

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF SEPTEMBER 6, 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 September 6, 2022. Trustee Vince Coia called the meeting to order at 7:09 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.

**AUDIENCE**

None

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson, approving the minutes of the Regular Meeting of August 23, 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 Fire Department Work Session of August 24, 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 September 9, 2022 in the amount of \$56,514.78 and other warrants in the amount of \$46,227.23 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 had not heard back from the State Highway Patrol or any other organization yet on when Trunk or Treat was scheduled. The topic was tabled for now.

The Portage County Budget Commission has heard back from the Portage County Commissioners and they agree to keep the same formula for the County in the Local Government Fund distribution as has been used for the past 5 years. The Budget Commission is requesting that all jurisdictions pass a resolution stating that they either agree to renew for 10 years at the same level or reject the formula.

**RES # 22-115:** Vince Coia moved the adoption of the following resolution: Whereas, Ravenna Township is a participating political subdivision and has been provided with an alternative method of apportioning the local government fund as put forth in Exhibit "A" and attached to this Resolution. Now therefore be it resolved, that the Ravenna Township Board of Township Trustees does hereby approve and accept the percentage set forth in the alternative method of apportioning and distributing the local government fund for a term of Ten years, and as set forth in Exhibit "A" and, be it further resolved, that the Township Fiscal Officer is hereby directed to certify a copy of this Resolution to the Portage County Budget Commission.

## Exhibit "A" Alternative Local Government Formula for the Years 2024-2033

| <b>SUBDIVISION</b>       | <b>% Grand Total</b> |
|--------------------------|----------------------|
| Atwater Twp              | 0.887%               |
| Brimfield Twp            | 1.639%               |
| Charleston Twp           | 0.794%               |
| Deerfield Twp            | 0.895%               |
| Edinburg Twp             | 0.872%               |
| Franklin Twp             | 1.162%               |
| Freedom Twp              | 0.897%               |
| Hiram Twp                | 0.855%               |
| Mantua Twp               | 1.091%               |
| Nelson Twp               | 0.927%               |
| Palmyra Twp              | 0.905%               |
| Paris Twp                | 0.789%               |
| Randolph Twp             | 1.139%               |
| Ravenna Twp              | 1.524%               |
| Rootstown Twp            | 1.427%               |
| Shalersville Twp         | 1.176%               |
| Suffield Twp             | 1.238%               |
| Windham Twp              | 0.801%               |
| Aurora City              | 5.142%               |
| Kent City                | 17.231%              |
| Ravenna City             | 7.226%               |
| Streetsboro City         | 5.142%               |
| Garrettsville Village    | 1.392%               |
| Hiram Village            | 1.392%               |
| Mantua Village           | 1.392%               |
| Sugarbush Knolls Village | 0.362%               |
| Windham Village          | 1.442%               |
| Mogadore Village         | 0.461%               |
| Portage County           | 39.800%              |
| <b>Grand Total</b>       | <b>100.000%</b>      |

Jim DiPaola seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Jim said the Economic Developer contract with Dennis West will end this December. Jim will contact the core group and discuss the continuation of the contract.

### **FISCAL OFFICER**

The State Auditor has completed the desk review for our 2020/2021 audit and the final audit report should be coming soon.

Middlefield Bank has notified us that the loan for the fire truck is an unsecured loan, so there is no audit issue with the loan for this period or in the future. The fire truck did not have a

VIN at the time the loan was received, so that made it an unsecured loan. There is no audit issue with this loan.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

Ray met with Barbicas and they will be starting the road work on Hidden Brook this week, probably on Thursday.

Crack sealing has been completed. They have finished 7.86 miles of road.

The County has striped the roads in the Blackhorse neighborhood that were chip and sealed.

The water cooler in the lunch room needs replaced. Ray got a price of \$189 from Clearwater for a new one.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of a new water cooler for the lunchroom from Clearwater at the cost of \$189.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **GRANDVIEW CEMETERY**

There were two cremations, one lot sale, and one deed transfer in the last two weeks.

Ray found a crypt in the mausoleum that has been sold twice by the previous owners of the Cemetery. The options for those people involved were discussed.

**RES # 22-116** A motion by Vince Coia, seconded by Jim DiPaola to authorize offering plots or niches in the columbarium at no charge as alternative options for those people affected by crypts or niches sold twice by the former owners prior to the township taking custody of Grandview Cemetery: 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:*

Brett has received one new complaint and has closed three previous complaints.

The research on no parking and noise ordinances has been completed. Brett will type everything up and send off a copy to the Sheriff's Department so they can do enforcement.

Eleven permits have been issued in the past two weeks.

### **FIRE DEPARTMENT**

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

Mark presented the August activity report.

Mark received a response from the attorney regarding providing mutual aid to the city when needed for calls to the arsenal. The trustees reviewed the agreement.

Firefighter Myers is going to take the Basic Fire Investigation Class and requested for the township to cover the cost.

A motion by Hank Gibson, seconded by Vince Coia to authorize sending Firefighter Myers to Basic Fire Investigation Class through Bowling Green at the cost of \$525.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Abigail Edwards declined the job offer as part time firefighter.

**RES # 22-117** A motion by Hank Gibson, seconded by Vince Coia to rescind **RES #22-080** hiring Abigail Edwards as part time firefighter. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Mark requested an executive session at the end of the meeting to discuss an employment issue for new fire chief.

The small crack in the paint on the hood of the new fire truck will go out for repair and then will be going out for graphics.

The lights and sirens are installed on the UTV.

Engine 2413 tire has been repaired.

The semi-annual PMs for the squads have been scheduled.

**NEW BUSINESS**

**TRUSTEES**

NOPEC has sent a notice regarding customer transitions for electricity.

OPEC VSP has offered an increased benefit for the next renewal period if the township is interested.

A motion by Vince Coia, seconded by Hank Gibson to authorize the increase in benefits for the VSP eye care for the next renewal period. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

OTARMA is looking for any nomination requests for next year.

Ohio HB 377 takes effect September 27, 2022 which increases the part time hours to 1,976 from 1,500.

Ohio HB 140 effects property tax levies.

**FISCAL OFFICER**

**RES # 22-118** A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

| Item | PO#      | Amount     | Vendor            | Purpose                        | Fund      |
|------|----------|------------|-------------------|--------------------------------|-----------|
| A    | 322-2022 | \$2,000.00 | Sarchione Ford    | Repairs to road vehicle        | Road      |
| B    | 323-2022 | \$1,500.00 | UH Geauga         | Heffley training, fix prior po | Fire      |
| C    | 324-2022 | \$800.00   | JLW dba Yardworks | Mowing at Grandview            | Grandview |
| D    | 325-2022 | \$3,000.00 | JLW dba Yarkworks | Mowing at Grandview            | Grandview |
| E    | 326-2022 | \$8,000.00 | Ullman Oil Co     | Fuel                           | Road      |
| F    | 327-2022 | \$8,000.00 | Ullman Oil Co     | Fuel                           | Fire      |
| G    | 328-2022 | \$189.00   | Clearwater        | Water cooler                   | 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 # 22-119** A motion by Vince Coia, seconded by Hank Gibson to approve budgetary changes as follows for Appropriations:

| Appropriation Budget Changes |                           |        |          |                     |
|------------------------------|---------------------------|--------|----------|---------------------|
| Fund #                       | Fund Name                 | From   | To       | Increase (Decrease) |
| 2905                         | OneOhio Opioid Settlement | \$0.00 | \$515.40 | \$515.40            |

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

We received funds from another partial lien release for 131 Fourth St, Ravenna from Portage Homes III in the amount of \$4,297.32

We received tax revenue for the second half totaling \$795,771.00.

**RES # 22-120** A motion by Vince Coia, seconded by Jim DiPaola to authorize the transfer of \$700,000 from Chase to Star Ohio to take place in multiple transfers: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 22-121** A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the August 2022 bank reconciliation and financial reports as presented by the Fiscal Officer: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The local government fund certification from the County for 2023 shows \$75,505 to be received compared to the 2022 amount they certified at \$63,566.

Melissa participated in a BWC webinar which fulfilled our 2022 requirement.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing employment for the new fire chief position.

A motion by Jim DiPaola, seconded by Vince Coia to suspend Regular session at 8:21 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 8:45 pm.

A motion by Vince Coia, seconded by Hank Gibson to approve the employment advertisement for the fire chief position for publication. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 9:29 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mrs. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

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

\_\_\_\_\_  
TRUSTEE