

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MARCH 23, 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 March 23, 2021. Trustee Hank Gibson called the meeting to order at 7:04 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 and Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. In the audience was Chad Murdock, Bernie and Jim Lighton, William Barber and David Dix.

Pursuant to R.C 121.22(g) Executive Session was requested to consult with the attorney.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 7:05 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 7:05 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 Attorney Chad Murdock.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 7:18 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 7:18 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 Attorney Chad Murdock.

The purpose of the Executive Session was to consult with the attorney.

No action was taken.

AUDIENCE

Jim and Bernie Lighton brought up concerns about the lighting in their neighborhood of the Frank Polichena development. There are few lots left to build on and the developer has yet to put in the street lights he had agreed to on the development plans. Another issue is the parking on the streets. The Trustees said they would invite Frank Polichena to come to a meeting to discuss the issue, and if nothing comes of that, they would get the prosecutor involved.

William Barber and David Dix, with Mainstreet Ravenna, gave an extensive presentation on the Ravenna Downtown District Plan - their ideas and plans of making the downtown area a friendlier and more desirable area to visit or live and/or work.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of March 9, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Special Meeting of March 12, 2021. R/C: Mr. Coia, yes; Mrs. Artz, 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 Hank Gibson, seconded by Pat Artz to approve payroll warrants for March 26, 2021 in the amount of \$54,353.75 and other warrants in the amount of \$41,713.64 with warrants

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

OLD BUSINESS:
TRUSTEES

Vince asked about the flooding issue of one of the homes in the area? There has been no resolution with FEMA regarding that yet.

The old vehicle parked by Wal-Mart was discussed again. Jim said the letters have been returned undelivered from the post office and he has forwarded them to the Prosecutor's office.

FISCAL OFFICER

Gail asked for a motion to approve the pay adjustments for Doug and Jon as approved at the meeting at the end of 2020 which is to begin at the end of March.

A motion by Hank Gibson, seconded by Pat Artz to approve the \$0.75/hour pay adjustment to both Doug Dillon and Jon Summers to commence on Monday, March 29, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ODJFS has paid the fraudulent claims and charged our account for \$3,464.04. According to the legal opinion from the Prosecutor's office, the Trustees may choose to not pay these.

RES # 21-030 A motion by Hank Gibson, seconded by Pat Artz to reject paying for the fraudulent unemployment claims that ODJFS has approved and charged to the Township. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Ray spoke with Loftin and was able to schedule the Spring clean-up on Saturday, April 17, 2021 from 8:00 AM to 12:00 noon. The dumpsters will be \$750 each, and Ray asked for four (4) of them. Hank said he had heard from someone asking whether there would be a possibility of having one placed over in the McElrath neighborhood. The idea was discussed. The Trustees agreed that these areas have been problem areas for illegal dumping and placing containers in the communities would hopefully help combat problem. As a result, the Trustees agreed that if the containers could be dropped off and picked up on the same day, they would not be opposed to one in McElrath and another in Skeels. Otherwise, it would just encourage dumping in areas that already have that problem.

A motion by Hank Gibson, seconded by Vince Coia to approve placing a dumpster both at McElrath and at Skeels on April 17th contingent on Loftin being able to remove them on the same day. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray asked to purchase paint to paint the backside of the building. A PO is in the list. Also, he needs to purchase gravel for the back parking lot and fueling area.

The roadside mower air conditioner is not working. Ray is having Dan Rodenbucher come look at it and give a price on repairing it.

GRANDVIEW CEMETERY

There was one burial, four cremations and five lot sales in the past two weeks.

Yardworks Landscaping sent in their annual contract to sign. Price is still \$450/mowing.

A motion by Pat Artz, seconded by Vince Coia to approve and accept the Yardworks mowing contract for the 2021 season. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray needs to order mulch for the cemetery. Portage Tree Farm quoted him \$600.00 for 30 yards of mulch.

A motion by Hank Gibson, seconded by Vince Coia to purchase the needed mulch for the cemetery from Portage Tree Farm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Portage Tree Farm also has donated 26 trees to plant in the cemetery.

A motion by Hank Gibson, seconded by Vince Coia to accept the donation of 26 trees from Portage Tree Farm for Grandview Cemetery. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray presented five quotes for a new excavator for use at the cemetery. He recommended the Kobelco to get the most for the money.

RES # 21-031 A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of a Kobelco 45 excavator from Southeastern Equipment. 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 met Wednesday, March 10, 2021 and denied a conditional use request for an inside storage facility from Ted Wynns, 2904 SR 59, Ravenna.

The Zoning Commission will meet in April to discuss possible revisions to the Zoning Resolution.

Jim received preliminary plans for two sewer pump stations for the Chinn Allotment project. One pump station is at Brady Lake and Red Brush Roads. The other will be an upgrade to the pump station at Short and Spruce Streets.

The Portage County Commissioners passed a resolution giving a Township or Village a 50% reduction in Building Department fees related to a project. This will apply to the new meeting room project.

The Ables Auction House's Certificate of Occupancy with conditions has been issued.

LIAISON

There is a preliminary meeting with the Contractor and Architect about the Meeting Room Project on March 29, 2021.

The grease/oil separator passed the annual inspection by the county. Allen Drain will be here on Wednesday to do the annual pump out.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Mark will work on submitting the FEMA Public Assistance Reimbursement Program reports.

The OTARMA Safety and MORE grants items have been ordered. Mark will submit for reimbursement once the items have been received.

Mark requested an executive session at the end of the meeting to discuss an employee issue required to be private due to HIPPA.

Mark asked to hire one of his applicants.

RES # 21-032 A motion by Hank Gibson, seconded by Vince Coia to hire Greyson Henderson as a Firefighter/Paramedic pending drug screens/physical and background checks with pay rates in accordance with the part time CBA. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Recruit Zach Heffley has passed his EMT Basic school and will need to have his pay rate changed. Mark also requested that Recruit Heffley be sent to Fire School.

RES # 21-033 A motion by Hank Gibson, seconded by Vince Coia to update Recruit Heffley's pay rate to \$9.00/hour in accordance with the Fire Department SOGs. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-034 A motion by Hank Gibson, seconded by Vince Coia to send Recruit Zach Heffley to Fire School at the cost of \$1,230.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to allow Recruit Heffley to work 12 hours when needed. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The preventative maintenance has been done on both squads today. The PM for the engine and tanker is scheduled for April.

Mark presented information regarding the cost of a new fire engine and financing options.

RES # 21-035 A motion by Hank Gibson, seconded by Vince Coia to approve financing the new tanker at the cost of approximately \$475,000 through Middlefield Bank for 7 years with 50% down. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed. Finalized contracts and paperwork will be ready for the next meeting.

NEW BUSINESS

TRUSTEES

A notification of application for a liquor permit at the GetGo at Cotton Corners was received and requested a response as to whether a hearing should be held.

A motion by Vince Coia, seconded by Hank Gibson to state no objections to the liquor permit application for GetGo at Cotton Corners and no hearing is requested. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 21-036 A motion by Vince Coia, seconded by Pat Artz to approve PO's lines 1 through 40, as listed on the supplemental page. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

RES # 21-037 A motion by Hank Gibson, seconded by Vince Coia to accept and approve the February 2021 bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Sedgwick has presented the options for Workers’ Comp Group Rating or Group Retro. Because group rating reduces the risk to the township and the majority of the workforce is in higher risk positions, Gail recommended renewing with the Group Rating option.

RES # 21-038 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the renewal contract with Sedgwick using the Group Rating option as presented. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-039 A motion by Vince Coia, seconded by Hank Gibson to send the entire list of accounts as presented by LifeForce to the Attorney General for collection. 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 employee issue required to be private due to HIPPA regulations.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 9:38 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 9:38 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 and Zoning Inspector Jim DiPaola.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 9:55 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 9:55 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, Fire Chief Mark Kozak and Zoning Inspector Jim DiPaola.

RES # 21-040 A motion by Pat Artz, seconded by Vince Coia to authorize Fire Fighter Matt Frawley to return to work for light duty to do fire inspections and miscellaneous office work beginning Monday, March 29, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, no. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:56 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE