

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 1, 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 December 1, 2020. Trustee Vince Coia called the meeting to order at 7:07 P.M.

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

REGULAR BUSINESS

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of November 4, 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 Regular Meeting of November 17, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion to approve the minutes of the Special Meeting of November 20, 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 Hank Gibson, seconded by Vince Coia to approve payroll warrants for December 4, 2020 in the amount of \$48,249.53 and other warrants in the amount of \$87,951.54 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

None.

OLD BUSINESS
TRUSTEES

Hank asked whether anyone had heard anything regarding Maple Grove. The other trustees had not and Gail said there has been no response from the City. Hank said the Union Board of the cemetery met Monday and they needed to address the health insurance costs. He explained what was included in the health insurance policy that was approved. It included a maximum out of pocket of \$750 for single (previously \$250) and \$1500 for family (previously \$750), which included deductible, coinsurance and co-pay. Additionally, they did not agree to have any employee contribute any money toward their own health insurance premium. Currently, the cemetery picks up 100% of the health insurance premium. Additionally, Mark Gabriel, the Sexton requested 3% raises for all employees.

RES # 20-184 A motion by Hank Gibson, seconded by Pat Artz to state that Ravenna Township Trustees vehemently disagrees with Maple Grove Cemetery's insurance policy and that it is not in line with what the Township's employees contribute to their health insurance benefits or premiums. The Township feels there should be no increase in their pay at this time. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-185 A motion by Hank Gibson, seconded by Pat Artz to state that Ravenna Township Trustees would like to see the Maple Grove Union Cemetery employees contribute 8% of the health insurance premium costs in the year 2021, and increase that an additional 4% to a total of 12% in the year 2022 to bring their premium contribution percentage in line with what the Township employees are required to contribute. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

FISCAL OFFICER

Gail reported that the township has received additional CARES Act money from the reallocation totaling \$13,095.03. This is the last of the expected money unless Congress approves more relief.

RES # 20-186 A motion by Vince Coia, seconded by Pat Artz to adjust the revenue budget as follows for additional CARES Act money received: Increase the Revenue budget for fund #2272 Coronavirus Relief Fund by \$13,095.03 from \$437,314.41 to \$450,409.44. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-187 A motion by Vince Coia, seconded by Pat Artz to adjust the appropriations budget as follows for additional CARES Act money received and to include previously appropriated direct expenses for payroll as follows: Increase the Appropriations budget for fund #2272 Coronavirus Relief Fund by \$13,159.66 from \$437,249.78 to \$450,409.44. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Regarding the 2018/2019 audit, we have received a copy of a letter from the State Auditor sent to our independent auditors that the desk review is complete and our report is acceptable and there are no modifications from the state. The final audit report should be released soon.

The Zoning laptops are in. They will be set up for use shortly.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and submitted the following report:

The lettering on the 2014 F150 pickup truck can be done by Graphic Expressions for \$75.00

A motion by Vince Coia, seconded by Pat Artz to have Graphic Expressions do the lettering on the 2014 Ford truck. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

The lettering on the door to Ray's relocated office is quoted at \$75.00 by Print and Sign Express.

A motion by Vince Coia, seconded by Hank Gibson to have Print and Sign Express do the lettering on Ray's office door. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Detect Alarms have completed the installation of all the cameras in the Road Department. When the new building is completed, they will return and move several of the cameras around.

All the changes of radios and lights on the 2014 F150 are done. The 2005 Ford Explorer is ready to be put on Gov Deals

RES #20-188. A motion by Vince Coia, seconded by Pat Artz to declare the 2005 Ford Explorer obsolete and list the 2005 Ford Explorer for sale on GovDeals.com. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Mr. Pierce on Hommon Road has offered to install a pipe to drain an area where the road floods if the Township would purchase the pipe. Ray said the pipe would be about \$329.00 from Marlboro Supply. It was agreed that it would be a beneficial exchange.

GRANDVIEW CEMETERY

There were three burials and two cremations in the past two weeks.

ZONING DEPARTMENT

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

The Zoning Commission's scheduled meeting Wednesday, November 18, 2020 to discuss solar installations, temporary buildings and shooting ranges was cancelled.

Jim is working with Todd Peetz at Regional Planning on updating the language for the current Zoning Resolution.

We are still waiting for the demolition of 6782 Garfield to begin.

Jim received a notice from Carolyn that she's retiring on December 31, 2020. She has been with the Township since September 8, 2008.

RES # 20-189 A motion by Hank Gibson, seconded by Vince Coia to accept the letter of resignation from Carolyn Chambers effective December 31, 2020. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Pat suggested that the hours for Carolyn's replacement be increased to cover records retention and filing for the office and cemetery.

Jim presented the November Zoning Permit report.

LIAISON

Jim has been working on the architect services specifications.

FIRE DEPARTMENT

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

The Ohio EMS Grant reimbursement has been received

Firefighter Melice has requested an extension of his leave of absence. His initial request was for only 5 months, per CBA it can be for up to a year.

RES # 20-190 A motion by Hank Gibson, seconded by Vince Coia to authorize the extension of Firefighter Melice's Leave of Absence to June 30, 2021. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Another dryer would be helpful for all the gear washing being done after each run that involves a Covid-19 patient.

RES # 20-191 A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of a dryer out of the CARES Act funding. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

One of the new hires has decided not to work here.

RES # 20-192 A motion by Hank Gibson, seconded by Vince Coia to rescind the job offer to hire Nick Miller as firefighter. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

NEW BUSINESS
TRUSTEES

Due to the Coronavirus, the township will not be having its annual Christmas luncheon.

FISCAL OFFICER

Gail requested the purchase of additional computer and office equipment to assist Jon in working remotely from the new CARES Act money. It is projected to be less than \$1,000.00.

RES # 20-193 A motion by Pat Artz, seconded by Vince Coia to approve the purchase of additional computer and office equipment from the new CARES Act money for remote work not to exceed \$1,000.00. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Financial reports were distributed to the Trustees and department heads in Excel format.

RES # 20-194 A motion by Vince Coia, seconded by Pat Artz to approve the POs and BCs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	486-2020	\$100.00	Chase Card Services	Downpmt on cabinets	2111
B	487-2020	\$3,000.00	Carpet Country Flooring & Design	Flooring for fire dept	2111
C	488-2020	\$2,000.00	Lowe's	Shelving and totes for covid-19 supplies	2111
D	489-2020	\$1,000.00	Central Allied Enterprises	Asphalt for patching	2031
E	490-2020	\$500.00	Walmart Community	Supplies	2111
F	491-2020	\$1,300.00	Myers Appliance Service & Sales	Stove and hood	2111
G	492-2020	\$1,300.00	R&S Truck Caps	Truck cap for chief vehicle	2111
H	493-2020	\$625.00	D&M Distributors	Traffic light block for new truck	2111
I	494-2020	\$200.00	Print & Sign Express	Signs and prints	2041
J	495-2020	\$540.00	Myers Appliance Service & Sales	Dryer	2272
K	496-2020	\$1,000.00	Chase Card Services	Add'l equip for remote work	2272
L	497-2020	\$958.00	Treasurer State of Ohio	UAN Fees Q1 2021 & IPA review	1000
M	T&N498- 2020	\$574.56	Chase Card Services	Reallocate Fed HHS Privider Relief	2903
N	T&N499- 2020	\$13.67	Walmart Community	Reallocate Fed HHS Provider Relief	2903
O	T&N500- 2020	\$734.94	Chase Card Services	Reallocate Fed HHS Provider Relief	2903
P	T&N501-	\$528.07	Bound Tree Medical	Reallocate Fed HHS	2903

	2020			Provider Relief	
Q	T&N502-2020	\$190.29	Bound Tree Medical	Reallocate Fed HHS Provider Relief	2903
R	T&N503-2020	\$3,525.95	Fire Safety Services	Reallocate Fed HHS Provider Relief	2903
S	504-2020	\$21,912.00	BWC	Workers comp est for 2021	1000 2111 2041 2031

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

RES # 20-195 A motion by Pat Artz, seconded by Vince Coia to approve and accept the October 2020 bank reconciliation and financial report as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The HHS Provider Relief fund expenditures have been reallocated. They total \$5,567.48 and have been put back into the fire department fund.

The Workers Comp invoice for the next year has been received. The payments will be in the list at the next meeting. The historical premium rates are :

2021	0.021848	This is close to the 2014 rate of 0.020109
2020	0.023774	
2019	0.030398	
2018	0.041332	
2017	0.031896	
2016	0.031226	
2015	0.037233	
2014	0.020109	

Gail asked the department heads to make purchases of recurring supplies that will last through February within the next two weeks to enable her to more easily close out the year.

Famous Supply sent out a flyer highlighting hands free faucets, toilet valves and air dryers for the bathrooms that Gail has forwarded to Ray. He is meeting with Famous on Monday. Jon has recommended a plumber for Ray to meet with also. Gail would like to wait until the estimates are received and we can determine if CARES money can pay for these before reallocating payroll.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employment.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:24 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 8:24 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, Zoning Inspector Jim DiPaola.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:41 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 8:41 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, Zoning Inspector Jim DiPaola.

The purpose of the Executive Session was to discuss employment.

RES # 20-196 A motion by Vince Coia, seconded by Hank Gibson to authorize advertising on Indeed for the Zoning Secretary position that will now include records clerk responsibilities.

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

RES # 20-197 A motion by Vince Coia, seconded by Hank Gibson to approve PO #505-2020 for \$800.00 to Chase Bank for advertising on Indeed for secretary position from the General Fund. 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 8:42 pm.

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

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE