

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JULY 13, 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 July 13, 2021. Trustee Hank Gibson called the meeting to order at 7:02 P.M.

Hank swore in the new fulltime firefighter, Ben Dyer, before the meeting began.

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

AUDIENCE

None.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of June 15, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Budget Hearing Meeting of June 29, 2021. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of June 29, 2021. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of July 7, 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 July 16, 2021 in the amount of \$30,562.47 and other warrants in the amount of \$12,757.53 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

Hank asked whether there was any activity or news from the Skeels neighborhood. Ray said the speed bumps have all been placed now. Other than that, it has been quiet.

Vince said the next meeting of the Portage County Township Association will be held in person at the Portage County Engineers' Central Facility on August 21, 2021. He is unable to attend because of participation in the County Fair. Hank stated that he would attend.

FISCAL OFFICER

Gail said the Township Association will sponsor a webinar on July 28, 2021 from 10:00 AM until 12:00 PM noon regarding the new grant funds (ARPA) available. This webinar will feature an attorney speaking about the appropriate use of these funds. The compliance for these grant funds is more complicated. Gail is registered for this webinar and requested that a trustee also participate so

that she is not the only official to participate. When applying for the funds, two individuals will be required to be listed as contacts. One is the person that is submitting reports, which is Gail and the other must be a trustee. The trustees discussed their availability and Vince volunteered to be the trustee contact.

Chad Murdock will be attending and representing the township at the court status meeting regarding Maple Grove Cemetery on August 25, 2021 at 11:00 AM

The new building plans were discussed. Many items still need ironed out before the construction begins. A small group will assemble as needed to review detailed specifics in the building plans and work with the contractors. That group will include Vince, Jim, Mark, and Gail. They will report back on their progress at the regular meetings.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The Forest Ridge Development work will start on July 14, 2021 to install the drainage pipe underneath the road.

The Road Crew has begun asphalt repairs. There are still a couple of catch basins to do in Phase 2 of Hidden Brook Dr. and then they will be moving on to the Pine Ridge Development next.

The fence repair on Bentley Lane has been completed.

GRANDVIEW CEMETERY

There were three (3) burials and one cremation in the past two weeks.

There have been several inquiries regarding the columbariums. The Trustees said they would like Chellynn to create a colorful flyer to mail out to the surrounding funeral homes to let them know about the new columbariums. Jim said he would ask her to do so.

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.

Jim is working with Portage County Water Resources on the Chinn Development sewer project. They are working on the lift stations right now. The County is also working on the water and sewer lines for the Haven of Portage on the north side of SR 59.

LIAISON

Jim obtained updated drawings of the new building from J. Herbert Construction.

Jim is working with Atty. Andrew Esposito, Chief Kozak, IAFF Local 4201 and OAPFF to settle Firefighter Blubaugh's grievance. Jim requested an executive session at the end of the meeting to discuss.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

We received \$10,026.36 from the FEMA Public Assistance Program to purchase radio upgrades and positive pressure fans.

The Ohio EMS Reimbursement Grant has been approved.

RES # 21-096 A motion by Hank Gibson, seconded by Vince Coia to accept the Ohio EMS Reimbursement Grant in the amount of \$3,097.51 for additional radio upgrades. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

We did not receive the Firehouse Subs Grant. Mark reapplied for it.

Firefighter McCarthy has obtained a fulltime position and is requesting a one year leave of absent.

RES # 21-097 A motion by Hank Gibson, seconded by Vince Coia approve a one year leave of absence for Firefighter McCarthy. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Prosecutor's Office sent the EMS Levy Renewal resolution to approve. Upon review, it is quoting the incorrect ORC sections. Mark will return it to get reworked for approval at the next meeting.

Mark suggested that the Trustees consider a fee schedule for plan reviews for new commercial construction to cover the expense. Mark has presented an example of a plan that is in place in another township.

Change orders for the new truck have been signed and new drawings should arrive shortly.

The PM on Engine 2413's pump has been completed and repairs have been scheduled.

The dent in the door of truck 2400 has been repaired.

NEW BUSINESS

TRUSTEES

We have received a check to pay off one of the revolving loans as previously administered by NDS.

RES # 21-098 A motion by Hank Gibson, seconded by Vince Coia authorize the release of lien on the property located at 6363 Hill St as the check in the amount of \$10,000.00 has been received and deposited and is paid in full. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank will take the release to be notarized and filed. AMS Title will be used again to facilitate recording of the transaction.

FISCAL OFFICER

We received a sewer bill from the county that was close to \$3,000. Gail called and they said they had put in new meters, but they read the new meter incorrectly. They had their decimal point in the wrong place. The actual bill was under \$300.00. Written confirmation was received.

RES # 21-099 A motion by Vince Coia, seconded by Pat Artz to approve PO's as listed:

- a. PO#288-2021 in the amount of \$950.00 to Frank Mounts for fence repair from the General fund.
- b. PO #289-2021 in the amount of \$2,000.00 to Lang's Automotive for repairs to 2014 truck from the Road fund

- c. PO#290-2021 in the amount of \$693.52 to Sutphen Corporation for repairs from the Fire fund
- d. PO#291-2021 in the amount of \$700.00 to Conrad's Disposal for trash disposal from the General fund
- e. PO #292-2021 in the amount of \$2,000.00 to Clemans, Nelson & Associates for additional legal fees for employment issues from the General fund
- f. PO #293-2021 in the amount of \$8,640.00 to Municipal Emergency Services for 2 battery operated Positive Pressure Fans from the 2904 fund
- g. PO #294-2021 in the amount of \$6,000.00 to Vasu Communications for radios and radio upgrades from the 2111, 2281 and 2904 funds
- h. PO #295-2021 in the amount of \$250.00 to Sarchione Ford for repairs from the Fire fund
- i. PO #296-2021 in the amount of \$1,500.00 to Municipal Emergency Services for air pack testing from the Fire fund
- j. PO #297-2021 in the amount of \$1,000.00 to Municipal Emergency Services for fire extinguisher testing from the Fire fund
- k. PO #298-2021 in the amount of \$1,500.00 to Municipal Emergency Services for gloves, helmets, PPE from the Fire fund
- l. PO #299-2021 in the amount of \$500.00 to Marchese Communications for misc. apparatus maintenance from the Fire fund
- m. PO #300-2021 in the amount of \$950.00 to Howell Rescue Systems for batteries for extrication equip & fans from the Fire fund
- n. PO #301-2021 in the amount of \$3,000.00 to Sutphen Corporation for pump repairs from the Fire fund
- o. 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.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employee discipline matters.

A motion by Pat Artz, seconded by Vince Coia to suspend Regular session at 8:14 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 8:14 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, Mark Kozak and Jim DiPaola.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 8:36 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 8:36 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, Mark Kozak and Jim DiPaola.

The purpose of the Executive Session was to discuss employee discipline matters.

RES # 21-100 A motion by Hank Gibson, seconded by Pat Artz to rescind Resolution #14-347 effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-101 A motion by Hank Gibson, seconded by Vince Coia to approve and accept negotiated grievance settlement with Kenneth Blubaugh as recommended by legal counsel. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Pat Artz, seconded by Vince Coia to adjourn the meeting at 8:40 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE