

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF JUNE 29, 2021**

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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 29, 2021. Trustee Hank Gibson called the meeting to order at 7:11 P.M.

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

**AUDIENCE**

None.

**REGULAR BUSINESS**

The motion to approve the minutes of the Regular Meeting of June 15, 2021 was tabled.

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 July 2, 2021 in the amount of \$49,126.29 and other warrants in the amount of \$14,833.99 with warrants over \$1,000.00 being read aloud for approval. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**  
**TRUSTEES**

**RES # 21-089** A motion by Pat Artz, seconded by Hank Gibson to appoint Jim DiPaola to act as designee for purposes of the 2021 NOPEC Community Event Sponsorship Program.

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

**FISCAL OFFICER**

None.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Ray was present and reported the following:*

The total of the bids on the equipment placed on GovDeals.com came to \$20,907.98. Ray asked to use the excess of the funds to purchase another trailer from Majestic Trailer. They have a 16' trailer there for \$3,864.00

A motion by Hank Gibson, seconded by Pat Artz to authorize Ray to purchase the 16' trailer from Majestic Trailer at the cost of \$3,864.00. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A fence repair needs done on Bentley Lane for an area where a former Road dept. employee went in the ditch during inclement weather while plowing snow and damaged a resident's fence.. Ray has a quote from Frank Mounts for \$950.00 to make the repairs..

A motion by Hank Gibson, seconded by Pat Artz to authorize Frank Mounts to do the fence repair on Bentley Lane for the amount of \$950.00 pending the submittal of proper paperwork for payment. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray requested the purchase of skids of concrete.

A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of 3 skids of Quik Crete for repairs at the cost of \$802.50. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**GRANDVIEW CEMETERY**

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

**ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola was present and reported the following:*

The Zoning Commission will meet July 21, 2021 to discuss Zoning Code updates.

The BZA will meet July 14, 2021 to hear a variance request from William Hopkins, 4964 Woodview Rd. to build an accessory building in the front yard area of his property.

**LIAISON**

Jim received an updated price from J. Hebert Construction regarding the new building.

The Step 3 Grievance Hearing for Captain Ken Blubaugh has been extended to July 12, 2021.

**FIRE DEPARTMENT**

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

The purchases on the FEMA Public Assistance Program will be done in July.

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

Mark would like to hire Alec Vallant.

**RES # 21-090** A motion by Hank Gibson, seconded by Pat Artz to hire Alec Vallant as Firefighter/Basic at a rate in accordance with part time CBA, pending drug screen, physical and background checks. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

We've heard nothing from the Prosecutor's Office regarding the EMS Levy Renewal.

**RES # 21-091** A motion by Hank Gibson, seconded by Pat Artz to accept the donation of \$300.00 from Denise Ray. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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.

Truck 2400 is at the body shop getting the dent in the door repaired.

**NEW BUSINESS**

**TRUSTEES**

None

**FISCAL OFFICER**

A request for subrogation on a loan with Portage Homes III has been received. They want to refinance their primary mortgage for \$650,000.00. Gail is sending the paperwork to our attorney to review before the Trustees approve the agreement. The trustees agreed.

**RES # 21-092** A motion by Hank Gibson, seconded by Pat Artz to approve PO's as listed:

- a. PO #283-2021 in the amount of \$1,568.10 to GovDeals.com for commissions from the Road fund
- b. PO #284-2021 in the amount of \$90,000.00 to J Herbert Construction for architect fees and additional costs for the building from the General fund
- c. PO#285-2021 in the amount of \$1,000.00 to Advance Auto Parts for parts and supplies from the Road fund
- d. PO#286-2021 in the amount of \$250.00 to Grainger for supplies from the Road fund
- e. PO #287-2021 in the amount of \$4,000.00 to Majestic Trailer for open utility trailer from the Road fund
- f. R/C: Mrs. Artz, 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 # 21-093** A motion by Hank Gibson, seconded by Pat Artz to increase the appropriation budget from \$0.00 to \$10,026.36 in fund 2904 FEMA Public Assistance Grant; and to increase appropriation budget in Fire Fund #2111 by \$237,500.00 from \$1,200,000.00 to \$1,437,500.00 to account for Fire Truck Loan Proceeds. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 21-094** A motion by Hank Gibson, seconded by Pat Artz to approve check #22459 in the amount of \$3,864.00 to Majestic Trailer. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employee injury.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 8:13 pm.  
R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to enter into Executive session at 8:13 pm.  
R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman.

A motion by Hank Gibson, seconded by Pat Artz to close Executive session at 8:19 pm.  
R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to re-enter into Regular session at 8:19 pm.  
R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman.

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

No action was taken.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Pat Artz to adjourn the meeting at 8:20 pm. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

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TRUSTEE