

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 13, 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 August 13, 2019. Trustee Hank Gibson called the meeting to order at 7:00 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. In the audience was Kelly Jo Jeffries.

AUDIENCE

Kelly Jo, Director of Portage County Job & Family Services, introduced herself and explained the process they have been taking in pursuing a group home in Portage County. An opportunity to bring a group home was offered with the Shrewsbury home at 3102 Brady Lake Rd. in Ravenna Township. It is a 2-year pilot program for foster children from 10-19 years old. There would be 24-hour supervision. They intend to have a public hearing regarding the home and program, and Kelly Jo will be going door to door to reach out to the neighbors. Kelly Jo said the license they are applying for would be for a maximum of 10 people. Jim stated that the zoning regulations allow 8 people in the home, so if they intend to have 10, they would have to apply for a variance. Any fire inspections would be in conjunction with the County Building Dept. because there would be a change of use for the property.

REGULAR BUSINESS

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

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

A motion by Vince Coia, seconded by Pat Artz to approve payroll warrants for August 16, 2019 in the amount of \$34,218.53 and other warrants in the amount of \$17,189.52 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 said he has a call in to Clemens/Nelson regarding the employee handbook policy manual.

Vince asked Jim about property on Bridge St. across from Mr. Williams. Jim said currently there is nobody in charge of the property. The Land Bank was in the process of working with that property. The Land Bank is going through changes now and they will not be working with NDS to do their administration, so the administration void needs filled.

Vince asked Hank about whether there is a plan in place for the Shaffer money regarding Maple Grove. Hank said the board awarded the contract to a company in Kent. Vince discussed the meeting he had attended last week regarding the project and asked Hank to keep him updated on any further discussions. The next meeting will be August 22nd at the Hive.

FISCAL OFFICER

Gail presented next year's budget figures from the Budget Commission.

RES # 19-075 A motion by Hank Gibson, seconded by Vince Coia to accept the amounts from the Budget Commission and certify them to the Portage County Auditor. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Gail asked the Trustees whether they wanted to transfer money into the Flagpole Maintenance Fund this year or next. The Trustees said they would like to do it this year.

A motion by Vince Coia, seconded by Pat Artz to authorize the transfer of \$5,000 from the General Fund to the Flagpole Maintenance Fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 19-076 A motion by Vince Coia, seconded by Hank Gibson to amend the 2019 revenue budget Fund #2902 Flagpole Maintenance from \$0.00 to \$17635.44. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

We received a letter of determination from the Ohio Civil Rights Commission regarding the Grandview Memorial Park claim.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The road repairs and berm work in the McElrath Development are complete and ready for H. Luli to chip and seal at the end of the month.

The road crew will be crack sealing various roads over the next couple of weeks. The machine is scheduled to be delivered this Friday.

We need to order \$680 in repair parts for the roadside mower from Coia Implements.

We need to order an electric pump for the mini excavator trailer from Grainger. The cost will be \$287.00

GRANDVIEW CEMETERY

There was one burial and one cremation in the past two weeks.

The cost of replacing the marble door in the mausoleum is much higher than anticipated. Ray had thought it would be about \$400 for the small door, but it will be costing \$950. A large door, which we replaced last year for \$700, is now costing nearly \$2,000. The matching marble color is getting hard to find. The township should discuss alternatives for future door replacements when the marble becomes too expensive or non-existent.

The attorney that is the receiver for Fairview Cemetery is sending someone here on Saturday, August 17, to pick up the records stored in the Road's lunch room. Ray will be meeting them and help load the records.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The BZA will meet August 14, 2019 to hear a variance request for 3437 Marian Road for a 7 foot setback that was tabled at the July 10th BZA hearing. The required setback is 10 feet.

Jim attended the status hearing on July 31 for 3496 Ash St. The Magistrate ordered the owner to remove the structure by August 30, 2019. The property owner is currently in the process of evicting the tenants.

The violation notice for 3957 Summit Road has not been signed for. The certified letter was sent to Austin, TX.

The violation notice for 6176 Gladys St not been signed for. The certified letter was sent to Independence, OH.

Jim presented the July zoning activity report.

LIAISON

The Economic Development Director Committee will meet on August 19 to review applications.

Jim contacted NOPEC to determine whether their grant will be continued in 2020. NOPEC is currently discussing the matter and will be sending out notices if the grant will be continued.

The insurance adjustor inspected the water damage to Chief Kozak's office on August 7. We are still waiting to hear back from both the adjustor and the contractor.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The MARCS radios will hopefully be switched the first week of September.

The contract for Dispatch will be ending this year and we should be getting the new revised contract soon. There will most likely be an increase due to our increased volume of calls.

It has been determined that purchasing our EMS supplies from Amazon would be much cheaper verses purchasing them from Bound Tree. We would need to sign up for Business Prime, which would cost \$179 annually.

A motion by Hank Gibson, seconded by Pat Artz to approve signing up for Amazon Business Prime. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark discussed the need for new carpeting in the bunkroom and other areas of the building. He will get estimates. Jim said he will check to see if the NOPEC grant could help with the cost.

The new sets of fire gear are going to be ordered. The old fire gear will need to be declared obsolete, and Mark asked if he could donate them to Stark State like last time.

A motion by Vince Coia, seconded by Pat Artz to declare 10 sets of fire gear obsolete and to approve donating the obsolete fire gear to Stark State. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Jeep Patriot's preventative maintenance has been completed.

NEW BUSINESS

TRUSTEES

The indigent burial application requirements were revisited and discussed, in particular, allowing the release of the cremated remains to the next of kin along with a release. ORC 9.15 and 1713.34 (donating the body to a medical college) were reviewed and the exclusion of the homeless/warming centers as a place of residence was questioned. It was determined that discussions with the township's counsel would be necessary.

A motion by Vince Coia, seconded by Pat Artz to allow the release of the ashes of Mr. Swauger to family members in light of the fact that the Township Trustees intend to modify their policy regarding indigent burials. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 19-077 A motion by Hank Gibson, seconded by Pat Artz to approve the following POs and BCs:

- a. PO #310-2019 in the amount of \$1,200.00 to Cuyahoga Community College for fire officer 1 training from the Fire fund
- b. PO #311-2019 in the amount of \$1,000.00 to Hummel Construction for repairs from the General fund.
- c. PO #312-2019 in the amount of \$800.00 for supplies from the EMS fund.
- d. T&N PO #313-2019 in the amount of \$2,125.50 to Stryker Sales Corp. for AED reimb grant – orig. PO under Physio from the Fire fund.
- e. PO #314-2019 in the amount of \$179.00 to Chase Card Services for Amazon business prime account fees from the Fire fund.
- f. PO #315-2019 in the amount of \$1,600.00 to Knox Co. for 1 Knox box, software and cables from the Fire fund.
- g. PO #316-2019 in the amount of \$500.00 to CTMS for Chromebook for Knox Box from the Fire fund.
- h. PO #317-2019 in the amount of \$12,500.00 to Finley Fire Equipment for 10 air bottles, 6 masks, gloves and boots from the Fire fund.
- i. PO #318-2019 in the amount of \$8,000.00 to Fire Safety Services for 3 sets of Fire Gear from the Fire fund.
- j. PO #319-2019 in the amount of \$1,000.00 to Municipal Emergency Services for helmets, boots, gloves from the Fire fund.
- k. PO #320-2019 in the amount of \$500.00 to Bound Tree Medical for EMS supplies from the EMS fund.
- l. PO #321-2019 in the amount of \$1,000.00 to Chase Card Services for EMS supplies from the EMS fund.
- m. PO #322-2019 in the amount of \$1,000.00 to Advance Auto Parts for parts from the Road fund.
- n. PO #323-2019 in the amount of \$500.00 to Grainger for electric pump for trailer from the Road fund.
- o. PO #324-2019 in the amount of \$8,000.00 to Jordan Levi Wilson for mowing and groundskeeping from the Grandview fund.
- p. PO #325-2019 in the amount of \$500.00 to Lowe’s for ceiling tiles from the General fund.

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

RES # 19-078 A motion by Pat Artz, seconded by Hank Gibson to approve the following POs and BCs:

- q. PO #326-2019 in the amount of \$800.00 to Coia Implement Sales for roadside mower parts from the Road fund.

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

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

RES # 19-079 A motion by Hank Gibson, seconded by Vince Coia to accept and approve the July Bank Reconciliation and Financial Reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The State Auditor/UAN is replacing Gail’s printer with an HP multifunction printer in October.

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 9:08 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to enter into Executive session at 9:09 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.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 9:18 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 re-enter into Regular session at 9:18 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.

The purpose of the Executive Session was to discuss an employee compensation issue. No action was taken.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:25 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE