

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF MARCH 27, 2018**

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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 March 27, 2018. Before the meeting, Hank Gibson swore in our new full time Firefighter Matthew Frawley. Trustee Hank Gibson called the meeting to order at 7:03 P.M.

Roll call showed the following present: Trustees Pat Artz, Hank Gibson, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Vince Coia and Fiscal Officer Gail Pittman were absent. The audience consisted of Jennifer and Roland Gerrick, Richard Brantley, Terrance Allen, and Lois and Dave Yost.

**AUDIENCE**

Jennifer & Roland Gerrick said they went to Grandview Cemetery and the cross that was at their daughter's gravesite had been removed. They were wondering what the rules were for placement of flowers and such at the gravesites. Ray said his crew had been out there cleaning up the old faded flowers and broken crosses. He said flowers could be left in the vases. Crosses need to be clear of mowing. Jennifer mentioned poles and lights and things have been put up in the Islamic portion and was unsightly. Ray said he will be monitoring that as best we can.

Richard Brantley from the King Kennedy Center said that a new person will be selected to head up the Center and he wanted to bring him by to introduce him. Terrance Allen spoke and said he had recently moved back to the area. His aims were to promote health and wellness, economic development, and work with the kids of the community. Hank welcomed him and said once the board made the appointment, the township will look forward to working with him.

**REGULAR BUSINESS**

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of March 13, 2018. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was present and available for public viewing.

A motion by Hank Gibson, seconded by Pat Artz to approve payroll warrants for March 30, 2018 in the amount of \$34,754.87 and other warrants in the amount of \$46,768.07 with warrants over \$1,000.00 being read aloud for approval. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**

**TRUSTEES**

Hank asked whether the date had been set yet on the Local Government Fund hearing. Jon said we haven't heard anything from them yet.

**FISCAL OFFICER**

*Fiscal Officer Gail Pittman was absent and Jon reported the following:*

We have received the first half real estate settlement funds in the amount of \$740,255.83. A little over \$2,000 of that money was for nuisance abatement. We also received the first half manufactured home settlement funds in the amount of \$40,813.10.

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

The date for the spring cleanup is set for April 21<sup>st</sup>, 2018 between 8:00 am and noon. The tire cleanup is scheduled for April 28<sup>th</sup> from 8:00 am until noon. Ray said we needed to get it advertised in the paper. Jon said he had written a letter to give to Diane Smith regarding the cleanup. Pat said she was going to be talking to Diane and would give the letter to her.

Grandview has been keeping the Road Crew busy the last two weeks. They've started fixing the drives and will be gravelling them before Memorial Day. They've had two burials and one cremation. There was a mixup in the cost of the cremation, the funeral home didn't have the most recent rate sheet and charged the resident rate rather than the non-resident rate, they were short \$100.00.

A motion by Pat Artz, seconded by Hank Gibson to accept the payment from the Canfield cremation burial as payment in full. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Hank said to make sure everyone had the correct rate sheet.

Ray said the skylight in the mausoleum will need to be replaced when the new roof is installed. The skylight is old and getting cracks in it. Lowe's has one for under \$250.00. Jon said Gail had put a PO in the list for the skylight.

Ray discussed the need for a casket lift. The crew had to remove one of the marble fronts off one of the vaults and had to call Rootstown to get help putting the front back up. It weighed several hundred pounds, we need the proper equipment to handle these things safely. Hank asked whether we were going to be able to rent the one from St. Mary's, Ray said no, and their's wouldn't have been large enough anyways, it was designed for four levels and we have six. Hank asked Ray to get prices.

**ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola reported the following:*

The Zoning Commission met on March 21, 2018 to work on updating the Zoning Code. The next scheduled meeting is on April 18, 2018 and Todd Peetz will be there to speak.

The Board of Zoning Appeals met on March 14 to hear a variance request from Rory and Deena Franks, 5499 New Milford Rd. to build an out building/garage in front of their home. The variance request was denied.

The notice for the sale of the Township owned property located at 3173 State Route 59 will be posted in the Record Courier on April 2<sup>nd</sup> and April 9<sup>th</sup>. Bids will be due by 1:00 pm on April 24<sup>th</sup>, in time for the Trustee meeting that evening. Pat asked what the minimum bid was set at, Jim said we had set it at \$9,000.00.

The Portage County Land Reutilization is replatting 52 lots into 16 new parcels in the McElrath and Skeels communities. The minimum lot size for lots are 8,712 square feet. All the new lots are in excess of the minimum, one is greater than 14,000 square feet and one is greater than 16,000 square feet.

**FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present and reported the following:*

Recruit Miller has turned in his resignation. He is leaving on good terms due to work related obligations, and would be welcomed back if he should choose to return.

**RES # 18-043** A motion by Hank Gibson, seconded by Pat to accept the resignation of Recruit Nick Miller effective immediately. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

New firefighters are continuing to be brought up to speed and trained.

The final fire truck loan payment is in the batch of checks to be processed tonight and will be taken to be paid off tomorrow.

Hank asked if there were any grants to be discussed, Mark said no. The only one he had hanging out there has been delayed.

## **NEW BUSINESS**

### **TRUSTEES**

None.

### **FISCAL OFFICER**

**RES # 18-044** A motion by Hank Gibson, seconded by Pat Artz to approve the following PO's and BC's :

- a. PO #193-2018 for \$630.00 to Chase Card Services for Carbonite backup service for 1 year from the General fund
- b. PO #194-2018 for \$250.00 to Sherwin Williams Co. for supplies from the Grandview fund
- c. PO #195-2018 for \$500.00 to Centerra Co-Op for supplies from the Grandview fund
- d. PO #196-2018 for \$500.00 to Montigney's for supplies from the Grandview fund
- e. PO #197-2018 for \$500.00 to Advance Auto Parts for supplies from the Grandview fund
- f. PO #198-2018 for \$1,000.00 to Leppo Equipment for equipment rental from the Grandview fund
- g. PO #199-2018 for \$500.00 to Ravenna Rents for supplies from the Grandview fund
- h. PO #200-2018 for \$500.00 to O.K. Brugmann Jr & Sons for supplies from the Grandview fund
- i. PO #201-2018 for \$2,000.00 to Allied Corporation for supplies from the Grandview fund
- j. PO #202-2018 for \$450.00 to Herb Fire Equipment for parts from the Fire fund
- k. PO #203-2018 for \$350.00 to Chase Card Services for skylight for the mausoleum from the Grandview fund
- l. PO #204-2018 for \$3,022.00 to Careworks Corp for workers comp TPA fee from the General fund

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

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

**RES # 18-045** A motion by Hank Gibson, seconded by Pat Artz to authorize a transfer of \$50,000 from the General Fund #1000 to the Grandview Memorial Cemetery Fund #2041. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-046** A motion by Hank Gibson, seconded by Pat Artz to increase the revenue budget in the Grandview Memorial Cemetery Fund #2041 from \$50,000.00 to \$108,000.00, an increase of \$58,000.00 R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to authorize renewal of carbonite remote backup service for 1 year at a cost of \$630.00. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-047** A motion by Pat Artz, seconded by Hank Gibson to approve and accept the February 2018 monthly reconciliation and February monthly financial reports as presented by the fiscal officer. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 7:46 pm. R/C: Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

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TRUSTEE CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE