

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MAY 8, 2018**

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on May 8, 2018. Trustee Vince Coia called the meeting to order at 7:03 P.M.

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

AUDIENCE

None

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of March 27, 2018. R/C: Mr. Coia, abstain; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of April 10, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, abstain. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of April 24, 2018. R/C: Mr. Coia, yes; Mrs. Artz, abstain; and Mr. Gibson, yes. Motion Passed.

Vince announced the correspondence book was available for public viewing.

A motion by Hank Gibson, seconded by Vince Coia to approve payroll warrants for May 11, 2018 in the amount of \$46,903.91 and other warrants in the amount of \$18,645.21 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:
TRUSTEES**

Pat asked about the light at the intersection of Peck Rd. and SR 59 that has been approved for install.

Pat brought up all the decoration violations in Grandview Memorial that need removed. Ray said there is an electric line run with a box installed that needs removed. Ray will be removing the dead shrubs. The Trustees agreed to ask Chris Meduri to draft a letter to send to the violator along with a copy of the cemetery's rules and regulations.

HB 168, which is a bill to bring money to township cemeteries, is going to be voted on soon. Everyone is asked to call their senator and encourage the bills passing.

FISCAL OFFICER

None

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Superintendent Ray Taylor reported the following:

The tire cleanup day on Saturday, April 28th went well.

To repair the road damage they caused last year, First Energy is repaving ½ of Spring St and Spruce, along with our parking lot, and all of Hattrick Rd. Ray asked for approval to have Perrin Asphalt pave the other half of Spring St so that the whole road is consistent. They could do this next week if the Trustees approve.

RES # 18-056 A motion by Vince Coia, seconded by Hank Gibson to authorize Perrin Asphalt to pave the west lane of South Spring St for the quoted price of \$6,450.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ray is reviewing the applications received from Indeed.com for part time help. The ad will stop running Friday, May 11th. The Trustees said they would like to interview next week, Vince is available Monday and Wednesday.

The Road Crew will be doing the first mowing at the ballfield sometime soon.

GRANDVIEW

There have been three burials and one cremation since the last meeting.

This Friday will be a day of service, the Ravenna High School students will be coming out to help with getting the cemetery fixed up for Memorial Day. The Young Marines will be out on May 24th to put the little flags up.

The mausoleum floor is finished. We just need to reinstall the pews and do a little cleaning to be complete.

Vince said he has searched for another method of getting a coffin lift without success. We need a lift to get to the upper levels of the mausoleum and the only option remaining is to purchase one.

RES # 18-057 A motion by Pat Artz, seconded by Vince Coia to approve the purchase of the mausoleum lift from Forston and Associates for no greater than the estimated \$17,000.00 for the standard model that will allow access to the full six levels of the mausoleum. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ray suggested that since the mausoleum is going to be completed soon, the township might consider renting out the mausoleum for pre-burial services.

RES # 18-058 A motion by Pat Artz, seconded by Vince Coia to approve renting the mausoleum for pre-burial services at a rate of \$150.00 for residents and \$200.00 for non-residents effective May 14, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark said he will determine and post the maximum capacity that the mausoleum can hold.

Ray discussed a couple of pieces of equipment that are of no use to the Township. He suggested that they put them up for sale.

RES # 18-059 A motion by Hank Gibson, seconded by Vince Coia to declare the vault hauler, the old Ford tractor with mowing deck and the vault lowering machine as surplus and allow the equipment to be advertised for sale on GovDeals.com. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola reported the following:

The Zoning Commission will meet on May 30, 2018 at 7:00 pm to work on updating the Zoning Code.

Jim is continuing to work with the Portage County Land Bank on replats of various land parcels.

Foreclosure inspections have been signed on the following properties:

- 1) 6868 Infirmary Rd – Jacqueline Biggs
- 2) 6756 Sumner – Charlie Gardner
- 3) 5530 Freedom St – Mia Wheeler
- 4) 2603 Brady Lake Rd – Helen Rizor
- 5) 6297 Hill St – Margaret Schrader
- 6) 3854 Lovers Lane – Velma Tyler

The software company that created our Zone Pro software has been sold and the company that purchased the rights to Zone Pro is able to merge our Zone Pro database into their software program. Our current software will become non-functional sometime this year since it is no longer supported by Microsoft. The Zoning Office is currently evaluating two software companies and will have a report and request to purchase new zoning software at the next Trustees' meeting.

The moratorium on marijuana distributors in the Township expires June 30th. We will need to put it on the June 19th meeting agenda to extend the moratorium to give the Zoning Commission additional time to finish their work.

Vince asked how the Trustees felt about advertising the Blackhorse property again. It was agreed to go ahead and advertise it again and Jim would let the property owner next to the lot know that it is up for bid again.

RES # 18-060 A motion by Vince Coia, seconded by Hank Gibson to put the St Rt 59 property up for sale again with a bid set at a minimum of \$9,000 as before. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince asked the other Trustees whether they thought we should try selling other lots that have come into the ownership of the Township.

RES # 18-061 A motion by Vince Coia, seconded by Pat Artz to put the Township Park property up for bid with a minimum bid at 30% under the appraised value (i.e. \$28,000.00). R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-062 A motion by Vince Coia, seconded by Hank Gibson to put the property located at 6286 Hill St. up for bid with a minimum bid at 30% under the Portage County Auditor appraised value (i.e. \$6,510.00). R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present reported the following:

We have received the \$2,900.00 reimbursement for Firefighter Nate Barnhart's fire school. Mark would like to reinvest that money and send Robert Barnhart, a Township resident, to fire school over the summer.

A motion by Hank Gibson, seconded by Vince Coia to allow Robert Barnhart attend fire school over the summer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

It is that time of the year for the Part Time uniform allowances. Mark has several PO's listed for that purpose.

Fire Fighter Gemberling has completed his full time probation.

The air conditioning was not functioning in the bunk room side of the building. The air conditioner belt has been replaced.

The preventative maintenance and alignment has been completed on Squad 2411.

The Ravenna High School students will be here on May 11th from 9 am until 1 pm for community service day.

Mark requested the Trustees to declare some old lights as surplus.

RES # 18-063 A motion by Hank Gibson, seconded by Vince Coia to declare outdated lighting surplus and available for sale on GovDeals.com. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Mark presented the monthly Fire Report for April.

NEW BUSINESS

TRUSTEES

The Township has received notification of a liquor permit application for a business within 100 feet of the Township Park and is asking whether there are any objections to the application.

A motion by Vince Coia, seconded by Hank Gibson to state that the Township has no objections to the liquor application by Patrick Madonio. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 18-064 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's :

- a. PO #217-2018 for \$150.00 to Chase Card Services for Indeed advertising from the Road fund.
- b. PO #218-2018 for \$250.00 to Advance Auto Parts for parts from the Fire fund.
- c. PO #219-2018 for \$500.00 to FYDA Freightliner Youngstown for preventative engine maintenance from the Fire fund.
- d. PO #220-2018 for \$650.00 to Wayne County Regional Training Facility for fire training from the Fire fund.
- e. PO #221-2018 for \$275.00 to Red Diamond Uniform and Police Supply for Dix from the Fire fund.
- f. PO #222-2018 for \$275.00 to Levinson's Uniforms for Dyer from the Fire fund.
- g. PO #223-2018 for \$275.00 to Levinson's Uniforms for Schmitz from the Fire fund.
- h. PO #224-2018 for \$600.00 to Route 14Embroidery for PT uniforms from the Fire fund.
- i. PO #225-2018 for \$2,200.00 to Witmer Public Safety Group for PT uniforms from the Fire fund.
- j. PO #226-2018 for \$3,300.00 to University of Akron for Robert Barnhart fire school from the Fire fund.
- k. PO #227-2018 for \$6,500.00 to Perrin Asphalt Co. for paving Spring St from the Road fund.
- l. PO #228-2018 for \$1,000.00 to Marlboro Supply for culvert pipe from the Road fund.
- m. PO #229-2018 for \$800.00 to Wright Heating & Cooling for HVAC repairs from the General fund.
- n. PO #230-2018 for \$17,000.00 to Forston and Associates for a casket lift from the Grandview fund.

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

Financial reports will be distributed to the Trustees and department heads in Excel spreadsheets on Wednesday.

The Trustees reviewed several financial hardship applications forwarded to them from LifeForce.

A motion by Vince Coia, seconded by Hank Gibson to accept either a 10% discount if paid in full or a payment plan on the financial hardship applications submitted by LifeForce. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The Township has received \$7,159.91 Group Retro Workers Comp refund for years 2015/2016.

The BWC has announced another Billion Back refund again. Using an estimated 2017 WC premium of \$26,410, we should be getting back an estimated \$22,395.

RES # 18-065 A motion by Vince Coia, seconded by Hank Gibson to approve using Care Works Comp as our third party administrator for workers comp claims in the next policy year. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-066 A motion by Vince Coia, seconded by Hank Gibson to increase the appropriation budget for fund #2041 Grandview from \$50,000.00 to \$108,000.00 an increase of \$58,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail noted that Star Ohio rates are much better than the Chase accounts.

RES # 18-067 A motion by Pat Artz, seconded by Vince Coia to authorize the transfer of \$200,000.00 from Chase Checking to Star Ohio. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-068 A motion by Hank Gibson, seconded by Vince Coia to authorize the transfer of \$200,000.00 from Chase Savings to Chase Checking. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:03 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

TRUSTEE CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE