

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MAY 16, 2022

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on May 16, 2022. Trustee Vince Coia called the meeting to order at 7:01 P.M.

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

REGULAR BUSINESS

Meeting of May 3, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

Vince announced the correspondence book was available in the Fiscal Office for public viewing during normal business hours.

A motion by Vince Coia, seconded by Jim DiPaola to approve payroll warrants for May 20, 2022 in the amount of \$38,775.47 and other warrants in the amount of \$79,993.38 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

AUDIENCE

None

OLD BUSINESS:
TRUSTEES

Jim talked about office furniture for the new building. Options for tables and chairs were discussed.

A motion by Vince Coia, seconded by Jim DiPaola to authorize purchasing 8 tables at a cost of no more than \$6,000 and establishing an account with National Business Furniture for the purchase. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

FISCAL OFFICER

Gail received an email from the Deputy Secretary of the Treasury regarding ARPA funds, which she has forwarded to the Trustees. The 2nd tranche of money should be coming in soon. The Deputy Secretary wrote about the most pressing challenges as he saw it for spending focus.

The IT Service, CTMS, says the electrical inspection will be tomorrow (Tuesday) at the new building. If all goes well, they will plug in and the WIFI will be up and running.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The poles for the security fence at the new building will be installed this week. Next week the fencing company will install the fence and slats.

The County Engineer provided Ray with estimates for the 2022 Forest Ridge Resurfacing Project and the 2023 OPWC Grant for the paving of Hazel, East Lake and Edward streets, with the township required to provide a 50% local share.

RES # 22-048 A motion by Vince Coia, seconded by Jim DiPaola to authorize the Portage County Engineer to prepare a bid book for the 2022 Forest Ridge Resurfacing Project as indicated in their estimate dated 05/16/2022; authorize advertisement for the bids on June 10, 2022 and June 17, 2022 with opening of the bids on June 28, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, absent. Motion Passed.

RES # 22-049 A motion by Vince Coia, seconded by Jim DiPaola to authorize the Portage County Engineer's Office to move forward with pre-application on behalf of the township for an OPWC grant for 2023 paving of Hazel St., East Lake St., and Edward St. according to their estimates with a 50% local share. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, absent. Motion Passed.

The checks written at the last meeting to Edinburg Tractor for the purchase of the new roadside tractor and mower left out \$1,000 for shipping. That check is included in tonight's payments.

GRANDVIEW CEMETERY

There was one burial and one deed transfer in the last two weeks.

The high school work day last Friday went well. The Young Marines will be here on May 26th to place flags.

ZONING DEPARTMENT

Zoning Inspector Brett Psenicka was present and reported the following:

Correspondence is out on several problem properties.

The Hill St enforcement effort is going well. Brett sent out 3 more violations via certified mail. Brett rehabbed one porch for an elderly resident.

Brett inquired about whether any of the ARPA funding could be used for cleaning up/repairing certain properties. Gail said yes, ARPA funds can be used for that purpose; we would need someone to administer a program.

Four notices for high grass and trash have gone out.

Two zoning permits have been issued with three additional ones pending.

The Zoning Commission will meet Wednesday, May 18 to review the Regional Planning submission on Bennett's rezoning request.

The south Spring Street area is Brett's next effort for compliance enforcement.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Mark said regarding the Trustees' offer of helping a couple of the firefighters to attend paramedic school, one of the firefighters, Brown, was unable to attend the school this year and was opting out. He will try attending next year.

The ODNR Division of Forestry sent an agreement letter for wildland fire suppression in our area. The Trustees reviewed the agreement.

RES # 22-050 A motion by Vince Coia, seconded by Jim DiPaola approve and accept the ODNR Forestry Fire Dept Cooperative Agreement. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

Mark asked for a resolution to authorize the ad to sell the older fire truck.

RES # 22-051 A motion by Vince Coia, seconded by Jim DiPaola to authorize advertisement for sealed bids for the sale of the fire truck as follows;

Ravenna Township is accepting SEALED BIDS for the purchase of a 1999/2000 Freightliner 4-Guys Pumper Tanker from Friday May 27, 2022 through Monday June 13, 2022 at 4:00 PM. Current mileage is 26,800. The truck has a stainless-steel body with 1,500 gpm pump and 1,500 gallons of water. The vehicle is sold as is with no warranties or guarantees made of any kind. This vehicle has been garage stored and maintained. The vehicle is open to inspection Monday – Friday 8:00 AM – 4:00 PM. This vehicle will continue to be used by Ravenna Township Fire Department and is not available to the winning bidder until after a new fire truck arrives in late June or July. Ravenna Township reserves the right to reject any and all bids. Ravenna Township will continue to maintain and care for this fire truck until the new truck arrives. The bids will be opened on Tuesday June 14, 2022 during the regularly scheduled Ravenna Township Trustee meeting. Sealed Bids must be addressed to Fiscal Officer Gail Pittman Ravenna Township, 6115 South Spring Street, Ravenna Ohio 44266.

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

NEW BUSINESS

TRUSTEES

RES # 22-052 A motion by Jim DiPaola, seconded by Vince Coia approve a partial lien release for Portage Homes III, property address 131 Fourth St., Ravenna, OH 44266 because the tenant wishes to purchase the property. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

Vince was notified by Marcia Fletcher at PARTA that Mike Lewis' term on the board is expiring. The Trustees need to re-appoint him or appoint another person.

RES # 22-053 A motion by Vince Coia, seconded by Jim DiPaola re-appoint Mike Lewis to the PARTA Board of Trustees on behalf of Ravenna Township commencing July 1, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

Jim said the sewer project for Bryn Mawr is finally moving forward.

FISCAL OFFICER

RES # 22-054 A motion by Jim DiPaola, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	256-2022	\$2,500.00	O'Reilly Auto Parts	Parts for repairs	Road
B	257-2022	\$800.00	Person Surveying	Survey of township property	General
C	258-2022	\$1,000.00	City of Ravenna	Water service	General
D	259-2022	\$1,000.00	Kayline Company	Bathroom fixtures new bldg.	General
E	260-2022	\$1,500.00	PC Water Resources	Sewer service	General
F	261-2022	void			
G	262-2022	\$1,000.00	ABC Plumbing	Repairs	General
H	263-2022	\$1,500.00	UH Geauga	Training Heffley	Fire

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

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

RES # 22-055 A motion by Vince Coia, seconded by Jim DiPaola to authorize transfer of \$50,000.00 from General Fund to Grandview Fund to cover costs as previously determined in the budget. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

RES # 22-056 A motion by Vince Coia, seconded by Jim DiPaola to approve the following budgetary changes for Revenue Budget for 2022:

Revenue Budget Changes				
Fund #	Fund Name	From	To	Increase (Decrease)
2031	Road and Bridge	\$349,826.00	\$409,826.00	\$60,000.00
2111	Fire	\$695,704.00	\$732,223.00	\$36,519.00
2273	ARPA	\$481,959.63	\$483,883.72	\$1,924.09

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

RES # 22-057 A motion by Jim DiPaola, seconded by Vince Coia to approve and accept the April 2022 bank reconciliation and financial reports as presented by the Fiscal Officer: R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employment issue required to be kept confidential under Federal Law and a separate issue regarding employee compensation:

A motion by Vince Coia, seconded by Jim DiPaola to suspend Regular session at 7:58 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

A motion Vince Coia, seconded by Jim DiPaola to enter into Executive session at 7:58 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Gail Pittman, Brett Psenicka and Mark Kozak.

Trustee Hank Gibson was absent

Returned to open session at 8:45 pm.

A motion by Jim DiPaola, seconded by Vince Coia to authorize a leave of absence for Michelle McCoy for 2 months effective immediately: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to authorize Gail Pittman to advertise for a person to handle records retention maintenance: R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

ADJOURNMENT

A motion by Jim DiPaola, seconded by Vince Coia to adjourn the meeting at 8:47 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE