

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 12, 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 December 12, 2023. Trustee Hank Gibson called the meeting to order at 7:03 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Dave Moore, Zoning Inspector Lori Rotondo, and Road Superintendent Ray Taylor. Assistant Fiscal Officer Jon Summers was absent. In the audience was Frank Hairston.

AUDIENCE

Frank Hairston wanted to go on record to thank the Trustees and Ray for the great honor that was bestowed on Mrs. Liddell to change the road name. He also congratulated Hank and Gail for winning their elections. He said he felt that the township has great leadership and is doing very well. He asked Lori for the policy on junk vehicles.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of November 28, 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 December 15, 2023 in the amount of \$42,267.87 and other warrants in the amount of \$30,742.78 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 offer from Portage County Regional Planning to do an update on the Land Use Plan was discussed. The deadline to use certain hours is December 31, 2023. A decision on the agreement will need to be made at the next meeting.

The Land Bank sent a notification of a Brownfield Remediation Program. The deadline for submission to the Land Bank is March 1, 2024. The trustees will look for options for submissions.

The Moose Club requested the previous contract for bingo donations that ran through 2026 be cancelled and a one-year contract running through the end of 2024 be signed. The state only wants annual contracts.

RES # 23-210 A motion by Hank Gibson, seconded by Vince Coia to cancel the original donation agreement expiring in 2026 with the Ravenna Moose #1234 effective January 1, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES # 23-211 A motion by Hank Gibson, seconded by Jim DiPaola to approve and accept a one-year donation agreement with the Ravenna Moose #1234 effective January 1, 2024 with much gratitude. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The agreement and MOU with the City of Ravenna for the Economic Development Developer was reviewed and discussed.

RES # 23-212 A motion by Jim DiPaola, seconded by Vince Coia to approve and authorize a 2024 MOU with the City of Ravenna to agree to jointly fund the Economic Development Director at the same funding as 2023 for the township to pay \$15,000 in quarterly installments to the City for a portion of the agreement, with the understanding that there will be a committee to meet quarterly with Dennis West to discuss economic development in the township. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The County did their inspections of the structures located at 5451 Portage St. and 6640 Sumner St. and has determined them to be a hazard, unfit for habitation and need to be razed.

Vince noted that there is an error in redirecting telephone numbers on the township website. When you click on Jim's phone number, it calls Vince's number instead of Jim's. A request to correct it has been sent to the web design company.

FISCAL OFFICER

FEMA is auditing our 2021 AFG grant. This particular grant hasn't run smooth from the beginning. Mark is handling the audit communications. He needs help gathering records and getting answers from several staff members. The deadline for submitting supporting documentation is December 27, 2023.

There was another fraudulent unemployment claim filing. Gail notified ODJFS.

Gail discussed the year end meeting coming up. It was decided to start the meeting a half hour earlier than normal on December 26, 2023 and will have Melissa put a notification in the paper.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Ray has been working on the parking area on the vacant lot where the new storage building will be.

We ordered a back-up camera to mount on one of the trucks. If this is a good camera, Ray will be ordering additional ones for all of the vehicles.

The street signs came in and the crew is busy replacing the bent signs around the township.

Doug has been making a tool box for holding the accessories for the sewer jet and will be mounting it to the trailer.

There is an emergency recall on the 2020 F550. It will be going in to Sarchione this week.

GRANDVIEW CEMETERY

There were two burials and three cremations in the past two weeks.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

The BZA will meet on December 13, 2023 to hear the request for a renewal of conditional use for Phase 6 of the Forest Ridge Development.

Lori reviewed the permits and violations issued recently.

Compliance has been made on the properties at 6370 Spring St and 6604 Fairfield.

She asked for resolutions to send three cases to the attorney for enforcement.

RES # 23-213 A motion by Jim DiPaola, seconded by Vince Coia

WHEREAS, the Township Zoning Inspector has notified the Landowner of 6629 Garfield, Parcel #29-311-20-00-199-000 in Ravenna Township, Portage County, Ohio that they are in violation of sanitation and rubbish and garbage at the premises. Pursuant to Township Exterior Property Maintenance Codes 302.1, 307.1 and 307.2.

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

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

The Board hereby directs the Portage County Prosecutor 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.

The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Portage County Prosecutor.

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

RES # 23-214 A motion by Jim DiPaola, seconded by Vince Coia

WHEREAS, the Township Zoning Inspector has notified the Landowner of 6759 Sumner, Parcel #29-311-12-00-205-000 in Ravenna Township, Portage County, Ohio that they are in violation of sanitation and rubbish and garbage at the premises. Pursuant to Township Exterior Property Maintenance Codes 302.1, 307.1 and 307.2.

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

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

The Board hereby directs the Portage County Prosecutor 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.

The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Portage County Prosecutor.

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

RES # 23-215 A motion by Jim DiPaola, seconded by Vince Coia

WHEREAS, the Township Zoning Inspector has notified the Landowner of 6819 Henderson, Parcel #29-311-11-00-181-000 in Ravenna Township, Portage County, Ohio that they are in violation of sanitation and rubbish and garbage at the premises. Pursuant to Township Exterior Property Maintenance Codes 302.1, 307.1 and 307.2.

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

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

The Board hereby directs the Portage County Prosecutor 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.

The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Portage County Prosecutor.

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

FIRE DEPARTMENT

Fire Chief Dave Moore was present and reported the following:

Firefighter Ryan Brown submitted his official resignation. The Trustees discussed the repayment of his training classes since his required work period had not been fulfilled.

RES # 23-216 A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter Ryan Brown effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES # 23-217 A motion by Hank Gibson, seconded by Vince Coia to accept the proposed repayment plan suggested by Ryan Brown to repay his Level 2 Fire Training in the amount of \$3,154.02. Ryan will pay \$395.00 bi-weekly for the next four months until the total \$3,154.02 is repaid. Chad Murdock will draft a promissory note. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Bennardo received two sets of boots, the first set were the wrong size and Chief Moore would like to keep the first pair as back up stock for someone else.

RES # 23-218 A motion by Hank Gibson, seconded by Jim DiPaola to approve the additional \$160 of clothing allowance for replacement boots for Firefighter Bennardo. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Chief requested an executive session at the end of the meeting to discuss an employee issue protected by HIPAA.

The bad battery on Unit # 2417 was replaced free of charge. The electrical issues on #2417 are still being investigated.

NEW BUSINESS

TRUSTEES

None.

FISCAL OFFICER

RES # 23-219 A motion by Jim DiPaola, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	406-2023	\$300.00	Villager	Rothgery uniform allow	Fire
B	407-2023	\$350.00	LAAD Graphic Ex	Condemned property sign	Fire
C	408-2023	\$500.00	Bennett Land Title	Title Searches	General

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

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

RES # 23-220 A motion by Jim DiPaola, seconded by Vince Coia to approve the following budgetary changes for Revenue:

Revenue Budget Changes				
Fund #	Fund Name	From	To	Increase (Decrease)
1000	General	\$614,122.00	\$817,000.00	\$202,878.00
2011	MVL Tax	\$80,150.00	\$86,000.00	\$5,850.00
2021	Gasoline Tax	\$135,100.00	\$144,000.00	\$8,900.00
2031	Road & Bridge	\$352,846.00	\$385,000.00	\$32,154.00
2041	Grandview	\$100,950.00	\$94,000.00	(\$6,950.00)
2111	Fire	\$703,614.00	\$737,000.00	\$33,386.00
2281	Ambulance & EMS	\$229,500.00	\$262,000.00	\$32,500.00
2282	EMS Levy	\$287,681.00	\$290,000.00	\$2,319.00
2902	Flagpole Maint Fund	\$0.00	\$15,000.00	\$15,000.00
2906	ARPA First Responder	\$44,254.98	\$44,054.58	(\$200.40)
4401	OPWC	\$120,500.00	\$75,041.34	(\$45,458.66)
4951	Flagpole Bequest Fund	\$10.00	\$453.89	\$443.89

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

RES # 23-221 A motion by Vince Coia, seconded by Jim DiPaola to approve the following regular meeting dates for 2024: Jan 9, 23; Feb 6, 20; March 5, 19 April 2, 16, 30; May 14, 28; June 11, 25; July 9, 23; August 6, 20; September 3, 17; October 1, 15, 29; November 12, 26; December 10, 23 -- note the last meeting is on a Monday. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES # 23-222 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the November 30, 2023 bank reconciliations and financial management reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing information required to be kept confidential by Federal HIPAA law and employee compensation.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:49 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 8:49 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 9:53 pm.

RES # 23-223 A motion by Vince Coia, seconded by Jim DiPaola to authorize a 3 month leave of absence for James Crevar effective December 1, 2023. He is required to use his accrued time off for pay during this time. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

RES # 23-224 A motion by Vince Coia, seconded by Jim DiPaola to authorize sending LifeForce accounts to the Attorney General for collection. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:57 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE