

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 1, 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 June 1, 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, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor, and Asst. Fiscal Officer Jon Summers. In the audience was Chris Artz.

AUDIENCE

No comments.

REGULAR BUSINESS

The approval of minutes from the meeting held on May 4, 2021 was tabled until later in the meeting.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of May 18, 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 Vince Coia, seconded by Pat Artz to approve payroll warrants for May 21, 2021 in the amount of \$36,751.73 and other warrants in the amount of \$53,216.30 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The bids for the 2021 Forest Ridge Resurfacing Project were reviewed by the Portage County Engineers and Prosecutor and all was determined to be complete and in order. Perrin Asphalt was the low bidder at \$95,158.50.

RES # 21-066 A motion by Vince Coia, seconded by Pat Artz to award the bin for the 2021 Forest Ridge Resurfacing Project to Perrin Asphalt for the cost of \$95,158.50. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Pat commented on how quiet the neighborhoods were over the holiday weekend.

FISCAL OFFICER

Gail said her computer has been bombarded with spam. CTMS will re-image the computer.

DEPARTMENTAL REPORTS
ROAD DEPARTMENT

Ray was present and reported the following:

The roadside mower needs the two rear tires replaced. Tyres International quoted \$1,300.00 and Bob Sumerel quoted \$1,314.00.

A motion by Vince Coia, seconded by Pat Artz to have Tyres International replace the roadside mower tires at the cost of \$1,300.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The excavator trailer frame broke. It will need replaced ASAP. Ray searched everywhere and found one at Majestic Trailer in Akron. Ray would like to put the broken trailer, the other 10 ton trailer and the asphalt paver up for auction to help offset the cost of the new trailer.

A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of a new trailer from Majestic Trailer at the cost of \$8,249.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-067 A motion by Vince Coia, seconded by Pat Artz to declare the broken trailer, the 10 ton trailer and the asphalt paver obsolete and be place on GovDeals.com for sale. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The speed bumps for the Skeels development have arrived. Ray is still waiting for the signs and posts to come in before installing the speed bumps.

GRANDVIEW CEMETERY

There were two burials, one cremation and 3 lot sales in the past two weeks.

Someone donated money for the cemetery.

A motion by Vince Coia, seconded by Pat Artz to accept a \$50.00 donation for flowers in the name of David Simms. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray presented his findings for pricing on columbarium niches from local cemeteries.

RES # 21-068 A motion by Vince Coia, seconded by Pat Artz to set the sale prices for the niches in the new columbariums at \$800.00 for residents and \$1,000.00 for non-residents. 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 BZA will meet June 9, 2021 to hear a variance request by Doug McGee, 6465 Park Ave., Kent to build multifamily housing.

The Zoning Commission will meet June 16, 2021 to discuss Zoning Code updates.

Diana Stewart, 6626 Henderson St, requested the Trustees to consider vacating the non-dedicated portion of Sumner St.

RES # 21-069 A motion by Pat Artz, seconded by Vince Coia to vacate the non-dedicated portion of Sumner St, Township Highway 580 that runs from Henderson St., Township Highway 581, south 135 feet to the dead end. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim presented the May 2021 zoning report.

LIAISON

Jim has talked with J Bowers regarding the new building and moving fill dirt and top soil onto the work site. We have received updated drawings showing connections to utilities and storm drains.

A pre-disciplinary hearing was held for Captain Blubaugh.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The FEMA Public Assistance Reimbursement Program sent us a check for \$10,026.36. They say we can use it for equipment.

The FEMA AFG 2018 and 2019 Grants are waiting to be closed out.

Mark requested an executive session at the end of the meeting to discuss the investigation of charges for an employee.

Mark attended the pre-construction meeting for the new tanker.

RES # 21-070 A motion by Hank Gibson, seconded by Vince Coia to authorize Mark's signature on the necessary change order for the new tanker truck. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The PM for truck 2400 has been scheduled.

RES # 21-071 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the 1 year maintenance contract with ProAir Inc in the amount of \$1,300.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

Pat heard from Debbie at the Historical Society. She was discussing the fact that people are not picking up after their pets in the park. She also inquired as to whether there is money coming to them for covid relief.

FISCAL OFFICER

RES # 21-072 A motion by Hank Gibson, seconded by Vince Coia to approve PO's as BCs as listed:

- a. PO #267-2021 in the amount of \$8,200.00 to Majestic Trailer for trailer from the Road fund
- b. PO #268-2021 in the amount of \$4,375.00 to Portage Community Bank for HSA benefit from the Road fund
- c. PO #269-2021 in the amount of \$2,975.00 to Portage Community Bank for HSA benefit from the EMS fund
- d. PO #270-2021 in the amount of \$95,158.50 to Perrin Asphalt Co for Forest Ridge & GV paving from the Road fund
- e. PO #271-2021 in the amount of \$1,000.00 to Carter Lumber for supplies from the Road fund
- f. PO #272-2021 in the amount of \$1,000.00 to Carter Lumber for supplies from the Grandview fund
- g. PO #273-2021 in the amount of \$391.95.00 to Eagle Engraving for command board from the Fire fund
- h. PO #274-2021 in the amount of \$250.00 to Sarchione Chevrolet for preventative maintenance and repairs from the Fire fund
- i. PO #275-2021 in the amount of \$250.00 to Chase Visa for test gas for gas meters from the Fire fund

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

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

RES # 21-073 A motion by Vince Coia, seconded by Pat Artz to send the first EMS account listed by LifeForce to Capital Recovery for collection. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-074 A motion by Vince Coia, seconded by Hank Gibson to send the second set of EMS accounts listed by LifeForce to the Attorney General for collection. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-075 A motion by Vince Coia, seconded by Hank Gibson to write off the last EMS account listed by LifeForce. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-076 A motion by Vince Coia, seconded by Pat Artz to approve and accept bank reconciliations and financial reports as presented by the Fiscal Officer for the months of March 2021 and April 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-077 A motion by Hank Gibson, seconded by Vince Coia to create new Fund #2904 Federal Public Assistance Grant for the purpose of accounting for Federal Grant money received that is required to be account for in its own fund. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-078 A motion by Vince Coia, seconded by Hank Gibson to increase the revenue budget in fund #2904 from \$0.00 to \$10,026.36. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to set the budget hearing meeting for June 29, 2021 at 6:30 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to declare Jon's Brother printer obsolete and able to be disposed. 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 disciplinary action.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:05 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 8:05 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, Jim DiPaola and Mark Kozak.

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 9:11 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 9:12 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, and Hank Gibson, Fiscal Officer Gail Pittman.

The purpose of the Executive Session was to discuss an employee disciplinary action.

A motion by Hank Gibson, seconded by Vince Coia to not install cameras in the Skeels neighborhood as originally promised because there is no electric power source available. 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 Regular Meeting of May 4, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-079 A motion by Hank Gibson, seconded by Vince Coia to impose the following discipline upon Kenneth Blubaugh as a result of the recent incident that occurred on May 22, 2021:

- 1) Suspension of 6 shifts
- 2) Reduction in rank from Captain to Fire Fighter with a comparable drop in wages.

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

ADJOURNMENT

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

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE