

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MAY 19, 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 May 19, 2020. Trustee Vince Coia called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz and Fire Chief Mark Kozak were absent. In the audience was Chad Murdock.

Pursuant to R.C 121.22(g) Executive Session was requested to consult with the township attorney regarding possible litigation.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 7:01 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 7:01 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers, Atty Chad Murdock.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 7:29 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 7:29 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers, Atty Chad Murdock.

The purpose of the Executive Session was to consult with the township attorney regarding possible litigation.

AUDIENCE

None

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of May 5, 2020. R/C: Mr. Coia, 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 22, 2020 in the amount of \$33,894.49 and other warrants in the amount of \$77,231.35 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Hank inquired of Ray about how the brush chipping is going and asked if there were any problem areas. Ray said everything was going well so far.

Vince spoke about a culvert issue on Peck Rd and his discussions with the County Engineers office.

FISCAL OFFICER

Gail gave an update on the revenues. The township received local government funds of \$4,440. The original County budget had it at \$5,015/month.

The rollback and homestead came in from the State at \$80K, no change from the budget projection.

EMS collections were budgeted at \$14K, we collected \$12,387.

No license tax or gas excise tax has been received as yet for this month.

Gail received the 2021 Official Certification of Tax Estimate from the Budget Commission in preparation for the upcoming budget. It is the exact amount of the current 2020 Certification.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray submitted the following report:

The road crew went to do the first mowing of the baseball field at McElrath, but someone had already done it.

The 2014 F550 needs four new back tires. Tyres International has quoted \$628 to come to the shop and replace them.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 4 tires for the 2014 F550 from Tyres International not to exceed the quoted price of \$628.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Ray discussed the final salt purchases for the year. He has 300 tons in the new shed, the city is storing 204 tons for us. Ray has figured that the needed amount to request for next year's purchase to be about 400 tons.

GRANDVIEW CEMETERY

There have been 2 burials in the past two weeks.

Ray wanted to add flowers and shrubs to the cemetery and also some hanging baskets for Memorial Day. He asked for a PO for Atwater Nursery. An anonymous donor also stopped by the cemetery and gave Ray \$100 to go towards the purchase of shrubs for the cemetery.

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of flowers and bushes from Atwater Nursery not to exceed the price of \$1,000.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 20-045 A motion by Hank Gibson, seconded by Vince Coia to accept the \$100.00 donation to go towards the purchase of shrubbery at Grandview Memorial Cemetery. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The road crew will be out Thursday at 6:00 PM to help the Young Marines put flags on the veteran's graves.

The informational flyers that Sarah has developed was discussed. Everyone agreed that the content was good and the Trustees were glad that she had put together the flyer to distribute.

Ray mentioned an issue he is currently having with a person who is leaving decorations at the cemetery again. Hank said that a letter needs to go out to her with a copy to go to Brett giving her notice to remove the decorations within a specified period of 72 hours and if not removed by then, that the Township can and will remove and discard the decorations.

ZONING DEPARTMENT

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

An application has been received for the new gym to be built at the King Kennedy Center on Garfield St.

We received a \$500 fine payment for 6941 Beery Rd. The property is being sold and the new owner is paying the fine. The property has junk/trash and junk motor vehicles on it. The new owner will be cleaning it up.

Jim received a subpoena for the court case of Pine Gate Manufactured Home Park vs. John Bott. The previous park owner allowed Mr. Bott to operate an auto repair business in a storage only building and the present owner is trying to evict Mr. Bott.

Jim has checked out a flooding complaint at 7266 Cottonwood Court, Birchwood Manor Manufactured Home Park. The flooding is due to a lack of berm near a pond. The berm is Birchwood's responsibility.

Jim is working on revisions to the Zoning Resolution involving solar panels, special events, barn weddings and commercial uses in the Commercial-Residential Zoning Districts.

Jim presented the monthly report from the Economic Development Director Dennis West.

LIAISON

Jim developed Fire Works Permit for the Fire Department.

Jim suggested that we don't wait on the NOPEC funds to repair the roof drains. The leaks are getting worse and we can hear stuff falling somewhere in the ceilings or walls. It would take at least of month or so to get the NOPEC authorization to include the repairs on their grant.

A motion by Vince Coia, seconded by Hank Gibson to proceed on the roof drain repairs ASAP. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Ray said he would call Romea Roofing tomorrow.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Jim DiPaola submitted the following report:

Mark has submitted the FEMA PPE Grant and the FEMA Public Assistance Reimbursement Program Grant.

The Ohio Equipment Grant was not awarded.

The FM Global Grant smoke detectors have been ordered from Home Depot.

The EMS call volume is still down by 10 calls so far this month compared to May of last year.

EMA dropped off 500 cloth masks for the Township employees to use.

So far, there are 10 firework shows planned for the drive in theater.

A motion by Hank Gibson, seconded by Vince Coia to authorize the renewal of membership in Portage County HAZMAT. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize the renewal of membership in Portage County USAR. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to accept the annual service agreement with Pro Air Midwest for the Mako air compressor. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

None

FISCAL OFFICER

RES # 20-046 A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs as listed:

- a. PO #248-2020 in the amount of \$1,250.00 to Pro Air Midwest for air compressor maintenance from the Fire fund
- b. T&N PO #249-2020 in the amount of \$2,852.40 to Stryker Sales for 3rd yr of power cot maintenance (vendor bought out) from the Fire fund
- c. PO #250-2020 in the amount of \$2,000.00 to Kayline Co for disinfecting supplies from the General fund
- d. PO #251-2020 in the amount of \$6,000.00 to Design Restoration for disinfecting building from the General fund
- e. PO #252-2020 in the amount of \$1,000.00 to Walmart for disinfecting supplies from the General fund
- f. PO #253-2020 in the amount of \$2,000.00 to Chase Card Services for supplies from the General fund.
- g. PO #254-2020 in the amount of \$2,000.00 to Chase Card Services for supplies from the Fire fund.
- h. PO #255-2020 in the amount of \$3,000.00 to Bound Tree Medical from EMS supplies from the Fire fund.
- i. PO #256-2020 in the amount of \$1,250.00 to Walmart for supplies from the Fire fund.
- j. PO #257-2020 in the amount of \$250.00 to City of Ravenna Finance Director for salt from the Road fund.
- k. PO #258-2020 in the amount of \$5,000.00 to Ullman Oil Co for fuel from the Road fund.
- l. PO #259-2020 in the amount of \$700.00 to Montigney's for supplies from the Road fund.
- m. PO #260-2020 in the amount of \$500.00 to Centerra Co-Op for supplies from the Grandview fund.
- n. PO #261-2020 in the amount of \$1,000.00 to Atwater Nursery for shrubs and flowers from the Grandview fund.
- o. PO #262-2020 in the amount of \$700.00 to Tyres International, Inc for tires on the 2012 F550 from the Road fund.

- p. PO #263-2020 in the amount of \$10,000.00 to Allied Corp for road materials from the Road fund.
- q. PO #264-2020 in the amount of \$500.00 to Stryker Sales Corp for pulse ox cable repair parts from the Fire fund.
- r. PO #265-2020 in the amount of \$297.00 to Clemans Nelson & Associates for webinar training series from the General fund.
- s. PO #266-2020 in the amount of \$300.00 to Kimble Co. for dumpster from the General fund.

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

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

RES # 20-047 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the bank reconciliations and financial reports for April 2020 as presented by the Fiscal Officer.

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

Gail asked for approval to participate in a Clemans Nelson sponsored 4-part webinar series Titled “The Corona Series: Managing Your HR Vision for 2020 in Dealing with Fallout from COVID-19” There are 4 1-hour presentations at 1:00pm on May 26, June 12, June 26, and July 10 at a cost is \$297.

A motion by Hank Gibson, seconded by Vince Coia to approve Gail attending the 4 part webinar series sponsored by Clemans Nelson at a cost of \$297. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:44 pm.

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

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE