

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JULY 26, 2022**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on July 26, 2022. Trustee Vince Coia called the meeting to order at 7:00 P.M.

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

**AUDIENCE**

Scott and Shelby Mingus from J. Herbert Construction attended the meeting to allow the Trustees to review and ask questions regarding the new meeting facility before the final monies were distributed. Credits and change orders were checked. Shelby said they had used their contingencies on the excavation for the building, but never communicated that information back to the township. The first excavator had cancelled on them and the second one had cost \$16,000 more.

Jim Zuccaro, from Summit Insurance Co., presented the annual insurance renewal policy. He suggested the township should consider using a "faithful performance of duty" instead of bonds for the elected officials and said he would get a quote on that.

**REGULAR BUSINESS**

A motion by Jim DiPaola, seconded by Vince Coia, approving the minutes of the Budget Hearing Special Meeting of July 12, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson, approving the minutes of the Regular Meeting of July 12, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola, approving the minutes of the Fire Department Special Meeting of July 13, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola, approving the minutes of the Special Meeting for Interviews of July 14, 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 Jim DiPaola, seconded by Vince Coia, to approve payroll warrants for July 29, 2022 in the amount of \$35,681.92 and other warrants in the amount of \$61,349.28 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**  
**TRUSTEES**

Vince said he spoke with Frank Polichena on July 21, 2022 about the lights installed for the lighting district. He told Vince back in May that he was meeting with Thompson Electric to get a quote. Brett discussed with First Energy and they have given him a price. Mr. Polichena has not communicated that information back to the township.

A resident in the McElrath neighborhood reached out last week to inquire about the dumping in the neighborhood and putting cameras out to get photos. Ray said he would look to see where the dumping was occurring and would see where they could mount cameras.

### **FISCAL OFFICER**

Gail said the auditors have passed through their internal review process and has gone on to the state for their review process. The audit report is due to be submitted to the State by August 1<sup>st</sup>.

The BWC audit was scheduled for today. The auditor requested information so she could do it remotely. Gail spoke with her yesterday and the findings show that we should get back about \$200. Meanwhile, they adjusted the 2022 estimated wages and billed the township for an additional \$1,321.00 for 2022's advance payment. The true-up for that will happen in February, 2023.

Melissa Murphy is scheduled to start August 1, 2022. Gail asked Jon to check on the pre-employment drug screen results.

We received another payment on a partial lien release with Portage Housing II for \$11,393.48. Gail presented a summary of the money received from Portage Housing and Portage Homes so far.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

H. Luli has completed chip and sealing the selected roads in the Blackhorse area. Ray has requested a quote from the county for striping those roads and will need a PO when those costs are determined.

Ray is going to meet with Barbicas Construction and the county next week for a pre-construction meeting to go over the plans for the Forest Ridge Phase 2 repaving project. They should be starting within a month.

#### **GRANDVIEW CEMETERY**

There was one burial and one cremation in the last two weeks.

We received the materials for the mausoleum project.

We have one estimate in the amount of \$8,200.00 for the gutters on the mausoleum from Robert Romea Roofing. It was difficult finding a vendor that would tackle the project.

**RES # 22-079** A motion by Vince Coia, seconded by Hank Gibson to authorize Robert Romea Roofing to install gutters on the Grandview mausoleum for the price of \$8,200.00: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

#### **ZONING DEPARTMENT**

*Zoning Inspector Brett Psenicka was present and reported the following:*

New Zoning maps have been received including the recently re-zoned parcel on South Prospect St.

The former Wynns property at 2904 SR 59 has received a Certificate of Occupancy from the County Building Department.

The BZA will be meeting on August 10, 2022 to review four applications.

The Lakewood Road properties continue to improve. 6060 Lakewood is going to be cleaned up soon.

There was a new complaint regarding a migrant housing trailer at 7224 SR 14.

Brett has issued 9 permits in the past 2 weeks.

### **FIRE DEPARTMENT**

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

The Fire House Subs Grant has been closed out.

The items for the Ohio MARCS Grant have been arriving. The grant is supposed to be done by the end of July and the State is aware of the supply chain issues. They have advised us to give another update in September.

The Ohio Fire Equipment Grant gear has been ordered and is running into the same supply chain issues.

Mark requested an executive session at the end of the meeting to discuss employment of a fire department employee..

Mark would like to hire one of the fire fighter applicants.

**RES # 22-080** A motion by Hank Gibson, seconded by Vince Coia to approve hiring Abigail Edwards as a Part-Time Firefighter/Basic at the rate in accordance with the CBA pending drug screen, physical and background checks R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The final inspection on the new fire truck is expected in mid-August.

The UTV will be getting the graphic lettering this week and the lights and siren next week.

### **NEW BUSINESS**

#### **TRUSTEES**

Vince spoke to a person with Main Street Ravenna about putting picnic tables at the park.

**RES # 22-081** A motion by Hank Gibson, seconded by Jim DiPaola to accept and approve the insurance policy renewal from OTARMA for the policy period starting August 20, 2022 at the rate presented. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

#### **FISCAL OFFICER**

**RES # 22-082** A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	293-2022	\$700.00	Natl Business Furn.	Additional table	General
B	294-2022	\$800.00	H&W Door Co	Garage door repair Fire bay	Fire
C	295-2022	\$22,589.00	OTARMA	Insurance renewal	Various
D	296-2022	\$1,321.00	BWC	Addl 2022 premium est	Various
E	297-2022	\$8,200.00	Robt. Romeo Roof	Gutters for mausoleum	Grandview
F	298-2022	\$2,000.00	Boundtree	EMS Supplies	EMS
G	299-2022	\$5,000.00	Treas of Ohio	MARC's radio fees	Fire

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.

The Trustees reviewed a financial hardship case sent over by Life Force Mgt.

**RES # 22-083** A motion by Vince Coia, seconded by Jim DiPaola to adjust the account and write off the financial hardship case as presented by Life Force Mgt: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discuss employment for a fire department employee.

A motion by Vince Coia, seconded by Jim DiPaola to suspend Regular session at 8:19 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 8:21 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 8:42 pm.

A motion by Vince Coia, seconded by Jim DiPaola to approve warrants #23344-23347 totaling \$88,863.00: 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 8:44 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mrs. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

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

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TRUSTEE