

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF MAY 5, 2020**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on May 5, 2020. Trustee Vince Coia called the meeting to order at 7:10 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.

**AUDIENCE**

None

**REGULAR BUSINESS**

A motion by Pat Artz, seconded by Vince Coia to approve the minutes of the Regular Meeting of April 21, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Vince 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 May 8, 2020 in the amount of \$46,612.75 and other warrants in the amount of \$22,694.05 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**

The topic of re-opening the township offices was discussed, i.e. safety protocols such as plexiglass dividers and maximum occupancy for the front desk, admin. area, sign posting, etc.

A motion by Vince Coia, seconded by Pat Artz to bring Carolyn Chambers back from her lay off as soon as all of the safety protocols have been put into place. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark said that the disinfecting of the building is eligible for reimbursement using the FEMA grant money through September and suggested that that whole building be done monthly instead of just the Fire Department area.

A motion by Vince Coia, seconded by Hank Gibson to continue having the whole building disinfected monthly through September and apply for reimbursement from FEMA. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The topic of how to have a proper meeting so as to allow the public to view and have their input was discussed again. The acoustics in the truck bays was not working well and there was a tremendous echo. The IT company recommended Zoom meetings, but that would limit the viewing and input to those who were more comfortable with technology. Gail said she's investigated a phone type setup where a smart TV could be set up in one of the truck bays for the public viewing and input and which will allow the public to maintain proper social distancing, and the Trustees would be in the meeting room and connected to the smart TV.

A motion by Hank Gibson, seconded by Pat Artz to give Gail permission to proceed on setting up the phone/TV type system. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize a reimbursement to Gail for the purchase of a smart TV from Sam's Club if that was the better purchase option. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

Gail discussed the revenue reductions due to economic impacts of Covid-19 and how it impacts the budget of each department. She presented her best guess as to where the different departments and the township as a whole will end up at year's end given the limited information available and the many, as yet unknown impacts. At this point, certain revenues may be reduced by 20% - 40% based on her discussions with several other jurisdictions. A discussion of the best ways to control costs in order to lessen the impact of reduced revenues followed. The goal is to get ahead of this while providing good service to the residents of the township and avoiding long-term layoffs of employees. Reduction that were agreed upon were: delaying capital spending, accelerated loan payments, delay paving projects, hiring freeze, and freeze spending that was not absolutely necessary. Measures were agreed upon affecting all departments and all funds. The topic of Maple Grove Union Cemetery costs was discussed and noted that our funding obligation cannot be reduced without the Cemetery Board amending the budget and agreeing to implement cost reductions. The Trustees agreed it would be best to pass a resolution requesting the cemetery board reduce their budget by at least the same percentage that the township is expecting in reduced revenues. A copy of the township resolution is to be sent to the Cemetery Board, Fiscal Officer, Sexton, Ravenna City Mayor, and full Council. If the township is expecting this kind of impact, the City should be expecting it as well.

**RES # 20-037** A motion by Hank Gibson, seconded by Pat Artz :

Whereas, current economic times are such that expected revenues for the years 2020 and 2021 could be reduced by 20%-40%, and

Whereas, such revenue reductions place financial burdens on the budget of Ravenna Township, and

Whereas, such burdens force the township to implement cost saving measures and reduce their budget accordingly,

Resolved, the Board of Trustees respectfully requests Maple Grove Union Cemetery Board to amend and modify the 2020 Budget and factor in cost reductions of 20% for the year 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and submitted the following report:*

Chipping of brush has started this week. There is a lot of it and will probably take a good part of the week.

Quality Trucking confirmed they are building again and the time frame for our new truck is 2 to 3 months for the build.

The salt shed is complete and under budget. The total material and labor costs came in at just under \$19,000. The quotes we had received ranged from \$65K to \$125K, so the township has saved quite a bit of money rebuilding the existing shed. The road crew is in the process of stocking the salt up for next season and Ray will have the final salt figures at the next meeting. The trustees

thanked the Road Dept. for doing a good job in rebuilding the salt shed and saving the township a tremendous amount of money.

### **GRANDVIEW CEMETERY**

There have been 2 burials and 2 cremations in the past two weeks.

The Chester Puller Young Marines will be out Thursday, May 21<sup>st</sup> at 6:00 PM to put out flags on the veteran's graves.

### **FIRE DEPARTMENT**

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

We have received the remainder of the funds for the FEMA grant and the radio project is complete.

Mark requested permission to write for up to \$30 on the 2019 FEMA AFG PPE grant. This would be for any PPE purchased from January 1, 2020 forward and would have a 5% match on the township's part.

A motion by Hank Gibson, seconded by Vince Coia to authorize the Chief to write for the FEMA PPE Grant for up to \$30,000 reimbursement with a 5% match. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

We have received the check from FM Global in the amount of \$4,664.00 for their Grant to purchase 200 smoke detectors through Home Depot. Home Depot let us purchase 258 smoke detectors for \$4,667.22, so we were able to get an extra 58 detectors for an additional \$3.22.

EMS call volume, transports and traffic crashes are all down for the month of April. The rest of the calls are all in the normal range.

Mark sat through a webinar regarding the FEMA PA reimbursement, which is a 75% reimbursement. Mark asked for permission to apply for this and be approved as the authorized signing agent to start the process.

A motion by Hank Gibson, seconded by Vince Coia to authorize Mark to apply for the FEMA PA Reimbursement. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 20-038** A motion by Hank Gibson, seconded by Vince Coia to appoint Chief Kozak as the Authorized Signing Agent for the FEMA PA Reimbursement Grant. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark said there is another crack developing in the wall in his office. It is not leaking water, but the crack is getting larger.

We are starting to get inquiries about firework shows to be held at the drive-in. Mark suggested a \$150 application fee be implemented to cover the costs of having a fire inspector present at the shows.

**RES # 20-039** A motion by Hank Gibson, seconded by Vince Coia to authorize the implementation of a \$150 permit and application fee for all fireworks exhibitions effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola was present and submitted the following report:*

Jim noted that A.A. Luketic Architects had submitted a variance request along with the respective fee. Through a conversation with them, he was able to work through details that enabled

them to finish their project with a permit instead of a variance request. Since they had paid for a variance, a refund was necessary for the difference in fees.

A motion by Pat Artz, seconded by Hank Gibson to authorize a refund in the amount of \$125.00 to A.A. Luketic Architects for a canceled variance request. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A resolution is needed to approve the NOPEC Grant for 2020.

**RES # 20-040** A motion by Vince Coia, seconded by Hank Gibson to approve the 2020 NOPEC Grant Agreement. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim has talked with the Romea Roofing contractor to determine the problem with the leaking roof. They have determined that the leakage issues are from the old roof drains. They have quoted \$600/drain to replace them (6 of them).

A motion by Vince Coia, seconded by Hank Gibson to approve Robert Romea Roofing Contractors to replace the roof drains at a quoted price of \$600/drain. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Pat and Jim have met with Jeff Allen regarding using his property on Lake Street as a commercial lot. Upon review, they believe that the whole north side of Lake Street would be better suited to being zoned as general commercial and recommends that the Trustees initiate this change.

**RES # 20-041** A motion by Pat Artz, seconded by Hank Gibson to change the zoning from residential medium to general commercial for the 12 parcels on the north side of Lake St, being the following parcels :#29-318-00-00-004-000, #29-318-00-00-006-000, #29-318-00-00-008-000, #29-318-00-00-009-000, #29-318-00-00-010-000, #29-318-00-00-011-000, #29-318-00-00-012-000, #29-318-0-013-000, #29-318-00-00-014-000, #29-318-00-00-015-000, #29-318-00-00-016-000, and #29-327-00-00-051-000. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim presented the April 2020 Zoning Activity report.

### **LIAISON**

None

### **NEW BUSINESS**

#### **TRUSTEES**

None

### **FISCAL OFFICER**

OTARMA has sent a check for \$500.00 to help provide financial assistance to its members to use at their discretion.

**RES # 20-042** A motion by Hank Gibson, seconded by Vince Coia to accept the \$500.00 financial assistance check sent by OTARMA. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 20-043** A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs as listed:

- a. PO #242-2020 in the amount of \$450.00 to Route 14 Embroidery for uniforms from the Road fund

- b. PO #243-2020 in the amount of \$150.00 to Ray Taylor for clothing allowance from the Road fund
- c. PO #244-2020 in the amount of \$150.00 to Doug Dillon for clothing allowance from the Road fund
- d. PO #245-2020 in the amount of \$150.00 to Brad Hager for clothing allowance from the Road fund
- e. PO #246-2020 in the amount of \$150.00 to Brogan Lovejoy for clothing allowance from the Road fund
- f. PO #247-2020 in the amount of \$4,667.22 to Home Depot for smoke detectors on Grant 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 format.

**RES # 20-044** A motion by Vince Coia, seconded by Hank Gibson to approve and accept the bank reconciliations and financial reports for March 2020 as presented by the Fiscal Officer.  
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 9:34 pm.  
R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

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TRUSTEE