

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF NOVEMBER 17, 2020**

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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 17, 2020. Trustee Vince Coia called the meeting to order at 7:05 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, Fire Chief Mark Kozak and Assistant Fiscal Officer Jon Summers. In the audience was Diane Smith.

**REGULAR BUSINESS**

A motion to approve the minutes of the Regular Meeting of November 4, 2020 was tabled until the next meeting.

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 November 20, 2020 in the amount of \$40,978.09 and other warrants in the amount of \$21,699.47 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**AUDIENCE**

Katie Lawton from Advan Design conducted a zoom meeting updating the township on the progress of the website development and asking for approval on which layout the township liked.

A motion by Vince Coia, seconded by Hank Gibson to approve web layout option #2 with the flag pole, park and fire dept. pictures as the main page. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS**

**TRUSTEES**

**RES # 20-167** A motion by Vince Coia, seconded by Pat Artz to approve and accept the January 1, 2021 Health Insurance Renewal Package as presented by Ohio Insurance with the group insurance provider Medical Mutual (with a 15% price increase) and using the same funding for the HSA plan as was used in 2020. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

It is noted that the full-time Fire Department Union has forfeited their rights to a committee meeting provided the contract as presented and same HSA funding is in place and approved.

**FISCAL OFFICER**

None

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Ray was present and submitted the following report:*

Ray's Ford Explorer had a fire under the hood. The alternator and some wiring had to be replaced. This is the second alternator needing replaced in the last few months, something is not

right with the charging system. Being a 2005 vehicle, it may not be advantageous to keep putting money into repairing it.

In lieu of the big wind storm on Sunday, the Road crew will be heading out Monday of the following week with the chipper truck to clean up the branches. This will allow the residents plenty of time to get their branches out to the road.

The trucks and plows are all ready for the snow season.

The Road/Cemetery Office has now officially been moved into the old Trustee meeting room. Ray will clean up the old offices and put table and chairs in it in the event someone needs to use it before the new Trustee Meeting room renovations are completed.

### **GRANDVIEW CEMETERY**

There were three burials and one cremation 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 met on November 12, 2020 and approved a variance request for a home based business for CCW classes and fire arm sales. The Trustees asked where this was located and Jim said it was on Hayes Rd near SR14.

The demolition permit for 6782 Garfield has been issued and it should be gone within 30 days.

Jim requested resolutions to forward violations to the prosecutor.

**RES # 20-168** A motion by Vince Coia, seconded by Hank Gibson to forward 2020 VIO 20, Carie Artz, 3709 Summit Road, Ravenna, OH 44266, parcel 29-302-10-00-013-000 to the Portage County Prosecutor for enforcement. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

**RES # 20-169** A motion by Vince Coia, seconded by Hank Gibson to forward 2020 VIO 21, Richard & Judy Svoboda, 6354 Roselawn, Ravenna, OH 44266, parcel 29-344-10-00-053-000 to the Portage County Prosecutor for enforcement. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Jim presented the Economic Development report for November 9<sup>th</sup> through the 13<sup>th</sup>.

### **LIAISON**

Jim administered fire department tests to four part time firefighters.

### **FIRE DEPARTMENT**

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

Mark is working with Gail to submit the FEMA Public Assistance Reimbursement Program and finish purchasing.

The funding has been received for the FEMA AFG 2019 Grant for extrication equipment and CPR machine. Mark will discuss excess funding purchases at the next meeting.

The Ohio EMS Grant reimbursement request has been submitted.

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

Mark requested a motion to have Firefighter Dyer approved for filling in for full time Firefighter position.

**RES # 20-170** A motion by Hank Gibson, seconded by Vince Coia to authorize Firefighter Dyer to fill in the temporary vacancy of Firefighter Frawley’s position and be covered under the Part Time CBA. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

There are POs in tonight’s list for more boots, gloves and equipment for the new hires.

**RES # 20-171** A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of flooring for the Fire Dept kitchen and carpeting in the Day Room. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Mark suggested that with Ray’s old 2005 Ford Explorer being on its last legs, the township consider giving the white Zoning truck to Ray, move the Patriot to Zoning and purchase a new truck that is more operational appropriate for the Fire Dept. Jim has found one for a good price. The Trustees asked Jim and Mark to get a couple more offers to consider. They agreed to consider purchase and reassignment of vehicles.

**NEW BUSINESS**

**TRUSTEES**

Vince mentioned the State curfew that the governor implemented to go into effect on Thursday evening.

Vince noted that he has received a couple of complaints about the smells from the area around General Aluminum. Vince said he will be talking with one of the Rootstown trustees.

**FISCAL OFFICER**

Financial reports will be completed and distributed tomorrow to the Trustees and department heads.

**RES # 20-172** A motion by Pat Artz, seconded by Vince Coia to adjust the Revenue Budget as follows:

<b>Fund #</b>	<b>Fund Name</b>	<b>Current Budget</b>	<b>New Budget</b>	<b>Increase (Decrease)</b>
2181	Zoning	\$39,000.00	\$0.00	(\$39,000.00)
2041	Grandview Cemetery	\$115,000.00	\$45,000.00	(\$70,000.00)
2021	Gasoline Tax	\$155,600.00	\$129,600.00	(\$26,000.00)
2272	Coronavirus Relief Fund	\$437,249.78	\$437,314.41	\$64.63

R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

**RES # 20-173** A motion by Vince Coia, seconded by Hank Gibson to encumber the balance of \$7,320.32 remaining in Fund 2272 for payroll wages, withholding, and employer expense and fringes for the Fire Department employees for payroll to be reallocated from Fire Dept. funds 2111, 2281 or 2281 for the covered period of March 1, 2020 through December 30, 2020. The Fiscal Officer certifies that the above amount in fund #2272 is available for this purpose and is either collected in the Treasury or will be collected. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

**RES # 20-174** A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	T&N454-2020	\$4,793.55	Ohio Insurance Services	Reallocate Expenditures under CARES Act	2272
B	T&N455-2020	\$4,819.38	Ohio Insurance Services	Reallocate Expenditures under CARES Act	2272
C	T&N456-2020	\$5,111.53	Ohio Insurance Services	Reallocate Expenditures under CARES Act	2272
D	457-2020	\$150.00	Ray Taylor	Boot allowance	2031
E	458-2020	\$150.00	Doug Dillon	Boot allowance	2031
F	459-2020	\$150.00	Brad Hager	Boot allowance	2031
G	460-2020	\$150.00	Devin Shipp	Boot allowance	2031
H	461-2020	\$4,300.00	Chase Card Services	Covid-19 related supplies FEMA PAG	2901
I	462-2020	\$1,475.00	Kayline Co.	Disinfecting supplies FEMA PAG	2901
J	T&N462-2020	\$150.00	Yardworks Lawncare	Grandview mowing	2041
K	464-2020	\$1,500.00	Finley Fire Equipment	Uniforms and supplies	2111
L	465-2020	\$1,500.00	Municipal Emergency Services, Inc	Uniforms and supplies	2111
M	466-2020	\$4,500.00	Life-Force Billing	Billing Services	2281

R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

We received a third Billion back rebate from Workers Comp which totaled \$28,378.00. Workers comp approved the governor's request to send all state employers a 'dividend'. Preliminary estimate on the dividend that we could receive is about \$50K - \$70K.

Reallocations of payroll, payroll tax and insurance out of Fire Dept. budgets from the Cares Fund total \$323,914.54 so far.

Jim has worked and got approval on the Request for Proposals for submission from architects for the renovations and building of a new structure. We will need to advertise.

A motion by Hank Gibson, seconded by Vince Coia to authorize advertising the Request for Proposals for the renovations of the new Trustee meeting room and building of new storage building. 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 8:22 pm.  
R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

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TRUSTEE