

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on January 4, 2011. The meeting was called to order at 7:00 P.M. by Chairman Pat Artz. Roll call showed the following present: Trustees Hank T. Gibson, Pat Artz and Vince Coia; Fiscal Officer Kelly Rich; Department Heads Steve Bosso, Jim DiPaola and Darrell Stephens.

The Board set the 2011 meeting schedule to take place at 6115 Spring Street on the first and third Tuesday of each month at 7:00 p.m.

Fiscal Officer Rich announced the Chair vacant and open for nomination for Chairman; Trustee Artz nominated Trustee Hank T. Gibson seconded by Vince Coia. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

Fiscal Officer Rich announced the vice chair open for nomination; Trustee Artz nominated Trustee Coia for Vice Chair. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

Announcement of department responsibility by Chair Trustee Artz, Zoning; Trustee Coia, Road and Trustee Gibson, Fire.

### **OLD BUSINESS**

#### **TRUSTEES**

A motion by Pat Artz, seconded by Vince Coia to approve the minutes of the December 30, 2010 special meeting. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

Trustee Gibson announced that the Correspondence Book was available for viewing.

The financial reports were viewed by the Trustees from the December 30, 2010 meeting and found to be in order.

There was no payroll or vouchers since the December 30, 2010 meeting.

A motion by Hank T. Gibson, seconded by Vince Coia to suspend the regular meeting and enter into Executive Session at 8:31 p.m.; the purpose of Executive session was to discuss personnel matters pursuant to R.C. 121.22(G).

A motion by Pat Artz, seconded by Vince Coia to close executive session and reenter the regular meeting at 8:59 p.m. The purpose of Executive Session was to discuss personnel matters pursuant to R.C. 121.22(G).

Roll call showed the following present: Trustees: Gibson, Coia and Artz; Fiscal Officer Rich and Fire Chief Bosso.

#### **FISCAL OFFICER**

A motion by Vince Coia, seconded by Hank T. Gibson to refund the following EMS account BROGER01 \$9.02 due to overpayment. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

A motion by Vince Coia, seconded by Hank T. Gibson to approve and open a PO in the amount of \$2,000.00 to Power City for the International truck for a diagnostic evaluation. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to open a super BC in the amount of \$10,000.00 for the purchase of piping; cold patch; asphalt; the purpose of these items may be over the \$499.99 and these items are needed to complete projects without waiting till the next meeting for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

Darrell addressed the board on Issue II projects, the need to improve several roads such as Merrilyn and Dawley. The Board advised him we have a project scheduled for Hommon this year. He indicated he would see what "round" was being completed currently.

Also, Darrell wanted to gather information due on January 7<sup>th</sup> for the NOPEC grant; lighting; wiring and overhead doors are among some of the items to be included for this grant.

#### **FIRE DEPARTMENT**

A motion by Hank T. Gibson, seconded by Vince Coia to rescind the two prior purchase orders of \$500.00 and \$2,903.33 to Carnegie Federal Body Company for the hydraulic generator on engine #2414; due to a definitive estimate being provided for the entire repair. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to approve and open a PO in the amount of \$4,875.33 for the replacement of the hydraulic pump on #2414, to include lines and labor. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to approve and open a PO TO Warren Fire not to exceed the amount of \$1,100.00 for required annual bench testing of all self contained breathing apparatus and cylinders (SCBA). R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Pat Artz, seconded by Hank T. Gibson to forgive up to \$50,000.00 for monies needed for operational expenses from January through March 2011 pending the first draw from the Auditor. The reason for this is to let the department begin the year without owing and to run the department without asking for additional money through the year.

Chief Bosso advised the Board year to date there was 1299 calls with only a loss of \$76,000.00. The Township was within 20 calls for mutual aid with the city.

His department is working on items that need to be replaced and maintained, however these items will wait until March.

#### **ZONING DEPARTMENT**

Sharie Meduri contacted the Zoning Inspector and stated she is willing to sign over her property of 6882 Cleveland Road on the weekend of January 17, 2011 when she arrives in town. The Trustees will make themselves available to make this transfer.

A motion by Vince Coia seconded by Pat Artz to declare 6246 Wall Street, parcel 29-308-20-00-150-001, owner Jacqueline Ferguson, a nuisance and forward to the Portage County Prosecutor to enforce compliance. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

Priority will be given to the junkyards located in the township especially Cummins Lane; Cliff Drive and Cleveland Road.

Only two permits were issued for December both being residential demolition.

#### **NEW BUSINESS**

##### **TRUSTEES**

A motion by Hank T. Gibson, seconded by Pat Artz to require two Trustees and Fiscal Officer Signature on all checks. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Pat Artz to require **all** purchases of parts, tools, equipment and supplies of \$100.00 to \$499.00 unless part of a current PO made by the Road, Fire/EMS or Zoning, be approved by Department Heads, Trustee, and the Fiscal Officer **PRIOR** to ordering or purchasing with a written requisition request for and assigned requisition number. All purchases of \$500.00 or more must have an assigned PO before the item/items are ordered or

purchased, except for emergency repair parts and labor, up to \$999.00 Verbal authorization may be obtained up to \$999.00. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to authorize the Fiscal Officer to transfer funds and set up advances as needed between checking, and Investment Accounts and Township funds for investment purposes and to maintain adequate account balances in all funds for 2011. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to require all purchases over \$1,000.00 is read at a public meeting. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Pat Artz to rehire James Rhinehart as Assistant Road Supervisor for 2011 at the current rate of pay \$19.18. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Pat Artz to rehire Brian Lydick as Service Laborer for 2011 at the current rate of pay \$17.90. R/C: Mr. Coia, no; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to rehire Glenn Rhinehart as Service Laborer for 2011 at the current rate of pay \$17.00. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

The Board asked to table the rehiring of Steve Bosso as Fire Chief for 2011 until March 2011.

The Board asked to table the rehiring of Assistant Fire Chief Tim Morgan until March 2011.

A motion by Hank T. Gibson, seconded by Vince Coia to rehire part-time Rebecca Carter Administrative Assistant to the Trustees for 2011 at the current rate of pay \$15.00. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Pat Artz to rehire Rebecca Dix, part-time Administrative back-up and records Retention Officer for 2011 at the current rate of pay \$10.55. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Pat Artz, to rehire Jim DiPaola as Zoning Inspector for 2011 with a \$.50 increase: \$11.00/\$11.50. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to rehire part-time Zoning Secretary Carolyn Chambers for 2011 at the current rate of pay \$9.50. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to rehire all EMT/Paramedics for 2011 at the current rate of pay, mandated by the contract: R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia, to rehire all Full-time Firefighters for 2011 at the current rate of pay \$1,780.82/\$1,712.10/\$1,465.92 mandated by the contract. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to open and approve a PO in the amount of \$122,992.80 to Maplegrove Cemetery for the twp's portion for 2011. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

A motion by Pat Artz, seconded by Vince Coia to pay the salary to new hire Darrell Stephens without withholding holiday pay as indicated in section 6.3 of the personnel policy. Per the Personnel Policy it states employees must have completed sixty (60) days of continuous service with

Ravenna Township prior to taking any holiday leave. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

**FISCAL OFFICER**

A motion by Hank T. Gibson, seconded by Vince Coia to approve the December 2010 bank reconciliations as submitted by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mrs. Artz, yes. Motion passed.

The Fiscal Officer inquired if the Board is discontinuing the life Insurance for part-time firefighters through Mutual of Omaha based on an opinion from Attorney Murdock that you cannot provided insurance to part-time employees; Trustee Artz indicated she contact Attorney Murdock to determine if the Board had to discontinue this benefit.

A motion by Hank T. Gibson, seconded by Pat Artz to adjourn the meeting at 9:01 P.M. Roll call: Mrs. Artz, yes; Mr. Coia, yes; Mr. Gibson, yes. Motion passed.

ATTEST:

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CHAIRMAN

\_\_\_\_\_  
TRUSTEE

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

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TRUSTEE