

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF APRIL 6, 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 April 6, 2021. Trustee Hank Gibson called the meeting to order at 7:01 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz and Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor. Trustee Pat Artz, Fire Chief Mark Kozak and Asst. Fiscal Officer Jon Summers were absent. In the audience was Chad Murdock, Andrea Metzler, Shelby & Scott Mingus and Chris Craycroft.

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

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 7:02 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 7:02 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 7:33 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 7:33 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

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

RES # 21-041 A motion by Hank Gibson, seconded by Vince Coia to authorize Chad Murdock to file a Declaratory Judgement action to address the financial crisis caused in continuing the Maple Grove contract in light of our responsibility in taking care of Grandview Memorial Cemetery. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-042 A motion by Vince Coia, seconded by Hank Gibson to authorize payment of the filing fee payable to Portage County Common Pleas Court in the amount of \$320.00 and PO #225-2021 and warrant # 22237. 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 March 23, 2021. 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 April 9, 2021 in the amount of \$53,705.50 and other warrants in the amount of \$71,170.74 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

Chris Craycroft and Andrea Metzler from the Parks Department discussed what has been happening in the parks department and about their new master plan survey. They will email the master plan survey to the township and the trustees said they would place it on their website.

Shelby & Scott Mingus of J Herbert Construction discussed their contract and answered questions. The next phase of the project will be to determine the Guaranteed Maximum Price. At that point, they will return and the whole project will be reviewed. Gail asked that our IT contractor be looped in at that phase so that they are included in the plan early enough in the project to prevent any rework.

OLD BUSINESS:**TRUSTEES**

RES # 21-043 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the Design and Build Contract with J. Herbert Construction, Inc. as presented. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Hank asked about the old vehicle parked by Wal-Mart again. Jim met with Brett at the Prosecutor's Office. He will draft a complaint and the Portage County Health Dept has been notified.

FISCAL OFFICER

None.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

The Spring Clean-up is scheduled for Saturday, April 17, 2021 from 8:00 AM to 12:00 noon. Loftin will have 3-4 dumpsters located at the Township Hall. One low-profile dumpster will be placed at the McElrath ballfields and another at Skeels Center. Vince will monitor the Skeels Center one and Ray will monitor the McElrath one.

Ray selected an applicant for the open part time position. He would be able to start in 2 weeks.

RES # 21-044 A motion by Vince Coia, seconded by Hank Gibson to authorize hiring Nicholas Cessna for the part time road crew position at the rate of \$14.00/hour for no more than 1,500 hours annually. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Devin Shipp's probation will be complete on April 8, 2021. Ray asked to increase his pay rate to \$17.00/hour.

RES # 21-045 A motion by Vince Coia, seconded by Hank Gibson to authorize increasing Devin Shipp's payrate to \$17.00/hour at the end of his probation on April 8, 2021. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

It is time for the Road Department's annual clothing allowance.

A motion by Vince Coia, seconded by Hank Gibson to authorize a \$150.00 reimbursing clothing allowance for each of the Road Department employees. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The chipping season will begin on May 3, 2021 and the crew is preparing all the equipment.

Dan Rodenbucher quoted \$1,500.00 for the repairs to the roadside mower air compressor unit.

A motion by Vince Coia, seconded by Hank Gibson to authorize a \$1,500.00 replacement of the air compressor unit on the roadside mower quoted by Dan Rodenbucher. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

There was one burial and three cremations in the past two weeks.

The driveways in the cemetery all have new stone, all the mulching is done, all trees have been planted and the crosses have been painted.

Ray discussed some deed issues in the mausoleum.

Portage Marble and Granite quoted \$22,000 for a new Columbarium if two are purchased at the same time; otherwise the cost is about \$5,000 more. Vince suggested purchasing two more when 75% of these niche's have been sold.

RES # 21-046 A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 2 Columbariums from Portage Marble and Granite for the quoted price of \$44,000 to be placed in the new section of Grandview Memorial designated for this purpose. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

Neither the Board of Zoning Appeals nor the Zoning Commission will meet in April. They will be meeting in May.

Jim is working with the Assistant Prosecutor to draft a complaint for the camper being used to display off color remarks. The Health Department has also been notified as there may be someone living in or around the camper.

Language to upgrade the Zoning Resolution is currently being reviewed.

Jim presented the March Zoning Report.

LIAISON

The Design-Build Contract has been reviewed and signed off by the Assistant Prosecutor.

Jim is working with the Fire Department on the design specifications for the new pumper tanker.

FIRE DEPARTMENT

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

Mark will work on submitting the FEMA Public Assistance Reimbursement Program reports. The FEMA AFG 2019 excess funding has been received.

The OTARMA Safety grant will be submitted on Wednesday, the OTARMA MORE grant has been submitted.

The contract from Sutphen for the new tanker is ready to sign. The financing rate is 2.97% over 7 years at Middlefield Bank.

RES # 21-047 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the purchase agreement for the fire truck from Sutphen Corporation with full prepayment within 30 days of contract signing, as presented. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-048 A motion by Vince Coia, seconded by Hank Gibson to approve and accept financing half of the fire engine purchase through Middlefield Bank over 7 years at 2.97% with semi-annual payments. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

The Chamber of Commerce has sent out notification that their Raven Awards' Ceremony will be held in September of this year.

FISCAL OFFICER

RES # 21-049 A motion by Vince Coia, seconded by Hank Gibson to approve PO's as BCs as listed:

- a. PO #214-2021 in the amount of \$1,000.00 to Bond Exterminating for exterminating from the General fund
- b. PO #215-2021 in the amount of \$500.00 to Chase Card Services for heavy duty fire hydrant bags from the Fire fund
- c. PO #216-2021 in the amount of \$ 1,500.00 to Lowe's for repair materials from the Fire fund
- d. PO #217-2021 in the amount of \$3,000.00 to Sutphen Corporation for fire truck pump PM and repair from the Fire fund.
- e. PO #218-2021 in the amount of \$600.00 to Bob Sumerel Tire for Jeep Patriot tires from the General fund.
- f. PO #219-2021 in the amount of \$3,500.00 to Route 14 Embroidery for PT uniform allowance from the Fire fund.
- g. PO #220-2021 in the amount of \$3,500.00 to Witmer Public Safety Group for PT clothing allowance from the Fire fund
- h. PO #221-2021 in the amount or \$500.00 to Attorney General Collections for collection fees from the EMS fund
- i. PO #222-2021 in the amount of \$60,088.38 to Middlefield Banking for payoff of ambulance remount loan #567263 from the EMS fund
- j. PO #223-2021 in the amount of \$237,187.45 to Sutphen Corporation for half payment for purchase of new fire engine from the Fire fund
- k. PO #224-2021 in the amount of \$310,000.00 to J. Herbert Construction Co., Inc. for construction of new community building for meetings from the General Fund
- l. PO #226-2021 in the amount of \$44,000.00 to Portage Marble and Granite for two Columbariums from the Grandview fund.

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

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

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:42 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE