

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JANUARY 26, 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 26, 2021. Trustee Hank Gibson called the meeting to order at 7:02 P.M.

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

AUDIENCE

DS Architect representative, Erik Prose, gave a quick conceptual presentation of the proposed meeting room building to be built on the empty lot on Spring St.

Pursuant to R.C 121.22(g) Executive Session was requested to interview a job applicant for the position of Township Secretary and Records Clerk.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 7:32 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 7:32 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, applicant Chellynn Berry.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:16 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 8:16 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, and Fiscal Officer Gail Pittman.

The purpose of the Executive Session was to interview a job applicant.

A motion by Hank Gibson, seconded by Pat Artz to proceed with a feasibility study with DS Architecture for the new meeting building. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES# 21-008. A motion by Hank Gibson, seconded by Vince Coia to offer Chellynn Berry the township secretary position at the rate of \$15.00/hour to start as soon as she can. R/C: Mr. Coia, yes; Mrs. Artz, 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 January 12, 2020. R/C: Mr. Coia, yes; Mrs. Artz, abstain; 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 29, 2021 in the amount of \$39,379.85 and other warrants in the amount of \$53,936.38 with warrants

over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Pat asked if a joint meeting with the City of Ravenna has been scheduled for approving the Maple Grove budget. No meeting has been set yet and they are waiting on the City to request one. Additional discussions ensued regarding budget issues.

Website development was reviewed. Everyone agreed to change the calendar display to reflect standard Sunday through Saturday verses the Monday through Sunday currently being displayed.

FISCAL OFFICER

The Medical Mutual 30% reduction from December came through on the January bill. The withholdings for those employees who elect to have insurance has been reduced on the January 29, 2021 paychecks and also the stipends on those employees who elect not to have the insurance.

DEPARTMENTAL REPORTS
ROAD DEPARTMENT

Ray was present and reported the following:

The Case backhoe hydraulic tank has been repaired.

After reviewing all of the applicants for the Road position, Vince and Ray interviewed Jason Lovejoy for the part time road crew position. Ray would like to offer him the part-time position..

RES# 21-009. A motion by Vince Coia, seconded by Pat Artz to hire Jason Lovejoy at the rate of \$15.00/hour for the position of part-time road worker effective February 1, 2021 pending drug and background testing. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The crack sealing for the past year was not presented on the year-end report at the last meeting. There was a total of 15.2 miles of sealing done on 12 roads.

Vince said he had received the annual certified road mileage letter from the County Engineer's Office and asked Jon to mail back the signed copy.

A motion by Vince Coia, seconded by Hank Gibson to accept the 2020 certified road mileage of 26.986 miles from the Portage County Engineer. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

There were four burials in the past two weeks.

The lots in the cremation garden currently have no lot pins. We are selling a lot of them and they need marked. The most economical pins Ray has found are from Affordable Funeral Supply.

A motion by Vince Coia, seconded by Pat Artz to authorize Ray to purchase 150 lot pins from Affordable Funeral Supply at the cost of \$628.09. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The Board of Zoning Appeals will meet Wednesday, February 10, 2021 at 7 PM to hear a conditional use request for an inside storage facility from Ted Wynns, 2904 SR 59, Ravenna.

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

Vince asked about the van by Wal-Mart that is being used as a sign. Jim said he is working on that one, has found an address to mail the certified letter, and will follow up with the prosecutor on it.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The extrication equipment has been received.

Mark asked to write for a new fire truck on the FY2020 AFG grant. There are also micro grants available under that grant.

A motion by Hank Gibson, seconded by Vince Coia to authorize Mark to write for a \$450K fire truck and also the small \$50 micro grants under the FY2020 AFG grant. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark submitted the Fire House Subs Grant.

Firefighter Frawley asked if he could attend an Incident and Health and Safety Officer Training course. It was decided that he should wait until he returns to work to do the course.

Mark requested an executive session at the end of the meeting to discuss an employee compensation issue.

The cabinets have been installed in the new kitchen. The flooring project is nearing completion. A new gas line still needs installed for the stove. Teague Construction has submitted a bid for \$4,200 to do the work. The Trustees asked Mark to get another quote or two.

The shelving in the new truck cap broke. It has been sent back for repairs.

Engine 2413 needed new batteries and they have been replaced now.

Mark presented the Yearly Report for 2020.

NEW BUSINESS**TRUSTEES**

The Portage County Recorder sent their annual reminder on the filing deadlines of zoning resolutions and amendments.

The NOPEC grant award notification for 2021 has been received in the amount of \$18,425.

The Portage County Treasurer notified us that we should expect estate tax revenue from the 2009 year in the amount of \$100.82.

The County Auditor sent their 2021 Abstract of tax values and estimated resources.

FISCAL OFFICER

1. **RES # 20-010** A motion by Hank Gibson, seconded by Vince Coia to approve PO's and BC's as listed below:

- a. T&N PO #138-2021 in the amount of \$69.70 to Treasurer, State of Ohio for IPA Quality Review from the General fund

- b. PO #139-2021 in the amount of \$50.00 to Print and Sign Express for business cards from the Road fund.
- c. PO #140-2021 in the amount of \$800.00 to Affordable Funeral Supply for lot pins from the Grandview fund.
- d. PO #141-2021 in the amount of \$800.00 to Advance Auto Parts for parts and supplies from the Fire fund.
- e. PO #142-2021 in the amount of \$1,800.00 to DS Architecture for a feasibility study from the General fund.

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

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

RES # 21-011 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the December 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.

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

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 9:22 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 9:22 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, and Fire Chief Mark Kozak.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 9:32 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 9:32 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, and Fire Chief Mark Kozak.

The purpose of the Executive Session was to discuss an employment issue.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:33 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE