

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 8, 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 August 8, 2023. Trustee Hank Gibson called the meeting to order at 7:07 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 Lori Rotondo, Road Superintendent Ray Taylor, and Assistant Fiscal Officer Jon Summers. In the audience were township residents Frank Hairston and Arya Naga.

AUDIENCE

Frank Hairston thanked the trustees for their support in the process for renaming the street in the McElrath neighborhood in honor of Deseree Liddell. There will be a breakfast on October 7, 2023, a ribbon cutting afterwards at 11:30 am. Ray will get new signs for the street. Frank had a conversation with John Kennedy who said all the NDS info has been sent on to Columbus and they are hopeful that it will be returned within the week.

Arya said he has his agricultural exemption now and presented pictures explaining the current status of the buildings and his plans going forward. Jim clarified what Arya was permitted to do under the agricultural exemption. Arya also spoke about the structures that he currently has how he wanted to modify them while still being in compliance. Jim stated that when he is ready to make changes, he needs to check with the zoning inspector at that time. Jim explained that any changes in the agricultural buildings fall under the agricultural exemptions, but any changes in the house will fall under the normal zoning regulations. He will need to be in contact with both the zoning department and the building department when he makes renovations. Arya said he was going to be raising dwarf goats and alpacas. Signage requirements were also discussed.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Special Meeting of July 11, 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 July 11, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

The approval of the minutes for the Regular Meeting held on July 25, 2023 and the Special Meeting held on August 1, 2023 were both tabled until the next meeting.

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

A motion by Hank Gibson, seconded by Vince Coia to approve payroll warrants for August 11, 2023 in the amount of \$71,746.49 and other warrants in the amount of \$98,033.66 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 attended the public hearing for re-naming the street in the McElrath neighborhood held on August 3, 2023.

Jim said he has talked with Diane Lee who wants to be an alternate on the Zoning Commission. He also will be attending a meeting on Thursday with the JEDD board.

FISCAL OFFICER

Gail said the amounts for the Ohio Public Works resolution passed at the latest special meeting were off because there will be an invoice from the County Engineer that was not factored in to the original numbers.

A motion by Hank Gibson, seconded by Vince Coia to rescind RES # 23-132. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES # 23-133 A motion by Vince Coia, seconded by Jim DiPaola to approve the following appropriation budget amendment: Increase Fund #4401 Ohio Public Works Increase from \$0.00 to \$99,163.25. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The First Responder Retention Grant and the Ohio Ambulance Transportation Program grants are both sourced from Federal grant money and are in need of their own separate funds for accounting.

RES # 23-134.

Vince Coia moved the adoption of the following resolution:

WHEREAS, The township is eligible to receive a grant from the ARPA First Responder Retention Grant (ARPA Retention Grant) administered by the Ohio Emergency Management Agency - State Grant ID : DPSFE 270. The township has been notified of a positive award for this grant program.

WHEREAS, The ARPA Retention Grant proceeds must be utilized in a manner consistent with the guidance in the Ohio EMA ARPA First Responder Retention Incentives Grant Guidance. The federal funds are awarded by the U.S. Treasury – 21.027 – Coronavirus State and Local Fiscal Recovery Funds. Ohio EMA requirements for subrecipient accounting include the ability to track expenditures by grant program and by federal fiscal year of the award.

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 #**2906 ARPA First Responder Retention Grant Fund** under Ohio Rev. Code Sec 5705.09(F).

Jim DiPaola seconded the motion, and the roll call was as follows:

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

RES # 23-135.

Vince Coia moved the adoption of the following resolution:

WHEREAS, The township is eligible to receive the grant Ohio Ambulance Transportation Program award from the State of Ohio Emergency Medical Services. The township has been notified of a positive award for this grant program.

WHEREAS, The Ohio EMS Grant proceeds must be utilized in a manner consistent with the guidance they issued. The grant must be used to provide premium pay for firefighters who worked during the Covid pandemic. Separate accounting of the use of these funds is required by the terms of the grant.

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 #**2907 OH Ambulance Transportation Program Grant Fund** under Ohio Rev. Code Sec 5705.09(F).

Jim Dipaola seconded the motion, and the roll call was as follows:

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

Kelly Denk from Sedgewick will be present for the September 19, 2023 meeting to discuss the workers compensation policy and rates.

We received an invoice from First Energy to hook up the Breakneck Creek lights. Those expenses should be paid by the developer as part of his installation. The trustees said to forward the bill on to Frank Polichena for payment.

The City of Ravenna has refunded the amount of dispatch fees overpaid last year because we cancelled the contract prior to December 31, 2022. It totaled \$2,550.00.

The township has received another \$546.38 in opioid settlement fees.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The city sent out the salt contract for the next winter season. The cost per ton of salt has increased \$7.85/ton. The new price will be \$51.61/ton. Everything else about the contract has remained the same.

RES # 23-136 A motion by Vince Coia, seconded by Jim DiPaola to approve the salt contract with the City of Ravenna for the 2023-24 Winter season at the price of \$51.61/ton and same rules being applicable as the previous contract. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We need to purchase new flags for the flag pole in the City of Ravenna.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of 3 flags from Falls Flag and Banner at the cost of \$341.10/flag. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray attended a preconstruction meeting on Monday for the Issue 2 Road Paving Project.

The Road Crew mowed 6444 Genevieve. Ray gave Gail the work summary information for creating the assessment on the property.

Ray needs to order 3 pallets of concrete from Quikrete for repairs in the Timber Run development.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 3 pallets of concrete from Quikrete at the cost of \$313.60 per skid. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

There were two burials, two cremations and one lot sale in the past two weeks.
No news yet on the status of the grant.

ZONING DEPARTMENT

Zoning Inspector Lori Rotondo was present and reported the following:

Lori reviewed the latest permits and violation letters sent out, along with the resolution of outstanding violation compliances.

Lori asked for 2 additional resolutions to forward problem violations on to the attorney.

RES # 23-137 Vince Coia moved the adoption of the following resolution:

WHEREAS, the Township Zoning Inspector has notified the occupants of 4375 Wolforth Avenue, Parcel #29-364-13-00-192-001 in Ravenna Township, Portage County, Ohio that they are in violation of use of vehicle for dwelling unit, unsafe structure, and sanitation. Pursuant to Township Zoning Resolution code 605.00(D3) and Exterior Property Maintenance codes 117.1, 117.2, and 302.1.

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning Code:

NOW THEREFORE, be it Resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio that:

1. The Board hereby directs the Township Attorney to take whatever legal action he deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.
2. The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Township Attorney.

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; and Mr. Gibson, yes. Motion Passed

RES # 23-138 Jim DiPaola moved the adoption of the following resolution:

WHEREAS, the Township Zoning Inspector has notified the occupants of 3719 Lovers Lane, Parcel #29-207-00-00-002-000 in Ravenna Township, Portage County, Ohio that they are in violation of use of collapsing trailer and tent for dwelling units, unsafe structure, and sanitation (rats.) Pursuant to Township Zoning Resolution code 605.00(D2,3) and Exterior Property Maintenance codes 117.1, 117.2, 117.3 and 302.1.

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning Code:

NOW THEREFORE, be it Resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio that:

1. The Board hereby directs the Township Attorney to take whatever legal action he deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.
2. The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Township Attorney.

Vince Coia seconded the motion, and the roll call was called on the question of its adoption; the vote was as follows: R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Carried.

Regarding the 2 collapsing structures behind 4696 Lakewood Rd, they are owned by John Epling Sr from Lakewood Hills LLC. Lori has been unable to get contact information. The property is delinquent in the amount of \$38,000.00. Lori is working with the Land Bank on the next steps. The trustees said we'd have to wait for it to be foreclosed, and then the new owners will become responsible for the demolition of the structures.

The neighbors have all called in expressing their appreciation for getting the Genevieve home mowed.

Lori attended the quarterly Zoning Inspectors Meeting held in Palmyra on July 27, 2023. They discussed electric vehicle charging stations, solar energy updates, and Todd Peetz mentioned updating the Planned Unit Development sections in the zoning resolutions. The next meeting will be held on October 26, 2023, either in Rootstown or here in Ravenna.

The BZA will meet on August 9, 2023 to continue the discussion on the approval of the conditional use request for a billboard on SR 59.

FIRE DEPARTMENT

Fire Chief Dave Moore was present and reported the following:

Firefighter Jake Cellura applied to be re-hired.

RES # 23-139 A motion by Hank Gibson, seconded by Vince Coia to re-hire Jacob Cellura as a Fire Fighter Paramedic at the rate of \$15.81/hr., with credit for previous years of service pending the passing of physical, background and drug tests with the starting date effective as soon as possible. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

The Chief spoke with the 3 firefighters that were inquiring about getting better boots. All three would like to pay the difference between the standard issue boots and the upgraded boots.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of upgraded fire boots for Firefighters Cook, Crevar and Vallant from Atlantic Emergency Solutions at the cost of \$565/ea. The difference of \$225/pair for the upgrade will be paid back via payroll withholding deductions, to be paid in full by the end of November. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

There are a couple of purchase orders in the list this evening for part time uniform purchases, \$800 for Levinson's and \$500 from SR 14 Embroidery.

Dave said he will be out of town from August 9-15, 2023. The Captains will be in charge of operations, and Mark will be available to assist as needed.

Units #2413 and # 2412 are both scheduled for preventive maintenance this week and next.

The air hose reel and hoses have been received and will be installed whenever the Road Department has time to assist.

The SCBA fill station is out of service. The air bottles can be filled at Ravenna City or Kent. Dave has called to get the fill station serviced.

The AED for the meeting room has arrived and will be installed shortly.

Mark said the HB 45 and Retention grants both need to be accepted by the trustees.

A motion by Hank Gibson, seconded by Vince Coia to accept the HB45 Grant. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to accept the Retention Grant. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

Dave went over the monthly Fire Department summary for the month of July.

NEW BUSINESS
TRUSTEES

Vince said he spoke with a person on Hopkinson last week. He purchased some property there and complained that the barriers we placed there to prevent dumping interfered with his access to his property. It turned out that the property he purchased was up the street in the opposite direction, so the barriers were replaced again.

Jim said the next Quarterly Township Trustees meeting will be in Paris Township and he will be attending.

FISCAL OFFICER

RES # 23-140 A motion by Hank Gibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	323-2023	\$3,000.00	Chad Murdock	Legal fees for zoning	General
B	324-2023	\$1,000.00	Falls Flag & Banner	Flags	General
C	325-2023	\$1,500.00	Quikrete Cleveland	Concrete	Road
D	326-2023	\$1,800.00	Atlantic Emergency	Boots (full cost, need reimb)	Fire
E	327-2023	\$800.00	Levinson's Uniforms	Uniforms new people	Fire
F	328-2023	\$500.00	Route 14 Embroidery	Uniforms new people	Fire
G	329-2023	\$600.00	Conrad's Disposal	Dumpster	General
H	330-2023	\$1,325.00	Portage Community	HSA contribution	EMs

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.

RES # 23-141 A motion by Hank Gibson, seconded by Vince Coia to approve the following budgetary changes:

Revenue Budget Changes				
Fund #	Fund Name	From	To	Increase (Decrease)
2906	ARPA 1 st Responder Retention	\$0.00	\$44,254.98	\$44,254.98
2907	OH Ambulance Transportation	\$0.00	\$20,000.00	\$20,000.00
2905	OneOhio Opioid Settlement	\$541.66	\$1,088.04	\$546.38

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

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing an employment issue regarding compensation and a matter required to be kept confidential by Federal HIPAA.

A motion by Hank Gibson, seconded by Jim DiPaola to suspend Regular session at 8:41 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to enter into Executive session at 8:41 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 9:09 pm.

No action was taken

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:09 pm.

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

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE