

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 15, 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 15, 2021. Trustee Hank Gibson called the meeting to order at 7:02 P.M.

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

AUDIENCE

No comments.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of June 1, 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 Hank Gibson, seconded by Vince Coia to approve payroll warrants for June 18, 2021 in the amount of \$37,413.01 and other warrants in the amount of \$54,275.59 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:
TRUSTEES**

The NOPEC grant was discussed

RES # 21-080 A motion by Hank Gibson, seconded by Vince Coia to authorize all actions necessary to accept the NOPEC 2021 Energized Community Grant

WHEREAS, the Township of RAVENNA Ohio (the "GRANTEE") is a member of the Northeast Ohio Public Energy Council ("NOPEC") and is eligible for one or more NOPEC Energized Community Grant(s) for 2021 ("NEC Grant(s)") as provided for in the NEC Grant Program guidelines; and

WHEREAS, the GRANTEE has previously entered into a Grant Agreement with NOPEC, Inc. on 08/18/2020 to receive one or more NEC Grant(s).

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF RAVENNA TOWNSHIP, COUNTY OF PORTAGE AND STATE OF OHIO, THAT:

SECTION 1. This Board of Trustees of the GRANTEE (the "Board") finds and determines that it is in the best interest of the GRANTEE to enter into the Grant Agreement to accept the NEC Grant(s) for 2021, and authorizes the Chair of the Board to execute the Grant Agreement to accept the NEC Grant(s) funds.

SECTION 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 3. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the GRANTEE; wherefore, this Resolution shall be in full force and effect immediately upon its adoption and approval by the Board of Trustees of the GRANTEE.

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

RES # 21-081 A motion by Hank Gibson, seconded by Vince Coia to use the \$1,500 NOPEC community grant to hold a “Touch a Truck” event with a hot dog cook out set for October 2, 2021 from 12:00 noon until 2:00 PM. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Jim gave an update on the meeting with several people regarding the proposed noise ordinance.

FISCAL OFFICER

Portage County Health Dept. has forwarded the Foxwood Estates septic nuisance to the EPA.

ODJFS is still billing the township for one of the fraudulent unemployment claims. Gail spoke with a representative telling them that the township will not be paying for the fraudulent claims. The representative stated they have noted it as fraudulent and are working their way through these types of claims, but couldn’t say when this will be corrected and removed from our account.

The OPERS Board of Trustees election is coming up. Anyone interested in running for a Board seat should review the information packet on the table in the copier room.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Ray gave an update on the current bids on the equipment placed on GovDeals.com.

The first two speedbumps have been installed in the Skeels neighborhood. There are six more to be done.

Catch basin and curb repairs have been completed in Hidden Brook. We are still waiting to hear from Perrin Asphalt on the start date of the repaving project.

A culvert pipe has been replaced at Woodlawn & Rose St.

GRANDVIEW CEMETERY

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

Hank asked if there had been any interest in purchases of spots in the new columbariums yet. Ray said no.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

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

RES # 21-082 A motion by Hank Gibson, seconded by Vince Coia to forward Violation 2020 VIO 18, Tim Craft, 3165 Hodgson Dr, Ravenna OH 44266 to the Portage County Prosecutor for enforcement. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Jim requested executive session at the end of the meeting for an employee compensation issue.

LIAISON

Jim has talked with J. Hubert Construction regarding the new building. They have been putting together the pricing and should have it wrapped up by the end of this week.

A Step 3 Grievance Hearing for Captain Ken Blubaugh will be held on Tuesday, June 22, 2021 and 10:00 AM.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

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 employee disciplinary actions.

A new recruit has decided not to take the job offer that has been presented.

RES # 21-083 A motion by Hank Gibson, seconded by Vince Coia to rescind the job offer to Andrew Ciptak. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mark said he would like to hire Nicholas Tingley.

RES # 21-084 A motion by Hank Gibson, seconded by Vince Coia to hire Nicholas Tingley as Firefighter/Paramedic at a rate in accordance with part time CBA, pending drug screen, physical and background checks. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to have Mark forward necessary information on to the Prosecutors office to begin the process of getting the EMS Renewal Levy on the next ballot. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mark will be on vacation from June 27 through July 4, 2021.

Mark is waiting for the change orders and drawings to continue the process on building the new fire truck.

The PM on Engine 2413's pump has been completed. Some items need addressed and Mark is waiting on the quote.

The PM on truck 2400 has been completed.

NEW BUSINESS

TRUSTEES

Portage County Regional Planning has notified us that there is a replat of part of block 26 in East Ravenna Squares on Washington Ave and Gladys. They are inviting any comments to be submitted by June 28, 2021.

A motion by Vince Coia, seconded by Hank Gibson for no objections to the proposed replat of Part of Block 26 in "East Ravenna Squares" on Washington Ave and Gladys. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 21-085 A motion by Hank Gibson, seconded by Vince Coia to approve PO's as BC's as listed:

- a. PO #276-2021 in the amount of \$500.00 to Robeck Fluid for repairs from the Road fund
- b. PO #277-2021 in the amount of \$237,500.00 to Middlefield Bank for loan proceeds for the fire truck from the Fire fund
- c. PO #278-2021 in the amount of \$394.20 to Capital One for Walmart purchases from the Fire and Road funds

- d. PO #279-2021 in the amount of \$500.00 to Capital One for Walmart purchases from the General fund
- e. PO #280-2021 in the amount of \$250.00 to Capital One for Walmart purchases from the Road fund
- f. PO #281-2021 in the amount of \$500.00 to Capital One for Walmart purchases from the Fire fund
- g. PO #282-2021 in the amount of \$250.00 to Capital One for Walmart purchases from the Grandview fund

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

Financial reports will be sent to the Trustees and department heads in Excel format within the next couple of days.

RES # 21-086 A motion by Hank Gibson, seconded by Vince Coia to increase the revenue budget in Fire Fund #2111 by \$237,500.00 from \$688,854.00 to \$926,354.00 to account for loan proceeds received for the purchase of the new Tanker. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve and accept the May 2021 bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employee compensation and disciplinary actions.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 7:52 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 7:52 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, Jim DiPaola and Mark Kozak.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 8:42 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 8:42 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, Jim DiPaola and Mark Kozak.

The purpose of the Executive Session was to discuss an employee compensation and disciplinary actions.

RES # 21-087 A motion by Hank Gibson, seconded by Vince Coia to increase the pay rate for Zoning Inspector Jim DiPaola to \$16.50/hour effective immediately. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 8:44 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE