

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 10, 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 December 10, 2024. Trustee Jim DiPaola called the meeting to order at 7:04 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola, and Hank T. Gibson, Fiscal Officer Gail Pittman, Acting Fire Chief Heather Sweitzer, Fire Dept. Liaison Mark Kozak, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, and Asst. Fiscal Officer Jon Summers.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of November 21, 2024. 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 November 25, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of November 26, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Jim 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 December 13, 2024, in the amount of \$93,182.39 and other warrants in the amount of \$37,954.10 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mr. DiPaola, yes. Motion Passed.

AUDIENCE

OLD BUSINESS
TRUSTEES

Regional Planning sent a notification of a replat for Kenneth Ottrix on Skeels St.

NOPEC sent a flyer of their electric rates for the next year.

Vince said the streetlights are all back on around the Skeels area.

Hank gave a review of the Maple Grove Cemetery meeting he and Vince attended.

FISCAL OFFICER

RES 24-169 A motion by Vince Coia, seconded by Hank Gibson to approve the payment of Fire Academy at the University of Akron for Spring 2025 class for Caden Kimberlin at a cost of \$3,900.00 plus the cost of books at \$139.95 on the condition that he signs a tuition repayment agreement. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

There was a short discussion of recruit Varner's fire school.

Gail had CTMS come in and discuss IT needs. The Windows 10 support ends in October 2025. We are able to upgrade the operating system for most of the desktops and laptops which will

give them another year or so of use. The state will be replacing Gail's computer in February and she would like to replace Jon's computer at the same time since they interact with each other. The server's operating system is not eligible for an upgrade. CTMS is pricing the options for replacement of that and also the VPN SonicWall and two fire department desktops. The wireless access points and bridge to the meeting room are still good, as are Vince's and the Fire Chief's laptops.

RES 24-170 A motion by Vince Coia, seconded by Jim DiPaola to approve the purchase of two desktop computers for the fire department from CTMS at the cost of \$2,379.86. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail noted that the Economic Developer came for only one of the contractually required four status updates through the year. Jim said he would speak with him and get him to come to one of the January meetings.

Gail asked Heather to watch the spending better within the fire department. Her department were purchasing supplies without verifying the remaining amounts left on the purchase orders.

Gail requested an executive session at the end to discuss information required to be kept confidential by HIPAA and to discuss employee compensation.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The front tires on both the 2012 and 2020 F-550s were replaced.

The first plow of the season went well. Our newest employee did fine for his first time out.

The new fire resistant room for the cemetery records is just about complete. Ray showed pictures of the new area. There is plenty of space for future records and his whole office looks great.

GRANDVIEW CEMETERY

In the last two weeks, there was one burial.

Chad has a response from the company regarding the mix up with the mausoleum heater. The company will take it back and give a refund. Ray has it packed and ready for pickup.

A motion by Vince Coia, seconded by Hank Gibson to have HVAC Direct pick up the wrong heater and reimburse the township. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray spoke to a person who has a cremation bench and they are wanting to purchase another one and place the two close together. There is also an area where there are pines growing and covering the current markers. Ray is going to have to remove a couple of the pines, so he is wondering if the trustees would be ok if he takes those trees out and places the benches in a newly defined island plot? After a short discussion on plot sizes and costs, the trustees thought it would be ok and told Ray he should plant a couple of pines in another area to make up for the ones being removed.

A motion by Vince Coia, seconded by Jim DiPaola to authorize Ray to modify the cemetery plans by inserting a couple of 2-foot by 4-foot cremation plots in a newly designed island and also to replace two pines needing removal. Also to authorize the fee to be charged for the cremation

bench equal to the charge for two footers. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori reviewed the current court cases and recently issued permits and violations. She asked the trustees for a motion to have the court case for 6604 Fairfield dismissed. The people have cleaned up their property and have covered the cars.

A motion by Jim DiPaola, seconded by Vince Coia to have the court case # 2024CV00827 dismissed for zoning violation, 6604 Fairfield as the property owners have cleaned up the property and have covered the junk vehicles. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The BZA will meet on December 11, 2024, for 3 hearings: gas station/mini mart at 2633 SR 59; exterior wall signs for a Taco Bell; and a solar farm at 7639 SR 14.

FIRE DEPARTMENT

Acting Fire Chief, Captain Sweitzer was present and reported the following:

Heather had a quote from Stryker for a reusable SpO2 sensor.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of a replacement adult reusable SpO2 sensor from Stryker at the cost of \$434.72. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Jim reviewed a quote from Hastings Air-Energy Control for repairs to the Plymovent system. The trustees questioned the need to repair the system on the lower bays since those are used by gas vehicles, not diesel. They asked Jon whether there were any problems with fumes in the lower offices and he said no, not usually, just smells from the floor drains occasionally. It was decided to have the quote redone for just the upper bays and to have Jon purchase 2 CO monitors to be installed in the lower offices.

The two LifePac15's that were sent to Stryker for a recall have been tested and are OK, no repairs necessary. One has been returned, the other is on its way back.

Vehicle #2411, the squad out for a remount, is now in PA awaiting graphics. Heather will submit the graphic package this week and the squad should be here soon.

The leaking regulator on the MACO SCBA compressor has been fixed.

Captain Collins said the garbage disposal in the kitchen is leaking. He can replace it if we could buy a new one. Gail said there is enough money on PO#29-2024 to cover that.

A motion by Hank Gibson, seconded by Vince Coia, to approve the purchase of a new garbage disposal for the fire department kitchen, estimated to cost about \$180.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

None

FISCAL OFFICER

RES #24-171 A motion by Jim DiPaola, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	412-2024	\$600.00	Capital One	Supplies	Fire
B	413-2024	\$2,020.37	MES	Flow testing	Fire
C	414-2024	\$3,900.00	Univ of Akron	Kimberlin Fire Academy	Fire
D	415-2024	\$1,495.83	Kayline	Supplies	Fire
E	416-2024	\$139.95	Chase Card	Kimberlin fire aca. Book	Fire
F	417-2024	\$2,379.86	CTMS	2 desktop pc's	Fire
G	418-2024	\$434.72	Stryker	SpO2 sensor	Fire

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

Financial reports were distributed in excel format to the Trustees and department.

RES 24-172 A motion by Vince Coia, seconded by Hank Gibson to set regular meetings for 2025 as: Jan 7,21, Feb 4,18, March 4, 18, April 1, 15, 29, May 13, 27, June 10, 24, July 8, 22, August 5, 19, Sept 2, 16, 30, Oct 14, 28, Nov 10, 25, Dec 9, 23 . R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail is meeting OTARMA on December 17, 2024 for a cyber system audit. Melissa is currently working on updating the IT inventory.

The BWC payment for next year was mistakenly left off the earlier payment list for approval.

A motion by Vince Coia, seconded by Jim DiPaola to approve the payment of \$27,503.00 to the Bureau of Workers Compensation for the year 2025. 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 matters required to be kept confidential by HIPAA and employee compensation.

A motion by Hank Gibson, seconded by Vince Coia to suspend the Regular session at 8:36 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter Executive session at 8:36 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 10:18 pm.

RES #24-173 A motion by Hank Gibson, seconded by Vince Coia to write off the balance on the referenced account billed by LifeForce. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize placement of cameras in all garage bays and to replace broken cameras and also to authorize PO# 419-2024 in the amount of \$2,000.00 to Detect Alarm System to provide and install the cameras. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to declare the monitors and old equipment in the storage room obsolete and to authorize their disposal. 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 10:32 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

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