

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF NOVEMBER 19, 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 November 19, 2019. Trustee Hank Gibson called the meeting to order at 7:05 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. Brittany Bennett, Josh Rezabek, Jack Kennedy, Robin Crocker, Katherine Vincent, Frank Hairston and Peggy DiPaola were in the audience.

AUDIENCE

Brittany Bennett is a student at Stark State and was here with Josh Rezabek to observe for her state and local government class.

Jack Kennedy, from Pine Ridge Estates, came to complain about his neighbor. She has called the Sheriff's Dept. on him 4 times in the past week. His neighbor is not maintaining their leaves; they are speeding, parking where they should not, and are in violation of the deed restrictions by working on vehicles. Jack requested the township put up no parking signs. He also asked the trustees for any assistance they can provide with regard to these issues. Vince advised him that the PC Sheriff's Dept. will not enforce the no parking zone because it is local ordinance and they enforce ORC. Jim stated that he has looked at the business situation and is unable to prove that this individual is running a business from his home and therefore cannot enforce any township rules. Hank said the Trustees are able to send a letter relative to working on vehicles. Jim advised that the homeowners' association could retain an attorney to enforce the deed restrictions because that is a civil issue and not a township issue that the trustees have any authority to enforce.

Frank Hairston thanked the Road Crew for their work and for doing a good job maintaining the roads during the latest bad weather. He told Jim there is some money for nuisance for the Davis property.

Peggy DiPaola and Jim DiPaola discussed the nomination of David West by the committee to be the Economic Developer. Hank asked that the contract approval be tabled until the Trustees had time to review the candidate report. A special meeting will be called to approve it before the committee is scheduled to present it to the city.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of November 5, 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 November 22, 2019 in the amount of \$34,845.80 and other warrants in the amount of \$23,464.04 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**

The filing deadline to get anything on the March 17, 2020 primary election ballot is December 18, 2019. We have two levies up for renewal next year. The trustees discussed the timing of when to place these on the ballot.

FISCAL OFFICER

We received the approval of the credit card policy from Brett at the Prosecutor's Office. We are still awaiting the approval by Clemans and Nelson before the trustees are able to approve.

Frank Harmon has sent quotes for the health insurance policy. We have not heard back from the other company.

The new copiers will be installed this Thursday. Jon will contact CTMS to have them here to make sure everything works properly and add this as an optional printer.

Gail requested an executive session after the meeting to discuss employee performance.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

All road close and high water signs are on type 1 barricades now.

The Road Dept is ready for the winter season. Routine maintenance on the vehicles and equipment will be done.

The Super-N Case backhoe is at Southeastern Equipment. A cylinder blew apart and they will provide an estimate to repair it.

GRANDVIEW CEMETERY

One cremation has been done since the last meeting.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The old furniture and junk has finally been removed from 3440 SR 59.

The BZA will meet on December 11, 2019 at 7 PM to hear a variance request to locate a bulk propane distribution business at 4839 Washington Ave. The parcel is zoned General Industrial.

Portage County Water Resources is requesting an approval to amend the Ravenna Facilities Planning Area document to include an additional map color and wording. This approval is necessary for The Haven of Portage to obtain permission from the Ohio EPA to connect to the sewer. The trustees discussed the request and had no objections.

A motion by Pat Artz, seconded by Hank Gibson to state that the township has no objections to the amendment of the Portage County Water Resources map to add additional map color and wording. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

LIAISON

Carpet and painting price quotes have been obtained. The Trustees asked Jim to get additional estimates from more vendors.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Jim DiPaola reported the following:

The radios on the grant are ordered. Mark will request the funds within the next week.

The Dispatch contract review and approval was tabled pending additional information.

The Holiday Open House will be on Saturday, December 14, 2019 from 1 PM to 3 PM. The promotional items have been received and Jason Myers is working on getting the food items donated.

Mark's truck caught fire under the hood. The cause is still undetermined and the insurance company has been notified.

NEW BUSINESS**TRUSTEES**

New officers were elected at the November Township Association meeting. NOPEC approved the grant program again for the 2020 year at approximately the same amounts as this past year.

FISCAL OFFICER

RES # 19-110 A motion by Hank Gibson, seconded by Pat Artz to approve the following POs and BCs:

- a. PO #382-2019 in the amount of \$1,450.00 to Municipal Signs & Sales for signs paid for with grant from the Grandview fund.
- b. PO #383-2019 in the amount of \$500.00 to Bob Sumerel Tire Co for tires and tire repairs from the Fire fund.
- c. PO #384-2019 VOIDED.
- d. PO #385-2019 in the amount of \$5,000.00 to Southeastern Equipment Co for backhoe repair from the Road fund.
- e. PO #388-2019 in the amount of \$21,912.00 to Bureau of Workers' Compensation for 2020 estimated premium from the General, Fire, Road, Grandview and Zoning funds.
- f. PO #389-2019 in the amount of \$250.00 to Chase Card Services for equipment rental and misc. from the Fire fund.
- g. PO #390-2019 in the amount of \$500.00 to Montigney's for misc. parts and supplies from the Road fund.

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

The following PO's were tabled until additional quotes can be obtained for carpeting and painting.

- h. PO #386-2019 in the amount of \$13,348.40 to D & L Carpet for carpet replacement in bldg. from the General fund.
- i. PO #387-2019 in the amount of \$4,820.00 to Steven M Jones for interior painting from the General fund.

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

RES # 19-111 A motion by Vince Coia, seconded by Pat Artz to approve and accept the October 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 BWC 2020 estimates have been issued. The premium rate was reduced from 3.0398% to 2.3774%, a reduction of 0.6624%. The 2020 premium estimate should be based on the 2018 actual wages paid, which are about \$50K higher than the estimate for the previous year. However, with the rate reduction, our estimated premium is \$4,038 less. The premium must be paid by December 23, 2019 and a purchase order is on the list for today's payment. The breakdown for the 2020 premium is as follows:

Dept.	2020	2019
Admin	\$ 2,783.00	\$ 3,438.00
Fire	14,523.00	17,332.00
Road	3,269.00	4,380.00
Grandview	704.00	0.00
Zoning	633.00	800.00
Total	\$ 21,912.00	\$ 25,950.00

Reminder: A Records Commission meeting is scheduled for December 3, 2019 at 6:30 PM for Hank, Gail and Jon.

Don Bello has filed a claim for unemployment.

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

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 9:02 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 9:02 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 Pat Artz, seconded by Vince Coia to close Executive session at 9:18 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, out of the room. Motion Passed.

A motion by Pat Artz, seconded by Vince Coia to re-enter into Regular session at 9:18 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, out of the room. 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 performance issues.

No action was taken.

There will be a Special Meeting November 26, 2019 at 5:30 PM to approve the health insurance, approve the Economic Developer MOU, approve the Dispatch contract and approve any additional purchase orders.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:22 pm.
R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE