

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF SEPTEMBER 22, 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 September 22, 2020. Trustee Vince Coia called the meeting to order at 7:00 P.M.

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

The Trustees honor Captain Tim Morgan.

RES # 20-115 A motion by Vince Coia, seconded by Pat Artz to recognize the dedication and service of Captain Tim Morgan for 25 years of continuous service to the Ravenna Township Fire Department. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

AUDIENCE

Aimee McIntyre raised her concerns regarding the state of the condition of Maple Grove Cemetery. She spoke with Mark Gabriel at Maple Grove. He told her it takes five and a half weeks to mow the cemetery. She can't figure out how that can be, they have 4 full time workers and 4 part time workers. She personally goes at least weekly to maintain the plots for her uncle and her grandparents. The ponds are all slimy and green, grass is grown up everywhere, it's disgusting. The Trustees said they have the same concerns but they have limited influence on how the cemetery is run. They suggested that she writes to the Union Cemetery Board, Record Courier, the Mayor of Ravenna and the Ravenna City Council, take pictures, and continue to be vocal about her concerns.

Pursuant to R.C 121.22(g) Executive Session was requested to consult with their attorney over impending litigation.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 7:17 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 7:18 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, Attorney Chad Murdock.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 7:36 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 7:36 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.

The purpose of the Executive Session was to consult with their attorney over impending litigation.

No action was taken.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of September 8, 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 September 25, 2020 in the amount of \$37,088.29 and other warrants in the amount of \$21,485.73 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 revised draft audit report has come in and has been forwarded to the Trustees.

Gail reallocated payroll, payments and receipts for the Zoning fund for 2020 to the General fund. There is a small remainder in the fund that cannot be moved as the auditors desired. The fund will have to be mapped to the General fund during year end closing and will then be transferred and zeroed out at the beginning of the year.

Laptop options for the Zoning BZA and Commission were discussed.

RES # 20-116 A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 5 laptops for use by the Zoning Department so that the Board and Commission can hold meetings virtually during the pandemic. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray submitted the following report:

The road side mower has been repaired.

The Portage County Engineers completed the striping on the newly chip and sealed roads.

The Township clean up day is scheduled for Saturday, October 3, 2020 between the hours of 8:00 AM and noon. FABET will have (3) 40-yard dumpsters positioned in the back of the building and another one on call if necessary. The price per dumpster is \$750.00. Ray asked how it should be advertised. The Trustees agreed it should go in the paper and signs be placed around the township, Facebook, newspaper, and website.

It has been determined that the leaks in the building have been coming from the AC unit on the roof. The roofers are returning next week to remove about 60% of the newly installed roof, repair the underlayment and replace the roofing.

Ray requested an executive session at the end of the meeting to discuss the applications for the open road crew position and employment.

GRANDVIEW CEMETERY

There was one burial, two cremations and two lot sales in the past two weeks.

The new trash cans have been installed in the cemetery.

Ray is still waiting on a letter from Brett on the situation with the decorations at the cemetery.

ZONING DEPARTMENT

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

The Zoning Commission met Wednesday, September 16, 2020 to discuss event centers, temporary buildings and shooting ranges. The Zoning Commission voted to incorporate Event Centers into the present Zoning Resolution and is working on the language.

A public hearing regarding 6782 Garfield was held September 22, 2020 at 6:30 pm. Jim requested a motion to proceed with the removal of the structure.

RES # 20-117 A motion by Pat Artz, seconded by Vince Coia to authorize proceeding with the removal of the structure located at 6782 Garfield and the cleanup of the property. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Jim requested a motion to forward a zoning violation to the prosecutor.

RES # 20-118 A motion by Vince Coia, seconded by Hank Gibson to authorize forwarding 2020 VIO 18, Tim Craft, 3165 Hodgson Dr., parcel 29-341-00-00-030-000 to the Portage County Prosecutor for enforcement. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Jim continues to work with Dennis West on economic development. A meeting with the property owners from another JEDD district in the area of the corner of SR44 and SR14 is being worked on.

LIAISON

Jim continues to work with Norfolk Southern on closing the grade crossing on South Prospect St. They received an updated estimate of \$76,275 for clearing and constructing a new access driveway 675 feet long.

Hank asked Jim to keep an eye on a property on the corner of Lakewood and Hommon as it was starting to get junky.

FIRE DEPARTMENT

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

The FEMA Public Assistance Reimbursement Program grant deadline has been extended indefinitely and the State will cover our 25% match.

The township has been awarded the FEMA AFG 2019 Grant for extrication equipment and CPR machine. Mark hopes to have the purchases ready for approval at the next meeting.

The Federal CARES grant will cover the heart monitors and security system/intercom system, along with online scheduling and fire reporting.

There are currently 14 open shifts. Mark requested the hiring of a couple of new applicants

RES# 20-119 A motion by Hank Gibson, seconded by Vince Coia to hire both Robert Hawk and Patrick Tippen as FF/EMT Basic pending drug screen, physical and background check with pay rates in accordance with the part time CBA. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

It is time to purchase two more Knox Boxes.

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of two Knox Boxes for replacements at the cost of \$2,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The levy signs are ready. A sign out sheet should be implemented to know where each sign was placed.

Mark has looked into the touchless paper towel dispensers; they are about \$211 a piece.

Engine 2413 had to have a front tire patched. Mark recommended that new front tires be purchased since it is an emergency response vehicle. The old tires are the same size as the ones used on the road vehicles. They can be kept and reused there.

Data reporting and scheduling software was reviewed. The CARES Act fund can be used for a portion of the purchase. The scheduling software will allow the firefighters to schedule their shift remotely and be able to continue to socially distance instead of having to come in to the station and will also limit the number of people required to be in the station at one time. Mark presented a couple of options and recommended the Emergency Reporting and Aladtec Scheduling program. The first-year cost of \$7,825 could be covered by the Cares Act, then it would be an annual cost of \$6,575. He will gather the information and a contract for the trustees to consider at the next meeting.

NEW BUSINESS **TRUSTEES**

The Trustees reviewed an indigent burial application.

RES# 20-120 A motion by Pat Artz, seconded by Hank Gibson to approve and authorize the Indigent Burial application submitted by Adams Mason Funeral Home in the amount of \$1,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 20-121 A motion by Vince Coia, seconded by Pat Artz to approve the POs and BCs numbering PO 353-2020 through PO 388-2020 as listed on the supplemental report.

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 # 20-122 A motion by Vince Coia, seconded by Pat Artz to increase the revenue budget for Coronavirus Relief fund #2272 by \$35,267.29 to a new revenue budget of \$105,648.78 to include the second funding of CARES Act \$35,190.75 plus interest for July and August. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-123 A motion by Vince Coia, seconded by Hank Gibson to reduce the Appropriation Budget in fund 2181 by \$65,000.00 to zero. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-124 A motion by Hank Gibson, seconded by Vince Coia to decline Township participation in the new payroll tax deferral option allowed through the executive order signed by President Trump in August allowing employees to defer social security withholding through the end of 2020. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

EMS account dispositions from LifeForce were reviewed.

RES # 20-125 A motion by Vince Coia, seconded by Hank Gibson to authorize sending the first four accounts listed on the supplement report from LifeForce to the Attorney General for collections. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-126 A motion by Vince Coia, seconded by Hank Gibson to authorize writing off the 5th account listed on the supplemental report from LifeForce. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Disposition of the remaining accounts were tabled until more information can be gathered.

Pursuant to R.C 121.22(g) Executive Session was requested to review applications for the open position in the Road Department and discuss hiring.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 9:11 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 9:11 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, Road Supervisor Ray Taylor.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 9:25 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 9:25 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, Road Superintendent Ray Taylor.

The purpose of the Executive Session was to review applications for the open position in the Road Department.

RES # 20-127 A motion by Vince Coia, seconded by Pat Artz to authorize hiring Devin Shipp as a Full Time Road Worker at a rate of \$16.00 per hour, effective in two weeks and dependent upon passing drug screening. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:26 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE