

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 28, 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 December 28, 2021. Trustee Hank Gibson called the meeting to order at 7:09 P.M.

Roll call showed the following present: Trustees Vince Coia and Hank Gibson; Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak (via Microsoft Teams), Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz was absent. In the audience was Michelle McCoy and many friends and relatives of Jim DiPaola.

Gail swore in both Jim DiPaola and Vince Coia for their 4 year terms as Ravenna Township Trustees commencing January 1, 2022.

AUDIENCE

The Trustees interviewed Michelle McCoy for the position of Zoning Secretary.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Vince Coia approving the minutes of the Regular Meeting of December 14, 2021 was tabled until the next meeting. 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 Vince Coia, seconded by Hank Gibson to table the December 14, 2022 warrants in the amount of \$244.96 tabled at the previous meeting. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for December 31, 2021 in the amount of \$34,069.47 and other warrants in the amount of \$26,340.89 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

A motion by Hank Gibson, seconded by Vince Coia to authorize use of the in-house Covid-19 tests for employees and immediate family who are household members. Household members are included because their infection status directly impacts the employee's ability to report for work. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Gail requested an executive session at the end of the meeting to discuss an employee injury claim.

RES # 21-166 A motion by Vince Coia, seconded by Hank Gibson to authorize carrying over the remaining \$9,675 balance of NOPEC grant monies to next year. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The roadside mower had to get a shaft replaced, repairs were done by Rodenbacher Tractor. The repairs are completed and the mower is back in service.

Ravenna City jetted a storm drain at 5354 Fair Hill Dr. That appears to have handled all water issues at that address.

Ray will be working on finalizing the year end Road report.

GRANDVIEW CEMETERY

There were two burials in the last 2 weeks.

Mrs. Kennedy wants to donate 6 lots she had previously purchased back to Grandview; authorization was tabled until the next meeting when it can be determined where to further donate.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The Zoning Board of Appeals will meet Wednesday, January 12, 2022 to hear a request by Peggy Peters of Teammates LLC, 190 Fox Ridge Way, Tallmadge to open a skills school for adults with disabilities in the former church at 3336 Summit Rd. This type of use is conditionally permitted.

Jim requested an executive session after the meeting to discuss applicants for the Administrative Assistant and the Zoning Inspector positions.

LIAISON

Jim continues to work with J. Herbert Construction on the new meeting room. Walls and ceiling have been insulated and door locks have been installed. Completion date is still unknown.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

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

Mark asked that an account be opened with NAPA in Mantua.

A motion by Vince Coia, seconded by Hank Gibson to approve the opening of an account of credit at the Mantua NAPA store. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Wilson has asked for a six month leave of absence while he completes his probationary period at his new full-time job at Canton Fire Dept.

A motion by Hank Gibson, seconded by Vince Coia to authorize a six month leave of absence for Firefighter Wilson commencing immediately. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Schmitz has submitted a letter of resignation. He's been here for many years and he will be sorely missed.

A motion by Hank Gibson, seconded by Vince Coia to accept Firefighter Schmitz's resignation effective immediately. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The body work for Squad #2411 is completed and the squad will be picked up tomorrow.

NEW BUSINESS
TRUSTEES

RES # 21-167 A motion by Hank Gibson, seconded by Vince Coia, due to the change of a Trustee elected official, to authorize adding James DiPaola as a check signer on the Chase checking and savings accounts and also on the Star Ohio account effective January 1, 2022; to remove Pat Artz on the same accounts effective January 1, 2022; and to add James DiPaola as an authorized person on the safe deposit box and to remove Pat Artz from use both effective January 1, 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-168 A motion by Hank Gibson, seconded by Vince Coia, pending a review by the Portage County Prosecutor, to approve the MOU with the city on the Executive Director effective January 1, 2022 for one year and the same contribution from the township at \$15,000.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-169 A motion by Hank Gibson, seconded by Vince Coia to approve the replat with no changes. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 21-170 A motion by Vince Coia, seconded by Hank Gibson to approve POs and BCs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	410-2021	\$1,600.00	Chase Card Services	Covid-19 test kits	General
B	411-2021	\$254.59	Gannett Holdings	1 yr subscription to Rec Courier	General
C	412-2021	\$866.00	Rodenbucher Tractor Repair	Emergency repair to roadside mower	Road
D	413-2021	\$120.00	Jeff Gaynor	BZA meetings	Zoning
E	414-2021	\$120.00	Remy Arness	BZA meetings	Zoning
F	415-2021	\$120.00	Gary Long	BZA meetings	Zoning
G	416-2021	\$120.00	Joann McEwen	BZA meetings	Zoning
H	417-2021	\$120.00	Claire Moore	BZA meetings	Zoning
I	418-2021	\$150.00	Beverly Kibler	Zoning Commission meetings	Zoning
J	419-2021	\$60.00	Ruth Schell	Zoning Commission meetings	Zoning
K	420-2021	\$150.00	Linda Sue Faltisco	Zoning Commission meetings	Zoning
L	421-2021	\$90.00	Eric Courtney	Zoning Commission meetings	Zoning
M	422-2021	\$150.00	Robert Vair	Zoning Commission meetings	Zoning

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

Gail asked the Trustees whether they wanted to get another order of test kits in before the end of the year and, if so, what account did they want to use.

RES # 21-171 A motion by Hank Gibson, seconded by Vince Coia to allocate \$5,000.00 from the ARPA funds for the purpose of purchasing Covid-19 tests. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-172 A motion by Hank Gibson, seconded by Vince Coia to approve PO# 423-2021 in the amount of \$1,500.00 to Chase Card Services to purchase additional Covid-19 test kits from Amazon.com from the ARPA funds: R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-173 A motion by Hank Gibson, seconded by Vince Coia to approve PO #1-2022 to #119-2022 and BC #1-2022 to #10-2022 listed on the supplemental report to establish purchasing authority for the beginning of 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

RES # 21-174 A motion by Hank Gibson, seconded by Vince Coia to approve the annual salary method with monthly payments for the Trustees for 2022 and semi-monthly payment for the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-175 A motion by Hank Gibson, seconded by Vince Coia to extend the normal insurance policies and related benefits including the health savings account to the Trustees and Fiscal Officer for 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employment compensations.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:06 pm. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 8:06 pm. Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 9:12 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 9:12 pm. Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

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

The purpose of the Executive Session was to discuss employment compensation.

RES # 21-176 A motion by Hank Gibson, seconded by Vince Coia to rehire all Full time Firefighters in accordance with current Collective Bargaining Agreement (CBA) and MOUs effective January 1, 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-177 A motion by Hank Gibson, seconded by Vince Coia to rehire all Part Time Firefighters in accordance with current Collective Bargaining Agreement (CBA) and MOUs effective January 1, 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-178 A motion by Hank Gibson, seconded by Vince Coia to rehire Ray Taylor, Road Supervisor, at the rate of \$1,877.90/bi-weekly salary for Road; plus \$160.00/bi-weekly salary for Sexton; plus \$16.16 per bi weekly pay stipend for cell phone, an increase of \$54.70 bi-weekly for Road (3.0%) effective January 1, 2022:

RES # 21-179 A motion by Hank Gibson, seconded by Vince Coia to rehire Doug Dillon, Assistant Road Supervisor, at the rate of \$20.38/hour., an increase of \$0.59/hour effective January 1, 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-180 A motion by Hank Gibson, seconded by Vince Coia to rehire Devin Shipp, Road Crew, at the rate of \$17.51/hour., an increase of \$0.51/hour effective January 1, 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-181 A motion by Hank Gibson, seconded by Vince Coia to rehire Jason Lovejoy, Road Crew, at the rate of \$16.48/hour., an increase of \$0.48/hour effective January 1, 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-182 A motion by Hank Gibson, seconded by Vince Coia to rehire Nick Cessna, Part Time Road Crew, at the rate of \$14.42/hour., an increase of \$0.42/hour effective January 1, 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-183 A motion by Hank Gibson, seconded by Vince Coia to rehire Jon Summers, Assistant Fiscal Officer, at the rate of \$19.60/hour., an increase of \$0.57/hour effective January 1, 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-184 A motion by Hank Gibson, seconded by Vince Coia to rehire Mark Kozak, Fire Chief, at the rate of \$1,300.13/bi-weekly salary; plus \$16.16 per bi weekly pay stipend for cell phone, an increase of \$37.87/bi-weekly effective January 1, 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-185 A motion by Hank Gibson, seconded by Vince Coia to adopt the IRS 2022 standard mileage rate of \$0.585/mi. for business mileage reimbursement. for 2022. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-186 A motion by Hank Gibson, seconded by Vince Coia to authorize reimbursement of mileage and normal travel expenses including meals and lodging, as appropriate, for officers and employees whose travel is authorized by the trustees or required by ORC. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 21-187 A motion by Hank Gibson, seconded by Vince Coia to pay Captain Sweitzer and Captain Collins an extra \$1.00/hour effective January 2, 2022 (non-compounding) for their duties as Operational Captain. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to not take any additional action on the current BWC claim. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize legal counsel to proceed with submitting information to the City of Ravenna regarding Maple Grove Cemetery agreement mediation. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-188 A motion by Hank Gibson, seconded by Vince Coia to offer the Secretary/Clerk position to Michelle McCoy at the rate of \$16.00/hour to start as soon as possible. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-189 A motion by Hank Gibson, seconded by Vince Coia to offer the Zoning Inspector position to Brett Psenicka at the rate of \$16.00/hour to start as soon as possible. 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 9:16 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE