

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MAY 1, 2024

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on May 1, 2024. Trustee Jim DiPaola called the meeting to order at 7:05 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, Road Superintendent Ray Taylor, Fire Liaison Mark Kozak, and Assistant Fiscal Officer Jon Summers. In the audience were residents James Sanders, Louise , Tasha Manjak, and Dennis West.

AUDIENCE

James Sanders said he wants to build 2 duplexes on Fairfield. He found out that it is zoned high density and he needs $\frac{3}{4}$ acre of land. He is asking why it was set up like that. He didn't think the people that set up that rule know what they are talking about. He said the township waited until he put in water and sewer and now tells him that he cannot build. He came to ask if something more can be done. He has 2 more lots on Richardson that are 25' that he can't build on and feels they're no good. He wants to know who is trying to block him. He also discussed the church that he has on Terrill and they were going to put a pump station there and they never did. He had to pay \$10,000 to run water and sewer down to Terrill. He believes that promises were made to him that were not kept and he wants to know who is taking land from him. Hank asked Jim to add some background. Jim said he started working in the township as Zoning Inspector in 2007 and the Zoning code was being worked on at that time and finished in 2008. He said the code states that any lots of record at that time are buildable lots *if* you can meet the setback requirements. There is a minimum square footage for structures. Jim was at the BZA meeting and explained that it is not like someone is trying to take his land from him, but they are looking at the zoning code for the township in the long term. The BZA will meet next week and will hear his case. Mr. Sanders said he feels the neighborhood is zoned incorrectly and would like to change it. Jim DiPaola explained that he can speak with the Zoning Commission to request changes.

Dennis West, the Economic Development Director, came to give an economic update for the township and community. He said much has happened in the last couple of years. The JEDD was dismantled because it was not registered with the state. They are trying to identify buildable areas within high traffic areas and is working on a marketing package. He gave a lot of demographic statistics.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of March 19, 2024. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of April 2, 2024. R/C: 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 April 5, 2024. R/C: Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of April 16, 2024. R/C: 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 April 23, 2024. R/C: Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

Jim 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 May 3, 2024 in the amount of \$75,799.97 and other warrants in the amount of \$44,181.28 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**

Jim and Vince went to the Chinn sewer project meeting held yesterday at the High School. Vince said he feels bad for the senior citizens and those on fixed incomes. Each assessment will be about \$16,500 and will be on their taxes for 20 years. The tap in fee is about \$5,500 and can be financed for 10 years. There are additional fees which are dependent on the house locations and many other factors.

The Board of Elections has sent the certification of the election results for the Fire 6.1 mil levy. Their certification indicates the following: For the levy – 972; against the levy – 703; total votes – 1,675.

RES #24-044 To Expire an Additional Levy for Tax in Excess of the Ten Mill Limitation for the Purpose of Providing Fire Equipment and Staff. A motion by Hank Gibson, seconded by Jim DiPaola to adopt the following resolution:

WHEREAS, on July 28, 2020, the board of trustees passed resolution #20-074, a resolution of necessity to levy a 5 mil additional tax, and then resolution #20-084, a resolution to proceed with the submittal of that tax to the electors for the purpose described in RC 5705.19(I), to tax an additional levy of in excess of the ten-mill limitation at a rate of 5 mills for each \$1 of taxable value;

WHEREAS, the question of the above levy was submitted to the electors of Ravenna Township in its entirety at the election held on November 3, 2020, and was approved, commencing in 2021 to be collected in 2022, and continuing for 5 years thereafter until 2025, to be collected in 2026.

RESOLVED, the Board now desires to proceed with the expiration of this additional levy, passed through resolutions #20-074 and #20-084, on July 28, 2020, and approved by the electors on November 3, 2020, because the levy is no longer needed and so the Board hereby adopts this Resolution to Expire.

RESOLVED, the board of trustees, wishes for the levy to expire beginning in tax year 2024 to be paid in 2025 and for all years thereafter.

RESOLVED, that the Township Fiscal Officer is hereby directed to certify, to the Board of Elections, Portage County, Ohio, a copy of this resolution to expire a levy and thereafter to the Portage County Auditor.

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

FISCAL OFFICER

A former employee has yet to repay the tuition for his training and is not responding to attempts to contact him.

A motion by Hank Gibson, seconded by Vince Coia to authorize the attorney to send a letter to the former employee regarding repayment of tuition expenses. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We received NOPEC sponsorship funds in the amount of \$1,500 on April 18, 2024 and the rollback of approx. \$87K on April 20, 2024.

We also have received \$387.54 in nuisance abatement in the real estate tax receipts for 6444 Genevieve.

Gail has moved \$245,000 back to Star Ohio.

The ARPA grant report due April 30, 2024 has been timely filed.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

The spring cleanup last Saturday went well, all the dumpsters were filled. Ray thanked everyone who helped.

The brush chipping has begun this week. The crew finished the first round of the township today.

The 2024 Chip and Seal Program is being advertised for bids.

The old air compressor sold on GovDeals.com for \$285.

The landscaping and sidewalk at the township park is now complete. The only portion remaining is to replace the fence. Frank Mounts' quote was \$1,925.00, Daniels Fence was \$1,700 but didn't include the base wire running the perimeter which strengthens the panels and extends the life of the fencing.

A motion by Vince Coia, seconded by Hank Gibson to authorize Frank Mounts to install the fencing in the township park at the quoted price of \$1,925.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve PO #234-2024 to Frank Mounts in the amount of \$2,000.00 to install the fencing in the township park. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray has set up two interviews for Thursday morning for the open Road Crew position. Ray asked if he could hold a special meeting to hire a candidate. The trustees said they could meet Thursday at 5:30 PM if needed.

Ray said there will be one truck going to Windham tomorrow to help with the storm cleanup.

GRANDVIEW CEMETERY

There was one cremation in the past two weeks.

Ray needs to order about 40 yards of mulch for the cemetery. Portage Tree Farm has mulch at \$20.00/yard. He will also be putting more limestone in the driveways as well.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of limestone from Shelly not to exceed \$3,000 for the cemetery driveways. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Kozma Electric got back with Ray and said they will be coming next week to install the generator.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

The BZA will hold a meeting on May 8, 2024 to hear a variance request to have 3 accessory buildings at 5607 Lakewood Rd. They will also continue with the request from their previous meeting on putting two duplexes at 6615 Fairfield.

Lori reviewed the permits and violations issued recently and gave updates on older ones.

RES #24-045 A motion by Jim DiPaola, seconded by Vince Coia to adopt the following:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 2588 Summit Road, Parcel #29-359-00-00-006-005 in Ravenna Township, Portage County, Ohio that they are in violation of unsafe structures (interior and exterior) on the premises. Pursuant to Township Zoning Resolution Codes 117.2, 117.3 and Exterior Property Maintenance Codes 304.1 and 305.1.

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

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.

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:

The Walmart fire pump is out of service and they are on fire watch, which means they have a person constantly walking around monitoring for any signs of fire.

The reimbursement request for the 2024 Eclipse staffing in the amount of \$930.11 has been submitted to the EMA.

Dave requested approval to purchase some heart monitor accessories from Stryker.

A motion by Hank Gibson, seconded by Jim DiPaola to approve the purchase of heart monitor accessories from Stryker in the amount of \$1,586.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Dave had a couple of new recruits he wants to hire.

RES #24-046 A motion by Hank Gibson, seconded by Vince Coia to hire both Max Bruce and Caden Kimberlin as Fire Recruits at the rate of \$12.00/hour pending passage of physicals, drug

testing and criminal background checks. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Dave requested an executive session at the end of the meeting to discuss a matter of employee compensation.

Dave’s truck is going to Sarchione this week for engine shutdown reprogramming.

Engines #2413 and #2414 will be going to FYDA Youngstown for their annual preventative maintenance beginning next week.

The live burn training with Ravenna City at the Wayne County Regional Training Center went very well. 9 of the township’s members attended the training.

NEW BUSINESS

TRUSTEES

Randi Clites agreed to by a member of the Steering Committee for Land Use. That makes four people so far, along with Peggy DiPaola, Frank Hairston and Diane Lee.

FISCAL OFFICER

Sedgewick sent their Third-Party Administration agreement for 2025, along with information on the Group Retrospective Rating program for BWC. The trustees reviewed them.

RES #24-047 A motion by Vince Coia, seconded by Jim DiPaola to authorize and approve the Third-Party Administration agreement with Sedgewick. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #24-048 A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the application for Group Retrospective Rating program with BWC. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The trustees reviewed a proposed agreement with CTMS for monthly cybersecurity scanning.

RES #24-049 A motion by Hank Gibson, seconded by Vince Coia to approve amending our agreement with CTMS to include the monthly Cybersecurity Scanning. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #24-050 A motion by Vince Coia, seconded by Hank Gibson to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	234-2024	\$2,000.00	Frank Mounts	Replace fence at the park	General
B	241-2024	\$3,480.00	Sedgewick	BWC TPA	General
C	242-2024	\$500.00	Staples	Supplies	Road
D	243-2024	\$800.00	Portage Tree Farms	Plants	Grandview
E	244-2024	\$3,000.00	Shelly Materials	Limestone	Grandview
F	245-2024	\$1,586.00	Stryker Sales Corp	Defibrillator supplies	Fire
G	246-2024	\$548.61	Villager Business Solutions	Uniforms, Cook and backstock	Fire
H	247-2024	\$315.23	Centerra	Supplies	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.

A motion by Hank Gibson, seconded by Vince Coia to accept the \$2,000.00 Wal-Mart Grant for fire equipment. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Mark said he has an updated procurement policy that needed adopting. It was discussed.

RES #24-051 A motion by Hank Gibson, seconded by Jim DiPaola to adopt the following:

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, non-entitlement 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 and other federal funds are 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.0 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 \$50,900. 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 Federal Funds, including 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.

3. 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.

4. 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.

5. 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.

6. Pursuant to the interest and importance of the inclusion of small and minority businesses, women's business enterprises, and labor surplus areas as detailed in 2 C.F.R. § 200.321, the township shall take the following necessary and affirmative steps:

A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in [paragraphs \(6\)\(A\)](#) through [\(E\)](#) of this section.

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; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 9:49 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 9:49 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 10:22 pm.

A motion by Jim DiPaola, seconded by Vince Coia to authorize participation in a retrogression program to retain our Prior Public Protection Classification. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Hank Gibson, seconded by Jim DiPaola to adjourn the meeting at 10:22 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE