

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 30, 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 30, 2020. Trustee Vince Coia called the meeting to order at 7:14 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.

AUDIENCE

None

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of June 16, 2020. 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 minutes of the Special Meeting of June 23, 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 Pat Artz to approve payroll warrants for July 3, 2020 in the amount of \$46,410.71 and other warrants in the amount of \$14,742.92 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

Pat brought up the issue of pay for the Zoning Commission and Board of Zoning Appeal members. They have been at the same rate per meeting for as long as she can remember and suggested that they should get an increase in pay. The Trustees had no issue in raising the meeting rates.

RES #20-061 A motion by Pat Artz, seconded by Vince Coia to raise the rate for the Zoning Board of Commissioners and the Zoning Board of Appeals members an additional \$10.00 per meeting bringing the total to \$30.00 per meeting effective July 1, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank gave a report on the Union Cemetery meeting earlier today. The subject of the Township's letter to the City was raised and the trustees agreed that if no response has come by July 30th, they will ask Chad to follow up with Frank Cimino.

The trustees discussed ways of doing a trash drop off that would allow for distancing and proper handling of materials in light of the current health emergency. Ray said he will work on putting together a plan.

FISCAL OFFICER

The General and Fire levies up for renewal were sent over to Brett to draft new language.

Gail watched several webinars. The Clemans one for CBA negotiations was excellent and she suggested the Trustees watch it. The OMB was very good and she will need to get that one from OTARMA's eResource library for everyone to watch.

Monies have been received from the FEMA reimbursing grant. The needed technology for working remotely during the pandemic was discussed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray submitted the following report:

The radiator repair on the backhoe is completed and it is back in service.

The truck is almost complete. They are waiting on a backordered ladder to be come in. Ray will pick up the truck on Wednesday and will take it back later in the month to get the ladder installed when they plan on mounting the plow.

The Road Crew have been making repairs on Aston Wood Cir. They've repaired 3 catch basins and the road. They will move around to Cross Timber Cir. Next week.

H. Luli's estimate for chip and sealing Washington Ave, Harding Ave, Highland Ave, Gladys St, Glenwood St came in at \$32,340.00.

RES #20-062 A motion by Vince Coia, seconded by Hank Gibson to authorize and approve the estimate from H. Luli Construction for chip and sealing of the following roads: Washington Ave, Harding Ave, Highland Ave, Gladys St, Glenwood St for the cost of \$32,340.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray said they had quoted throwing in Woodview Ave also for less than \$40K total.

RES #20-063 A motion by Vince Coia, seconded by Hank Gibson to authorize and approve the estimate from H. Luli Construction for chip and sealing Woodview Ave for no more than an additional \$7,660.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

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

ZONING DEPARTMENT

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

The Zoning Commission approved the re-zoning of the 13 land parcels on East Lake St. The Trustees need to set a date for a public hearing.

A motion by Pat Artz, seconded by Vince Coia to set a Public Hearing regarding the re-zoning of the 13 land parcels on East Lake St for July 14th at 6:15 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim said he would have Carolyn publish the public notice in the paper.

The Zoning Commission will meet Wednesday, July 15, 2020 to discuss temporary buildings and structures, event centers, solar power.

The Board of Zoning Appeals will meet July 8, 2020 to hear a request by Ravenna Hot Stove to modify their Conditional Use to include food service.

Jim met with the corporate representative of Birchwood Manufactured Home Park on June 22nd. It was agreed that a dirt mound needed to be installed to stop the flooding.

Jim requested a resolution to declare a property a nuisance.

RES #20-064 A motion by Pat Artz, seconded by Vince Coia to declare 6370 Bridge St., Ravenna, Ohio, 44266, parcel #29-308-20-00-127-000 a nuisance. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim said the complaints are on the rise. All the residents seem to be fighting with each other.

LIAISON

Jim continues to work with the Fire Dept on the gym to be built at the King Kennedy Center.

FIRE DEPARTMENT

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

The FEMA PPE Grant and the FEMA Public Assistance Reimbursement Program have both been submitted and we've received \$30,078 on the Reimbursement grant. What we don't spend will have to be returned.

Firefighter Page has submitted his resignation.

RES #20-065 A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter Page effective June 18th, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark had a person to hire as a recruit.

RES #20-066 A motion by Hank Gibson, seconded by Pat Artz to hire Zach Heffley as a firefighter recruit contingent on his passing the physical, drug and background checks at the wage rate of minimum wage as defined by the State of Ohio. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Melice asked for a leave of absence.

A motion by Hank Gibson, seconded by Vince Coia to authorize the Leave of Absence for Firefighter Melice through November 30, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark asked who would like to serve on the Levy Committee. Jim and Hank both said they would.

NEW BUSINESS

TRUSTEES

A motion by Hank Gibson, seconded by Vince Coia to authorize Portage Cares to use the Cleveland Road property on July 11th from 9:00 to 11:00 am for a food drive. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A replacement for the Cemetery Records Clerk was discussed. Gail said she would look for the previous vacancy announcement used on Indeed.com and re-advertise it position.

The township's facemask policy was discussed and developed.

RES #20-067 A motion by Vince Coia, seconded by Pat Artz to approve the following policy for face coverings and distancing during the Health Emergency :

Employees are required to wear face coverings under the following circumstances:

When they are unable to physical distance of 6 feet.

While inside the Township administrative, Road, and Fire departments.

While in any common areas of Township property.

If more than two people are in a Township vehicle.

Employees are not required to wear face coverings under the following circumstances:

If only one employee is in a vehicle.

If physical distancing of 6 feet is enforced.

While operating outdoor machinery.

When working in their own office by themselves.

Meal breaks should be staggered or held in an area where employees are able to physically distance.

Township Fire Department employees are required to adhere to General Order No 2020-4 issued by the Fire Chief and any subsequent related updates.

All employees are required to have their temperature checked upon arriving on shift.

Employees who are sick should stay home.

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

FISCAL OFFICER

RES # 20-068 A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs as listed:

#	PO #	Amount	Vendor	Fund	Purpose
A	284-2020	300.00	Tyres Intl	Road	Tire repairs
B	285-2020	3,000.00	Chase Card	General	Operating Supplies
C	286-2020	32,340.00	H Luli Const Co	Road	Chip and Seal
D	287-2020	800.00	Conrads Disposal	General	Dumpster
E	288-2020	600.00	Conrads Disposal	Grandview	Dumpster
F	289-2020	3,000.00	ODJFS	Fire	Unemployment claim
G	290-2020	7,660.00	H Luli Const Co	Road	Chip and Seal

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

RES # 20-069 A motion by Vince Coia, seconded by Pat Artz to modify the revenue budget as follows:

#	Fund #	Fund Name	Budget From	Budget To	Increase (Decrease)
A	2901	FEMA	\$0.00	\$30,079.08	\$30,079.08
B	2903	Local Corona Virus HB481	\$0.00	\$70,381.49	\$70,381.49

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

RES #20-070 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the May 2020 bank reconciliations and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES #20-071 A motion by Vince Coia, seconded by Hank Gibson to authorize repayment of monies advanced in 2019. Repayment is in the amount of \$11,859.99 from Fund 2901 to Fund 1000. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES #20-072 A motion by Hank Gibson, seconded by Pat Artz to authorize transfer of \$35,000.00 from General Fund 1000 to Zoning Fund 2181. 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.

ADJOURNMENT

A motion by Vince Coia , seconded by Pat Artz to adjourn the meeting at 9:06 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE