

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF SEPTEMBER 19, 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 September 19, 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 and Road Superintendent Ray Taylor. Zoning Inspector Lori Rotondo and Assistant Fiscal Officer Jon Summers were absent. In the audience was Frank Pavliga. Kelly Denk from Sedgewick came in about 7:38 pm.

AUDIENCE

Frank Pavliga presented his proposal for architectural services for the new storage building and garage and answered questions.

RES # 23-160 Jim DiPaola 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 simplify 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:

Ravenna Township cold storage and garage building (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 \$ 33,700.00.

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 Vince Coia 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

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.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of September 5, 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.

RES # 23-161 A motion by Hank Gibson, seconded by Vince Coia to approve payment of the OH Ambulance Grant on September 21, 2023 as a separate payroll processed including all related withholdings and employer expenses. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to approve payroll warrants for the OH Ambulance Grant on September 21, 2023 in the amount of \$24,026.96 and regular payroll warrants on September 22, 2023 in the amount of \$41,145.80 and other warrants in the amount of \$18,731.63 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Kelly Denk arrived and spoke about the township's workers comp coverage and related cases.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing employment and an issue required to be kept confidential under HIPAA.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 7:38 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 Executive session at 7:38 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 8:36 pm. No action was taken.

OLD BUSINESS:

TRUSTEES

Jim said there was a meeting of the JEDD board. They are going to dissolve the current JEDD agreement and get the new agreement written.

Hank asked about the signage for the new street dedication. Ray said he is still waiting on the County to make them.

Vince said the house on Summit that was dumping materials is doing it again.

FISCAL OFFICER

Melissa has made up a flyer for the Trunk or Treat event.

Jim is meeting with Brandon Heating Thursday at 9:00am regarding additional maintenance agreement for furnaces not included in agreement passed earlier this year.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

All of the Hodgson Drive culvert pipes have been installed and all residents there are happy.

The crack sealing will begin at the end of this week and take up most of next week.

Ray has interviewed several people for the open full-time position and recommends hiring Hunter Grimes.

RES # 23-162 A motion by Vince Coia, seconded by Hank Gibson to hire Hunter Grimes at the starting rate of \$19.00/hour effective as soon as he passes the drug screening. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

There were two burials, one cremation, and one niche sale in the past two weeks.

There was vandalism on the mausoleum. Someone spray painted one of the marble doors. Ray contacted the Sheriff and filed a report. Ray was able to remove the paint.

Coia Sales has a used tractor for sale that would be an excellent replacement for the old mower. It has a bucket, mowing deck and grass catcher. The trustees discussed the costly repairs needed for the old mower vs. purchase of a replacement.

RES # 23-163 A motion by Vince Coia, seconded by Jim DiPaola to approve the purchase of the Kubota tractor with mower, loader and grass catcher from Daywalt as quoted at a cost of \$17,500.00 from the Grandview fund. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

RES # 23-164 A motion by Vince Coia, seconded by Hank Gibson to declare the old tractor BX2230 2004 60" mower with snow cab and blade as surplus and permit disposal on GovDeals.com. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

Ray asked if the trustees wanted to proceed with the concrete work around the three Columbariums.

RES # 23-165 A motion by Vince Coia, seconded by Jim DiPaola to authorize the concrete work at Grandview according to the estimate from Lay It Down Concrete at the cost of \$8,050.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Zoning Inspector Lori Rotondo was absent and Jim DiPaola reported the following:

The BZA met on September 13, 2023 for a sign setback variance at 7686 Peck Rd. The variance was tabled awaiting additional information.

The BZA will be holding 2 hearings on October 11, 2023, one for having 2 separate businesses on the same property at 3097 SR 59, and the other also for having 2 businesses on the same property at 3336 Summit Rd.

The trustees reviewed the list of approved permits and the violations issued in the past two weeks.

FIRE DEPARTMENT

Fire Chief Dave Moore was present and reported the following:

Dave has two applicants he is presenting for hire; one as a part time firefighter/paramedic, the other as a cadet.

RES # 23-166 A motion by Hank Gibson, seconded by Jim DiPaola to accept the application of Timothy Higinbotham as Firefighter/Paramedic as soon as possible pending background check and drug testing at the rate of \$15.30/hour per the CBA. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

RES # 23-167 A motion by Hank Gibson, seconded by Jim DiPaola to accept the application of Alex Varner as Cadet as soon as possible pending background check and drug testing at the minimum wage rate of \$10.10/hour. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

Dave gave all the Sheriff's dispatchers training on the Fire Command program and received good constructive feedback from them. They are reviewing the updated MABAS.

Unit #2412 is still at Klaben Ford for computer issues, brakes and ball joints.

Unit #2413 is leaking air and is slow filling up. If we can't figure out what's going on tomorrow after further investigation, it will need to go to FYDA for repair.

Unit #2417 will need a heavier suspension after the skid unit and spray pump was added. Firefighter Dix is getting a quote.

The AFG grant has not gone through yet and is looking less likely to be accepted. If it is denied, we can put in for another grant for fire hose for \$40,000.

Mark is working on a BWC grant for a gear dryer. It will cost \$15,000 with our matching being \$3,000.

Live fire training with Ravenna City, Rootstown and Kent will be held on September 28, 2023 at the Wayne County Regional Fire and Rescue Training Grounds.

NEW BUSINESS**TRUSTEES**

RES # 23-168 A motion by Vince Coia, seconded by Jim DiPaola

WHEREAS, on this day September 23, 2023, Ravenna Township would like to recognize Betty Sims; and

WHEREAS, Betty Sims has achieved her 85th Birthday today, September 23, 2023; and

WHEREAS, Betty Sims also has volunteered her time and efforts to help keep Grandview Cemetery cleaned and welcoming to all; and

NOW, THEREBEFORE, The Ravenna Township Board of Trustees of Portage County, Ohio, do hereby proclaim September 23, 2023, as Betty Sims Day.

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

FISCAL OFFICER

RES # 23-169 A motion by Vince Coia, seconded by Hank Gibson to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	348-2023	\$500.00.	Bond Exterminating	Hornets in fire garage bay	General
B	349-2023	\$1,000.00	Klaben Ford	Maint. and repairs	Fire
C	350-2023	\$6,000.00	Klaben Ford	Brakes 2412	Fire
D	351-2023	\$6,000.00	Chase	Service charges	General
E	352-2023	\$600.00	City of Ravenna	Water	General
F	353-2023	\$440.00	PC Water Resource	Sewer	General
G	354-2023	\$1,500.00	Capital One	Halloween Supplies	General
H	355-2023	\$1,500.00	Chase Card	Halloween Supplies	General
I	356-2023	\$8,050.00	Layin It Down Concrete	Concrete	Grandview
J	357-2023	\$33,700.00	Frank Pavliga	Architect	ARPA
K	358-2023	\$17,500.00	Daywalt	Kubota tractor	Grandview

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 # 23-170 A motion by Hank Gibson, seconded by Vince Coia to authorize the transfer in the amount of \$50,000.00 from General fund #1000 to the Grandview fund #2041 as is stated in the budget. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

RES # 23-171 A motion by Hank Gibson, seconded by Jim DiPaola to authorize the repayment of funds advance from 2022 in the amount of \$19,544.76 from FEMA fund #2901 to the General fund #1000. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

Portage County Recycling sent a flyer for additional recycling options.

A motion by Jim DiPaola, seconded by Vince Coia to approve warrant #24313 in the amount of \$4,025.00 to Layin It Down Concrete for half down on the concrete for Grandview and warrant # 24314 in the amount of \$3,000.00 to Frank Pavliga for downpayment of architect fees.
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 10:02 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE