

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 16, 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 June 16, 2020. Trustee Vince Coia called the meeting to order at 7:00 P.M.

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

AUDIENCE

None

REGULAR BUSINESS

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of June 2, 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 June 19, 2020 in the amount of \$35,481.78 and other warrants in the amount of \$71,866.57 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**

Hank Gibson said we need to have more work sessions to get the review of the employee handbook completed. It was agreed to schedule a work session on Monday, July 20th between 5:00 PM and 7:00 PM.

The question of switching to a new vendor for the dumpsters was addressed. The Trustees decided to go with Conrad's Disposal and asked Ray to handle the change over so that we are not left without dumpsters.

A motion by Vince Coia, seconded by Pat Artz to switch vendors from Kimble to Conrad's for the dumpsters. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The maintenance on the flagpole is due to be performed this year in accordance with the donor's stipulation. Jim said he would look up to see who the vendor was that performed the inspection last time and get in touch with them for an estimate.

Hank asked Vince if he was able to figure anything out about the drainage holes developing over along Peck Rd. Vince said one of the people he spoke with said the property owner had purchased the pipe and the county had donated the labor to install it.

FISCAL OFFICER

Gail gave an update on the budgets. The State's website says the gas tax to be received at the end of June should be \$9,077.85 (the reduced estimate was \$7,500). If the trend continues, the projected reduction for the year will be \$20K less than the original budget rather than the previously estimated shortfall of \$45K. The license tax came in \$1,000 less than the adjusted expectation. Gail said once the grace period expires, the township should receive the bulk of the reduced amount

back. The State Auditor is waiving the UAN fees for the 3rd quarter of 2020 so that will save \$876. The June EMS revenue is tracking at \$11K for the month, whereas we had our revised estimate at \$14K, though the calls are picking up again.

Gail said she thinks that with the reductions not being as bad as originally predicted, the township should be able to do some of the chip and seal projects previously put on hold. She felt it would be better to do a reduced project rather than no project at all as that may be more detrimental to the budget in the future. She asked Ray to give several options for reduced projects to be done. Ray presented 3 different chip and seal alternatives.

A motion by Vince Coia, seconded by Pat Artz to authorize Ray to proceed with the Chip and Seal Project Option A at an estimated cost of \$32,000 to chip and seal Harding Ave, Highland Ave, Gladys St, Glenwood St, and Woodview Ave. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The trustees requested that Ray obtain a written estimate from our preferred vendor.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray submitted the following report:

The truck is almost complete with a possibility of picking it up at the end of this week. Ray will need approval for getting the lettering put on the truck and installing the radio.

A motion by Vince Coia, seconded by Hank Gibson to approve the lettering put on the new truck by Graphic Expressions at a quoted cost of \$148.42 and installing the radio by Mitchell Communications at the estimated price of \$227.27. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The radiator went out on the 2011 Case backhoe. A new radiator will cost \$925.

A motion by Vince Coia, seconded by Hank Gibson to approve the purchase of a radiator from Southeastern Equipment for \$925.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray needs to purchase concrete to repair curbs and catch basins.

A motion by Vince Coia, seconded by Hank Gibson to approve the purchase of (3) skids of concrete from Quikcrete at the price of \$240/skid. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Vince asked Ray when the road crew would be chipping again. Ray said they had just finished up chipping, so the next time they would be out would be in two weeks.

GRANDVIEW CEMETERY

There have been 3 burials and 1 cremation in the past two weeks.

Ray read an update from Sarah on her work progress. Pat asked for an executive session at the end of the meeting.

ZONING DEPARTMENT

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

The Zoning Commission will meet Wednesday, June 17th to discuss the rezoning of properties on East Lake St., temporary buildings and structures, event centers and solar power.

Jim is working with the Prosecutor's Office to develop wording for shooting ranges to be placed in the zoning regulation.

Jim is working with Birchwood Home Park on a flooding issue. He will meet with their corporate representative Monday, June 22nd at the properties on Cottonwood Ct.

Jim presented a new fee schedule and requested the trustees to adopt it.

RES # 20-052 A motion by Vince Coia, seconded by Pat Artz to approve and adopt the new Zoning Fee Schedule as presented by the Zoning Inspector. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim watched a webinar regarding the moratorium on fireworks set to expire at the end of the year. He mentioned the problem of the fireworks being shot off so late at night. One show wanted to do them after midnight and Jim told them no, they would be technically not be shooting them off on the day stated on the permit. It was agreed by the Trustees that a limit should be set on the applications on when the fireworks show should end.

RES # 20-053 A motion by Hank Gibson, seconded by Vince Coia to amend the fireworks application to specify the fireworks show should end by 11:00 PM. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

LIAISON

Jim met with the Mark Frisone to discuss the gym to be built at the King Kennedy Center. The requirement for a sprinkler system was discussed.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Captain Collins submitted the following report:

They have started handing out the smoke detectors to the community from the FM Global Grant.

The EMS call volume is still increasing.

Two more of our part time firefighters have been hired as full time at other fire departments. Captain Collins said he knows of two additional ones who are on the cusp of being hired also. It is getting harder to find applicants since the fire schools have shut down because of the Covid-19 virus.

So far, the roof drains that have been replaced are not leaking.

The HVAC has been fixed, there was a bad belt. Mark requested a quote for a preventative maintenance on the system, but has not received the quote yet.

NEW BUSINESS

TRUSTEES

Pat says Debbie Mann wants to put flowers in the town park. Jim checked with the Prosecutor's Office regarding it and they say it is fine.

RES # 20-054 A motion by Hank Gibson, seconded by Vince Coia to accept the donation of \$895.00 from the Firefighters' Association for the purchase of the recently purchased rowing machine. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 20-055 A motion by Hank Gibson, seconded by Vince Coia to approve the POs and BCs as listed:

#	PO #	Amount	Vendor	Fund	Purpose
A	274-2020	5,000.00	ODJFS	Fire	Unemployment
B	275-2020	800.00	Fastenal	Road	Supplies
C	276-2020	300.00	Graphic Expressions	Road	Decals for new truck
D	277-2020	500.00	Mitchell Comm.	Road	Install radio in new truck
E	278-2020	2,000.00	Southeastern Equip	Road	Backhoe repairs
F	279-2020	1,000.00	Carter Lumber	Road	Supplies
G	280-2020	8,000.00	Jordan Levi	Grandview	Mowing
H	281-2020	2,000.00	Quickrete	Road	Concrete for catch basins

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.

A motion by Hank Gibson, seconded by Vince Coia to set the budget hearing form June 30th at 6:30 PM prior to the next regular meeting. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The 2018/2019 audit information has been sent to the auditors. They are working remotely. This will be a full audit this time, bid out two years ago, with a PO already on the books.

The General Election on November 3, 2020 requires levies must be on the BOE 90 days ahead of time. That means the language will need modified by the Prosecutor prior to the end of July.

A motion by Vince Coia, seconded by Hank Gibson to send the levy renewal info for General and the Fire levies to the Prosecutor's Office for language modifications and updates. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employee performance.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 8:23 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia , seconded by Hank Gibson to enter into Executive session at 8:23 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Ray Taylor.

A motion by Vince Coia , seconded by Hank Gibson to close Executive session at 8:45 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia , seconded by Pat Artz to re-enter into Regular session at 8:45 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, Ray Taylor.

The purpose of the Executive Session was to discuss an employment issue. No action was taken.

ADJOURNMENT

A motion by Vince Coia , seconded by Pat Artz to adjourn the meeting at 8:45 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE