

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 15, 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 15, 2020. Trustee Vince Coia called the meeting to order at 7:09 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 Fire Chief Mark Kozak. Assistant Fiscal Officer Jon Summers was absent.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of November 20, 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 December 1, 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 December 18, 2020 in the amount of \$33,090.05 and other warrants in the amount of \$53,264.99 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

The Memorandum of Understanding for the Jack Schafer Trust was reviewed. A copy has been sent to the prosecutor's office for approval.

RES # 20-198 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the MOU for the Jack Schafer Trust pending legal approval by the Portage County Prosecutor. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

The home and fire pages on the new website development were discussed and reviewed. It was felt that orange borders around the buttons would be nice.

A motion by Vince Coia, seconded by Hank Gibson to approve of the updated home and fire pages to the new website. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

FISCAL OFFICER

BWC has issued the 3rd dividend on Dec 14th. The check has not been received yet, but it is populated on their website. They have withheld our 2021 estimated premium from the dividend and will be sending us the remainder. The total dividend is \$105,696.70 minus the premium of \$20,082.00 with a net deposit of \$85,614.70. The net amount for each dept is as follows: General \$12,328.81, Road \$15,477.13, Grandview \$1,122.75 and Fire \$56,686.01. A detailed schedule of the calculation is in the trustee meeting folder.

RES # 20-199 A motion by Vince Coia, seconded by Pat Artz to authorize the disbursement of the BWC 3rd dividend to be recorded as a memo receipt when the revenue check is deposited. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Health insurance enrollment and waiver papers have been distributed and need returned ASAP even if there will be no changes.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and submitted the following report:

The lettering on the 2014 F150 pickup truck and the Office Door is done.

Kayline has quoted \$158.80/ea. for the touchless paper towel dispensers. We would need eleven of them at a total cost of \$1,746.80.

Famous Supply has quoted an estimate of \$17,306.41 for the touchless fixtures for the entire building. The quote for labor from the plumber has not been received.

Ray requested an executive session at the end of the meeting for employee compensation purposes.

GRANDVIEW CEMETERY

There were nine burials and two cremations in the past two weeks. Ray expects the increase in burials to continue.

ZONING DEPARTMENT

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

Jim received a call that the intersection of Hayes Road and SR 14 is dark. The caller stated that the street light was left on the pole where Hayes Rd used to come out on SR 14. The caller says he spoke to ODOT and was told it is the Township's responsibility to move it.

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

Online Motor Credit located at 2753 SR 59 has closed and the property is for sale, list price is \$250,000.

LIAISON

Jim has been sending the architect services specifications to those people requesting them.

We have received a quote from Productive Inc. of \$2,797.00 for cleaning the air ducts in the building. We also need to have Kozma Electric install 1 outlet for a monitor and change two outlets from the 2 plug outlets to 4 plug outlets in the front entrance.

A motion by Vince Coia, seconded by Hank Gibson to approve the air duct cleaning by Productive Inc at the quoted price of \$2,979.00 and to have Kozma Electric install needed outlets in the front entrance of the Administration office using BWC funds from the General account. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

FIRE DEPARTMENT

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

The state is not reimbursing us on the FEMA Public Assistance Reimbursement Program as they had originally promised. Mark is waiting on more info from the state in regards to this and requested authorization to apply for a second FEMA PA Grant if necessary. We may need to send

the unused portion back to them, then apply for the second grant to get it back from them. Ohio EMA administers this grant and we are still awaiting guidance from them on how to proceed.

A motion by Hank Gibson, seconded by Vince Coia to authorize Chief Kozak to apply for an additional FEMA PAG if it becomes available. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Firefighter Smith has requested a leave of absence.

RES # 20-200 A motion by Hank Gibson, seconded by Vince Coia to authorize the Leave of Absence for Firefighter Smith for the period of December 12, 2020 to March 30, 2021. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Mark requested an executive session at the end of the meeting to discuss a disciplinary action issue and compensations.

The new utility truck should be in service next week after the lights and sirens have been installed.

Another washer is needed for increased gear washing being done due to COVID-19. It can be purchased using CARES funding.

The old 2005 Ford Explorer has sold on GovDeals for \$1,800.00

NEW BUSINESS

TRUSTEES

The UAN program is denying the leave accruals on the next payroll run because of the extra 27th pay cycle in the 2020 year. Our CBA's and policy handbook state that the sick and vacation pay are on an annual basis and the UAN system should not allow additional accruals for those who have hit their total for the year.

A motion by Vince Coia, seconded by Pat Artz to deny over-riding the UAN system due to the accrual limits are set for an annual basis. Devin Shipp and Brad Hager are the only full time employees who have not hit that limit and their accruals will be granted on the last payroll run. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

NOPEC is allowing another \$1,500 award for the township to use in the 2021 year. The Trustees will discuss the usage early in the next year.

FISCAL OFFICER

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

RES # 20-201 A motion by Vince Coia, seconded by Pat Artz to approve the POs and BCs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	507-2020	281.53	Bound Tree Medical	FEMA Matching Reallocate	Fire
B	508-2020	297.89	Kayline	FEMA Matching Reallocate	Fire
C	509-2020	278.77	Design Restoration	FEMA Matching Reallocate	Genl
D	510-2020	278.77	Design Restoration	FEMA Matching Reallocate	Genl
E	511-2020	278.77	Design Restoration	FEMA Matching Reallocate	Genl
F	512-2020	604.12	Chase..Amazon	FEMA Matching Reallocate	Fire
G	513-2020	308.22	Kayline	FEMA Matching Reallocate	Fire
H	514-2020	161.97	Kayline	FEMA Matching Reallocate	Fire
I	515-2020	158.96	Kayline	FEMA Matching Reallocate	Fire
J	516-2020	39.23	Kayline	FEMA Matching Reallocate	Fire
K	517-2020	107.48	Kayline	FEMA Matching Reallocate	Fire

L	518-2020	5.62	Kayline	FEMA Matching Reallocate	Fire
M	519-2020	62.48	Kayline	FEMA Matching Reallocate	Fire
N	520-2020	757.55	Muni Emergency Svc.	FEMA Matching Reallocate	Fire
O	521-2020	105.47	Chase..Amazon	FEMA Matching Reallocate	Fire
P	522-2020	139.48	Chase..Amazon	FEMA Matching Reallocate	Fire
Q	523-2020	147.77	McMaster Carr	FEMA Matching Reallocate	Fire
R	524-2020	48.90	McMaster Carr	FEMA Matching Reallocate	Fire
S	525-2020	6.72	McMaster Carr	FEMA Matching Reallocate	Fire
T	526-2020	43.77	McMaster Carr	FEMA Matching Reallocate	Fire
U	527-2020	20.62	Bound Tree Medical	FEMA Matching Reallocate	Fire
V	528-2020	490.43	Chase..Amazon	FEMA Matching Reallocate	Fire
W	529-2020	4184.98	Chase..Amazon	Covid supplies orig on FEMA	Fire
X	530-2020	1475.00	Kayline	Covid supplies orig on FEMA	Fire
Y	531-2020	2400.00	Chase..Amazon	Covid supplies orig on FEMA	Fire
Z	532-2020	4250.00	Chase..Amazon	Covid supplies orig on FEMA	Fire
Aa	533-20020	550.00	Chase..Amazon	Covid supplies orig on FEMA	Fire
Bb	534-2020	1746.80	Kayline	Touchless towel	CARES
cc	535-2020	580.00	Myers Appliance	Washing machine covid use	CARES
dd	536-2020	1500.00	Chase..Amazon	Printers Trustee remote work	CARES
ee	537-2020	135.00	Gov deals.com	Commission on sale of explor	Genl
ff	538-2020	750.00	Kozma Electric	Electric outlets	Genl
gg	539-2020	2797.00	Productive Inc	Ductwork cleaning	Glenl

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

Medical Mutual has sent a letter notifying the township that on the December invoice there is a 30% premium credit applied to that month's invoice to help provide some financial relief. Employee premium contribution and stipend amounts should be adjusted in December or January to accommodate for the reduction provided we see the relief in the premium.

RES # 20-202 A motion by Vince Coia, seconded by Hank Gibson to reduce appropriations in fund #2901 FEMA Grants from \$99,520.66 to \$85,476.77, a reduction of \$14,043.89. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 20-203 A motion by Vince Coia, seconded by Hank Gibson to approve the following expenditures under the CARES Act: Kayline \$1,746.80 for touchless towel dispensers; Myers Appliance \$580.00 for washer to accommodate for extra loads of uniforms due to COVID-19; Chase Credit Card \$1,500.00 for Amazon purchases of printers and ink for trustees working remotely. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of a Zoom subscription for meeting broadcast from the General fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employment discipline and compensation issues.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:20 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 8:20 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, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, Road Supervisor Ray Taylor.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 9:52 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 9:52 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 discuss employment discipline and compensation issues. No action was taken.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:53 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE