

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF NOVEMBER 4, 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 November 4, 2020. Trustee Vince Coia called the meeting to order at 7:04 P.M.

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

AUDIENCE

Tim Craft discussed flooding issues and inquired about any zoning regulations on the discharge of rainwater through downspouts.

Marla Blevins

A zoom meeting was held with the team from Advan Design regarding the design work of the new township website.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of October 20, 2020. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Special Meeting of October 23, 2020. R/C: Mr. Coia, abstain; 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 Hank Gibson, seconded by Pat Artz to approve payroll warrants for November 6, 2020 in the amount of \$52,110.67 and other warrants in the amount of \$76,209.18 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS

TRUSTEES

None

FISCAL OFFICER

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and submitted the following report:

The new plow blade needs the carbide tip extenders to increase the life of the blade. Winter Equipment has them for \$504.00.

RES # 20-154 A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of carbide plow blade extenders from Winter Equipment at the cost of \$504.00. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

It is that time of the year for the boot allowance for the Road Crew.

RES # 20-155 A motion by Vince Coia, seconded by Pat Artz to approve and authorize the reimbursement of boot purchases for the Road Crew at the cost of \$150.00/employee. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

The Road Dept is focusing on preparing the plows/salt spreaders/maintenance equipment for the coming winter season. The salt bin is filled and we still have 200 tons stored at the city from last year. Leaf bags are currently being picked up, weather permitting.

Ray asked what were the plans for the current meeting room. He would like to move his and Brad's office over there to keep the public from having to wander all over the garage to find his office. The Trustees said to proceed with his plans.

GRANDVIEW CEMETERY

There was one burial in the past two weeks.

The mowing has stopped in the cemetery, so we should be receiving the last bill for the year soon. The road crew is busy mulching leaves at the cemetery and preparing for winter.

ZONING DEPARTMENT

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

The Zoning Commission will meet Wednesday, November 18, 2020 to discuss solar installations, temporary buildings and shooting ranges.

The Board of Zoning Appeals will meet on November 12, 2020 to hear one request for variance.

The Land Bank has received estimated for demolition of 6782 Garfield. The asbestos assessment is first, then the demolition. They hope to have demolition and cleanup completed by January 1, 2021.

Jim requested a resolution to forward a violation to the prosecutor.

RES # 20-164 A motion by Vince Coia, seconded by Pat Artz to forward 2020 VIO 22, Robert Biggs, 6863 Infirmary Rd, Ravenna, OH 44266, parcel 29-310-00-00-011-00 to the Portage County Prosecutor if a request for extension is not received on November 5, 2020. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Bob Vair's term on the Zoning Commission is ending and Jim asked for a resolution to reappoint him to the next term.

RES # 20-165 A motion by Vince Coia, seconded by Hank Gibson to reappoint Robert Vair to the Zoning Commission effective November 4, 2020 for a term of 5 years. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

JoAnn McEwan's term on the Board of Zoning Appeals is ending and Jim asked for a resolution to reappoint her to the next term.

RES # 20-166 A motion by Hank Gibson, seconded by Pat Artz to reappoint JoAnn McEwan to the Board of Zoning Appeals effective November 4, 2020 for a term of 5 years. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Jim presented the zoning permit report for the month of October 2020.

LIAISON

Jim discussed the procedure for obtaining architectural services for the renovation and new building with the Portage County Prosecutor and presented the communications to the Trustees.

A motion by Hank Gibson, seconded by Pat Artz to authorize Jim to proceed with the process of getting a written request for the proposal of obtaining architectural services for the renovation and construction of the new building. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

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.

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

The Ohio MARCS Grant to cover the user fees has been submitted.

The MOU for selecting part timers to step in and fill in for full timers out on leave was reviewed.

RES # 20-156 A motion by Hank Gibson, seconded by Vince Coia to approve the Part Time Memorandum of Understanding for selecting Part Time Firefighters filling in for Full Time Firefighters over an extended period of time. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Mark would like to donate 2 obsolete MARCS radios to Hiram Fire (these 2 were donated to the township by the Ohio Turnpike).

RES # 20-157 A motion by Hank Gibson, seconded by Vince Coia to approve the donation of two obsolete MARCS radios to the Hiram Fire Dept. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-158 A motion by Hank Gibson, seconded by Vince Coia to authorize the payment of the 4 year contract to Stryker for the heart monitors to be paid from the EMS fund. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

NEW BUSINESS**TRUSTEES**

None

FISCAL OFFICER

Gail said that there will be a meeting on Thursday, November 5th at 6 PM with the attorney and the City regarding Maple Grove Cemetery.

UAN is sending out a new computer for the UAN system and will be donating the old computer to the township. Gail said the old computer would be a good one for putting out in the future meeting room for Zoom meetings.

CTMS has re-done the wireless. There were some failing switches in the old hardware which is why everyone was having difficulty logging in.

Gail will be on vacation from November 11th through the 16th. She will not have any cell service.

Gail and Jon have been working on the CARES reallocations.

The equipment for Mark to work from home was discussed at the last meeting, but the motion to approve it was not done.

RES # 20-159 A motion by Vince Coia, seconded by Pat Artz to approve the purchase of equipment for Mark to work remotely. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Detect Alarm has been working in the building installing what they can. Dave said he will invoice in sections. Gail has advised him that all the work had to be finished by December 30th according to the grant.

The insurance company has notified us that there will be an increase of approximately 15% for the medical insurance next year.

RES # 20-160 A motion by Vince Coia, seconded by Pat Artz to increase the appropriations in fund #2903 from \$0.00 to \$5,567.48. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-161 A motion by Vince Coia, seconded by Pat Artz to increase the appropriations in fund #2901 to \$99,520.66. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Financial reports were not able to be completed yet, Jon will distribute them to the Trustees and department heads in Excel format when he has them done.

The last four EMS account dispositions from LifeForce that were tabled at the previous meeting were reviewed.

RES # 20-162 A motion by Pat Artz, seconded by Vince Coia to adjust off the four EMS accounts listed on the supplemental report. 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 compensation issue.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 9:01 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 9:01 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.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 9:22 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 9:22 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 for an employee compensation issue.

RES # 20-163 A motion by Vince Coia, seconded by Hank Gibson to increase Brad Hager's pay by \$60.00 per pay, effective immediately, \$30.00 from the General Fund, \$30.00 from the Grandview Fund, for compensation to do the cemetery records and to maintain the township's Facebook page and website. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:22 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE