

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF OCTOBER 20, 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 October 6, 2020. Trustee Vince Coia called the meeting to order at 7:08 P.M.

Roll call showed the following present: Trustees Hank Gibson, Vince Coia, Pat Artz, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola and Assistant Fiscal Officer Jon Summers. Road Superintendent Ray Taylor and Fire Chief Mark Kozak were absent. In the audience were Julie Stout, Rick Hawksley and a number of residents from the Skeels neighborhood.

AUDIENCE

Julie Stout, from Advan Design, gave a presentation of website development work they do and discussed their pricing structure.

Rick Hawksley, architect for Design with a Vision, discussed the proposal he had submitted for the meeting room renovation project. His main concern was the feasibility of the short timing of the job completion date to comply with grant requirements.

James Hadden addressed the board regarding the lots in the Skeels Development and had questions about the ability to build on combined lots. Deseree Perry stated their desire to purchase the vacant lots in the area and create buildable lots for their children to build on and their concern of maintaining the residential character in the community.

OLD BUSINESS
TRUSTEES

Vince updated the board regarding the Jack Schafer Trust and discussed the priority list developed by the committee and the associated costs for each part of the project.

A discussion on policy for light duty work approved by Clemans Nelson was tabled as was a discussion of the meeting with the City regarding Maple Grove.

FISCAL OFFICER

Executive session to discuss an employee matter required to be kept confidential according to Federal law, was requested at the end of the meeting.

Gail submitted the CARES Act CRF reporting for the period ended September 30, 2020.

DEPARTMENTAL REPORTS
ROAD DEPARTMENT

Ray was absent and Vince submitted the following report:

This is the last week of brush pickup, the road crew will be picking up leaf bags after that until the snow flies.

We are still waiting on four estimates for touchless bathroom fixtures and toilets.

GRANDVIEW CEMETERY

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

ZONING DEPARTMENT

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

The Zoning Commission will meet Wednesday, October 21, 2020 to discuss solar installations, temporary buildings and shooting ranges.

The Board of Zoning Appeals met on October 14, 2020 and granted 3 requests for variances. Jim worked on language for the updated wording to the present Zoning Resolution.

Jim is working with Regional Planning to find an available Brownfield Grant to assist in remediating and properly closing the former A&B Refuse site on Summit Road.

Jim and the Fire Dept. has inspected the property on Brady Lake Road to see if fire damage was repaired.

Jim presented the report from the Economic Development Director.

LIAISON

Jim met with architects to discuss modifications to convert existing garage space for a meeting room and a new building to house displaced fire vehicles. Both Rick Hawksley and Frank Pavliga have submitted estimates.

FIRE DEPARTMENT

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

Mark is working with Gail to submit for the 25% match on the FEMA Public Assistance Reimbursement Program.

The items have been ordered for the FEMA AFG 2019 Grant for extrication equipment and CPR machine.

Most remote work items have been ordered for the CARES Act grant.

The items to upgrade the radios under the Ohio EMS Grant are ordered. Once the invoice has been paid, the Township will be reimbursed.

Tri-C has sent a standard non-liability contract for the fire training that needs to be signed digitally. Mark requests authorization to sign the contract.

A motion by Hank Gibson, seconded by Vince Coia to authorize Chief Kozak to digitally sign the Tri-C contract for fire training on behalf of the Trustees. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Another leak from the roof has developed and is coming down in the Captains Office.

The air bottles and air packs are five years old and need hydrostatic tests performed. Municipal Emergency Services can do them for \$1,500.00

A motion by Hank Gibson, seconded by Vince Coia to approve having Municipal Emergency Services perform hydrostatic tests on the air bottles and air packs for the price of \$1,500.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for October 23, 2020 in the amount of \$33,360.04 and other warrants in the amount of \$54,250.23 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of October 6, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Special Meeting of October 9, 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.

NEW BUSINESS
TRUSTEES

FISCAL OFFICER

RES # 20-150 A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs as listed :

A	407-2020	\$100.00	Ohio Fire Chiefs' Assn	Re-credentialing	Fire
B	TN408-2020	\$232.35	Walmart	Cares Tables for social distancing	CRF
C	TN409-2020	\$49.95	Walmart	TV mounts in FD for distancing	CRF
D	410-2020	\$12,805.33	Middlefield Bank Co	Loan payment – Princ & Int	EMS levy
E	411-2020	\$12,800.00	Middlefield Bank Co	Add'l principal on loan	EMS levy
F	TN412-2020	\$634.05	Fire Safety Services	CARES coveralls reallocate exp	CRF
G	TN413-2020	\$79.95	Chase Card Services	CARES reallocate thermometer	CRF
H	TN414-2020	\$136.08	Chase Card Services	CARES reallocate thermometers	CRF
I	TN415-2020	\$547.98	Chase Card Services	CARES reallocate tv & stand	CRF
J	TN416-2020	\$75.00	Finley Fire Equipment	CARES reallocate disinfectant	CRF
K	TN417-2020	\$5.88	Walmart	CARES reallocate bleach	CRF
L	TN418-2020	\$264.55	ODJFS	CARES unemployment FD	CRF
M	419-2020	\$800.00	Attorney Gen Collections	EMS collections	EMS
N	420-2020	\$1,500.00	Fire Recovery	Crash billing fees	EMS
O	421-2020	\$500.00	UH Corporate Health	Drug screens and physicals	Fire
P	422-2020	\$1,000.00	Tyres Int'l Inc	Tires	Road
Q	423-2020	\$500.00	Chase Card Services	2 multi gas monitors	Fire
R	424-2020	\$1,500.00	Municipal Emergency Services	Air bottle replacements	Fire
S	425-2020	\$218.33	Lowe's	CARES storage containers for sound system	CRF
T	TN426-2020	\$2,250.00	Richard Lofton	Clean up (org. po wrong vendor)	Genl

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. EMS account dispositions from LifeForce were reviewed. The last four looking for recommendations were tabled.

RES # 20-151 A motion by Hank Gibson, seconded by Pat Artz to send all EMS accounts #1-11 to collections with the exception of #6 under the Attorney General Collections section which was tabled. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

The website proposal by Advan was discussed further.

RES # 20-152 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the contract from Advan Design for website development and maintenance. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-153 A motion by Hank Gibson, seconded by Vince Coia to approve PO#427-2020 in the amount of \$6,500.00 to Advan Design for website development and maintenance from the General fund. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Pursuant to R.C 121.22(g) Executive Session was requested for an employee issue required to be kept confidential by Federal law.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 9:26 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 9:26 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.

A motion by Pat Artz, seconded by Vince Coia to close Executive session at 9:41 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 9:41 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 for an employment issue.

No action was taken.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:42 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE