

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 27, 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 27, 2019. Trustee Hank Gibson called the meeting to order at 7:01 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Fire Chief Mark Kozak was absent and Firefighter Frawley filled in for him. In the audience were Michael Zhelesnik, McKenzie McElroy, and Andrew Esposito.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of August 13, 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 30, 2019 in the amount of \$34,167.85 and other warrants in the amount of \$26,505.32 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

The three representatives from Clemans Nelson & Associates listened as Hank gave an intro about the needed Township policy manual update. Drew Esposito distributed a project proposal. He stated most of the employees at Clemans were attorneys and they specialize in HR. They have done policy manuals for many of the townships in the state and were quite familiar with the integration of the policy manuals along with union contracts. He laid out the process they would employ, meeting with department heads and trustees, having work sessions, reviewing the drafts. Drew then explained the proposal and alternate ways to go forward, using Clemans on retainer or just having them do a single project. It would cost about \$175/month to go with having Clemans on retainer. He introduced his fellow team members, McKenzie from Columbus and Mike from the Akron office. He said Mike would be the one we would see the most.

Vince asked if many townships kept them on retainer after the first year? Drew said yes, most of the townships he's worked with have been with them for 5 to 7 years. Vince asked why would a township have them on retainer when they are represented by the County Prosecutor? Drew explained that the County Prosecutors are mostly representing the townships on issues like zoning, etc., they don't do much with HR type issues. The Trustees asked if updates were included in the price. Drew said the basic price was for a one time product, but he has previously offered townships retainers with updates for \$275/month. Pat asked if, in subsequent years, the township chose not to keep them on retainer, how much would it cost for us to call him. Drew said their current hourly rate is \$175/hour. Hank thanked them for their presentation and told them the Trustees would discuss it and get back to them within the month.

OLD BUSINESS:
TRUSTEES

Hank said he went to the quarterly Township Association meeting. They discussed the census; Regional Planning talked about a program to showcase the townships; hris Craycroft talked about her budget and the trails. Ravenna Township will be hosting the next quarterly meeting at the Elks Club.

FISCAL OFFICER

CTMS will be here Thursday to install the new server and PCs for employees. The Chromebooks are ready and will be available for the next meeting along with training.

A request was sent to Brett and the Portage County Prosecutor's office to provide us with an opinion on indigent burial requirements and permits.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The Road Crew has been busy crack sealing multiple roads and doing asphalt repairs throughout the township.

GRANDVIEW CEMETERY

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

The grant application was submitted August 14th.

Sarah and Ray have worked up a draft of the necessary processes to handle the request to disinter the remains of a child from Babyland and move them to the mausoleum.

RES # 19-080 A motion by Vince Coia, seconded by Hank Gibson to accept and approve the Memorandum of Understanding for disinterment for the Phile family. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray said he has not found any alternative place to get the matching marble doors for the mausoleum. The Trustees asked Ray to investigate alternative materials to possibly start replacing the marble doors in phases.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The BZA met August 14, 2019 to hear a variance request for 3437 Marian Road for a 6 foot side yard setback. The variance was granted.

The status hearing for 3496 Ash St. is scheduled for August 30, 2019.

The zoning violations for 3957 Summit Road have been corrected.

The property owner of 6176 Gladys St contacted the Zoning office and will work on correcting the zoning violations in a timely manner.

LIAISON

The Economic Development Director Committee has received several more applications and will be doing interviews after Labor Day.

Jim has been working with the insurance company to get the water damage in Chief Kozak's office covered and repaired.

Two estimates to repair the brick work above the winds to stop the current water leaks have been acquired. That work is not part of the insurance claim but needs to be done before the drywall can be repaired.

A motion by Pat Artz, seconded by Hank Gibson to approve and accept the estimate from Benner Masonry to repair the brickwork on the building at the estimated cost of \$6,580.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Firefighter Frawley 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.

Firefighter Weir has obtained a full time position elsewhere and submitted his resignation.

RES # 19-081 A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter Weir effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark is working with Jim on getting quotes for the new carpeting.

Squad 2412 had an incident last night maneuvering around a police vehicle. There is damage to the side of the ambulance which should cost about \$1,000 to Perfect Choice Auto for the repairs and \$400 to Pfund Superior for the decals. Unrelated to that incident, the squad needs a new light block emitter which will cost \$600 from D&M Distributors.

Engine 2413 has a booster hose line not working. We are waiting on a quote for parts.

A credit application needs to be submitted to Knox Boxes to purchase the new box and software.

A motion by Hank Gibson, seconded by Vince Coia to approve submission of a credit app to Knox Boxes. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

RES # 19-082 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the one year 2020 streetlight assessments for the lighting districts. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 19-083 A motion by Hank Gibson, seconded by Vince Coia to approve the following POs and BCs:

327-2019	\$7,000.00	Benner Masonry Contractors	General	Masonry work around windows
328-2019	\$600.00	Cuyahoga Comm College	Fire	Officer 3 JC or HS
329-2019	\$400.00	Pfund Superior Sales	Fire	Decal replacement
330-2019	\$1,000.00	Perfect Choice Auto Collision	Fire	Repairs to ambulance
331-2019	\$600.00	D&M Distributors	Fire	Replace light block emitter
332-2019	\$450.00	Active 911	Fire	Dispatching service

333-2019	\$300.00	Portage Marble & Granite	Grandvw	Marble repair
----------	----------	--------------------------	---------	---------------

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 spreadsheets.

RES # 19-084 A motion by Hank Gibson, seconded by Vince Coia to accept and approve the disposition of EMS accounts as indicated on the LifeForce report. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A review for a hardship application for crash billing was tabled for more information.

RES # 19-085 A motion by Hank Gibson, seconded by Vince Coia to increase the appropriation budget in fund #2902 Flaggpole Maintenance from \$0.00 to \$17,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:39 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE