

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JULY 30, 2019**

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on July 30, 2019. Trustee Hank Gibson 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 Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of July 16, 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was present and available for public viewing.

A motion by Vince Coia, seconded by Pat Artz to approve payroll warrants for August 2, 2019 in the amount of \$49,023.00 and other warrants in the amount of \$25,431.67 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES #19-068 A motion by Vince Coia, seconded by Pat Artz to approve the cash advance in the amount of \$12,000.00 from the General Fund #1000 to the Motor Vehicle License Tax Fund #2011 to be repaid within 3-5 months, but no later than the end of 2019, the purpose being to temporarily cover the shortfall in fund #2011. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

A motion by Hank Gibson, seconded by Vince Coia to rescind RES #19-055 appointing Frank Hairston to the PARTA Board because he declined to accept. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES #19-069 A motion by Pat Artz, seconded by Hank Gibson to appoint Mike Lewis to the PARTA Board for the 3 year term beginning August 2019. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The bid tabulation for the McElrath Development chip and seal project has come back approved from the Portage County Engineer and Portage County Prosecutor. The low bidder is H. Luli Construction co at \$101,994.00.

RES #19-070 A motion by Vince Coia, seconded by Hank Gibson to award the bid for the McElrath Development chip and seal project to H. Luli Construction Co. in the amount of \$101,994.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank said he still needed to follow up with Clemens/Nelson regarding the employee handbook policy manual.

FISCAL OFFICER

Jim Zuccaro has left a message saying he reduced our premium by \$303.00. He said our building value was increased last year to \$3.5 million.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

We need to order hydraulic fluid from Advanced Auto. A 50-gallon drum will cost \$267. Gail said there is a PO available.

The chipper was down temporarily. Ray had to order a new radiator at a cost of \$566 through Vermeer Sales.

Ray requested to buy 3 pallets of crack seal from DJL Material for \$3,705.75. That cost includes the use of their crack seal machine. Gail said there is already a PO for \$3,800.00 on the books.

A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of 3 pallets of crack seal from DJL Material at a cost of \$3,705.75. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A culvert pipe was installed at Sumner and Richardson to eliminate flooding issues in that area.

GRANDVIEW CEMETERY

There was one burial and one cremation in the past two weeks.

Ray updated the Trustees on the outcome of the mediation hearing.

RES # 19-071 A motion by Pat Artz, seconded by Hank Gibson to approve and accept the Mediation Settlement Agreement as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The BZA will meet August 14, 2019 to hear a variance request for 3437 Marian Road for a 3 ½ foot setback that was tabled at the July 10th BZA hearing.

Jim attended the Quarterly Inspectors meeting on July 25th. The speaker was Assistant Prosecutor Brett Bencze.

Allen Drain pumped the oil interceptor and got a partial load. Jim will contact Water Resources and discuss the possibility of doing the clean out on a yearly basis.

There will be a status hearing on July 31 for 3496 Ash St. Jim will request the Magistrate to order the structure be removed.

LIAISON

The Economic Development Director Committee is still reviewing applications.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The MARCS radios – still waiting on Dispatch.

Mark will buy the software for the Knox Key Secure System and one box this fall.

Mark would like to send Firefighters Myers and Frawley through Fire Officer 1 training. There is an online course through Tri-C costing \$600/ea.

A motion by Hank Gibson, seconded by Vince Coia to enroll Firefighters Myers and Frawley into the Fire Officer 1 online course through Tri-C at a cost of \$600 per student. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

There is a water leak in the wall of Mark's office. The wall and floor are both wet and the insurance company should probably be notified. Jim said he already has a call into a contractor to come check it out.

A motion by Hank Gibson, seconded by Pat Artz to approve contacting the insurance company for a possible water damage claim. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

The Trustees discussed an indigent burial application. Pat has researched the application and said it appears valid.

RES #19-072 A motion by Pat Artz, seconded by Hank Gibson to approve the indigent burial application for David Swauger through Shorts Spicer Crislip Funeral Home . R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The next Portage County Township Association meeting will be on August 17th. Vince said he would be unable to attend it and requested that someone else attend to represent the township. He also said he would be hosting the August 8th meeting for the representatives of the Schaeffer estate here at Spring St at 5:00 PM.

Vince is still trying to get the late charges on the First Energy account removed. Jon said he had spoken with Lisa Taddei and there seemed to be an issue with the account number the charges were being applied to, but she is working on it.

FISCAL OFFICER

RES # 19-073 A motion by Vince Coia, seconded by Pat Artz to approve the following POs and BCs:

- a. PO #299-2019 in the amount of \$700.00 to Vermeer Sales & Service for parts and repairs from the Road fund
- b. PO #300-2019 in the amount of \$800.00 to Loftin FABET for Spring cleanup dumpster (original PO mistakenly closed) from the General fund.
- c. BC #12-2019 in the amount of \$1,000.00 for misc. operating supplies from the Fire fund.
- d. PO #301-2019 in the amount of \$500.00 to Witmer Public Safety Group for uniforms from the Fire fund.
- e. PO #303-2019 in the amount of \$500.00 to Summers Rubber Akron for parts and repairs from the Road fund.
- f. PO #304-2019 in the amount of \$2,500.00 to Physio-Control Corp for AED reimb. grant from the Fire fund.

- g. PO #305-2019 in the amount of \$1,000.00 to Bound Tree Medical for EMS supplies from the Fire fund
- h. PO #306-2019 in the amount of \$1,000.00 to ESO Solutions for Firehouse software from the Fire fund.
- i. PO #307-2019 in the amount of \$1,000.00 to Municipal Emergency Services for fire ext. testing from the General fund.
- j. PO #308-2019 in the amount of \$101,994.00 to H Luli Construction for chip and sealing McElrath Development from the 2011 fund.
- k. PO #309-2019 in the amount of \$800.00 to Chase Card Services for supplies from the Fire 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 spreadsheets.

RES # 19-074 A motion by Hank Gibson, seconded by Vince Coia to authorize transfer from General Fund #1000 to Zoning Fund #2181 in the amount of \$30,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Pat Artz, seconded by Vince Coia to adjourn the meeting at 8:26 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE