

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JUNE 14, 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 June 14, 2022. Trustee Vince Coia called the meeting to order at 7:02 P.M.

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

REGULAR BUSINESS

A motion by Jim DiPaola, seconded by Vince Coia approving the minutes of the Regular Meeting of May 31, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Jim DiPaola to approve payroll warrants for June 17, 2022 in the amount of \$39,736.88 and other warrants in the amount of \$81,447.05 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

None

**OLD BUSINESS:
TRUSTEES**

The sealed bids for the purchase of the fire truck up for sale was opened. There was only one bid from Lancaster County, PA. The bid was higher than the trade in value

RES # 22-062 A motion by Vince Coia, seconded by Hank Gibson to accept the sales bid of \$42,000 from Lancaster County, PA for the purchase of the fire truck with the understanding that Ravenna Township would continue to use it until the township's new fire truck has arrived. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince reminded everyone that the bid opening for the Forest Ridge paving is June 28, 2022.

Vince spoke about a mediation hearing at the courthouse with Mr. Frampton regarding the RV that has been by the Wal Mart store. Initially, the vehicle was moved across the street, but the RV is now back where it has been for years, just pointing in the opposite direction. The mediation was not productive.

FISCAL OFFICER

The BWC audit is set for July 26, 2022 at noon. Gail notified them that the auditors have our 2021 records, but BWC said they want to do the audit anyway. Most of the information they want to examine can be pulled up digitally.

We have 53 applicants for the Admin Assistant position. There are several good candidates in the pool of applicants. No interviews have been scheduled yet, but Gail is planning on calling people this week.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

The bid books produced by the County for the Forest Ridge Phase 2 repaving project have been picked up.

The chip and seal project for the Blackhorse roads have been scheduled for mid-July.

Ray brought up the Juneteenth holiday, wondering whether the township was going to follow the Federal government and declaring it a holiday recognized by the township. The Trustees discussed it and agreed that they would follow suit.

RES # 22-063 A motion by Vince Coia, seconded by Jim DiPaola to grant another paid holiday for full time non-union employees. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray obtained a quote of \$645.22 from Bica's Lock Shop for installation of an electronic keypad lock on the man door in the Service Bay so as to better secure all the equipment stored in that area.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase and installation of an electronic keypad lock on the Service Bay man door by Bica's Lock Shop at the price of \$645.22. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The road crew will be starting the project discussed last year for putting in culvert drains on Woodview Ave.

GRANDVIEW CEMETERY

There were four cremations in the last two weeks.

Ray requested the purchase of a metal detector for locating the lot pins in the cemetery. He has been borrowing one from Rootstown every time he needed one. Granger has one Ray likes for \$776.83 and is one specifically designed for the unique needs of a cemetery.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of a metal detector from Granger at the cost of \$776.83. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray discussed a problem he has been unable to resolve that dates back to before the township was required to take control of Grandview. A family of a deceased person, Billy Mounts, has stated that he is buried somewhere at the cemetery. They believe he is in the mausoleum, but Ray is unable to verify that information. Ray has looked through all the records we have without success. According to his family, Billy paid for a place in the third mausoleum. The third mausoleum was never built before Billy passed away. An unverified story is that the previous cemetery owners placed him temporarily in a different mausoleum spot, then possibly moved out and buried somewhere. But without any paperwork, Ray has no idea of where or how to figure it out. This was all done prior to the Township taking over the cemetery and there are no records, but the family is wanting to know where their loved one is buried.

ZONING DEPARTMENT

Zoning Inspector Brett Psenicka was present and reported the following:

Six recent complaints have been resolved.

Brett did an abandoned home inspection and forwarded the photos on to the Portage County Land Bank.

The trustees need to set an effective date for BZC#2022-001. Once that is done, then the complete package of the amendment has to be sent within 5 days of the effective date to the County Recorder and to Regional Planning.

A motion by Vince Coia, seconded by Jim DiPaola to set the effective date of BZC #2202-001 to June 14, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Brett was notified by Regional Planning that another re-plat application has been initiated regarding the Bisirri property on Summit Road.

Five permits have been issued and four cases are scheduled for next month's BZA meeting to be held on July 13.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The UTV ordered through the Fire House Subs Grant is now in and the payment for it is on tonight's agenda. Jim will go with Heather to get the UTV tomorrow (Wednesday).

The PO for the Ohio Fire Equipment Grant is on tonight's list. It will purchase three sets of fire gear.

Mark was notified of getting the \$10,000 award for fire gear through the Ohio Fire Equipment Grant. Gail said the money has already been deposited.

A motion by Hank Gibson, seconded by Jim DiPaola to accept the \$10,000 Ohio Fire Equipment Grant. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The new fire truck is now in the final assembly stage. Mark should start getting weekly picture updates. It should be completed mid to late July.

NEW BUSINESS

TRUSTEES

Portage County Regional Planning sent a letter regarding the replat of a subplot in the Coia subdivision by Bisirri. There will be a meeting on July 13, 2022 at the library.

The Budget Commission set a meeting for Tuesday, August 9, 2022 at 6:00 pm to start discussions about setting the formula for the local government fund distribution for Portage County. Gail was nominated to be the designee for the Township.

FISCAL OFFICER

RES # 22-064 A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

| Item | PO# | Amount | Vendor | Purpose | Fund |
|------|----------|-------------|--------------------|--|-----------|
| A | 270-2022 | \$221.00 | Ohio Peterbilt | Ladder testing | Fire |
| B | 271-2022 | \$15,000.00 | Allied Corporation | Asphalt for road repairs | Road |
| C | 272-2022 | \$850.00 | Grainger | Metal detector | Grandview |
| D | 273-2022 | \$700.00 | Bica's Lock Shop | Lock for garage man door | Road |
| E | 274-2022 | \$11,000.00 | MES | Fire gear on Ohio grant | Fire |
| F | 275-2022 | \$500.00 | Marchese Comm | Electronics work | Fire |
| G | 276-2022 | \$47,924.00 | H. Luli Const | Chip & seal on Hill, Spring, Jones and Ash Streets | Road |

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

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

RES # 22-065 A motion by Vince Coia, seconded by Hank Gibson to approve budgetary changes for Appropriations as listed:

| Appropriation Budget Changes | | | | |
|------------------------------|-----------------|--------------|----------------|---------------------|
| Fund # | Fund Name | From | To | Increase (Decrease) |
| 2031 | Road and Bridge | \$950,000.00 | \$1,010,000.00 | \$60,000.00 |
| 2273 | ARPA | \$750,053.81 | \$751,977.90 | \$1,924.09 |

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

A motion by Vince Coia, seconded by Jim DiPaola to set the budget hearing for July 12, 2022 at 6:30 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an issue related to employee compensation.

A motion by Vince Coia, seconded by Jim DiPaola to suspend Regular session at 7:43 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion Vince Coia, seconded by Jim DiPaola to enter into Executive session at 7:44 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Gail Pittman and Mark Kozak.

Returned to open session at 7:57 pm.

A motion by Jim DiPaola, seconded by Vince Coia to authorize warrants 23249 and 23250 totaling \$50.00: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:08 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mrs. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE