

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JANUARY 12, 2021

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on January 12, 2021. Trustee Vince Coia called the meeting to order at 7:05 P.M.

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

AUDIENCE

None

Fiscal Officer Gail Pittman announced the chair vacant and open for nominations. Vince Coia nominated Hank Gibson, Hank accepted. Hank Gibson nominated Vince Coia as Vice-chair, Vince accepted. It was agreed to keep the department responsibilities the same as last year: Hank has the Fire Department, Vince has the Road Department and Grandview Cemetery, Pat has the Zoning Department.

A motion by Hank Gibson, seconded by Vince Coia to fill the slate of officers as listed. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to reappoint Jim DiPaola to the JEDD Board for a period of two years commencing on January 1, 2021. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to reappoint Jim DiPaola, Jon Summers, James Collins, Matt Dix and Mark Kozak as the 2021 Volunteer Firefighters' Dependents Fund board members. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to reappoint Hank Gibson to the Cemetery Union Board for a period of two years commencing on January 1, 2021. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to require written requisitions approved by the Department Head, Trustee and Fiscal Officer prior to ordering or purchasing of parts, tools, equipment and supplies in the amount of \$100.00-\$499.99, unless part of a current PO or BC made by the Road, Fire/EMS or Zoning departments previously approved. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to require all purchases over \$499.00 must have an assigned PO before the item is ordered or purchased, except for emergency repair, parts and labor up to \$999.99. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to require that all requisitions and PO requests must be submitted to the Fiscal Officer for certification of funds prior to presentation to the Trustees for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to require all accounting warrants over \$1,000.00 to be read in a public meeting prior to approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to authorize the Fiscal Officer to transfer funds and set up advances as needed between checking, savings, investment accounts and township funds for investment purposes in any amount, and to maintain adequate account balances in all funds for 2021. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to require two Trustee's signatures along with the Fiscal Officer's signature on all warrants. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to designate GovDeals.com online auction as the preferred mechanism for sale of surplus goods throughout the year. GovDeals.com shall establish its general terms and conditions and the number of days for bidding shall be no less than ten (10) calendar days. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of December 29, 2020. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was available in the Fiscal Office for public viewing during normal business hours.

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for January 15, 2021 in the amount of \$57,927.68 and other warrants in the amount of \$26,330.44 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

The Township Secretary/Records Clerk position was discussed. Kristel would not be able to start for a couple of months.

RES # 21-001 A motion by Hank Gibson, seconded by Vince Coia to withdraw the job offer to Kristel Razayeski. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Two memorandum of understandings were reviewed and discussed.

RES # 21-002 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the memorandum of understanding regarding the payment of Consultant for the Economic Development between the City of Ravenna and Township of Ravenna; the township agrees to pay \$15,000.00 in 2021 to the city to help offset costs. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-003 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the Professional Services Agreement between the City of Ravenna, the Township of Ravenna, and Dennis West. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

None

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Ray has looked into the pricing of touchless soap dispensers. Kayline has them for \$52.50 each and it would cost \$630.00 to put them through the whole building.

A motion by Vince Coia, seconded by Hank Gibson to authorize Ray to purchase 12 touchless soap dispensers from Kayline for the cost of \$630.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The Case backhoe has a hydraulic tank leak. It is next to impossible to find replacement tanks. He found one place that supposedly had two used ones, but they wanted \$1,900 each. Doug is going to attempt to repair the tank we have.

There has not been much luck with the applicants on the part time road crew position. All the ones on Indeed live too far from here.

Ray presented the year end Road report for 2020.

GRANDVIEW CEMETERY

There were seven burials in the past two weeks.

Ray suggested that with the number of mausoleum rentals they have done this year, installing heat to it might be beneficial. He will look into the costs associated with doing that.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The Board of Zoning Appeals will meet Wednesday, January 13, 2021 at 7 PM to hear two requests for variances.

Jim has been working with Gail to review applications for the Administrative Assistant position.

The Land Bank is looking for the township's support for acquisition and demolition of a property in the Skeels allotment.

RES # 21-004 A motion by Hank Gibson, seconded by Vince Coia to support the efforts of the Portage County Land Bank to acquire and demolish the structure located at 4422 Wolfarth Avenue. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Jim presented the December and the Yearly Zoning reports.

LIAISON

Jim is working with local architects to develop cost estimates for a meeting building.

RES # 21-005 A motion by Hank Gibson, seconded by Vince Coia to reject all bids from the December 29, 2020 Architectural and Engineering Services proposals. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Jim DiPaola reported the following:

The extrication equipment that was on back order on the FEMA AF 2019 Grant should be coming in this month.

Mark has submitted for fire gear on the State Fire Marshal Grant.

Mark will have items organized at the next meeting to write for the FEMA AFG 2020 Grant
Firefighter Spraggins requested to attend Fire Officer 1 Training. It is \$600.00 at Tri-C and he would sign the training reimbursement form. He has been a part time firefighter for the township for over 10 years.

A motion by Hank Gibson, seconded by Vince Coia to approve sending Firefighter Spraggins to Fire Officer 1 Training at Tri-C for \$600.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The kitchen cabinets have been installed and the flooring is being installed. Teague Construction has submitted a quote to move the water pipes and electric so the project can continue. They require a 50% down payment before they do the work.

A motion by Hank Gibson, seconded by Vince Coia to approve Teague Construction performing the work of moving water and electric lines in the kitchen. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The firefighters did not like the stove purchased for the new kitchen. They returned it and would like to purchase a different one and would pay the difference in price out of their union funds.

A motion by Hank Gibson, seconded by Vince Coia to approve the exchange of stoves purchased at Myers Appliance with the understanding that the difference in price will be covered by the part and full time firefighters' funds. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

A motion by Vince Coia, seconded by Hank Gibson to grant the Portage County Engineer's Office the authority to issue right of way work permits for the Township roads for 2021. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

1. **RES # 20-006** A motion by Vince Coia, seconded by **RES** Request a motion to approve PO's and BC's as listed below:
 - a. PO #131-2021 in the amount of \$450.00 to Perfect Choice Auto Collision for undercoating the new truck from the Fire fund
 - b. PO #132-2021 in the amount of \$800.00 to Perfect Choice Auto Collision for repairs to the Chiefs vehicle door from the Fire fund.
 - c. PO #133-2021 in the amount of \$800.00 to Chase Card Services for ad for PT road worker on Indeed.com from the Road fund.
 - d. PO #134-2021 in the amount of \$3,200.00 to Teague Construction for plumbing & electric repair ins the Fire Dept kitchen from the Fire fund.
 - e. BC #2-2021 in the amount of \$1,000.00 for misc. purchases from the General fund.
 - f. BC #3-2021 in the amount of \$1,000.00 for supplies and expenses from the Fire fund
 - g. BC #4-2021 in the amount of \$1,000.00 for supplies and expenses from the Road fund
 - h. BC #5-2021 in the amount of \$1,000.00 for supplies and expenses from the Grandview fund.
 - i. BC #6-2021 in the amount of \$1,000.00 for supplies and expenses from the EMS fund.
 - j. BC #7-2021 in the amount of \$500.00 for supplies and expenses from the 2282 fund.
 - k. PO #135-2021 in the amount of \$650.00 to Kayline Company for touchless soap dispensers from the General fund.

- l. PO #136-2021 in the amount of \$1,000.00 to Gatehouse Media for advertising from the Road fund.
- m. PO #137-2021 in the amount of \$600.00 to Cuyahoga Community College for Fire Officer 1 Training for FF Spraggins from the Fire fund.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Financial reports will be distributed to the Trustees and department heads in Excel format tomorrow.

RES # 21-007 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the November 2020 bank reconciliation and financial report as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:30 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE