oil interceptor and determined it needs cleaning. A compliance letter was issued March 6, 2018. Allen Drain will do the work for \$1,230.00. Hank asked how often are we going to be required to do this. Jim said he thought it had been cleaned maybe once or twice since we have been in this building, but it looks like we are required to have it inspected annually to be in compliance.

Jim asked for a motion to forward a violation on to the prosecutor.

RES # 19-032 A motion by Hank Gibson, seconded by Pat Artz to forward VIO 04, 3090 Summit Road, Ravenna, Hasna Nouri to the Portage County Prosecutor for enforcement. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

LIAISON

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

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Mark has submitted the MORE Grant. He is applying for safety coats.

The MARCS radios are being programmed. Other needed items have been purchased and we should be ready to go live in the next few weeks.

The supplies for the building repairs in the fire dept. have been ordered, they should be coming in tomorrow.

The dryer has been repaired for about \$320. The repairman said the dryer is 21 years old and should now last another 21 years.

Unit #2400 lights and sirens will be installed this weekend. The utility pickup lights and sirens will be installed after #2400 is completed.

NEW BUSINESS**TRUSTEES**

RES # 19-033 A motion by Hank Gibson, seconded by Pat Artz to approve the opening of a business account with HiVisSupply.com to purchase safety equipment for the Fire Department.

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

FISCAL OFFICER

RES # 19-034 A motion by Hank Gibson, seconded by Pat Artz to approve the following POs and BCs:

- a. BC #10-2019 in the amount of \$2,000.00 for misc. repairs and maintenance from the Grandview fund.
- b. BC #11-2019 in the amount of \$2,000.00 for misc. repairs and maintenance from the Fire fund.
- c. PO #222-2019 in the amount of \$100.00 to AMS Title for purchase of lot on Short St from the General fund
- d. PO #223-2019 in the amount of \$66,134.20 to Maple Grove Cemetery for 2nd Half funding from the General fund
- e. PO #224-2019 in the amount of \$550.00 to HivisSupply.com for safety equipment from the Fire fund
- f. PO #225-2019 in the amount of \$750.00 to Falls Flag & Banner Co for flags from the General and 9751 funds
- g. PO #226-2019 in the amount of 1,000.00 to National Tire Wholesale for tires from the Road fund
- h. PO #227-2019 in the amount of \$500.00 to Centerra Co-Op for straw and seed from the Grandview fund
- i. PO #228-2019 in the amount of \$200.00 to Yost Landscaping & Nursery for mulch from the Grandview fund
- j. PO #229-2019 in the amount of \$ 3,400.00 to Gaylord Archival for supplies for the grant archiving project from the Grandview fund
- k. PO #230-2019 in the amount of \$100.00 to Staples Business Advantage for a hard drive for the grant archiving project from the Grandview fund

- l. PO #231-2019 in the amount of \$ 800.00 to Chase Card Services for supplies from the Fire fund
- m. PO #232-2019 in the amount of \$ 800.00 to Walmart for supplies from the Fire fund
- n. PO #233-2019 in the amount of \$700.00 to Chase Card Services for Carbonite remote backup service from the General fund
- o. PO #234-2019 in the amount of \$1,500.00 to Allen Drain Service for cleaning the debris trap from the General fund
- p. PO #235-2019 in the amount of \$1,000.00 to Bound Tree Medical for EMS supplies from the EMS fund

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

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

RES # 19-035 A motion by Pat Artz, seconded by Hank Gibson to approve the disposition of EMS accounts as noted on the supplemental report. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 7:59 pm. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE