

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 18, 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 December 18, 2018. Trustee Vince Coia called the meeting to order at 7:05 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz and Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Fire Captain Ken Blubaugh filled in for Fire Chief Mark Kozak. Attorney Chad Murdock arrived at 7:31 pm.

AUDIENCE

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of December 4, 2018. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for December 21, 2018 in the amount of \$35,370.84 and other warrants in the amount of \$44,582.33 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.

Vince announced the correspondence book was available for public viewing.

OLD BUSINESS:

TRUSTEES

The streetlight at Peck Road and SR59 has been installed and works well.

FISCAL OFFICER

Gail said the MOU on the Economic Developer Director position is being discussed by the attorneys.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Road Superintendent Ray Taylor reported the following:

Leaf bags placed out by residents have been picked up when they see them, but the residents seem to have finished putting them out.

The fuel pump on the International truck went out, Doug has replaced it. Doug has also completed working on re-wiring the new light on the fire truck.

Ray asked to go into executive session later on an employee matter.

GRANDVIEW

The leaves have been mulched up without having to hire Jordan Levi to do it.

We had three (3) burials, one (1) cremation and a mausoleum rental since the last meeting.

Posts have been installed for the new sign. Ray found a couple of minor typos on the sign and had them corrected prior to the final signs being made. The signs will be picked up Wednesday and should have them installed by Friday.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola reported the following:

The Zoning Commission will meet on December 19, 2018 to approve the proposed 2019 Zoning Resolutions. Once that is done, they will provide the Trustees with the new books and a public hearing will be set up.

The BZA met on December 12, 2018 and approved the request for a conditional use for a church at 6251 Gladys St.

Jim attended a meeting with the Land Bank and the attorney for the owner of the illegal junk yard on Cummins Lane on December 5th. The junk yard owner, who owns the private road and the land around the Land Bank property, has refused access to a Land Bank property unless the Township does not oppose the sale of the Land Bank property to him. The Trustees are opposed to the sale because they feel the owner would expand the illegal junk yard.

H&W Door Co has installed the overhead door openers in the Fire and Road bays which were funded by the NOPEC Grant. The new garage doors in the Road Department will be installed once the contractor has received them.

The owner of 4931 Highland Ave has corrected the Zoning violations.

The owner of 6234 Ferndale has removed two of the inoperable motor vehicles. They need more time to remove the remaining vehicles. The old mobile home is being used for storage and must be cleaned out before removal. The Zoning Department will be sending the owner a letter stating they have 6 months to bring the property into compliance.

Jim requested a resolution to forward a violation to the prosecutor.

RES # 18-174 A motion by Pat Artz, seconded by Vince Coia to forward violation 2018 VIO 18, Robert Thorp, 6375 Hill St, Ravenna OH 44266, parcel 29-308-20-00-079-000 to the Portage County Prosecutor for enforcement. Violations were not corrected within the allotted time given to the property owner. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Jim has participated in two (2) negotiation meetings with the Full Time Firefighters' union.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Fire Captain Ken Blubaugh reported the following:

The MARCS grant has been submitted and the EMS grant reimbursements have been received.

Mark is requesting an executive session at the end of the meeting to discuss CBA contract negotiations and personnel.

Mark would like to thank the Service Department for installing the scene lights on the tanker. The generator has been removed from the truck for use by the service department and cemetery.

At this point, Chad Murdock showed up and an executive session was called so that the trustees could discuss the union negotiations with their attorney.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss collective bargaining agreement negotiations and employees performance matters.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 7:31 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 7:31 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, Zoning Inspector Jim DiPaola, Chad Murdock and then Road Superintendent Ray Taylor.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 8:47 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 8:47 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.

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

A motion by Vince Coia, seconded by Pat Artz to authorize Brogan Lovejoy to receive 8 hours of holiday for January 1, 2019. 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 holiday hours downward by six (6) hours each for Doug Dillon and Jon Summers. The 6 hours were previously allotted to cover extra holiday hours for 10 hour day holidays in the summer in conjunction with the prior Road dept. schedules. The Road dept. did not work 10-hour days this past summer, they stayed with 8-hour work days. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

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

RES # 18-175 A motion by Vince Coia, seconded by Hank Gibson to approve the annual salary method with monthly payments for the Trustees for 2019 and semi-monthly payments for the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-176 A motion by Vince Coia, seconded by Hank Gibson 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 # 18-177 A motion by Vince Coia, seconded by Hank Gibson to rehire employees as listed effective January 1, 2019:

All Full time Firefighters with rates defined per CBA.

All Part time Firefighters with rates defined per CBA.

Ray Taylor, Road Supervisor, at the rate of \$44,283.20/yr. salary (\$21.29/hr.) for Road; plus \$4,160.00/yr. salary (\$2.00/hr.) for Sexton; plus \$16.16 per bi weekly pay stipend for cell phone. No increase at 01/01/2019.

Doug Dillon, Assistant Road Supervisor, at the rate of \$18.00/hr., an increase of \$0.66/hour.

Bradley Hager, Road Crew, at the rate of \$15.50/hr., an increase of \$0.50/hr. effective 12/6/2019.

Brogan Lovejoy, Road Crew, at the rate of \$15.50/hr., an increase of \$0.50/hr. effective January 1, 2019.

Jim DiPaola, Zoning Inspector/Liaison, at the rate of \$14.20, an increase of \$0.33/hr.

Carolyn Chambers, Zoning Secretary, at the rate of \$10.30, an increase of \$0.21/hr.

Sarah Lund-Goldstein, Cemetery Records, at the rate of \$12.00/hr., no increase.

Jon Summers, Assistant Fiscal Officer, at the rate of \$17.25, an increase of \$0.60/hr.

Mark Kozak, Fire Chief, at the rate of \$1,206.75/bi-weekly salary plus \$16.16/per pay period cell phone stipend, an increase of \$23.90/pay period.

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

RES # 18-178 A motion by Vince Coia, seconded by Hank Gibson to rehire Donald Bello as part time Road Worker, a change in classification from seasonal to part-time, at the rate of \$14.50/hour, an increase of \$.50/hour, effective January 1, 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-179 A motion by Hank Gibson, seconded by Vince Coia to approve the temporary appropriations effective January 1, 2019 as listed below:

<i>Fund #</i>	<i>Name</i>	<i>2019 Temporary Appropriation</i>	<i>Memo – 2018 temp's</i>	<i>Memo – 2017 temp's</i>
1000	General	\$500,000.00	\$350,000.00	\$300,000.00
2011	MVL Tax	15,000.00	15,000.00	15,000.00
2021	Gasoline Tax	15,000.00	15,000.00	15,000.00
2031	Road and Bridge	225,000.00	175,000.00	150,000.00
2041	Cemetery	16,000.00	0.00	0.00
2111	Fire	240,000.00	220,000.00	230,000.00
2181	Zoning	20,000.00	15,000.00	15,000.00
2281	Ambulance and EMS	43,000.00	30,000.00	33,000.00
2282	EMS Levy	50,000.00	0.00	0.00
4901	Misc. Capital Projects	100,000.00	50,000.00	50,000.00
	Total	\$1,224,000.00	\$870,000.00	\$808,000.00

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

A motion by Vince Coia, seconded by Hank Gibson to adopt the scheduled meeting dates on the supplemental calendar for 2019. 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 IRS 2019 standard mileage rate of \$0.58/mile for business mileage reimbursement for 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 18-180 A motion by Vince Coia, seconded by Pat Artz 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 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

News5 sent an email requesting that we add links for buyer guides to our webpage.

A motion by Pat Artz, seconded by Vince Coia to decline to add buyer guide links onto the official township webpage so as not to appear to be endorsing anything the links were advertising. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The NOPEC 2019 community event sponsorship must be submitted before March 29, 2019 if we are going to be interested in doing that again.

A motion by Vince Coia, seconded by Pat Artz to authorize Jim to set up the 2019 NOPEC community event sponsored program to be the same program as this year (a community holiday party in December, 2019). R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Ravenna City Planning is having a meeting on December 18, 2018 regarding War Horse Ink tattoo parlor.

Reminder that there will be a meeting December 28, 2018 at noon to pay the final bills, approve any remaining POs, close out leave allowances and consider the CBA negotiations.

FISCAL OFFICER

RES # 18-181 A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's and BC's :

- a. PO #379-2018 in the amount of \$64.00 to Portage County Recorder for deed and court order recording fees from the Grandview fund.
- b. PO #380-2018 in the amount of \$275.00 to Levinson's for uniforms for PT Dyer from the Fire fund (original PO was mistakenly closed, uniform was on order, this re-instates the PO) R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

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

RES # 18-182 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.

RES # 18-183 A motion by Vince Coia, seconded by Hank Gibson to accept the November bank reconciliation and financial reports as presented by the fiscal officer. 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, Mr. Gibson, yes. Motion Passed.

ATTEST:

TRUSTEE CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE