

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF SEPTEMBER 24, 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 September 24, 2019. 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, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Fire Chief Mark Kozak was absent, Captain Ken Blubaugh sat in for him. In the audience were Julie McLain, Todd Peetz, and William Barber.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of September 10, 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 Hank Gibson to approve payroll warrants for September 27, 2019 in the amount of \$36,850.66 and other warrants in the amount of \$21,267.28 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 19-088** A motion by Vince Coia, seconded by Pat Artz to approve the partial release of mortgage for Portage Housing II project, 9056 Maple Grove Rd, Windham, Parcel # 41-057-10-00-065-003. The Township is to receive \$9,712.17 as repayment on the loan. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**AUDIENCE**

Todd Peetz, Julie McLain and William Barber, from the Ravenna Main St. group spoke about the signage they are developing to put around the city and surrounding community. They presented several design options to review and get feedback on. The question of funding the new signage was discussed and ideas about sources were exchanged.

**OLD BUSINESS:**

**TRUSTEES**

The 2020 Cemetery Grant Award for signage was approved, the Trustees are asked to sign the acceptance agreement.

**RES # 19-089** A motion by Hank Gibson, seconded by Vince Coia to accept the 2020 Cemetery Grant Award of \$1,450 for the purpose of cemetery signage. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 19-090** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the agreement with Clemans, Nelson & Associates, Inc. to draft the Personnel Policy and Procedures Manual for Ravenna Township with the retainer rate option at a cost not to exceed \$7,650.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorized staff to apply for OTARMA Police & Fire Policy Grant Application in the amount of \$1,000.00 towards the Clemans policy manual. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Vince said he spoke with the prosecutor about being able to advertise the Grandview Cemetery plots and services. The prosecutor told him not to do it, so the Trustees agreed to put all the information on the Township's Grandview Facebook web page.

A motion by Hank Gibson, seconded by Vince Coia to authorized Sarah, Grandview's secretary, to handle updating the Grandview Facebook page to include all information regarding sale prices and availabilities of plots and pricing for services. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

The IT replacement project is mostly complete, server and PC's have been installed. A few items are left to be finished, i.e. the security DVR needs replaced at an estimated cost of \$895 and the wifi for guests needs completed (estimated cost of \$400).

A motion by Pat Artz, seconded by Vince Coia to have the security DVR replaced by Detect Alarm Systems at the estimated price of \$895.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia to authorized CTMS to upgrade and set up the wifi for guest logins for the price of \$400.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 19-091** A motion by Pat Artz, seconded by Vince Coia to declare old computers, printer and battery back up equipment as obsolete and to have them disposed of in a secure method. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Carolyn has asked that she be allowed to purchase her old computer.

A motion by Pat Artz, seconded by Vince Coia to authorize Carolyn to purchase her old computer for \$1.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

We are still waiting on H. Luli to do the chip and seal project in the McElrath Development. Mike Soboro will be trimming Cooley Rd next week.

The Road Crew will be making their last chipping run for the season the week of September 30<sup>th</sup>.

Ray will be focusing the time on repairing 6 catch basins for safety reasons.

Ray is developing a performance evaluation form for his employees.

The mini excavator's electrical issues seems to have been corrected.

#### **GRANDVIEW CEMETERY**

There were three burials, three cremations and one disinterment/re-entombment in the past two weeks.

The crew will be repairing the sidewalks back to the small mausoleum for accessibility and safety purposes. It should cost under \$1,500 for the new sidewalks.

A motion by Pat Artz, seconded by Vince Coia to authorize the repair and replacement of the sidewalks back to the small mausoleum for the cost not to exceed \$1,500.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **ZONING DEPARTMENT**

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

The status hearing for 3496 Ash St. is scheduled for September 26, 2019.

The zoning violations at 6015 Lakewood Rd have been corrected and a demolition permit for the partially collapsed barn has been issued.

### **LIAISON**

The Economic Development Director Committee will be conducting 2 interviews in the next week.

The drywall repair in the Chief's office is scheduled for September 26<sup>th</sup>. The carpet replacement estimate from D&L Carpet came in at \$695.

A motion by Vince Coia, seconded by Pat Artz to approve the \$695.00 estimate from D&L Carpet for carpet replacement in Chief Kozak's office. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **FIRE DEPARTMENT**

*Fire Chief Mark Kozak was absent and Captain Blubaugh reported the following:*

We received the FEMA AFG grant for \$46,902.85 for radios, but may need a special meeting to purchase the radios by the 30th. We are waiting on the quotes which won't come in until Friday.

We should be getting the new revised contract for Dispatch soon.

The parts for repairing the booster hose line on 2413 are ordered but have not come in yet.

### **NEW BUSINESS**

#### **TRUSTEES**

Vince found a sponsor for the meals for the November quarterly township meeting at the Elks club. He went over the menu details.

The Portage County Commissioners resolution amending the "Portage County Illicit Discharge Detection and Elimination Rules" has been received. It has been emailed to all department heads.

#### **FISCAL OFFICER**

**RES # 19-092** A motion by Hank Gibson, seconded by Vince Coia to approve the following POs and BCs:

- a. PO #340-2019 in the amount of \$700.00 to Steven M Jones for drywall repairs from the General fund.
- b. PO #341-2019 in the amount of \$895.00 to Detect Alarm System for DVR replacement from the General fund.
- c. PO #342-2019 in the amount of \$400.00 to CTMS for wifi guest account equip and programming from the General fund.

- d. PO #343-2019 in the amount of \$2,000.00 to Cost Recovery Corp for billing and collection fees from the EMS fund.
- e. T&N PO #344-2019 in the amount of \$675.00 to American Monument & Granite Co for crypt door replacement from the Grandview fund.
- f. PO #345-2019 in the amount of \$7,650.00 to Clemans, Nelson & Assoc for Policy & Procedure manual and retainer from the General Fund
- g. PO # 346-2016 in the amount of \$1,000.00 to D&L Carpet for replacement of carpet in Mark's office from the General Fund
- h. BC #13-2019 in the amount of \$500.00 for misc. travel and meeting expense from the General Fund
- i. BC #14-2019 in the amount of \$500.00 for small tools and minor equip from the General 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 spreadsheets.

The Trustees reviewed a hardship application for crash billing.

**RES # 19-093** A motion by Hank Gibson, seconded by Vince Coia to approve the hardship application from Cost Recovery, terms being a 10% reduction of the price if paid in full within 45 days, 5% reduction if paid in full within 90 days, or a payment of a minimum of \$25/month. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 19-094** A motion by Hank Gibson, seconded by Vince Coia to authorize a transfer of \$100,000 from the General Fund to the Grandview Cemetery Fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A representative from OTARMA was in today to interview and inquire about procedures and policies. She said we need to be do annual MVR checks for all drivers, annual training for sexual harassment and driver training, and get "hold harmless" agreements for all contractors and mausoleum rentals.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employee appointment issues.

A motion by Pat Artz, seconded by Vince Coia to suspend Regular session at 8:47 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Hank Gibson to enter into Executive session at 8:47 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, Fiscal Officer Gail Pittman.

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 9:17 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 9:17 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, Fiscal Officer Gail Pittman.

The purpose of the Executive Session was to discuss employee appointment issues.

A motion by Vince Coia, seconded by Hank Gibson that Brogan Lovejoy and Brad Hagar have until December 31, 2019 to pass the CDL test as mentioned in their condition of employment when hired. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:18 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

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

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TRUSTEE