

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF FEBRUARY 21, 2023**

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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 February 21, 2023. Trustee Hank Gibson called the meeting to order at 7:04 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson; Fiscal Officer Gail Pittman, Fire Chief Dave Moore, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Acting Zoning Inspector Melissa Murphy was absent. Doug McGee was in the audience.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Special Meeting of February 1, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Hank Gibson to approve the minutes of the Regular Meeting of February 7, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Special Meeting of February 7, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Special Meeting of February 15, 2023. R/C: Mr. Coia, yes; 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 Jim DiPaola to approve payroll warrants for February 24, 2023 in the amount of \$38,662.56 and other warrants in the amount of \$18,411.09 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**AUDIENCE**

Mr. McGee spoke about the senior housing he wants to develop off of SR 59 between Wal-Mart and the storage business. He mentioned that the November 1, 2022 trustee meeting minutes incorrectly stated that he was wanting to put in a private drive for the housing, whereas it would actually be a public road. The Trustees noted the correction. He updated the Trustees regarding the cost of the road, his current estimates were coming in around \$650,000. He spoke about the available money that the township would have access to through a TIF (tax increment financing), where the township could build the road with low interest, then recover the expense by putting it on the tax duplicates of the property owners on that road.

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

Vince said that at the Ohio Township Association meeting he had attended, Brad Cromes spoke about the Grow Link Program offering money loans for people to improve their homes. Two banks would be handling it, Hometown and Portage Community banks, and would be available for

three types of borrowers: homeowners with a repayment over a 5 year period, small businesses with a 2 - 4 year period, or farmers with a 1 year period.

Joe Deorio emailed Vince regarding two sewer projects. A permit to install has been granted to Water Resources for the Chinn project, and substantial funding has been obtained.

### **FISCAL OFFICER**

The 2022 year-end accounting has been closed. Reports will be published in the December 2022 folder marked Year End. Financial statements are available for public viewing in the Fiscal Office by appointment. The 2023 permanent appropriations have been prepared need approved.

**RES # 23-036** A motion by Jim DiPaola, seconded by Hank Gibson to approve the 2023 permanent appropriations as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

The sewer jet being built by HiVac has begun and is anticipated to be completed in early May.

Ray asked Jim to give the update on the new building plans. Jim said he and Ray and Rick Hawksley met and discussed the new building. Rick has not done a building like the one the township wanted in about 10 years and referred Jim to Frank Pavliga since he had done one in the last couple of years. Jim has yet to talk with Frank though.

The speed study for Hattrick Rd needs a resolution by the trustees to proceed. The speed study has been done in order to be able to post speed limit signs.

**RES # 23-037** A motion by Vince Coia, seconded by Jim DiPaola to authorize the Portage County Engineers to submit the Hattrick Road speed study to ODOT for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The auction for the old roadside mower on GovDeals.com is running for 5 more days. We have received bids.

Ray has three applications for the full-time road position that he and Vince will be interviewing tomorrow.

Ray asked for an executive session at the end of the meeting to discuss employee pay.

#### **GRANDVIEW CEMETERY**

There were two burials in the past two weeks.

Gail said she had received a letter from the Department of Commerce stating that we need to re-register the cemetery to be able to continue to sell lots. She will give that job to Melissa to do. It is supposed to be done every 3 years.

#### **ZONING DEPARTMENT**

*Acting Zoning Inspector Melissa Murphy was absent and no report was available.*

**FIRE DEPARTMENT**

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

Firefighter Cellura has submitted his letter of resignation. He has an additional part-time job at Cleveland Clinic he is beginning. He will fulfill his remaining scheduled shifts in February.

**RES # 23-038** A motion by Hank Gibson, seconded by Jim DiPaola to accept the resignation of Firefighter Cellura effective March 1, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Vallant is available for starting fulltime as of February 27, 2023. He will be on C Shift.

Chief Moore would like to send Firefighters Crevar and Spraggins to fire instructor school in order to have a fire instructor on all shifts. The course is through Bowling Green at the cost of \$565 each plus \$82 each for textbooks. The costs should be reimbursable through grants.

**RES # 23-039** A motion by Hank Gibson, seconded by Jim DiPaola to approve sending Firefighters Crevar and Spraggins to the Fire Instructor school through Bowling Green State University at the cost of \$565/each + \$82/each for textbooks. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Firetruck #2413 will have a valve replaced from the freezing incident shortly. The tank fill light has also been an issue and will be replaced.

Truck #2418 still has the paint defect that we are working with Freightliner to repair under warranty.

Chief Moore explained the need to the trustees to make the UTV more street safe for using around the township on the streets to reach calls in certain areas of the township. He is discussing this need with the insurance agent and Ohio Highway Patrol to make sure we are covered and in compliance.

This year’s AFG grant for new hose and nozzles has been submitted. The remainder of last year’s AFG grant is for the UTV skid unit and water pump for grass fires.

Chief Moore requested executive session at the end of the meeting

**LIAISON**

None

**NEW BUSINESS**

**TRUSTEES**

Vince discussed the Portage County Township dinner he had attended last Saturday. They had representatives from the board of elections in attendance who said voters will now need photo IDs to vote. Vince brought up the issue of HB1 and how it will impact the revenues. There was discussion about money available and using it for scholarships for trade schools. Lori Calcei talked about nominations for Celebrate Portage and encouraged recognition in the townships.

**FISCAL OFFICER**

**RES # 23-040** A motion by Vince Coia, seconded by Hank Gibson to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	134-2023	\$160.00	Antonio Bennardo	Books and uniform	Fire

B	135-2023	\$3,000.00	Central Allied	Road materials	Road
C	136-2023	\$199.16	Levinson's	Uniforms	Fire
C	137-2023	\$150.00	Treas. State of OH	Volunteer FF Dept fund	Fire
E	138-2023	\$2,000.00	CTMS	It	General
F	139-2023	\$500.00	CTMS	IT	Zoning
G	140-2023	\$2,000.00	CTMS	IT	Fire
H	141-2023	\$500.00	CTMS	IT	Road
I	142-2023	\$500.00	CTMS	IT	Grandview
J	143-2023	\$4,000.00	Ohio Edison Co	Electric	General
K	144-2023	\$6,500.00	Ohio Ins	Health ins	General
L	145-2023	\$2,500.00	Ohio Ins	Health ins	Fire
M	146-2023	\$2,500.00	Ohio Ins	Health ins	EMS Levy
N	147-2023	\$1,500.00	Portage Community	HSA	General
O	148-2023	\$2,000.00	Portage Community	HSA	Fire
P	149-2023	\$1,000.00	Portage Community	HSA	EMS
Q	150-2023	\$1,500.00	Portage Community	HSA	EMS Levy
R	151-2023	\$1,500.00	University Hospitals Corporate Health	Physicals	Fire
S	152-2023	\$1,695.00	Bowling Green University	Instructor School	Fire
T	153-2023	\$300.00	Chase Card Services	Textbooks for instructor school	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.

A BMV audit done by Shalersville Township has been done to identify license taxes allocated to incorrect jurisdictions. Gail is going to have Melissa do a similar review for Ravenna Township.

**RES # 23-041** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the January 2023 bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES # 23-042** A motion by Hank Gibson, seconded by Jim DiPaola to authorize remittance of Microsoft 365 subscriptions for 12 months in advance to take advantage of the discount for the annual payment. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The State Auditors Office came out with an announcement that there is a new wave of fraudulent unemployment claims. According to the Attorney General, we can choose not to pay as long as we rely on legal counsel and there is a well-reasoned legal opinion. We have a legal opinion from the last fraudulent claims to the township.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing the employment issue regarding discipline and pay rate compensation.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:17 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 8:17 pm. R/C: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Gail Pittman, Dave Moore, Ray Taylor.

Returned to open session at 9:01 pm.

**RES # 23-043** A motion by Vince Coia, seconded by Hank Gibson to increase Jason Lovejoy’s pay rate from \$16.97/hour to \$19.00/hour and increase Doug Dillon’s pay rate from \$20.99/hour to \$22.00/hour effective at the beginning of the next pay period, February 26, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 23-044** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the MOU with the Full Time Fire Fighters IAFF #4201 regarding the hiring of a full time basic or intermediate firefighter for the current opening only. 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 9:05 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

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

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TRUSTEE