

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF APRIL 21, 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 April 21, 2020. Trustee Vince Coia called the meeting to order at 7:19 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 were absent.

AUDIENCE

None

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of April 7, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for April 24, 2020 in the amount of \$36,389.92 and other warrants in the amount of \$38,308.57 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

None

FISCAL OFFICER

The check for the treadmill for the Fire Dept. is lost in the mail. There is a re-issued check in the list and Capt. Collins will send this check certified this time.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was absent and submitted the following report:

The Road Dept. continues working on the salt shed. Ray had a picture to circulate for the Trustees. He said it is almost complete, they are waiting on the metal siding to come in. The Trustees commented on how nice it was coming out and how much money was being saved by doing the project in-house.

We need to order concrete for support poles on the salt shed and replace a 30 foot piece of sidewalk on Jones Rd that is not level.

A motion by Vince Coia, seconded by Hank Gibson to authorized the purchase of salt to fill the salt shed. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the purchase of cement for the salt shed support poles and the sidewalk replacement on Jones Rd at a cost not to exceed \$1,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray reminded the Trustees that it is time for the Clothing Allowance for the Road crew and requested that they may also order safety shirts.

A motion by Vince Coia, seconded by Hank Gibson to approve the purchase of safety shirts, 5 per Road employee, from Route 15 Embroidery for the cost of \$413.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The chipper and chipper truck are being prepared for the upcoming chipping season. It will begin the week of May 4th.

GRANDVIEW CEMETERY

There have been 3 burials and one cremation in the past two weeks.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was absent and submitted the following report:

Jim continues to work with the Land Bank by conducting property inspections on parcels being taken to court for foreclosure. They are concentrating on the McElrath and Skeels communities.

Jim has received a complaint from the Forest Ridge Homeowners Association on several properties that are in violation of the HOA rules as well as the zoning code. They are claiming difficulty in dealing with the Developer. Jim has consulted with Brett Bencze in the Prosecutor's Office.

Jim and Pat have a meeting scheduled on Monday, April 27th with Jeff Allen on the use of his property on East Lake St. The property is zoned residential and Mr. Allen wants to use it for a commercial business not listed in the Zoning Resolution.

LIAISON

Jim assisted the Fire Department on a call at Birchwood Manor Mobile Home Park on a possible gas/oil leak. Jim has consulted with Chief Kozak on underground pipelines.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and submitted the following report:

The amendment on the FEMA grant has been approved and additional radios have been received. Mark will request the remainder of the funds soon as the rest of the order has arrived at the radio shop.

We should be receiving a check from FM Global for the smoke detector grant in the amount of \$4,664 sometime this week. Mark is working with Home Depot to order the smoke detectors.

A motion by Hank Gibson, seconded by Vince Coia to accept the grant proceeds in the amount of \$4,664.00 from FM Global for purchasing smoke detectors. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Cares Act payment in the amount of \$5,567.48 has been deposited in the checking account.

A motion by Vince Coia, seconded by Pat Artz to accept the grant proceeds in the amount of \$5,567.48 from the Cares Act for purchasing COVID-19 supplies. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark is using \$4,140 of the proceeds to purchase reusable coveralls and the remaining \$1,427.48 will be used to purchase disinfectant supplies, thermometers and more PPE.

The Trustees agreed to extend the MOU for full and part time corrective action for an additional 2 weeks.

RES # 20-034 A motion by Hank Gibson, seconded by Vince Coia to authorize the extension of Article 11 of the MOU regarding Corrective Action for two weeks commencing April 21, 2020. Because of the prevalence of telemedicine, the Trustees opt to not extend the Article 27 Sick Leave clause. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The disinfection of the building has been completed. Mark requested that the Fire Department be disinfected monthly for the time being. The costs should be reimbursable from FEMA. The Trustees agreed to disinfecting the Fire Dept monthly, and the rest of the building to be disinfected quarterly, unless circumstances deem otherwise and it will be re-evaluated.

NEW BUSINESS

TRUSTEES

It was noted that Ray's vacation hours were in excess of the allowed amount.

A motion by Vince Coia, seconded by Hank Gibson to authorize Ray Taylor to retroactively carry over his vacation in excess of 120 hours on 12.31.2019 but must be used in 2020 so as to get his accrual down to 120 hours by the end of 2020 per the Township Personnel Policy Manual, otherwise they will be forfeited. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Gail brought up the issue about how and where to hold meetings in the future so as to accommodate at least 10 people while maintaining social distancing and allowing the public to attend by electronic means. It was agreed that it is not practical to hold the meetings without the department heads. Zoning meetings were an additional concern so that the residents' variance issues may be address. Gail said she talked with the department heads and Jim agreed to speak with CTMS about the needs to conduct zoom meetings, etc. The Trustees asked that everyone think about how to accomplish this, explore teleconferencing while considering that many of the public may not have internet at home or feel comfortable attending zoom meetings. Also consider the acoustics if the meetings are held in the vehicle bays, how would that impact the quality of the zoom meetings. The Trustees asked for alternative plans to be discussed at the next meeting.

FISCAL OFFICER

RES # 20-035 A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs as listed:

- a. PO #231-2020 in the amount of \$4,800.00 to Fire Safety Services for PPE supplies from the EMS fund
- b. T&N PO #232-2020 in the amount of \$258.00 to Stryker Sales Corp for shortage on maintenance contract from the Fire fund
- c. T&N PO #233-2020 in the amount of \$500.00 to Richard Loftin for dumpster (original PO to wrong vendor) from the General fund
- d. PO #234-2020 in the amount of \$500.00 to CTMS for IT services from the Grandview fund

- e. PO #235-2020 in the amount of \$1,000.00 to Kayline Co for disinfecting supplies from the General fund
- f. PO #236-2020 in the amount of \$800.00 to CTMS for IT Services from the Fire fund.
- g. PO #237-2020 in the amount of \$10,000.00 to Ohio Edison for electric usage from the General Fund
- h. PO #238-2020 in the amount of \$12,805.33.00 to Middlefield Banking for the loan payment from the EMS Levy fund
- i. PO #239-2020 in the amount of \$1,000.00 to OK Brugmann for road materials from the Road fund
- j. PO #240-2020 in the amount of \$15,000.00 to City of Ravenna for road salt from the Road fund
- k. PO #241-2020 in the amount of \$350.00 to the Attorney General for ems collection fees from the EMS 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.

The BWC Group Retro Refund of \$7,849.87 has been received for good claims experience. We have been notified that we will get another receipt from the Billion Back initiative equal to our 2018 premium in the amount of \$34,511.27. Those two translate to new income of \$42,361.14 which is not included in the current revenue budget.

RES # 20-036 A motion by Hank Gibson, seconded by Vince Coia to choose CareWorks as the third party administrator for the township’s workers comp policy for the 2020-2021 year. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:53 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE