

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING OF FEBRUARY 16, 2021**

The Ravenna Township Board of Trustees met in Special Session at the Ravenna Township Administrative Office, 6115 Spring Street, Ravenna, Ohio, on February 16, 2021. Trustee Hank Gibson called the meeting to order at 12:15 P.M.

Roll call showed the following present: Trustees Hank Gibson and Vince Coia; Assistant Fiscal Officer Jon Summers, Zoning Inspector Jim DiPaola, and Fire Chief Mark Kozak. Trustee Pat Artz was absent.

The purpose of this Special Meeting is to discuss and approve moving forward with advertising of bids for design and build construction of a new building for meetings and discuss and approve any purchase orders and payments that are ready for presentation.

Jim DiPaola gave an overview of the process for the Request for Qualifications for design and build of the new meeting room building. He said we would probably get the same group of bidders as we had on the last advertising. Vince said to be aware that there will most likely be an increase in the price due to the inflation on costs from the pandemic. Mark said the Building Department is working on a resolution to give discounts on building fees.

RES #21-015 A motion by Hank Gibson, seconded by Vince Coia to authorize the advertising for the Request for Qualifications. R/C: Vince Coia, yes and Hank Gibson, yes. Motion passed.

Jon presented a payroll withholding warrant that was missed at the last meeting.

RES #21-016 A motion by Vince Coia, seconded by Hank Gibson to approve payroll withholding warrant #22098 in the amount of \$213.38. R/C: Vince Coia, yes and Hank Gibson, yes. Motion passed.

Vince noted that Brad Hager gave his two-week's notice of resignation. Hank asked if the new website was ready to go live. Jim said yes.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 12:32 pm. R/C: Vince Coia, yes; Hank Gibson, yes. Motion Passed

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE