

RAVENNA TOWNSHIP BOARD OF TRUSTEES MINUTES OF SPECIAL MEETING OF MARCH 19, 2020

The Ravenna Township Board of Trustees met in Special Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on March 19, 2020. Trustee Vince Coia called the meeting to order at 12:07 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.

The purpose of the meeting was to address how the township will operate under the current COVID-19 crisis and to approve any necessary purchase orders and payments.

Hank thanked Mark and Jim for doing a lot of the leg work to get everyone educated on the COVID-19 crisis.

Gail mentioned that she has emailed everyone a letter received from Medical Mutual regarding their coverage of employees for COVID-19 testing and care.

Mark said the first thing the township had to do was figure out which positions are to be designated as essential versus non-essential in the event of the governor declaring all people stay home with the exception of essential workers. After a short discussion, the cemetery records clerk and zoning secretary positions were both designated as non-essential positions. All other positions will be designated as essential.

Jim said his department was planning on the following actions: close the office to the public; all BZA and Commission meetings will be postponed until May, and any Zoning Dept. meetings have been cancelled; install a secure drop off box in the Fire Lobby for all Zoning applications; the turn-around time for the applications will be 1-2 weeks; office staff will remain in place to answer and return phone calls; no Zoning inspections will be conducted; any complaints will be prioritized and handled on a case by case basis.

Ray said his department will continue to work but will limit responses to only necessary functions. Each person will be driving separately to limit interactions with others and all efforts will be made to socially distance themselves.

The trustees and department heads discussed all the policies and letters to the go to the employees and made modifications as necessary.

RES # 20-018 A motion by Hank Gibson, seconded by Vince Coia to approve the following Memorandum of Understanding:

Due to the current COVID-19 Pandemic, Ravenna Township Board of Trustees and Ravenna Township IAFF 4201 agree to the following changes to the contract from 03-19-2020 until 04-21-2020, at which time both parties may mutually agree to extend this MOU longer:

Article 11 Corrective Action

Both parties will try to adhere to established time frames in Article 11. Both parties agree that time frames extensions may be requested and not unreasonably denied. Both parties further agree that pre-disciplinary conferences, and all other in person meetings may take place by phone (including face time, conference call, webinar, etc.) should either party request such accommodations.

Article 27 Sick Leave

Section 5: Certification from a licensed medical provider to justify the use of sick leave is temporarily suspended.

R/C: Vince Coia, yes; Pat Artz, yes; Hank T Gibson yes, Motion Passed.

RES # 20-019 A motion by Hank Gibson, seconded by Vince Coia to approve the following Memorandum of Understanding:

Due to the current COVID-19 Pandemic Ravenna Township Board of Trustees and Ravenna Township Firefighters Association agree to the following changes to the contract from 03-19-2020 until 04-21-2020, at which time both parties may mutually agree to extend this MOU longer:

Article 115 Corrective Action

Both parties will try to adhere to established time frames in Article 11. Both parties agree that time frames extensions may be requested and not unreasonably denied. Both parties further agree that pre-disciplinary conferences, and all other in person meetings may take place by phone (including face time, conference call, webinar, etc.) should either party request such accommodations.

R/C: Vince Coia, yes; Pat Artz, yes; Hank T Gibson yes, Motion Passed.

RES # 20-020 A motion by VinceCoia, seconded by Pat Artz to authorize the following policy:

1. Beginning March 19th until further notice; employees who are ill must stay home, failure to do so may result in discipline consistent with Ravenna Township Personnel Policies. Full Time Employees that must stay home will use paid leave time to do so (sick leave) and in cases where there is not enough paid leave to cover any portion of the employee's absence will be reviewed on a case by case basis. The requirement of a doctor's note is temporarily suspended.
2. Employees must notify their department head immediately if their driver's license is set to expire and it cannot be renewed because the State of Ohio Bureau of Motor Vehicles Offices are closed. Essential personnel shall be allowed to continue driving at this time.
3. Employees reporting to work will be required to have a temperature taken at the beginning of their shift. Employees with a temperature above 100.4 F will be sent home and are not to report back to work until their fever is gone. Check with your Department Head to find out more specific information on how this relates to your department.
4. Daily access to public buildings is closed effective 1:00 pm on Thursday March 19, 2020 until further notice. During this time, the Township asks that residents utilize the Township's website or call the Township at the numbers listed below for assistance. Printed materials and forms are available on the Township's website. Public buildings will remain closed until further notice.
5. Visitors are currently prohibited until further notice.

6. All deliveries are to be made to the Township Fire Department lobby. Companies are encouraged to leave deliveries in the fire lobby, ring the doorbell, and leave unless interaction with a person is absolutely necessary.
7. Payments, forms, and other items that need to be dropped off for the Township shall be left in the drop box in the lobby of the fire dept.
8. All correspondences from the Township, including public records requests, may be delayed during this time frame.
9. Employees should practice social distancing and keep 6 feet of space from others and should refrain from handshaking when possible.
10. Routine Fire Inspections are postponed until further notice.
Trustee meetings will be made available by use of speaker phone outside the front of the building until a better option can be determined.

R/C: Vince Coia, yes; Pat Artz, yes; Hank T Gibson yes, Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve payments totaling \$7,329.09.
R/C: Vince Coia, yes; Pat Artz, yes; Hank T Gibson yes, Motion Passed.

RES # 20-021 A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs listed:

- a. PO #209-2020 in the amount of \$500.00 to ABC Plumbing for repairs from the General fund
- b. PO #210-2020 in the amount of \$1,000.00 to Gatehouse Media for advertising from the Road fund
- c. PO #211-2020 in the amount of \$5,000.00 to Jordan Levi - Yardworks for mowing from the Grandview fund
- d. PO #212-2020 in the amount of \$400.00 to Grainger for small tools from the General fund
- e. PO #213-2020 in the amount of \$500.00 to Advantage Equipment for gear washer soap from the Fire fund
- f. PO #214-2020 in the amount of \$2,000.00 to Chase Visa for supplies from the Fire fund
- g. PO #215-2020 in the amount of \$2,000.00 to Kayline for disinfectants from the General fund

R/C: Vince Coia, yes; Pat Artz, yes; Hank T Gibson yes, Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 1:27 pm.
R/C: Vince Coia, yes; Pat Artz, yes; Hank T Gibson yes, Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE