

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 705 Oakwood Street, Ravenna, Ohio, on October 6, 2010. The meeting was called to order at 7:02 P.M. by Vice Chairman Hank T. Gibson. Roll call showed the following present: Trustees Hank T. Gibson; and Vince Coia; Fiscal Officer Kelly Rich; Department Heads Stan Zdanczewski, and Jim DiPaola. John Dalziel of Dalziel Insurance was present to discuss the renewal through Anthem for 2010 – 2011. Also attending was Claire Moore of 3504 Lovers Lane and Sandy Sprott of 3522 Lovers Lane and Shannon Paulus Communication Supervisor for FireCom Center.

A motion by Hank T. Gibson, seconded by Vince Coia to approve the minutes of the September 21, 2010 regular meeting. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion passed.

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

The financial reports were viewed by the Trustees from the September 21, 2010 meeting and found to be in order.

A motion by Hank T. Gibson, seconded by Vince Coia to approve payroll (October 8, 2010) in the amount of \$45,259.50, and vouchers in the amount of \$210,252.00 (September 14 through September 28, 2010) with vouchers over \$1,000.00 being read for approval. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

#### **OLD BUSINESS:**

The Trustees opened the employment applications received for the Road Superintendent position; applicants that were submitted are as follows: Paul F. Moroco; Charles Lindsey; Michael Hurd; Dan Marling and Darryl Stevens. Due to Trustee Artz's absence they decided to wait to discuss the applicants and setting up interviews with Trustee Artz.

The Trustees agreed to send a letter to Shorts Funeral home with a copy of the Township's resolution and a letter to the Portage County Coroner asking that any indigent burial be administered by Shorts Funeral Home, unless a family member wants differently.

A motion by Hank T. Gibson, seconded by Vince Coia to accept the following resolution regarding the disbanding of FireCom:

**Whereas, the Board has determined that the dispatching needs of the Township would be better served by contract with the City of Ravenna pursuant to R.C. 505.37(B), which contract services are to begin about October 1, 2010;**

**Whereas, the Board finds that on October 1, 2010 the Township dispatching department (provided under the FireCom Center) will be obsolete;**

**Whereas, the Board will begin to disband the department by terminating the four (4) fulltime employees and four (4) part-time employees, effective October 1, 2010, in accordance with the Ravenna Township personnel policy (all insurance benefits will cease on September 30, 2010); provided, however, that if the contract services do not begin on October 1, 2010, the Board may reemploy any or all such employees on a part-time, day-to-day basis until such contract services begin;**

WHEREAS, the line items that were opened to support the salary and operating expenses of the department will be closed and any funds remaining in them will be returned back to the general fund #1000; with the exception of line item #1000-290-323-0005 Repairs & Maintenance this will be for the Tower and Site upkeep contract with B & C Communications and Line item #1000-290-240-0005 unemployment compensation as these employees have filed for benefits; the revenue remaining in the below accounts will be distributed back to the general fund and the accounts mentioned remain open for income received from the user group to maintain the tower sites needed for dispatching and payment of unemployment benefits.

The accounts to be closed and transferred are as follows

1000-110-341-0005	Telephone payments for FireCom
1000-110-351-0005	Electricity payments for FireCom
1000-190-190-0005	Other – salaries for FireCom Center
1000-290-211-0005	Ohio public employees' retirement system (OPERS)
1000-290-212-0005	Social Security payment for FireCom
1000-290-213-0005	Medicare payment for FireCom
1000-290-221-0005	Medical/Hospitalization payment for FireCom

1000-290-222-0005	Life Insurance for FireCom
1000-290-223-0005	Dental Insurance for FireCom
1000-290-224-0005	Vision Insurance for fireCom
1000-290-229-0005	Other Insurance Benefits for fireCom
1000-290-230-0005	Workers Compensation Payment for fireCom
1000-290-310-0005	Professional & Technical Services for FireCom
1000-290-322-0005	Garbage & trash Removal Payment for FireCom
1000-290-321-0005	Rents & Leases Payment for FireCom
1000-290-340-0005	Communications, Printing & Advertising
1000-290-350-0005	Utilities Payment for FireCom
1000-290-360-0005	Contracted Services for FireCom
1000-290-382-0005	Liability Insurance Premiums for FireCom
1000-290-390-0005	Other Purchased Services Payment for FireCom
1000-290-400-0005	Supplies & materials Payment for FireCom
1000-290-500-0005	Other payment for Firecom
1000-290-740-0005	Machinery, Equipment & Furniture payment for FireCom
1000-910-910-0005	Transfers in

WHEREAS, the Board desires to employ Shannon Paulus on a part-time, basis up to a two week period at the rate of \$13.72 not to exceed 24 hours a week to dismantle, move and inventory all equipment relative to the department; she will be under the direction of the Board and will report as needed any information pertaining to the department;

Whereas, the Board finds that the equipment allocated to or used in the department is no longer needed for the department and such equipment will be reallocated to other departments or disposed of pursuant to R.C. 505.10, depending on value;

NOW THEREFORE IT BE RESOLVED, That Ravenna Township Board of Trustees:

(1) Authorizes the contract with the City of Ravenna for dispatch services as set forth in attached Exhibit A;

(2) Orders the disbanding of the Township dispatching services department and hereby terminates all employees within such department effective October 1, 2010 pursuant to and as described in this resolution. Such employees shall receive payment for accrued vacation leave pursuant the personnel policy not to exceed 120 hours, to be included in the last pay check of October 22, 2010;

(3) Orders that the balance of funds in such department, as set forth above, be returned to the general fund or other appropriate fund as determined by the fiscal officer; and

(4) Authorizes the employment of Shannon Paulus on a part-time, day-to-day basis at the rate of \$13.72/hour not to exceed 24 hours a week and such other former employees as needed on a part-time, day-to-day basis pursuant to and as described in this resolution. Further, Shannon Paulus shall inventory all equipment (property) within the Township dispatching services department and report such inventory to this Board at the October 19, 2010 meeting. The Board will reallocate or dispose of such property by subsequent resolution. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

### **FISCAL OFFICER**

There was no old business brought up by the Fiscal Officer at this time.

### **DEPARTMENTAL REPORTS**

Previously approved at the July 6, 2010 meeting was a PO in the amount of \$50,720.00 to OPWC Integrating Committee for the Issue II project that was awarded for the Hommon Road project; this amount includes \$13,000.00 to the Portage County Engineer for engineering costs; the PO to OPWC would be \$37,720.00.

A motion by Hank T. Gibson, seconded by Vince Coia to open and approve a PO in the amount of \$13,000.00 to the Portage County Engineer for engineering fees related to the Issue II project on Hommon Road. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to approve the following resolution requested for the Hommon Issue II project:

1. To appoint Road Superintendent Stan Zdanczewski as the Project manager of this project.
2. To request the Fiscal Officer to encumber \$13,000.00 for engineering costs of this project due to the Portage County Engineer's Office. This engineering fee is part of the entire

encumbered amount approved in resolution #10-213 recorded in the July 6, 2010 meeting. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

A motion by Hank T. Gibson seconded by Vince Coia to approve and open a PO not to exceed \$700.00 to Studio On Top of the Barn for the purchase of three (3) flags for the flag pole located in the City. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

Stan advised the Board that chipping will cease around the middle of the month and then they will begin leaf pick-up.

Vince thanked The Road Crew for the road grindings over on MeadowBrook Blvd; they were hoping that maybe in the future they could give them some additional fill, Stan agreed.

Stan asked permission to attend the 2010 Jack Doheny Ohio Publics Works Equipment Show on Thursday, October 14, 2010, he also asked if any of the Trustees would like to attend; they agreed he could attend although they could not accompany him on this date.

#### **FIRE DEPARTMENT**

A motion by Hank T. Gibson, seconded by Vince Coia to rescind PO #91-2010 to Advance Auto Parts approved on September 21, 2010 in the amount of \$550.00 for #2417; the new total is \$608.11; this is due to additional parts being needed once the work was being performed. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

A motion by Hank T. Gibson seconded by Vince Coia to open and approve a PO in the amount of \$1725.00 for three (3) months' worth of payment to B & C Communications for the monthly payment for the user group relating to the tower sites; the contracts for the entities that will be contributing have not been approved by the Prosecutor's Office, once they are approved the entities will be invoiced and Ravenna Township will not be solely responsible for the monthly payments of \$525.00 to B & C Communications. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

#### **ZONING DEPARTMENT**

The Zoning Inspector provided the zoning report as follows: three (3) zoning certificates had been issued; \$200.00 in fees has been collected;

- 5581 S. Prospect Street; property owner Ronald Postlewaite cited for high grass and junk so far the first address was undeliverable, will resend to second address on file once returned.
- 6882 Cleveland Road; property owner Sharie Meduri was sent certified mailings and they are being returned as unclaimed; Trustee Coia will attempt to deliver at a court appearance she is scheduled for later this month if this attempt is unsuccessful court records indicate there is another address and zoning will attempt delivering to the alternate address.
- 5639 State Route 14 complaint has been closed.
- A letter has been sent to Reverend Derrick Kendrick advising him that the Ravenna Township Trustees hired Winters Excavating (minutes 2005); the Inspector advised Reverend Kendrick the County has no documentation that Winters obtained or applied for permits for closing the sewer or demolishing the house on this property; County records indicate the owner is still being billed for sewer.

## **NEW BUSINESS**

### **TRUSTEES:**

Trustee Artz requested a work session be scheduled to discuss joining a Fire District, however upon Mrs. Artz's absence the two (2) Trustees asked to wait for her to return to determine a meeting date and time.

The following three (3) purchase orders are requested by Shannon Paulus, Communications Supervisor, who has been retained to oversee the disbanding of FireCom Center to include dismantle and inventory of the Dispatcher Center.

A motion by Hank T. Gibson, seconded by Vince Coia to approve and open a PO in the amount of \$3,788.57 to B & C Communications for removal of antennas located on top of the fire building and dismantling of the console. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to open and approve a PO in the amount of \$780.00 to Detect Alarm for the purpose of moving the alarm system panel; moving the DVR and to fix the camera in the hallway. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

A motion by Hank T. Gibson, seconded by Vince Coia to approve and open a PO in the amount of \$790.00 to D.T.E. for the purpose of reprogramming the phone system; upgrading to the newest technology and training a new administrator and two (2) users. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

A motion by Vince Coia, seconded by Hank T. Gibson to approve and open a PO in the amount of \$22,000.00 to Hummel Construction for the Spring Street renovation project. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

### **FISCAL OFFICER**

A motion by Vince Coia seconded by Hank T. Gibson to transfer \$5,000.00 from the high yield savings balance (Chase) investment to the miscellaneous capital fund #4901 for the purpose of paying bills. Roll call: Mrs. Artz, yes; Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

A motion by Vince Coia, seconded by Hank T. Gibson to approve the September 2010 bank reconciliation as submitted by the Fiscal Officer. Roll call: Mr. Gibson, yes; Mr. Coia, yes. Motion passed.

The Fiscal Officer stressed the importance of obtaining proper authorization before spending the money for expenses especially with the renovation project, knowing everyone is trying to keep things on a time line but it is very important to get the approval from the Board prior to the work is being done.

### **AUDIENCE**

Claire Moore was present to address the Board of the property belonging to Sharie Meduri of 6882 Cleveland Road; it has been a nuisance for many years and she has notified this plight of a property to the previous Board, Zoning Inspector and Constable and nothing has been done to the neighbors satisfaction, she wanted on the record her dismay and frustration of this entire situation and wants resolution sooner rather than later. There is a house and two (2) trailers occupying this parcel, one trailer of which a lady rents the earth the trailer rests on and she sends a check monthly to Sharie Meduri. Trustee Coia informed her that the letters sent to Mrs. Meduri from the Zoning Inspector

has not been delivered yet, however if they are not delivered Trustee Coia stated he would show up at a court hearing later this month to provide the paperwork to her himself. Mrs. Moore stated she appreciates Trustee Coia's assistance and attention to this matter and his accepting that is of importance to her and other neighbors. Mrs. Sprott indicated there was a meth lab being run out the house at one time, upon notifying the Sheriff, the people vacated before the Sheriff arrived.

Shannon Paulus was present to give a report to the Board of Trustees about the cut over to Ravenna City for dispatching and the job of disbanding and inventorying the department; she indicated the center was staffed until Tuesday October 5, 2010 at 2:00 a.m., when the transfer to the City was complete. The transition went fine and continues to go well at this point. She will be working on removing phone lines and appropriating lines as needed, there are significant lines that can be absorbed among others and lines closed out through AT & T.

John Dalziel the Township's Insurance agent was present to discuss the renewal and to provide any answers if questions were asked. The renewal came in for 2010-2011 with a 24% increase only 9% being medically driven, the other being trend and administration fees, this is not bad considering the economic conditions and other factors, however the Fiscal Officer has indicated the Township should look to other carriers at this time due to the Townships, medical make-up changing significantly due to the terminating of the Dispatching center that had three (3) employees covered under the insurance and a full-time Firefighter being removed at this time. The Fiscal Officer has already obtained the medical forms from the employees and will forward to John tomorrow, the Trustees agree to go out for bid to see if the other carriers are ready to compete.

A motion by Vince Coia and seconded by Hank T. Gibson to adjourn the meeting at 9:34 P.M. Roll call: Mr. Coia, yes; Mr. Gibson, yes. Motion passed.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
TRUSTEE

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

\_\_\_\_\_  
TRUSTEE