

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 17, 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 December 17, 2019. Trustee Hank Gibson called the meeting to order at 7:08 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers.

AUDIENCE

None

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of December 3, 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was available in the Fiscal Office for public viewing during normal business hours.

A motion by Vince Coia, seconded by Pat Artz to approve payroll warrants for December 20, 2019 in the amount of \$35,570.85 and other warrants in the amount of \$64,619.81 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 Trustees discussed the quotes received so far on the carpet replacement and painting of the offices. They are waiting on obtaining additional quotes. They decided to reject the quote from D&L so PO#386-2019 was cancelled. A dumpster will be needed to dispose of the old carpet. Having the Road Crew do the painting was discussed since they have a slower schedule right now because the weather isn't too bad. PO#387-2019 for the painting was cancelled as well.

The Trustees commended the Fire Dept, Jim and all their families for putting together such a nice open house last Saturday.

FISCAL OFFICER

None

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The repairs to the backhoe have been completed and it is back in operation.

The batteries in the International truck need replaced. It takes three of them, the cost being \$261.27 at Advanced Auto.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 3 batteries for the International truck from Advanced Auto at the price of \$261.27. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Brad has an appointment at TDDS on January 8, 2020 at 10:00 AM for his CDL testing. Brogan is still waiting to hear when his appointment will be.

The Fire Department has given the Road Dept. enough old radios so that now all the equipment have hand radios in them.

GRANDVIEW CEMETERY

Six burials and one cremation have been done since the last meeting.

Glassman LLC replaced the glass in the rear door of the mausoleum. It looks good.

Sarah has completed all the transfer of files into the new files. She is working on UAN entering all the information in the cemetery module.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

LAAD Sign & Lighting and Graphic Expressions are locating to 3097 SR 59. LAAD Sign was in Akron and Graphic Expressions is in Streetsboro. They will be moving to the new location in January 2020.

The property at 4956 Harding Ave. has been cleaned up.

The BZA met on December 11, 2019 and approved a variance request to locate a bulk propane distribution business at 4839 Washington Ave.

Jim received a call from the Health Department regarding a complaint about people dumping tires on our property and into the Wahoo Ditch. The EPA gave us vouchers to use to dispose of the tires and the Road crew has cleaned the tires up. Ray said part of the fence was gone that adjoined the mobile home park and the people were coming through there to do the dumping. Pat asked whether the fence had been repaired, Ray said no, it was actually old sheets of metal that were put up when the property had been a dump. The old sheets of metal are just missing in places.

LIAISON

The Economic Development Director Committee has modified the MOU and Professional Services Agreement based on the agreement and they are ready to be approved by the Township and the City.

RES # 19-120 A motion by Vince Coia, seconded by Pat Artz to approve the revised Memorandum of Understanding for the Economic Development Director Position. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 19-121 A motion by Vince Coia, seconded by Pat Artz to approve the revised Professional Services Agreement for the Economic Development Director Position. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve quarterly payments to the City of Ravenna for the Economic Development Director beginning January 1, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim attended the second negotiations meeting with the part-time firefighters' union.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

We have received the fund reimbursement for the radios on the FEMA grant.

Mark will submit the State of Ohio training reimbursement grant.

The Dispatch contract has been updated with the terms and conditions discussed and verbally agreed previously.

RES # 19-122 A motion by Hank Gibson, seconded by Vince Coia to approve the amended Dispatch contract for 2020 through 2022. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Executive session is requested to discuss the part-time firefighter contract negotiations.

The Holiday Open House was a success.

The water leak in the kitchen area has hopefully been fixed. They will find out once there is a thaw.

The Chevy truck is still at Charles Chevrolet getting repaired. They are waiting on parts.

NEW BUSINESS

TRUSTEES

The Trustees reviewed an indigent burial application submitted through Shorts Spicer Funeral Home.

RES # 19-123 A motion by Pat Artz, seconded by Hank Gibson to approve the indigent burial application for deceased resident Thomas Flowers submitted to Shorts Spicer Funeral Home. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 19-124 A motion by Vince Coia, seconded by Hank Gibson to approve the following POs and BCs:

PO #	Amount	Payee	Fund	Purpose
400-2019	\$2,500.00	Charles Auto Family	Fire	Chief's vehicle repairs
15-2019	\$300.00	None-BC	General	Decorations for park

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 format.

RES # 19-125 A motion by Pat Artz, seconded by Vince Coia to approve sending the EMS account dispositions recommended by LifeForce to collections with no write offs. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve and accept the November bank reconciliation and financial reports as presented by the fiscal officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 19-126 A motion by Vince Coia, seconded by Hank Gibson to authorize the repayment of advance from fund 2901 FEMA to 1000 General in the amount of \$35,042.86, noting that there is a remaining balance of \$11,859.99 to be repaid in 2020 once the balance of the grant proceeds is received. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Supplemental meeting agenda items for beginning the new year were addressed:

RES # 19-127 A motion by Hank Gibson, seconded by Vince Coia to approve the annual salary method with monthly payments for the Trustees for 2020 and semi-monthly payments for the Fiscal Officer for 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 19-128 A motion by Hank Gibson, seconded by Vince Coia to extend the normal insurance policies and related benefits including the health savings account to the Trustees and Fiscal Officer for 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 19-129 A motion by Vince Coia, seconded by Hank Gibson to rehire employees as listed effective January 1, 2020:

All Full time Firefighters in accordance with current Collective Bargaining Agreement (CBA).

All Part time Firefighters in accordance with current Collective Bargaining Agreement (CBA).

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

RES # 19-130 A motion by Vince Coia, seconded by Hank Gibson to rehire employees as listed effective January 1, 2020:

Ray Taylor, Road Supervisor, at the rate of \$1,743.20/bi-weekly salary for Road; plus \$160.00/bi-weekly salary for Sexton; plus \$16.16 per bi weekly pay stipend for cell phone, an increase of \$40.00/bi-weekly for Road (2.147%).

Doug Dillon, Assistant Road Supervisor, at the rate of \$18.29/hour., an increase of \$0.29/hour (1.6% COLA).

Bradley Hager, Road Crew, at the rate of \$15.75/hour., an increase of \$0.25/hour (1.6% COLA).

Brogan Lovejoy, Road Crew, at the rate of \$15.75/hour., an increase of \$0.25/hour (1.6% COLA).

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

RES # 19-131 A motion by Vince Coia, seconded by Hank Gibson to rehire employees as listed effective January 1, 2020:

Jim DiPaola, Zoning Inspector/Liaison, at the rate of \$14.43 per hour, an increase of \$0.23/hour (1.6% COLA).

Carolyn Chambers, Zoning Secretary, at the rate of \$10.46 per hour, an increase of \$0.16/hour (1.6% COLA).

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

RES # 19-132 A motion by Vince Coia, seconded by Hank Gibson to rehire Sarah Lund-Goldstein, Cemetery Records, at the rate of \$12.19/hour, an increase of \$0.19/hour (1.6% COLA) effective January 1, 2020.

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

RES # 19-133 A motion by Vince Coia, seconded by Pat Artz to rehire Jon Summers, Assistant Fiscal Officer, at the rate of \$17.53 per hour, an increase of \$0.28/hour (1.6% COLA) effective January 1, 2020.

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

RES # 19-134 A motion by Vince Coia, seconded by Hank Gibson to rehire Mark Kozak, Fire Chief, at the rate of \$1,226.06/bi-weekly salary plus \$16.16/per pay period cell phone stipend, an increase of \$19.31/pay period (1.6% COLA)effective January 1, 2020.

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

The Fiscal Officer stated a need to have spending authority in place as of January 1, 2020.

RES # 19-135 A motion by Hank Gibson, seconded by Vince Coia to approve the temporary appropriations effective January 1, 2020 as listed below:

<i>Fund #</i>	<i>Name</i>	<i>2020 Temporary Appropriation</i>	<i>Memo – 2019 temp's</i>	<i>Memo – 2018 temp's</i>
.1000	General	\$500,000.00	\$500,000.00	\$350,000.00
2011	MVL Tax	15,000.00	15,000.00	15,000.00
2021	Gasoline Tax	30,000.00	15,000.00	15,000.00
2031	Road and Bridge	225,000.00	225,000.00	175,000.00
2041	Cemetery	50,000.00	16,000.00	0.00
2111	Fire	240,000.00	240,000.00	220,000.00
2181	Zoning	20,000.00	20,000.00	15,000.00
2281	Ambulance and EMS	100,000.00	43,000.00	30,000.00
2282	EMS Levy	75,000.00	50,000.00	0.00
2901	Misc. Spec Revenue FEMA			
2902	Flagpole Maintenance			
4901	Misc. Capital Projects	100,000.00	100,000.00	50,000.00
	Total	\$1,355,000.00	\$1,224,000.00	\$870,000.00

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

A motion by Vince Coia, seconded by Pat Artz to adopt the scheduled meeting dates on the supplemental calendar for 2020, as follows: Jan 14, 28, Feb 11, 25, Mar 10, 24, April 7, 21, May 5, 19, June 2, 16, 30, July 14, 28, Aug 11, 25, Sep 8, 22, Oct 6, 20, Nov 4, 17, Dec 1, 15, 29. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 19-136 A motion by Vince Coia, seconded by Hank Gibson to authorize reimbursement of mileage and normal travel expenses including meals and lodging, as appropriate, for officers and employees whose travel is authorized by the Trustees or ORC for 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to adjust the 2019 revenue budget as follows:

<i>Fund #</i>	<i>Name</i>	<i>2019 Current Revenue Budget</i>	<i>Change</i>	<i>Amended 2019 Revenue Budget</i>
1000	General	\$564,362.09	\$110,637.91	\$675,000.00
2011	MVL Tax	75,300.00	6,700.00	82000.00
2021	Gasoline Tax	86,600.00	17,400.00	104000.00
2031	Road and Bridge	298,433.00	5,567.00	304000.00
2041	Cemetery	130,000.00	2,5000.00	155000.00
2111	Fire	672,046.00	22,954.00	695000.00
2181	Zoning	34,000.00	5,091.00	39,091.00
2281	Ambulance & EMS	203,500.00	49,500.00	253000.00
2282	EMS Levy	276,377.00	623.00	277000.00
2401	Spec Assess-PMHA	90.00	217.50	307.50
2402	Spec Assess-Pine Ridge	375.00	116.70	491.70
2403	Spec Assess-Forest R 1,2	900.00	392.27	1,292.27
2404	Spec Assess-Forest R 3,4	650.00	149.50	799.50
2405	Spec Assess-Breakneck	550.00	188.00	738.00

2406	Spec Assess-Forest R 5,6	222.00	208.36	430.36
2901	Misc. Spec Revenue FEMA	46,902.85	(11,859.99)	35,042.86
2902	Flagpole Maintenance	17,635.44	0.00	17,635.44
4901	Misc. Capital Projects	0.00	50,000.00	50,000.00
9751	Private Purpose Trust	50.00	99.00	149.00
	Total	\$2,407,993.38	\$282,984.25	\$2,690,977.63

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

RES # 19-137 A motion by Hank Gibson, seconded by Vince Coia to authorize 27 pay period checks in 2020 in accordance with pay period schedule. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss CBA negotiations and employee compensation.

A motion by Pat Artz, seconded by Hank Gibson to suspend Regular session at 8:37 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 8:39 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, Fire Chief Mark Kozak and Zoning Inspector Jim DiPaola.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:54 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 8:54 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, Mark Kozak and Jim DiPaola.

The purpose of the Executive Session was to discuss CBA negotiations.

No action was taken.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:00 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE