

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 5, 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 June 5, 2018. Trustee Vince Coia called the meeting to order at 7:00 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. In the audience were Louis Munuz and Billy Williams.

AUDIENCE

Louis Munuz spoke about the future of the septic and sewer systems in the area. He said with the Health Department cracking down on septic systems, there will be more people connecting to the available sewer lines and wanted to request that the Township consider allowing contractors to open cut across the roadways rather than boring underneath. He thought that if the roads were coming due for repaving in a year or two, it might be beneficial to allow the homeowners to be able to cut the roads. The Trustees were leery about allowing the roads to be cut, not knowing whether the contractor would do the repair properly. The Trustees deferred to Ray, the Road Superintendent, and he said he did not think it would be a good idea, he would prefer that they bore under the road. The reason is that some contractors do not put the road back to the condition it was in beforehand.

Billy Williams said the house next door to him on Bridge St. has been vacant for many years. It is in disrepair, the grass is high, animals are living in the building, there are holes in the roof. He checked and saw that the taxes have not been paid on it for the last few years. He was wondering what the Township could do about it. The Trustees said they had not heard of any complaints on this one and were unaware of it. They would have Jim look into it, the county land bank would probably end up with it.

REGULAR BUSINESS

A motion by Pat Artz, seconded by Vince Coia to approve the minutes of the Regular Meeting of May 22, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, abstain. Motion Passed.

Vince announced the correspondence book was available for public viewing.

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for June 8, 2018 in the amount of \$45,608.20 and other warrants in the amount of \$30,771.13 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

Vince said he had received a call from a resident on Fairhill. They were all interested in buying lots abutting the cemetery. Vince asked Jim to talk with Todd Peetz at Regional Planning and with Chris Meduri about the possibilities.

Vince mentioned that the light pole at SR 59 and Peck was not installed yet.

FISCAL OFFICER

Gail said we were going to need to advertise for the Hommon Road bids on June 15th and June 22nd if we were having the bid opening on July 3rd. After a little discussion, the Trustees decided to move the next Trustees meeting to July 5th, after the holiday, at the normal 7 PM time. The bid deadline would be July 5th at 1 PM.

Chris Meduri sent an email with different options for the flagpole maintenance fund. After review, the Trustees asked Gail to inquire with the State to set up a special fund for collecting money for the flagpole maintenance fund.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Road Superintendent Ray Taylor reported the following:

Ray would like to hire Brad Hagar as the new full time road crew member. There was discussion about his qualifications and interview.

RES # 18-077 A motion by Vince Coia, seconded by Hank Gibson to hire Brad Hager as Full Time Service Worker starting at \$15.00/hour with the effective immediately upon his passing of the drug screening. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ray had another individual in mind for a part time worker, but the Trustees felt that since he was under age 18, they would like to keep looking.

It is time to order the road workers their safety shirts and vests, there is a PO in the list for Sports Xpress for this purpose.

A motion by Vince Coia, seconded by Pat Artz to approve the purchase of safety shirts and vests from Sports Xpress. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, out of the room. Motion Passed.

GRANDVIEW

There was one burial and one cremation since the last meeting.

We need to order a solar flag pole light and a light for the building and two exit signs for the mausoleum. Ray had prices from Grainger.

A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of lights and signs from Grainger for the Grandview cemetery. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ray got a price for replacement of a broken marble slab for the mausoleum crypt front plate.

A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of marble crypt front from Portage Marble at the price of \$750.00. 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 met on May 30, 2018 at 7:00 pm to work on updating the Zoning Code.

Jim presented the May 2018 zoning report.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present reported the following:

We are still waiting to hear on the grants.

Cadet Robert Barnhart has graduated; Mark would like to hire him as a recruit.

RES # 18-078 A motion by Hank Gibson, seconded by Pat Artz to approve hiring Robert Barnhart as a Recruit. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-079 A motion by Hank Gibson, seconded by Pat Artz to approve hiring Peyton Ridenour as a Recruit. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Firefighter Boal has completed his probationary period.

Mark requested an executive session at the end to discuss a personnel issue.

RES # 18-080 A motion by Hank Gibson, seconded by Vince Coia to approve the Memorandum of Authorization and Participation for the Portage County Fire Investigation Unit.

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

The System for Award Management (SAM) is requiring the township to register and authorize a representative. This is necessary to apply for grants.

RES # 18-081 A motion by Hank Gibson, seconded by Vince Coia to register with SAM and authorize Mark Kozak to be the Township Representative. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

We are still waiting on the quote to disable the heating/AC zones.

Chris Knapp at LifeForce would like to try a discount program for self-pay collections if the Trustees are interested. She believes it would give the people an incentive to pay in full.

RES # 18-082 A motion by Hank Gibson, seconded by Vince Coia to approve, as an incentive to pay in full **for self-pays only**, a 10% discount if paid in full within 45 days of billing or a 5% discount if paid in full within 90 days of billing.

NEW BUSINESS

TRUSTEES

None.

FISCAL OFFICER

RES # 18-083 A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's :

- a. PO #241-2018 for \$1,650.00 to IWORQ Systems for zoning development package from the Zoning fund.
- b. PO #242-2018 for \$3,000.00 to Jordan Levi Wilson for mowing from the Grandview fund.
- c. PO #243-2018 for \$300.00 to Theresa Kozak for web page design and maintenance from the Grandview fund.
- d. PO #244-2018 for \$800.00 to Theresa Kozak for web page maintenance and updates from the General fund.
- e. PO #245-2018 for \$120.00 to Theresa Kozak for web page maintenance from the Road fund.
- f. PO #246-2018 for \$120.00 to Theresa Kozak for web page maintenance from the Fire fund.
- g. PO #247-2018 for \$300.00 to Theresa Kozak for web page maintenance from the Zoning fund.
- h. BC#22-2018 for \$250.00 for miscellaneous supplies from the Fire fund.

- i. PO #249-2018 for \$525.00 to GovDeals.com for commission on equipment sold from the Grandview fund.
 - j. PO #250-2018 for \$500.00 to Sports Xpress for uniforms from the Road fund.
 - k. PO #251-2018 for \$500.00 to Attorney General Collections for fees from the EMS fund.
 - l. PO#252-2018 for \$6,400.00 to Jordan Levi Wilson for mowing from the Grandview fund.
 - m. PO #253-2018 for \$200.00 to University Hospitals Corporate Health from drug screening from the Road fund.
 - n. PO #254-2018 for \$750.00 to Portage Marble & Granite for replacing a broken marble plate from the Grandview fund.
 - o. PO #255-2018 for \$500.00 to Finley Fire Equipment for repairs from the Fire fund.
 - p. PO#256-2018 for \$400.00 to Grainger for lights and signs 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 looked at a couple of hardship cases referred by LifeForce.

RES # 18-084 A motion by Vince Coia, seconded by Hank Gibson to offer discounts to the hardship EMS accounts submitted by LifeForce as noted on the supplemental report, and to send them to the Attorney General for collections if they don't pay within the discount periods. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Gail received a letter from the Willyard Elementary school encouraging participation in a community drive to feed the students on weekends or on breaks. The Trustees noted they also received the same letter.

It is time for the OTARMA insurance renewal. The schedule of assets have been handed out to Mark, Ray and Jon and Gail must return them by July 1, 2018.

We received an interest payment from Portage Housing II in the amount of \$4,732.00.

The Budget Hearing is set for July 5th at 6:30 PM, to be followed by the Trustee's Regular meeting.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss personnel disciplinary issues.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 9:12 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 9:12 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman and Fire Chief Mark Kozak.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 9:21 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 9:21 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz; Fiscal Officer Gail Pittman and Fire Chief Mark Kozak.

The purpose of the Executive Session was to discuss personnel disciplinary issues.

RES # 18-085 A motion by Vince Coia, seconded by Hank Gibson to authorize a 6 month leave of absence for Jacob Fritz upon proof of a Dr. appointment. If no proof is forthcoming, then authorize the immediate termination of employment. 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 9:23 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

TRUSTEE CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE