

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF NOVEMBER 20, 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 November 20, 2018. Trustee Vince Coia called the meeting to order at 7:01 P.M.

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

**AUDIENCE**

Woodie Goodnight said they were just attending the meeting to watch local government in action.

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of November 9, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. 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 November 23, 2018 in the amount of \$34,675.33 and other warrants in the amount of \$57,229.59 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**

**RES # 18-164** A motion by Vince Coia, seconded by Hank Gibson to authorize annual membership in OPEC. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**FISCAL OFFICER**

None.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Road Superintendent Ray Taylor reported the following:*

Unified Insulation has completed spraying the ceiling in the upper road garage bays. The Road Crew has painted the trusses and the hallway outside the Trustees' room. Everything looks good.

Ray requested the purchase of reflective safety coats for the newest road crew from Municipal Signs.

A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of reflective safety coats for Brad, Brogan and Don from Municipal signs at the cost of \$195.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**GRANDVIEW**

We had one (1) cremation and one (1) burial since the last meeting.

Ray would like to order a sign for the cemetery from Municipal Sign with the rules and times and contact number. The cost is approximately \$355.00. He would also like to get a sign for the mausoleum, but has no price on that one yet.

A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of both signs from Municipal Signs at the approximate cost of \$600.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The heater has been installed in the mausoleum. AmeriGas will be setting the propane tank and testing the line soon.

### **ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola reported the following:*

The Zoning Commission will meet on November 21, 2018 to review chapter 10 of the revised Zoning Resolutions.

The BZA met November 14, 2018 and granted a request by Quail Hill – Forest Ridge Development Co. for a five (5) year extension of the PUD Conditional Use of Forest Ridge so Phase VI can be completed.

Jim met with the Prosecutor and the owner of 3496 Ash. The owner has until January 1, 2019 to bring the property into compliance with the zoning code.

The overhead door operators and door parts for the Road and Fire Departments, to be done under the NOPEC grant, have been ordered and will be installed in the next two weeks.

The Land Bank has three separate sales of vacant lots to be considered.

**RES # 18-165** A motion by Pat Artz, seconded by Hank Gibson to approve the sale of Land Bank properties Parcel Numbers 29-311-20-00-050-000, 29-311-20-00-051-000 and 29-311-20-00-052-000 Garfield to the adjoining property owner at 6796 Infirmary Road, Ravenna, OH 44266 as an “extension of property” and with a stipulation that all lots, including the 6796 Infirmary Road lot, be combined into one (1) single lot. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-166** A motion by Vince Coia, seconded by Pat Artz to approve the sale of Land Bank property Parcel Number 29-309-30-00-013-000 6416 Wall Street to the adjoining property owner at 6410 Wall Street, then to be equally split in half and replatted to 6410 Wall Street and 6424 Wall Street. The original lot, being .2571 acres, will increase both the 6410 and 6424 Wall Street properties by .12855 acres each as a result of the final transaction. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 18-167** A motion by Vince Coia, seconded by Pat Artz to approve the sale of Land Bank property 29-309-30-00-018-000 Spring Street to the adjoining property owner at 6423 Spring Street with the stipulation that the two (2) lots shall be combined into one (1) single lot. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince said he had noticed the property on Ferndale had a dumpster out front, but he has not seen any progress on the vehicles on the lot. Jim said he is watching the property. Jim added that the Biggs property on Infirmary, the County had started the foreclosure process, the owners were in mediation, and the property supposedly was cleaned up. Jim noticed the bus was still there full of trash. Jim questioned the owner about it and the owner had said there was no title to the vehicle and he did not know what to do. Jim explained the process to him and how to proceed.

**FIRE DEPARTMENT**

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

Mark requested an executive session to discuss personnel and the CBA negotiations.

Part time Firefighter Smith completes his probation period on November 21<sup>st</sup>.

The women's bunk currently has no heat. Mark is having Wright Heating come in to address the issue. He assumes it is a damper problem since it is the same area that had no air conditioning in the summer.

Mark reminded everyone of the open house on December 2<sup>nd</sup> from 2 pm until 4 pm.

**NEW BUSINESS****TRUSTEES**

It was time for electing 2 members to the OTARMA board.

A motion by Vince Coia, seconded by Hank Gibson to elect Joyce Fetzer and Robert Dawson, both from Perry Township, to the OTARMA Board of Directors. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Vince spoke about the latest Ohio Township Association meeting. They had a guest speaker from BWC. Vince offered to host a meeting on November 16, 2019.

The FSA Committee sent out their election ballot. There was only one name on the ballot. Vince filled it out to be mailed in.

The streetlight at Peck Road is still not finished. Vince said he is on it.

**FISCAL OFFICER**

**RES # 18-168** A motion by Vince Coia, seconded by Hank Gibson to approve the following PO's and BC's :

- a. PO #368-2018 for \$1,000.00 to Cost Recovery Corp for fees from the EMS fund.
- b. T&N PO #369-2018 for \$228.80 to H&W Door Co. for emergency door repair from the General fund.
- c. PO #370-2018 for \$300.00 to Municipal Signs & Sales for safety gear from the Road fund.
- d. PO #371-2018 for \$600.00 to Municipals Signs & Sales for cemetery sign from the Grandview fund.
- e. PO #372-2018 for \$150.00 to Airgas USA for supplies from the Road fund.
- f. PO #373-2018 for \$800.00 to Central Allied Enterprises for asphalt patch from the Road fund.
- g. PO #374-2018 for \$1,000.00 to Wright Heating & Cooling for heating repairs from the General fund.
- h. PO #375-2018 for \$25,950.00 to Bureau of Workers' Compensation for 2019 estimate from the General, Road, Fire and Zoning funds.

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

**RES # 18-169** A motion by Vince Coia, seconded by Hank Gibson to approve the disposition of EMS accounts as recommended by LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The 2019 Workers Comp estimate is paid. It is due on December 21, 2018 but by paying this early we will save 3% (\$778.50). The total premium was \$25,950.00 and the True Up to the

actual 2018 labor will be done in February 2019. Gail predicted that his year we will be paying instead of receiving a refund at the true-up time.

Gail said we are getting ready to close out the year and told the department heads to stop purchasing things so that the invoices will all be accounted for and will make the year end close smoother.

The open enrollment forms for medical insurance have been distributed and will need to be returned ASAP.

Jim gave an update on the JEDD.

A motion by Vince Coia, seconded by Hank Gibson to engage legal counsel regarding the JEDD. 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 collective bargaining agreement negotiations and an employee disciplinary issue.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:04 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 enter into Executive session at 8:05 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, Fire Chief Mark Kozak and Zoning Inspector Jim DiPaola.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 8:57 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 re-enter into Regular session at 8:57 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, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola.

The purpose of the Executive Session was to discuss collective bargaining agreement negotiations and an employee disciplinary issue.

**RES # 18-170** A motion by Hank Gibson, seconded by Vince Coia that Sean Bryant be on the schedule to work in February 2019 or submit his resignation. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 8:58 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes, Mr. Gibson, yes. Motion Passed.

ATTEST:

\_\_\_\_\_  
TRUSTEE CHAIR

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
TRUSTEE