

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING OF DECEMBER 24, 2020

The Ravenna Township Board of Trustees met in Special Session at the Ravenna Township Administrative Office, 6115 Spring Street, Ravenna, Ohio, on December 24, 2020. Trustee Vince Coia called the meeting to order at 2:30 P.M.

Roll call showed the following present: Trustees Hank Gibson and Vince Coia; Fiscal Officer Gail Pittman. Trustee Pat Artz was absent.

The purpose of this Emergency Special Meeting is to discuss and approve adjustments to revenue budget and needed purchases.

Fiscal Officer requested an amendment to the FEMA fund because of grant money that was previously awarded and FEMA (via Ohio OBM) changed their mind:

RES #20-204 A motion by Vince Coia, seconded by Hank T. Gibson to approve amendment to revenue budget as follows:

Fund 2901 FEMA Fund reduce revenue budget by \$14,043.89 from \$99,520.66 to \$85,476.77. R/C: Vince Coia, yes; Hank T. Gibson, yes. Motion Passed

Approval for purchase of stainless steel countertops for the Fire Dept kitchen was requested. The estimate is \$2,250.00 not including labor. The estimate is based on Jim Collins' measurements, so final amount could increase or decrease a little when they come out and take measurements themselves. As a result the purchase order is listed for \$3,000.00 to be sure to cover, but can be reduced to actual later.

A motion by Hank T. Gibson, seconded by Vince Coia to approve the purchase of countertops as discussed. R/C: Vince Coia, yes and; Hank T. Gibson, yes. Motion Passed.

Jim received a second estimate for enclosing the front desk with plexiglass with a more permanent structure. This estimate is from the same man who did the drywall work in Mark's office, Steve Jones. He also does general carpentry. His estimate is \$1,600.00. Approval for this repair was requested.

A motion by Hank T. Gibson, seconded by Vince Coia to approve the front desk enclosure work as discussed. R/C: Vince Coia, yes and; Hank T. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 20-205 A motion by Vince Coia, seconded by Hank T. Gibson to approve the POs as listed:

| Item | PO# | Amount | Vendor | Purpose | Fund |
|------|----------|----------|---------------------|---------------------------|------|
| A | 540-2020 | 450.00 | Chase | 2 file cabinets for Ray | Road |
| B | 541-2020 | 3,000.00 | Marsam Metalfab Inc | Countertops for fire dept | Fire |
| C | 542-2020 | 1,600.00 | Steve Jones | Front desk enclosure | Genl |

R/C: Vince Coia, yes and Hank Gibson, yes. Motion passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss security arrangements and emergency response protocol and employee compensation.

A motion by Vince Coia, seconded by Hank T. Gibson to suspend Regular session at 2:36 pm. R/C: Mr. Coia, yes and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank T. Gibson to enter into Executive session at 2:36 pm. R/C: Mr. Coia, yes and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, and Fiscal Officer Gail Pittman.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 3:07 pm. R/C: Vince Coia, yes; Hank T. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank T. Gibson to re-enter into Regular session at 3:07 pm. R/C: Mr. Coia, yes and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, and Fiscal Officer Gail Pittman.

The purpose of the Executive Session was to discuss security arrangements and emergency response protocol and employee compensation.

RES 20-206 A motion by Hank T. Gibson, seconded by Vince Coia, to require employee documentation of proof of COVID-19 vaccination or signed declination from employees who decline the vaccine. This is a requirement of all township employees. R/C: Mr. Coia, yes and Mr. Gibson, yes. Motion Passed.

The trustees discussed and recognize that the township fire department responds to numerous COVID-19 calls and as a result, must wash their uniforms more frequently which means they are wearing out faster than originally planned. A motion by Vince Coia, seconded by Hank T. Gibson to approve purchase of one set of additional uniforms for all 33 active employees plus Chief Kozak. This purchase does not replace the uniform allowance as permitted in the collective bargaining agreements, rather it is a one-time additional purchase. R/C: Vince Coia, yes; Hank T. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank T. Gibson to adjourn the meeting at 3:20 pm. R/C: Vince Coia, yes; Hank T. Gibson, yes. Motion Passed

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE