

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MARCH 24, 2020

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on March 24, 2020. Trustee Hank Gibson called the meeting to order at 7:03 P.M.

Roll call showed the following present: Trustees Pat Artz and Hank Gibson, Assistant Fiscal Officer Jon Summers. Trustee Vince Coia, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, and Road Superintendent Ray Taylor were absent.

AUDIENCE

None

REGULAR BUSINESS

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Regular Meeting of March 10, 2020. R/C: Mrs. Artz, 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 Hank Gibson, seconded by Pat Artz to approve payroll warrants for March 27, 2020 in the amount of \$35,563.31 and other warrants in the amount of \$58,506.35 with warrants over \$1,000.00 being read aloud for approval. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

None.

FISCAL OFFICER

None.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was absent and submitted the following report:

The Spring cleanup scheduled for April 11th needs to be postponed.

A motion by Hank Gibson, seconded by Pat Artz to postpone the April 11th spring cleanup event until further notice due to the COVID-19 crisis. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The new 2020 F550 chassis is here and can now be sent out to have the plow and bed built out. Ray would like to take it to Quality Trucking in Youngstown. They did our last truck and did a good job, the turnaround was about 2 months. They've quoted \$31,898 to do the buildout.

A motion by Hank Gibson, seconded by Pat Artz to send the new 2020 Ford F550 to Quality Trucking in Youngstown to do the buildout for the quoted price of \$31,898.00. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Road Dept has been cleaning and sanitizing and working on the salt shed repairs. So far we've spent about \$6,300 on the shed repairs. We'll need to purchase two more pallets of concrete from Quikrete at about \$207/pallet.

GRANDVIEW CEMETERY

There have been 5 burials since the last meeting. All burials until further notice will be drop off only due to the COVID-19 crisis. The funeral homes have been notified.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was absent and submitted the following report:

Jim is working with the Land Bank by conducting property inspections on parcels being taken to court for foreclosure.

Property owner New America Inc. (Mark Smith) has been cited for dumping scrap tires on 4 properties on Terrill St. in the McElrath Community.

The drop off box for Zoning Dept. applications and correspondence has been received and will be installed in the Fire Dept. lobby by the Road Department.

LIAISON

The meeting with NDS, Norfolk Southern and property owners to relocate a private drive and close the private railroad crossing on South Prospect St. has been cancelled due to the COVID-19 crisis and will be rescheduled at a future date.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and submitted the following report:

The amendment on the FEMA grant has been approved and additional radios are ordered. A partial fund request has been made for the radios that are in.

A thermometer has been purchased and daily temperature checks on employees have been initiated.

The three roof water leaks previously repaired are leaking again. Water is making its way down into the phone system panel again.

Engine 2413 is out for preventative maintenance. There is an additional \$1,500 in repairs needed to replace worn out parts in the front end of the truck. Hank wondered if that should be covered under warranty and texted Mark. Mark responded that we've had the truck for 5 years now and these normal wear and tear repairs are not under warranty.

NEW BUSINESS**TRUSTEES**

None.

FISCAL OFFICER

Jon's desk has arrived and he has just finished assembling all the parts. Hopefully his office will be in order soon.

Ohio Deferred Comp has notified us that we must start submitting our withholdings electronically now since they won't be checking their mail due to the virus. Gail needs to set up a new account at the bank.

RES # 20-022 A motion by Hank Gibson, seconded by Pat Artz to authorize the opening of a new account at Chase for the purposes of making electronic payments. R/C: Pat Artz, yes; Hank T Gibson yes, Motion Passed.

RES # 20-023 A motion by Hank Gibson, seconded by Pat Artz to authorize the Fiscal Officer to transfer money into the new account as necessary to make the needed electronic payments. The transfers will be reported within the normal disbursement reporting at each meeting and the bank account will be included with the normal reconciliation reporting each month. R/C: Pat Artz, yes; Hank T Gibson yes, Motion Passed.

Gail would like the Trustees to consider opening a \$200.00 petty cash fund for the Fire Department to be controlled by Mark.

RES # 20-024 A motion by Pat Artz, seconded by Hank Gibson to adopt the following policy and authorize the creation of a new fund:

Due to the current COVID-19 crisis, a fund to cover miscellaneous urgent purchases by the Fire Department is needed. The Trustees authorize that such a fund in the amount of \$200.00 be set up. The Fire Chief will be responsible for the fund and will secure the fund. The Chief will obtain all receipts matching the disbursements from the fund, and all purchases will follow the normal purchasing policy. A physical count of the funds money will be done at the end of each month and a tally sheet of the fund along with the receipts for expenditures will be turned in the to Fiscal Officer. Random counting of the fund will be done by the Fiscal Officer and/or the State Auditors to ensure compliance.

R/C: Pat Artz, yes; Hank T Gibson yes, Motion Passed.

RES # 20-025 A motion by Hank Gibson, seconded by Pat Artz to approve the POs and BCs listed:

- a. PO #216-2020 in the amount of \$33,000.00 to Quality Truck Body & Equipment for build out of new truck from the Road fund
- b. PO #217-2020 in the amount of \$800.00 to Chase Card Services for Carbonite backup renewal from the General fund
- c. PO #218-2020 in the amount of \$2,000.00 to FYDA Freightliner Youngstown for repairs from the Fire fund
- d. PO #219-2020 in the amount of \$2,000.00 to Cost Recovery Corp for fees from the EMS fund.
- e. PO #220-2020 in the amount of \$1,000.00 to Quikrete Cleveland for concrete from the General fund.
- f. PO #221-2020 in the amount of \$4,000.00 to Robert Romea Roofing & Contracting for roof repair from the General fund.
- g. PO #222-2020 in the amount of \$250.00 to Mark Kozak to open a petty cash account for the Fire department and replenish the Zoning petty cash from the Fire fund.
- h. PO #223-2020 in the amount of \$3,000.00 to Fire Recovery USA for crash billing fees from the EMS fund.

R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

RES # 20-026 A motion by Pat Artz, seconded by Hank Gibson to approve sending all the EMS account dispositions recommended by LifeForce to collections. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Pat Artz, seconded by Vince Coia to adjourn the meeting at 7:34 pm. R/C: Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE