

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF NOVEMBER 29, 2022**

---

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on November 29, 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 Dave Moore, Fire Liaison Mark Kozak, Zoning Inspector Brett Psenicka, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. In the audience were John Kennedy, Jason Lane and Sandy Lane, and Mark Frisone.

**AUDIENCE**

John Kennedy spoke about the new auditorium building recently built beside the King Kennedy Center with county grant money. It was built without bathrooms and spoke about the inconvenience and safety issues of the situation. They received a quote from Hummel Construction for adding the bathrooms along with a storage room to the building for \$135,000. The County Commissioners have approved funds of \$54,100 towards the project and the KKC is requesting the township help with the remaining \$80,000. If the township helps, they can begin the project in the spring. Gail informed Mr. Kennedy she will need a formal request outlining the project and the request. Mark Frisone joined the meeting and added his appreciation for the Board's help. He stated that the fact that the Board deciding to allocate funds to finish the property was what motivated the County Commissioners to commit their contributing funds. The whole community is grateful for the contribution the township is making to this project.

Jason and Sandy Lane from Menough Rd were following up on their zoning complaints they had spoken about at the previous meeting. Sandy said she received an email dated November 17, 2022 with a note that a full report answering their 5 main questions was submitted to the trustees but they did not received a copy, so they were requesting a copy of the report. They wanted to know where the trustees stood in regards to their complaints. Brett read aloud the full report. It was noted that the neighbor, Mrs. Wetstein, had received her letter on the 19<sup>th</sup> of November. Hank asked if the neighbors had been receptive to making the changes. Brett said the neighbors told him they thought the complaints were ridiculous and they may get their own attorney. Jim said it should then move past the courtesy letter and a violation notification should be issued. Hank reiterated that there needs to be a deadline. Mr. Lane wondered what the courtesy letter was and how many days are given before a deadline is given for compliance. Jim said it would be going out quickly and Mr. Lane asked Brett if he agreed. Jim explained that in the case of non-compliance, the case would go on to the courts and the magistrate would direct how to resolve the issues, sometimes taking years for a resolution of the matter. Mrs. Lane asked how they keep informed of the status and Jim said that they would get a copy of the letter sent, notifications of the progress, along with the full report that Brett had read. Mrs. Lane asked about the double fence that the neighbors had. Jim said there is nothing in the zoning code about double fences. Mrs. Lane said bushes and trees are coming up in the area between the two fences and weeds are taking over. Jim stated it falls on the property owner to maintain it and once the weeds grow in excess of 18 inches, then the township can file a zoning violation complaint.

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Vince Coia approving the minutes of the Regular Meeting of November 1, 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 Regular Meeting of November 15, 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 of November 18, 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 December 2, 2022 in the amount of \$58,549.50 and other warrants in the amount of \$233,910.34 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 annual township holiday luncheon will be held on Friday, December 16, 2022 at 11:30 AM.

Vince said he received a call from Mr. Frampton asking whether the offer to have the township pay the court costs on his case was still available. The Trustees discussed the matter and declined to pay his court costs.

**FISCAL OFFICER**

**RES #22-158** A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the partial lien release with Portage Homes III for property at 9571 Cloverleaf Rd, Windham, OH 44288 in order to sell the property to the tenant. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion passed.

Gail reviewed some year-end housekeeping matters with regard to purchasing procedures.

**RES # 22-159** A motion by Hank Gibson, seconded by Vince Coia to increase Mark Kozak's bi-weekly phone allowance from \$16.00/pay to \$20.00/pay to be in line with others who are receiving the allowance. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

Frank Harmon from Ohio Insurance will be here December 20, 2022 for a lunch and learn event to go over changes to the health insurance plan.

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

*Ray was present and reported the following:*

Ray mentioned the need to advertise for the open part time position in the Road Dept. Gail said she will add a PO onto the list for Indeed.com.

The lower window in the backhoe has been repaired.

Ray has put more arrow signs on Hommon Rd for safety.

The little tractor used for plowing the sidewalks would do a better job if it had chains on the wheels. White Farms has them at \$135.00 and Ray requested to purchase them.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of tire chains for the little plow tractor from White's Farm Supply at the cost of \$135.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion passed.

Still waiting on the new snow plow blades from Winter Equipment.

Ray spoke about an equipment need in the Road Dept. He said they could really use a sewer jet and he spoke to Gail who suggested the use of the ARPA fund money for this cost. He has been searching found one that looked good, although it did not have a camera. The cost of it was \$91,181.00. The trustees agreed that this is a much needed piece of equipment for the Road Dept. and under other circumstances they would not have the funds to purchase this except that the township has been awarded the ARPA funds. The trustees requested that he continue to look for a sewer jet with a camera because that would be needed for this use.

### **GRANDVIEW CEMETERY**

There was one burial, one lot sale and one niche sale in the past two weeks.

Mr. Stoffer's deed issue has been resolved.

### **ZONING DEPARTMENT**

*Brett was present and reported the following:*

The Biggs and the Davidson cases have been forwarded to the Prosecutor's Office.

Brett updated the fire loss regulations.

John Blankenship has asked whether the township would be interested in selling lot #148 on Hill St.

Two new complaints have come in.

Revenue from the supplementary billing has started to come in.

Six permits have been issued since the last meeting.

### **FIRE DEPARTMENT**

*Fire Chief Dave Moore was present and reported the following:*

Dave thanked everyone for their warm welcome and support he has received so far.

There is a PO in the list for the purchase of the gas monitoring equipment for the 2021 FEMA AFG.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of gas monitoring equipment from Municipal Emergency Services to be reimbursed by the FEMA AFG grant. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

The collective bargaining negotiations with the part time union have been initiated.

We have had an agreement with Pro Air for maintenance on our air equipment which runs from June through May. We received a past due notification for this current year, we did not received the contract or invoice previously. Pending the receipt of the contract, we will need to have it agreed to so as to continue the service.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the Pro Air service and maintenance agreement for the period of June 1, 2022 through May 31, 2023 pending the receipt of

the said contract agreement. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion passed.

Given ever increasing costs of manpower and equipment, and that our EMS fees have remained the same since 2015, Life Force recommends increases in transport fees.

**RES #22-160** A motion by Hank Gibson, seconded by Jim DiPaola to accept Life Force's transport fee increase recommendations effective January 1, 2023 along with the addition of a non-transport fee to the fee schedule but not to begin billing for it until it has been approved as by billable service by Medicare. The new fees are as follows: BLS \$850.00; ALS \$1,000.00; ALS2 \$1,200.00; Non Transport \$300.00; Mileage \$16.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion passed.

Engine 2413 is out of service due to valves leaking. We are waiting on an estimate.

The new UTV is back at the dealer for warranty repair.

VASU was in today to check out the station radio issues. They say the amplifier is original and getting old. Dave would like to open a PO for \$2,000 for the likely repair.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the Pro Air service and maintenance agreement for the period of June 1, 2022 through May 31, 2023 pending the receipt of the said contract agreement. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion passed.

## **NEW BUSINESS**

### **TRUSTEES**

Portage County Health sent notification that Jack Giulitto at 4052 Lake Rockwell Rd received a cease and desist order for serving food without a license.

Portage County Regional Planning sent notification for a meeting December 14, 2022 regarding plans for a replat in the Ranch Club Estates.

OTARMA sent a ballot and list of candidates for two open seats on their Board of Directors. The trustees reviewed the candidates.

A motion by Vince Coia, seconded by Hank Gibson to nominate Philip Cox and Joyce Fetzer-Martin for the OTARMA Board of Directors. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion passed.

**RES #22-161** A motion by Hank Gibson, seconded by Jim DiPaola to approve the purchase of two Rezner heating units for the lower garage bays to replace the current broken ones from Brandon Heating & Cooling at a cost of \$5,595.00 and authorize the use of NOPEC grant money for the purchase. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion passed.

### **FISCAL OFFICER**

**RES # 22-162** A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	388-2022	\$500.00	Bica's Lock Shop	Change locks meeting room	General
B	389-2022	\$700.00	Southeastern Equip	Repair window in backhoe	Road
C	390-2022	\$500.00	Sherwin Williams	Paint for Fire Chief office	Fire
D	391-2022	\$1,000.00	MES	Fire gear	Fire
E	392-2022	\$3,000.00	PC Treasurer	PCSO Dispatch Dec 2022	Fire
F	393-2022	\$27,769.77	PC Treasurer	PCSO Dispatch 1 <sup>st</sup> ½ 2023	Fire

G	394-2022	\$383.00	Ohio Edison	Electric	General
H	395-2022	\$4,000.00	Ohio Edison	Electric	General
I	396-2022	\$500.00	Advance Auto	Parts	Road
J	397-2022	\$1,300.00	Pro-Air Midwest	NFPA Maint agreement	Fire
K	398-2022	\$200.00	CTMS	IT Zoning	General
L	399-2022	\$5,595.00	Brandon Heating	Heaters lower bays NOPEC	General
M	400-2022	\$21,022.00	MES	Gas monitor equip on FEMA	FEMA & Fire
N	401-2022	\$200.00	White's Farm Supl.	Chains for tires	Road
O	402-2022	\$800.00	Chase Card Services	Indeed.com	Road
P	403-2022	\$1,000.00	Kayline	Supplies	Fire
Q	404-2022	\$2,000.00	VASU Communications	Amplifier	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.

**RES # 22-163** A motion by Hank Gibson, seconded by Vince Coia to approve budgetary changes as follows for Appropriations:

Appropriation Budget Changes				
Fund #	Fund Name	From	To	Increase (Decrease)
2901	FEMA	\$42,350.95	\$33,171.91	(\$9,179.04)

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

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

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 9:04 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 9:04 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion passed.

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

Returned to open session at 9:52 pm. No action was taken.

**ADJOURNMENT**

A motion by Jim DiPaola, seconded by Vince Coia to adjourn the meeting at 9:56 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mrs. Gibson, yes. Motion passed.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
TRUSTEE

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

\_\_\_\_\_  
TRUSTEE