

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF SEPTEMBER 7, 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 September 7, 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 Assistant Fiscal Officer Jon Summers. Trustee Pat Artz was absent.

AUDIENCE

None.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of August 10, 2021. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of August 17, 2021. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Approval of the minutes of the Regular Meeting of August 24, 2021 was tabled.

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 September 10, 2021 in the amount of \$52,660.19 and other warrants in the amount of \$34,082.46 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

Sighting the recent uptick in covid cases along with CDC and Health Department guidance, Vince Coia moved, seconded by Hank Gibson, to reinstitute the mask mandate in the building and during public meetings. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Vince discussed recent conversations with trustees in other locations and with the Portage County Commissioners with regard to the NOPEC agreement.

FISCAL OFFICER

The balance of property tax revenue and rollback money has been received. Gail said there are budgetary changes necessary and would be discussed in the new business section of the meeting.

The Portage County Auditor has notified us of the 2022 local government fund proceeds being budgeted at \$63,566. Past years have come in as follows: 2020 - \$60,186; 2021 - \$53,070.

The NOPEC \$1,500 sponsorship money has been received.

Galley proofs for the EMS Levy are running late. Once available, we will be notified and the email said that we have 24 hours to review and approve them.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

Ray reviewed the work that has been done in the Fairhill neighborhood with regard to the flooding issues.

Two skids of crack sealing will be needed to prepare the roads for winter.

A motion by Vince Coia, seconded by Hank Gibson to approve the purchase of 2 skids of crack sealing from DJL Materials at the cost of \$2,475.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The roadside mower had to get repaired. Dan Rodenbucher did it for \$2,168.

Perrin Asphalt has quoted several different paving jobs around the township. Ray recommended that we do Susan Dr. and Marilyn Dr. Those two together would come to \$45,500. Gail said she had received word back from Brett who said that anything over \$45,774 would have to go out to public bid.

RES # 21-127 A motion by Vince Coia, seconded by Hank Gibson to approve hiring Perrin Asphalt to repave Susan Dr. and Marilyn Dr. at the cost not to exceed \$45,500.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Ray reviewed different projects with Mike Collins that may be done using the ODOT Township stimulus grant money. Ray recommended that the township use the monies to do the Phase II of Forest Ridge.

RES # 21-134 A motion by Vince Coia, seconded by Hank Gibson to authorize Ray to apply for the ODOT Township Stimulus Grant to repave the Phase II portion of Forest Ridge. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Vince also requested that Ray start working on applying for Issue II for other road projects.

The storm water audit has been done and Ray believes it went well. There is additional paperwork that needs to be done on a routine basis.

GRANDVIEW CEMETERY

There have been 2 burials, 1 lot and 1 columbarium sale done in the last 2 weeks.

Mel Hicks from West Virginia stopped in and donated \$100.00 for the cemetery.

A motion by Vince Coia, seconded by Hank Gibson to accept the generous donation of \$100 from Mel Hicks for the Grandview Cemetery. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

There will be no Zoning Commission or Board of Zoning Appeals meetings in the month of September.

Jim is continuing to work with Dennis West on the JEDD.

The owners of the renal property at 6148 Spring St. have corrected the Zoning violations and the tenants have moved out.

The proposed changes to the Zoning Code have been forwarded to the Portage County Regional Planning for review.

Jim presented the August Zoning Permit Report.

LIAISON

Jim continues to work with the contractors on the meeting room building.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

There are PO's on the list tonight for the FEMA AFG 2020 grant.

The items have been ordered for the FEMA Public Assistance Reimbursement Program.

Mark will apply for reimbursement of the Ohio EMS Grant once the ordered items have been received.

RES # 21-128 A motion by Vince Coia, seconded by Hank Gibson to approve the following purchases with grant monies once appropriations and procurement are approved: Air packs from MES at the cost of \$8,400; and Fit Testing from Premier Safety at the cost of \$10,670. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve application for credit with Premier Safety for air packs. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mark is working with Matt and Jim on the Fee Schedule for new construction plans.

Mark requested an executive session at the end of the meeting for a discipline issue.

Firefighter Bryant has submitted his resignation.

RES # 21-129 A motion by Vince Coia, seconded by Hank Gibson to accept the resignation of Firefighter Sean Bryant effective immediately. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The date of the open house was discussed and determined to be held on October 10, 2021 from noon to 2:00 pm.

The PM on the fire pump on Engine 2413 has been completed, repairs are scheduled and items have been back ordered.

NEW BUSINESS**TRUSTEES**

None.

FISCAL OFFICER

RES # 21-130 A motion by Hank Gibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	322-2021	1,000.00	Lowe's	Small tools & misc supplies	Fire
B	323-2021	2,500.00	Rodenbacher Tractor	Roadside mower repairs	Road
C	324-2021	2,500.00	DJL Material	Crack seal materials	Road
D	325-2021	45,500.00	Perrin Asphalt	Susan & Marilyn Rds	Road

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

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

RES # 21-131 A motion by Vince Coia, seconded by Hank Gibson to approve the advance from the General Fund #1000 to FEMA Fund #2901 in the amount of \$19,289.52 to cover the costs of purchase until we receive grant proceeds. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-132 A motion by Hank Gibson, seconded by Vince Coia to approve the budgetary changes as follows for appropriations:

Appropriation Budget Changes				
Fund #	Fund Name	From	To	Increase (Decrease)
2273	Federal ARPA Grant	\$ 0.00	\$ 481,959.63	\$ 481,959.63
2901	Federal FEMA	\$ 13,627.15	\$ 36,934.21	\$ 23,307.06
2021	Gasoline Tax	\$ 180,000.00	\$ 170,000.00	\$ (10,000.00)

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

RES # 21-133 A motion by Vince Coia, seconded by Hank Gibson to approve the budgetary changes as follows for revenue:

Revenue Budget Changes				
Fund #	Fund Name	From	To	Increase (Decrease)
2282	EMS Levy	\$ 283,916.00	\$ 283,045.00	\$ (871.00)
9751	Private Purpose Trust	\$ 50.00	\$ 11.00	\$ (39.00)

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

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

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:10 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 8:10 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 Vince Coia, seconded by Hank Gibson to close Executive session at 8:28 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 8:28 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 employee discipline matters.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:29 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE