

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF NOVEMBER 30, 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 November 30, 2021. Trustee Hank Gibson called the meeting to order at 7:07 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 Assistant Fiscal Officer Jon Summers. Chad Murdock came in about 8:00 pm.

**AUDIENCE**

None

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of November 16, 2021. R/C: Mr. Coia, yes; Mrs. Artz, abstain; 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 Hank Gibson to approve payroll warrants for December 3, 2021 in the amount of \$52,982.42 and other warrants in the amount of \$68,528.68 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to approve warrant #22742 to Coia Sales in the amount of \$2,220.00 tabled from the previous meeting. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**

**TRUSTEES**

The final recycling survey tabulations were reviewed. A total of 1,040 survey cards were returned, 63% are in favor of continuing the curbside recycling and 37% are against a contract.

**RES # 21-151** A motion by Vince Coia, seconded by Pat Artz to approve and accept the contract with Portage County Solid Waste District to provide curbside recycling on a bi-weekly schedule for an 18-month term at the cost of \$5.50/month per unit. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**FISCAL OFFICER**

Gail said that she has received legal opinions on the ARPA grant projects, all 4 of the projects that the township trustees have chosen were acceptable, those being the new meeting building, the contribution to build the restrooms for the King Kennedy Center gym, premium pay for those who worked through the COVID-19 crisis, and PPE and testing kits.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Ray was present and reported the following:*

No word has been received yet on the Stimulus Grant project that Ray applied for.

The first snow plowing of the season went well.

Ray spoke with Chip and Sue Morgan of Woodview Dr. about water runoff from the road pooling in their yard. The residents were willing to purchase the piping to redirect the water if the township would install a catch basin.

A motion by Vince Coia, seconded by Hank Gibson to authorize the installation of pipe and a catch basin on Woodview Dr in the spring with the understanding that the residents would purchase the necessary pipe. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **GRANDVIEW CEMETERY**

There was one burial in the last 2 weeks.

### **ZONING DEPARTMENT**

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

The Zoning Board of Appeals will meet Wednesday, December 8, 2021, to hear 2021 BZA 08, Hasna Nouri, 3090 Summit Rd, to create lots smaller than 1.5 acres. The BZA had previously asked Ms. Nouri to eliminate the smallest 0.5022 acre lot, which she has done, and come back to the BZA in December.

The BZA will also hear a request by Dollar General on Cleveland Road to allow a higher sign than allowed by code.

Jim requested that the township purchase a new professional digital recorder for use in the BZA and Zoning Commission meetings. The current recorder uses old style cassette tapes and are not of good quality.

A motion by Pat Artz, seconded by Vince Coia to authorize the purchase of a professional digital recorder, complete with accessories and software for use by the BZA and Zoning Commission. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **LIAISON**

Jim continues to work with Mark and the Local 4201 representative on negotiations of the new Collective Bargaining Agreement.

The new meeting room is under roof and windows and doors should be installed this week. They've got about a third of the building sided so far. It is unknown at this time as to when the building will be completed, the hold up being the purchase of the heating units. Several alternates are being investigated.

### **FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present and reported the following:*

Mark has received all reimbursement for the FEMA AFG 2020 grant.

Mark will submit the FEMA AFG 2021 grant this month.

The funds from the Fire House Subs Grant have been received.

The Ohio MARCS grant and the Walmart Grant has been submitted. Walmart wants to give the township a \$5,000.00 grant

A motion by Hank Gibson, seconded by Vince Coia to accept the \$5,000.00 grant offered by Walmart. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to authorize Mark to set up a Front Door Cyber Grants Portal Account. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark asked for approval to send Firefighters Gemberling and Myers to Fire Instructor school in the spring. The cost will be \$575 each and will be reimbursable at the end of next year. We won't need a PO in the current year.

A motion by Hank Gibson, seconded by Vince Coia to authorize sending Firefighters Gemberling and Myers to Fire Instructor school in the new year at the cost of \$575 each. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark continues working with Matt and Jim on the Fee Schedule for fire code review for new construction plans.

An executive session at the end of the meeting was requested to discuss the CBA negotiations.

Squad #2411 needs a little body work done. There are POs for Perfect Choice and Pfund Superior in the list to take care of this.

## **NEW BUSINESS**

### **TRUSTEES**

There is an application for a Liquor License for the Dollar General Store on Cleveland Rd.

A motion by Vince Coia, seconded by Pat Artz to state there is no opposition to the liquor license application by Dollar General Store on Cleveland Rd. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

**RES # 21-152** A motion by Vince Coia, seconded by Hank Gibson to approve POs and BCs A through C and E through N as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	394-2021	\$10,408.00	BWC	Workers Comp premium 2022	All funds
B	395-2021	\$3,000.00	Ohio Edison	Electricity	General
C	396-2021	\$1,200.00	Chase Card Service	Travel exp for Jim OTA Winter	General
D	397-2021	\$500.00	Coia Sales	Tractor tires	Grandview
E	398-2021	\$600.00	Chase Card Service	Transcript machine & supplies	Zoning
F	399-2021	\$250.00	Auditor of State	UAN fees	General
G	400-2021	\$300.00	City of Ravenna OFC of Finance	Dispatch fees	2282
H	401-2021	\$250.00	Chase Card Service	Sweitzer clothing allowance	Fire
I	402-2021	\$75.00	Witmer Public Safety	Clothing allowance	Fire
J	403-2021	\$1,000.00	Perfect Choice Auto Collision	Repairs	Fire
K	404-2021	\$500.00	Pfund Super. Sales	Repairs	Fire

L	405-2021	\$2,500.00	Chase Card Services	Covid test kits	2273
M	406-2021	\$1,258.00	Home Depot	2 chain saws on grant	2111 and 2901
N	407-2021	\$550.00	Municipal Emergency Services	Chain kit for chain saws on grant	2111 and 2901

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

**RES # 21-153** A motion by Hank Gibson, seconded by Pat Artz to approve PO 397-2021 as listed on line D: R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

**RES # 21-154** A motion by Vince Coia, seconded by Hank Gibson to approve and accept the October, 2021 bank reconciliation and financial reports as presented by the Fiscal Officer. 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 consult with Attorney and to discuss Collective Bargaining Agreement Negotiations.

A motion by Vince Coia, seconded by Pat Artz to suspend Regular session at 8:08 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 8:08 pm. 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, Chad Murdock, Mark Kozak, Jim DiPaola.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 9:24 pm. Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 9:24 pm. Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fiscal Officer Gail Pittman, Mark Kozak, Jim DiPaola. Trustee Pat Artz left during the Executive Session.

The purpose of the Executive Session was to consult with the attorney and discuss Collective Bargaining Agreement Negotiations.

**RES # 21-155** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the Full-Time CBA contract for the period January 1, 2022 through December 31, 2024 as presented. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**RES # 21-156** A motion by Vince Coia, seconded by Hank Gibson, in regards to the ARPA funds:

**WHEREAS**, the Township has received a distribution of monies (the “ARPA Funds”) from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and,

**WHEREAS**, Congress passed the Act effective March 11, 2021; and

**WHEREAS**, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and

counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and,

**WHEREAS**, Section 603(c) generally provides that:

(1) **USE OF FUNDS.** Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024 -

(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or

(D) to make necessary investments in water, sewer, or broadband infrastructure.

**WHEREAS**, Department of Treasury Interim Final Rule, published at 31 CFR Part 35, provides, in part, that:

[Under the Category of Section B, “Premium Pay,” IFR, Section B, p. 26798]

“Fiscal Recovery Funds payments may be used by recipients to provide premium pay to eligible workers performing essential work during the COVID-19 public health emergency . . .”; and

**WHEREAS**, the Rule further observes that:

“Sections 602(g)(2) and 603(g)(2) define eligible worker to mean “those workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as each Governor of a State or territory, or each Tribal government, may designate as

critical to protect the health and well-being of the residents of their State, territory, or Tribal government” which includes “public health and safety” workers; and

**WHEREAS**, the Rule further states that the definition of premium pay includes paying retrospectively for work performed at any time since the start of the COVID-19 public health emergency where those workers have not yet been compensated for work already performed, and the Rule further encourages entities to prioritize providing retrospective premium pay where possible in recognition that many essential workers have not received additional compensation for the work conduct during the early months of the COVID-19 health emergency; and

**WHEREAS**, the Rule observes that Premium Pay must be paid in addition to the essential worker’s regular pay and may not increase a worker’s pay above 150 percent of Ohio’s average annual wage for all occupations without special justification; and

**WHEREAS**, the Township part-time and full-time Fire, Zoning, Road and Administration employees are public safety workers who provided services needed to maintain the continuity of Township operations and are critical to the safety of the Township’s residents; and

**WHEREAS**, the Township has identified that providing premium pay to the part-time and full-time Fire, Zoning, Road and Administration employees at the time of the passage of this Resolution qualifies as an appropriate expenditure under the Interim Final Rule; and

**WHEREAS**, Department of Treasury Interim Final Rule, published at 31 CFR Part 35, provides, in part, that:

[Under the Category of Eligible Uses for Public Health and Economic Impacts]-

Mitigating the impact of COVID-19, including taking actions to control its spread . . . , continues to require a major public health response from State, local and Tribal governments.

The need for public health measures to respond to COVID-19 will continue in the months and potentially years to come; and

**WHEREAS**, the U.S. Treasury has recognized Section 603 ARPA Funds may be used to fund “COVID-19 mitigation efforts,” through “[C]apital investments in public facilities to meet pandemic operational needs” (U.S. Treasury Fact Sheet); and,

**WHEREAS**, the Board of Trustees has identified projects which, in the judgment of the Board, directly promote mitigation of the spread of COVID-19, which consists of the following:

a. Building a permanent public meeting room on Township-owned property to accommodate all publicly-held meetings, Fire, Road and Administration training, and to serve as a warming shelter/shelter when necessary for the community.

- b. Providing personal protective equipment (PPE) to Township employees.

**NOW THEREFORE**, it is hereby RESOLVED by the Township that:

1. The part-time and full-time employees of the Township Fire, Zoning, Road and Administration Departments as of the date of the passage of this Resolution are essential workers within the meaning of the Interim Final Rule, the “Eligible Workers.”

2. The Township wishes to utilize the ARPA funds to provide Premium Pay for the Eligible Workers based on their hours worked during the pandemic, paid in addition to the Eligible Worker’s current pay, commencing March 14, 2021 and ending November 20, 2021 at a rate of \$1.75 per hour worked.

3. The Township wishes to utilize \$150,000.00 of the ARPA funds to build a public meeting room.

4. The Township wishes to utilize \$2,500.00 of the ARPA funds to provide PPE and COVID-19 testing supplies to Township employees

5. Accordingly, providing Premium Pay to the Eligible Workers, building a public meeting room, and providing PPE to Township employees are all in the best interest of the Township.

**BE IT FURTHER RESOLVED:** that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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 9:30 pm.

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

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

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

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TRUSTEE