

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JANUARY 10, 2023

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on January 11, 2023. Trustee Vince Coia called the meeting to order at 7:13 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson; Fiscal Officer Gail Pittman, Acting Zoning Inspector Melissa Murphy, Fire Chief Dave Moore, Fire Liaison Mark Kozak, Road Superintendent Ray Taylor, Assistant Fiscal Officer Jon Summers. In the audience was John Kennedy and Frank Hairston.

Fiscal Officer Gail Pittman announced the chair vacant and open for nominations. Vince Coia nominated Hank Gibson, seconded by Jim DiPaola, Hank accepted. Hank nominated Jim DiPaola as Vice-chair, seconded by Vince Coia, Jim accepted. Department responsibilities were agreed to be the same as last year with Jim taking the Zoning Department, Hank has the Fire Department, Vince took the Road Department and Grandview Cemetery.

A motion by Vince Coia, seconded by Hank Gibson to fill the slate of officers as listed. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to appoint Jim DiPaola, Jon Summers, James Collins, Matt Dix and Dave Moore as the 2023 Volunteer Firefighters' Dependents Fund board members. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to appoint Hank Gibson to the Cemetery Union Board for a two-year term beginning January 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to require written requisitions approved by the Department Head, Trustee and Fiscal Officer prior to ordering or purchasing of parts, tools, equipment and supplies in the amount of \$100.00-\$499.99, unless part of a current PO or BC made by the Road, Fire/EMS or Zoning departments previously approved. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to require all purchases over \$499.00 must have an assigned PO before the item is ordered or purchased, except for emergency repair, parts and labor up to \$999.99. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to require that all requisitions and purchase order requests must be submitted to the Fiscal Officer for certification of funds prior to presentation to the Trustees for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to require all accounting warrants over \$1,000.00 to be read in a public meeting prior to approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize the Fiscal Officer to transfer funds and set up advances as needed between checking investment accounts and township funds for investment purposes and to maintain adequate account balances in all funds for 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to require two Trustee's signatures along with the Fiscal Officer's signature on all warrants and authorize the Fiscal Officer to pay bills electronically as permitted with the vendor utilizing the second checking account which has been set up for this purpose. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Hank Gibson to designate GovDeals.com online auction as the preferred mechanism for sale of surplus goods throughout the year. GovDeals.com shall establish its general terms and conditions and the number of days for bidding shall be no less than ten (10) calendar days. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES 23-001

Be It Resolved by the Township Trustees of Ravenna Township

WHEREAS, this date, January 10, 2023, Trustee Vince Coia moved the adoption of the following Resolution:

WHEREAS, the Township has received a distribution of monies (the "ARPA Funds") from the American Rescue Plan Act of 2021 ("ARPA" or the "Act"); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, expenditure of ARPA funds is subject to the federal Uniform Guidance requirements set forth in 2 C.F.R. 200; and

WHEREAS, the Township is a non-Federal entity under the definition set forth in 2 C.F.R. § 200.1; and

WHEREAS, 2 C.F.R. 200.318 requires all recipients of federal funds to maintain documented procurement standards and policies; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(ii), a non-Federal entity may award micro-purchases without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents that the non-Federal entity files accordingly; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(iii), a non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a non-Federal entity may self-certify on an annual basis a micro-purchase threshold not to exceed \$50,000 and maintain documentation to be made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation, which, for public institutions, may be a "higher threshold consistent with State law"; and

WHEREAS, under Ohio law, Townships are required to conduct competitive bidding purchases and contracts if such purchases and contracts exceed the following threshold:

1. Purchase of materials, machinery, and tools to be used in constructing, maintaining and repairing roads and culverts, where the amount involved exceeds \$50,000. R.C. 5549.21.
2. Contracts for the maintenance or repair of roads, where the amount involved exceeds \$45,000. The board must advertise once, not later than two weeks prior to the letting of the contract, in a newspaper of general circulation in the township. The award must be to the lowest responsible bidder. R.C. 5575.01.
3. Contracts for the construction and erection of a memorial building or monument when the amount involved exceeds \$50,000. R.C. 511.12(B).
4. Contracts for equipment for fire protection, mechanical resuscitation, underwater rescue and recovery, and communication estimated to exceed \$50,000. R.C. 505.37 and 505.376.
5. Contracts for street lighting systems where the cost exceeds \$50,000. R.C. 515.01.

6. Contracts for street lighting improvements where the cost exceeds \$50,000. The board shall accept the lowest and best bid, if the successful bidder meets the requirements of section 153.54 of the Revised Code. The board may reject all bids. R.C. 515.07.
7. Contracts for building modifications for energy savings pursuant to R.C. 505.264, where the estimated cost exceeds \$50,000 (with certain exceptions). Award must be to the lowest and best bidder in accordance with the provisions of R.C. 307.86 to 307.92.
8. **Contracts for private sewage collection tiles where the cost exceeds \$50,000. R.C. 521.05. The successful bidder must meet the requirements of R.C. 153.54.**

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(iv), the Township desires to adopt higher micro-purchase thresholds than those identified in 2 C.F.R. §§200.67, 200.321(a), and 48 C.F.R. § 2.101.

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. **In compliance with the Uniform Guidance, and specifically 2 C.F.R. 200.318, the Township adopts the attached Uniform Guidance Procurement Policy to be used for all expenditures of ARPA funds.**

2. **In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of Ohio law, the Township hereby self-certifies the following micro-purchase thresholds, each of which is a “higher threshold consistent with State law” under 2 C.F.R. §200.320(a)(1)(iv)(C) for the reasons set forth in the recitals to this resolution:**

- A. \$50,000 for the purchase of materials, machinery and tools to be used in constructing, maintaining and repairing roads and culverts;
- B. \$45,000 for contracts for the maintenance or repair of roads;
- C. \$50,000 for contracts for the construction and erection of a memorial building or monument;
- D. \$50,000 for contracts for equipment for fire protection, mechanical resuscitation, underwater rescue and recovery, and communication;
- E. \$50,000 for contracts for street lighting systems;
- F. \$50,000 for contracts for street lighting improvements;
- G. \$50,000 for contracts for building modifications for energy savings, subjects to the exceptions set forth in R.C. 307.86 to 307.92; and
- H. **\$50,000 for contracts for private sewage collection tiles.**

2. The self-certification made herein shall be effective as of the date hereof and shall be applicable until the end of the current fiscal year of the Township, but shall not be applicable to Federal financial assistance awards issued prior to January 1, 2023 including ARPA funds.

3. In the event that the Township receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the Township shall comply with the more restrictive threshold when expending such funds.

4. The Township shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.

Trustee Jim DiPaola seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

AUDIENCE

John Kennedy, president of the King Kennedy Community Center, attended for additional discussion of the storage and bathroom additions to the community center. The county commissioners have agreed to contribute \$54,190 to the project along with the township’s contribution of \$80,000. Gail said she will reach out to the township’s attorney to find out what the

next steps are to proceed with the project and will hopefully have more information to discuss at the next meeting in two weeks.

Frank Hairston thanked the past fire chief for all his hard work over the time he was Chief. Mark's guidance and coming into the community changed the township residents' attitude toward the Fire Department. He also spoke about recruiting residents for the good jobs that are available in the township in the Fire and Road departments.

REGULAR BUSINESS

A motion by Jim DiPaola, seconded by Vince Coia to approve the minutes of the Regular Meeting of December 27, 2022. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson, yes.

Motion Passed.

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

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for January 13, 2023 in the amount of \$66,393.15 and other warrants in the amount of \$35,222.72 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve payment vouchers in the amount of \$5,278.05 dated in December, 2022 as follows:

- a) #961-2022 in the amount of \$1.00 to LifeForce Billing dated 12/1/2022
- b) #959-2022 in the amount of \$1,935.23 to Chase Bank dated 12/15/2022 for annual bank service charges
- c) #960-2022 in the amount of \$3,341.82 to State of Ohio dated 12/31/2022 for December's Ohio withholdings

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

OLD BUSINESS:

TRUSTEES

Vince received mail from the county engineer's office stating there had been no change in the township road mileage in the past year.

A motion by Hank Gibson, seconded by Jim DiPaola to accept the certification of road mileage at 26.986 miles from the Portage County Engineer's Office for 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

None

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Devin Shipp has submitted his letter of resignation. His last day will be January 19, 2023.

RES # 23-002 A motion by Vince Coia, seconded by Jim DiPaola to accept the resignation of Devin Shipp effective January 19, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

There was a discussion on how to advertise for the position. Melissa will put the opening on the Facebook site and the township's website.

The new roadside mower is here and it is quite a huge upgrade to the old mower. The effective warranty date is January 6, 2023.

Ray found a camera/monitor to go along with the sewer jet. The price for both is \$105,821.00 (state bid pricing).

Several prices have been submitted for the new storage building. The trustees gave a couple of other local builder suggestions that Ray should check on for estimates.

Ray presented the Annual Road Report for 2022 and summarized the different projects and events through the year.

Ray has had several people ask about the speed limit on Hattrick Rd. Ray has requested the county to do a road study to see if a speed limit sign can be put there.

GRANDVIEW CEMETERY

There have been 3 burials since Ray's last report in mid-December.

ZONING DEPARTMENT

Acting Zoning Inspector Melissa Murphy was present and reported the following:

Melissa and Jim have interviewed four candidates for the Zoning Inspector position.

A demolition permit has been issued for 7732 SR 88. The next door neighbor purchased the land and is not going to rebuild the house.

A fence permit has been issued to 4061 Summit Rd.

A small parcel on Hazel Rd has been inspected and determined abandoned for the County Prosecutor.

Vince asked if Melissa has heard anything from the Land Bank regarding the abandoned structure on Bridge St. The Land Bank recently obtained ownership to it and was planning to demolishing the old house. Melissa said she does not have an update, but will check on it.

There are some rumors that someone is interested in putting in a solar farm on a 100+ acre lot here in the township. Todd Peetz has spoken to them and referred them to the township, but Melissa has not received any inquiries related to a solar farm. Jim said there is nothing currently in the zoning code regarding solar farms.

LIAISON

Nothing

FIRE DEPARTMENT

Fire Chief Dave Moore was present and reported the following:

Chief Moore has a part time applicant that he would like to hire. It is Carter Adams and he discussed the applicant.

RES # 23-003 A motion by Hank Gibson, seconded by Vince Coia to hire Carter Adams as part time paramedic at the rate of \$12.00/hour pending background, physical and drug screen testing. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Sutphen is expected to be here this week to complete the repairs for #2413's pump.

We received the Industrial Scientific monitors and equipment from the grant. They will be providing training to our department and then we will be open to help other county departments.

Mark will be requesting federal grant reimbursement money for the equipment just purchased.

RES # 23-004 A motion by Hank Gibson, seconded by Jim DiPaola to approve and accept the Part Time Fire Fighter CBA contract for the period January 1, 2023 through December 31, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

Hank would like to discuss gas aggregation with NOPEC for the township residents.

The trustees discussed the candidate for Zoning Inspector interviewed earlier

RES # 23-005 A motion by Jim DiPaola, seconded by Hank Gibson to hire Lori Rotondo as Zoning Inspector effective immediately at the pay rate of \$15.00 per hour pending drug screen.

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

Vince said he is going to the winter township officials conference on Thursday.

RES # 23-006

Be It Resolved by the Township Trustees of Ravenna Township

WHEREAS, this date, January 10, 2023, Trustee Hank T. Gibson moved the adoption of the following Resolution:

WHEREAS, the Township has received a distribution of monies (the “ARPA Funds”) from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, Section 603(c) generally provides that:

(1) USE OF FUNDS. Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024

-

(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or

(D) to make necessary investments in water, sewer, or broadband infrastructure.

WHEREAS, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” [The “standard allowance”].

WHEREAS, the Rule further observes that:

The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus State and Local Fiscal Recovery Fund’s smallest recipients. This change is intended to promote administrative efficiency and simply revenue loss calculation for smaller recipients.

WHEREAS, the Rule further clarifies that recipients can use:

SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the [Final Rule four-step process]. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise.

WHEREAS, some common examples of “government services” expressly recognized by Treasury are as follows:

- **Road building and maintenance, and other infrastructure**
- **Health services**
- **General government administration, staff, and administrative facilities**
- **Environmental remediation**
- **Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)**
- **Maintenance or pay-go funded building infrastructure**
- **Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure**

WHEREAS, “Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;” and

WHEREAS, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including:

- **Deposit into pension funds**
- **Satisfaction of settlements or judgments**
- **Contributions to financial reserves or “rainy day” funds**

WHEREAS, the Board of Trustees has identified a project which, in the judgment of the Board, qualifies as a permitted use of the ARPA Funds, in direct support of governmental services, which consists of the following:

Legal fees in the amount of \$5,000.00 to Baker, Dublikar, Beck, Wiley & Mathews for advising the township in the procedures for the use of ARPA money in compliance with all Federal and State guidelines.

(the “Project”).

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. The Township elected to use the standard allowance by way of Resolution 22-038, passed April 29, 2022 and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services.

2. The Project is hereby authorized and shall be paid for from the ARPA Funds in the amount of/an amount not to exceed: \$5,000.00

3. The Project described herein serves the objectives of the Act by providing services traditionally provided by a government, namely:

- Police protection
- Fire and emergency medical services
- Road repair, maintenance and other transportation and safety services
- Public infrastructure support
- General government administration and administrative facilities
- Land use regulations and enforcement

- Parks and recreational facilities and programs
- Other
- 4. Accordingly, the Project is in the best interests of the Township and is deemed a priority for the community.
- 5. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

Trustee Jim DiPaola seconded the Motion, and thereupon, the roll call votes are as follows:
 R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Carried.

FISCAL OFFICER

RES # 23-007 A motion by Vince Coia, seconded by Hank Gibson to approve POs and BCs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	111-2023	\$645.06	Dom. East Ohio	Gas	General
B	112-2023	\$367.15	Dom. East Ohio	Gas	General
C	113-2023	\$180.62	PC Water Resource	Sewer service 6131 Spring St	General
D	114-2023	\$5,000.00	Baker, Dublikar, Beck, Wiley & Mathews	Legal fees	ARPA 2273

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

Financial reports will be sent to the Trustees and department heads in Excel format tomorrow.

RES # 23-008 A motion by Vince Coia, seconded by Jim DiPaola to send all the accounts submitted by LifeForce on the supplemental report to the attorney general for collections. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray said he found another vendor to do the spring cleanup. The trustees told him to line them up.

ADJOURNMENT

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 8:50 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE