

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF AUGUST 9, 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 August 9, 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, Fire Chief Mark Kozak, Zoning Inspector Brett Psenicka, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. In the audience were Melissa Murphy, Jeff Cook, Jerry Wise and Anthony Coia.

**AUDIENCE**

Mr. & Mrs. Wise came to discuss the building that their neighbor that wants to build. He asked about permitted size. Brett addressed the questions and explained that the neighbor has requested a variance hearing that will be heard tomorrow evening and encouraged the Wise's to attend.

Mr. Anthony Coia inquired about on-street parking in the Forest Ridge neighborhood where he lives and what is and is not permitted. He said some people in the neighborhood use the on-street parking as part of their long-term plan. Hank explained that his understanding was that the occasional parking is permitted, but the long-term is not. Resolutions that were passed by the trustees many years ago were discussed. Brett will be following up with Mr. Coia.

Jeff Cook interviewed for the full-time firefighter position.

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Jim DiPaola, approving the minutes of the Regular Meeting of July 26, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson, approving the minutes of the Special Meeting of July 28, 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 Vince Coia, seconded by Jim DiPaola, to approve payroll warrants for August 12, 2022 in the amount of \$78,113.95 and other warrants in the amount of \$75,546.98 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**

The Portage County Commissioners sent a letter setting a public hearing for the Sumner St Road Vacation for Thursday, August 18, 2022 at 9:00 AM.

**FISCAL OFFICER**

The management letter for the 2020-2021 audit was signed and returned to the auditors on August 1, 2022 for their submission to the state.

The BWC audit adjustment has been posted to our account in the amount of \$227.00.

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

*Ray was present and reported the following:*

Ray is still awaiting a quote from the county for striping the roads that have been chip and sealed in the Blackhorse area.

Catch basins have been repaired in the Forest Ridge Development. Barbicas Construction has the go ahead to begin the repaving.

The County had a meeting on the OPWC RD 37 yesterday for next year's road projects. Our roads (Edward, East Lake and Hazel) scored very high.

Ray spoke with the representative for Seal Master and got pricing. Ray would like to purchase 2 skids of the crack seal for this year's work. It will cost \$3,025 which includes the cost of using the machine.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 2 skids of crack seal from Seal Masters at the cost of \$3,025.00 which includes the cost of using the machine to heat the crack seal. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray has installed cameras to watch for illegal dumping in the McElrath neighborhood.

**GRANDVIEW CEMETERY**

There were three burials, three cremations and one lot sale in the last two weeks. The one person who bought the lot will be purchasing four additional spots.

The gutters on the mausoleum project are yet to be done. The first set of gutters were not the correct size.

**ZONING DEPARTMENT**

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

Brett has closed four complaints, has received three new ones.

The property at 5639 SR 14 is undergoing a complete cleanup, the old boat and old house trailer are gone, the dumpsters are out.

The Breakneck Creek lighting installation is pending a final agreement. The lighting engineer has recommended 9 lights to be installed, the agreement for the lighting district specified 12 lights to be installed. Before deciding on signing the agreement, the board asked Brett to do more research to see if the current lighting technology makes 9 of today's light fixtures equivalent to 12 of the old type lights.

Four permits have been issued.

Enforcement action has been completed at 6060 Lakewood Road. The nuisance abatement assessment costs are being determined and will be presented at the next meeting.

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

**FIRE DEPARTMENT**

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

Mark gave a summary of July's activity.

All the FEMA Grants are either waiting to hear news about or are waiting to close out.

Most of the items have been received for the Ohio MARCS Grant.

The Ohio Fire Equipment Grant gear has been ordered.

There's a PO in tonight's list for the final inspection trip for the new fire truck.

The Arsenal, which isn't part of any township, is its own jurisdiction, and is saying they don't need a contract or anything for requesting response aid. They say that since the call center is in the city, it is the city's responsibility to provide the assistance. The city is asking whether the township will be providing mutual aid if necessary. Mark said he would have no problem with that. Jim said that there should be a contract.

A motion by Hank Gibson, seconded by Vince Coia to request Chad Murdock to review and provide an opinion on the Arsenal Response question. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

There is a meeting tomorrow with the City of Ravenna regarding the dispatch contract renewal.

The next Fire Dept. work session will be on August 24, 2022 at 5:30 PM.

Firefighter Dyer will be moving from full time to part time at the end of this week.

**RES # 22-090** A motion by Hank Gibson, seconded by Jim DiPaola to accept the resignation of Firefighter Dyer as full-time firefighter effective August 13, 2022 and to process payouts of his paid time off. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The final inspection on the new fire truck is expected next week.

The UTV graphic lettering is complete and the lights and siren will be installed soon.

Engine 2413 is still having problems with the new tire.

The Moose Club sent a donation check in the amount of \$7,416.19. Melissa drafted a thank you letter to the Moose which the Trustees signed.

A motion by Vince Coia, seconded by Hank Gibson to accept the generous donation from the Moose Lodge #1234 for the Fire Department in the amount of \$7,416.19. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

## **NEW BUSINESS**

### **TRUSTEES**

The Department of Commerce has sent their annual notification of right to object to the renewal of liquor permits in the township.

There was a brief discussion about the DORA and the Township Park. Jim will talk with Main Street Ravenna about the issues.

The Trustees reviewed an application for an indigent burial.

A motion by Hank Gibson, seconded by Vince Coia to approve the indigent burial application for Carlos Fernandez submitted by Lakeside Simple Cremation in the amount up to \$1,000 after insurance proceeds have been accounted for. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince asked about the issue of having the flagpole inspected. Jim said he is having difficulty in finding any contractor to do the inspection.

**FISCAL OFFICER**

**RES # 22-091** A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	303-2022	500.00	Chase Card	Postage for machine	General
B	304-2022	660.00	ADVAN Design	Website hosting for 1 year	General
C	305-2022	\$100.00	OH Fire Chief Asn	Dues for 1 year	Fire
D	306-2022	\$3,200.00	Seal Master	Crack sealing supplies	Road
E	307-2022	\$500.00	Brandon Heating	Repairs	General
F	308-2022	\$500.00	Airgas USA	Supplies	Road
G	309-2022	\$500.00	Centerra Co-Op	Supplies	Grandview
H	310-2022	\$1,000.00	Chase Card Serv.	Travel exp to pick up fire truck	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.

We received \$4,383.63 in partial lien release for 9571 Cloverleaf Rd, Windham. This is the last of the open partial releases unless someone else comes forward with another purchase.

Gail reviewed the revenue budget and it looks like the Grandview revenue will be about 26% short of the budget, \$30,350 vs the originally projected \$41,000.

We received proceeds from the OneOhio Opioid Settlement in the amount of \$515.40. These funds are required to be accounted for in a separate fund and spent in accordance with the MOU that the trustees agreed to on August 17, 2021.

**RES # 22-092** A motion by Vince Coia, seconded by Jim DiPaola

WHEREAS, The township is eligible to receive a Local Government Share (LG) of the proceeds from the OneOhio Opioid Settlement.

WHEREAS, The OneOhio proceeds must be utilized in a manner consistent with the "Approved Purposes" definition in the OneOhio Memorandum of Understanding (MOU) and the township agrees to use the funds in accordance with the MOU.

WHEREAS, Ohio Rev. Code Sec 5705.09(F) requires subdivisions to establish separate funds for each class of revenue derived from a source other than the general property tax, which the law requires to be used for a particular purpose. Additionally, Ohio Rev. Code Sec 5705.10(I) states that money paid into a fund must be used only for the purposes for which such fund is established.

RESOLVED, The township establishes special revenue fund #2905 OneOhio Opioid Settlement Fund under Ohio Rev. Code Sec 5705.09(F).

R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES # 22-093** A motion by Vince Coia, seconded by Jim DiPaola to accept direct deposit funds of \$515.40 (dated July 15, 2022) from the OneOhio Opioid Settlement and agree to expend the funds consistent with the approved purposes in the MOU. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES # 22-094** A motion by Vince Coia, seconded by Jim DiPaola to approve and accept subordination and standstill agreement from NDS with Portage Homes II Limited Partnership to

allow them to refinance with their primary lender, subject to township legal counsel approval. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES # 22-095** A motion by Vince Coia, seconded by Hank Gibson to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES # 22-096** A motion by Vince Coia, seconded by Jim DiPaola to approve budgetary changes as follows for Appropriations:

<b>Appropriation Budget Changes</b>				
<b>Fund #</b>	<b>Fund Name</b>	<b>From</b>	<b>To</b>	<b>Increase (Decrease)</b>
9751	Private Purpose Trust	\$400.00	\$0.00	(\$400.00)

R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES # 22-097** A motion by Hank Gibson, seconded by Vince Coia to approve budgetary changes as follows for Revenue:

<b>Revenue Budget Changes</b>				
<b>Fund #</b>	<b>Fund Name</b>	<b>From</b>	<b>To</b>	<b>Increase (Decrease)</b>
4951	Flagpole Bequest Fund	\$0.00	\$30.00	\$30.00
2905	OneOhio Opioid Settlement	\$0.00	\$515.40	\$515.40
9751	Private Purpose Trust	\$10.00	\$0.00	(\$10.00)

R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES # 22-098** A motion by Hank Gibson, seconded by Jim DiPaola to approve adding accrued sick hours of 15.04 from Weathersfield Township to accrued leave hours for Melissa Murphy in accordance with ORC and letter from that township. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES # 22-099** A motion by Hank Gibson, seconded by Vince Coia to allow Melissa Murphy to accumulate comp time in the same manner as Jon is allowed, a maximum of 20 hours per year. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES # 22-100** A motion by Hank Gibson, seconded by Jim DiPaola to appoint Melissa Murphy as Records Clerk. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

The next records commission meeting was set for August 23, 2022 at 6:30 PM to include Gail, Vince and Melissa.

Melissa spoke about her research on meeting room rental information that she gathered from similarly sized facilities in the surrounding area. The trustees will review the info and discuss their ideas at a later time.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing compensation.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 9:25 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 9:26 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 9:36 pm.

**RES # 22-101** A motion by Hank Gibson, seconded by Jim DiPaola to hire Firefighter Jeff Cook as Full-time Firefighter pending passing physical agility test under 5 minutes and passing the Ohio Police and Firefighter’s physical. Hire date will be effective August 28, 2022 starting at \$15.50 per MOU with IAFF 4201. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. 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

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FISCAL OFFICER

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TRUSTEE