

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MARCH 10, 2020

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 10, 2020. Trustee Hank Gibson called the meeting to order at 7:02 P.M.

Roll call showed the following present: Trustees Pat Artz and Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Vince Coia arrived at 8:15 PM.

In the audience were Dennis West and Helene Papczun.

AUDIENCE

Helene Papczun, from the Portage County Job & Family Services, introduced herself and spoke about a grant they are applying for. It is a manufacturing internship grant for paid training. She talked about the various things that are offered to help prospective employees and employers and asked if she could get a letter of support from the Trustees to attach to their grant application.

A motion by Hank Gibson, seconded by Pat Artz to write a letter of support for the PCJFS Manufacturing Internship Grant. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Special Meeting of February 18, 2020. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of February 25, 2020. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was available in the Fiscal Office for public viewing during normal business hours.

A motion by Hank Gibson, seconded by Pat Artz to approve payroll warrants for March 13, 2020 in the amount of \$54,735.71 and other warrants in the amount of \$31,410.84 with warrants over \$1,000.00 being read aloud for approval. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

None.

FISCAL OFFICER

None.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

All of the Road Department attended the 3 hour LTAP Safety Zone class March 4th.

Spring cleanup is scheduled for April 11th. Loftin will drop off 4 dumpsters ahead of time.

Portage County Recycling will not be doing a tire clean up this year.

The rechargeable power tools need replacing. Ray requested purchasing a combo kit from Grainger. It is a Milwaukee 7 tool kit at a price of \$999.00.

A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of a rechargeable Milwaukee 7 tool kit from Grainger for the price of \$999.00. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray discussed options for replacing or repairing the salt shed. He said the approximate cost to repair the current one would be about \$15,000. Gail asked him to estimate the man hours. Ray said he would work on it over the next several months during the down time days and do all the work in-house. The trustees agreed that repairing what we have and doing the work in-house was certainly more practical.

A motion by Pat Artz, seconded by Hank Gibson to authorize a purchase order to Carter Lumber in the amount of \$20,000 for the repairs to the salt shed from the General fund. R/C: Mrs. Arts, yes; Mr. Gibson, yes. Motion passed.

Ray discussed advertising for a seasonal worker. The Trustees tabled the topic until Ray could discuss the matter with Clemans Nelson.

GRANDVIEW CEMETERY

The Chester Puller Young Marines are scheduled May 21st to put the flags up for Memorial Day.

Ray spoke with Levi Wilson about mowing the cemetery this year. Levi said he would keep the same price as last year.

A motion by Hank Gibson, seconded by Pat Artz to authorize using Levi Wilson as the mowing subcontractor for Grandview Cemetery this year. R/C: Mrs. Arts, yes; Mr. Gibson, yes. Motion passed.

Ray received a price quote of \$49,831.00 from Sarchione Ford for the new plow truck. They will give us \$15,000.00 trade in on the old Chevy truck.

A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of a new Ford F550 from Sarchione Ford at the cost of \$49,831.00 less \$15,000.00 trade in on the old Chevy truck. R/C: Mrs. Arts, yes; Mr. Gibson, yes. Motion passed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The Board of Zoning Appeals will meet March 11, 2020 to hear a variance request by RHS Development to reduce the required 100 foot frontage to 90 feet and reduce the required lot size of 1.5 acres to 1.4 acres on 2 new lots to be created.

Jim spoke with resident Eric Courtney who is interested in serving on the Zoning Commission.

A motion by Pat Artz, seconded by Hank Gibson to appoint Eric Courtney, at 3351 Lovers Lane, to the Zoning Commission for the term 3/10/2020 through 3/20/2025. R/C: Mrs. Arts, yes; Mr. Gibson, yes. Motion passed.

Jim requested approval of the MOU with the Land Bank for the cleanup of 6782 Garfield.

A motion by Pat Artz, seconded by Hank Gibson to authorize the Memorandum of Understanding with the Portage County Land Bank for the demolition and cleanup of the property located at 6782 Garfield. R/C: Mrs. Arts, yes; Mr. Gibson, yes. Motion passed.

Jim met with Todd Peetz, Portage County Regional Planning, for revision of the sign, solar panel and wedding event venue regulations.

Jim is working with the Land Bank on properties available for purchase and conducting property inspections.

Jim presented the February 2020 Zoning Report.

LIAISON

Jim is working with NDS, Norfolk Southern and property owners to relocate a private drive and close the private railroad crossing on South Prospect St. This will be done at no cost to the township, NDS, or the property owners. A meeting is scheduled with the railroad, NDS and property owners on March 25, 2020.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The amendment on the FEMA grant has been approved and additional radios are ordered. The 2019 FEMA Grant will be submitted this week.

There is a PO in the list to be approved for the maintenance agreement on the power cots. It is for a 4 year contract, but only one payment.

The earliest the levies can go on the ballots is November.

The treadmill PO has been opened.

Mark will be on vacation from May 9th through May 18th.

Some of the fire gear has been contaminated and may be in need of replacement.

The ambulances' semi-annual preventative maintenance has been completed. The PMs for the fire trucks will be done next month.

NEW BUSINESS

TRUSTEES

The Health Department's dinner is scheduled for March 18th.

Vince said he attended the Township meeting in Deerfield. Topics of discussion were the census and recycling.

FISCAL OFFICER

Sarah's desk is falling apart and needs replaced. Jon's desk is small and would fit well in Sarah's work area. Gail requested purchasing a new desk that fits better into Jon's area and moving his desk to Sarah's. Jon has found a good option for under \$1,000.00

A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of a new desk for Jon and move his old desk to Sarah's work area. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 20-016 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the bank reconciliations and financial reports for January 2020 and February 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 20-017 A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs listed:

- a. PO #196-2020 in the amount of \$20,000.00 to Carter Lumber for salt shed materials from the General fund
- b. PO #197-2020 in the amount of \$800.00 to Stryker Sales Corp for pulse Ox cable from the EMS fund
- c. PO #198-2020 in the amount of \$1,000.00 to Chase Card Services for EMS supplies from the EMS fund
- d. PO #199-2020 in the amount of \$20,198.40 to Stryker Sales Corp for maintenance agreement for the power cots from the EMS fund.
- e. T&N PO #200-2020 in the amount of \$440.00 to CTMS for labor for the Sonic Wall from the General fund (original PO was closed in error).
- f. PO #201-2020 in the amount of \$1,000.00 to Chase Card for desk for Jon from the General Fund
- g. PO #202-2020 in the amount of \$1,200.00 to Grainer for small tools from the Road Fund
- h. PO #203-2020 in the amount of \$35,000.00 to Sarchione Ford for new 2020 Ford F550 from the Road Fund
- i. PO #204-2020 in the amount of \$2,500.00 to Witmer Public Safety for uniforms from the Fire fund
- j. PO #205-2020 in the amount of \$1,500.00 to Chase Card for EMS supplies purchased with credit card and on Amazon from the EMS Fund
- k. PO #206-2020 in the amount of \$3,499.00 to Lifecore Fitness for treadmill from General Fund
- l. PO #207-2020 in the amount of \$500.00 to Chase Card for office supplies purchased on Amazon from the Zoning Fund.
- m. PO #208-2020 in the amount of \$800.00 to Quikrete for concrete for salt shed from the General Fund

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

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

ADJOURNMENT

A motion by Pat Artz, seconded by Vince Coia to adjourn the meeting at 8:52 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE