

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF APRIL 7, 2020**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on April 7, 2020. Trustee Vince Coia called the meeting to order at 7:00 P.M.

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

**AUDIENCE**

None

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of March 24, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Special Meeting of March 31, 2020. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was available in the Fiscal Office for public viewing by appointment during normal business hours.

A motion by Hank Gibson, seconded by Pat Artz to approve payroll warrants for April 10, 2020 in the amount of \$48,865.03 and other warrants in the amount of \$28,105.56 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:  
TRUSTEES**

The Trustees discussed how to revise the policy manual to cover paying accumulated sick leave to a deceased employee. The original policy was:

**SECTION 4.14 SICK LEAVE RETIREMENT PAYOUT**

Full-time employees, with ten (10) or more years of full-time continuous service with the Employer, who retire from employment under the rules and regulations of the retirement system, may elect at the time of retirement to be paid in cash for any unused sick leave the employee may have. Such payout shall be determined by the rate of fifty percent (50%) of all unused sick leave.

**RES # 20-028** A motion by Pat Artz, seconded by Vince Coia to adopt the changes to Section 4.14 Sick Leave Payout as follows:

**SECTION 4.14 SICK LEAVE PAYOUT**

Full-time employees, with ten (10) or more years of full-time continuous service with the Employer, who retire from employment under the rules and regulations of the retirement system, may elect at the time of retirement to be paid in cash for any unused sick leave the employee may have. The estate of an employee deceased during active employment will be eligible for payout as if they had retired. Such payout shall be determined by the rate of fifty percent (50%) of all unused sick leave.

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

**FISCAL OFFICER**

None.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Ray was absent and submitted the following report:*

The Road Dept. has been working on the salt shed which is ahead of schedule.

The new truck has been dropped off at Quality Trucking for the build out.

We are going to dye test the roof drains to see if the Fire Dept. roof leaks are originating from that point. If so, they will work on sealing that area.

A dumpster is needed to haul away the old wood from the salt shed. Richey Lofton quoted \$550.00 for a 20 yard container.

The Road Crew is currently all healthy and continue to sanitize and clean daily.

**GRANDVIEW CEMETERY**

The township needs to purchase mulch for the cemetery. Yost Landscaping quoted \$660.00 for 30 yards. Ravenna High School community will not be available this year to help spread it, so Ray would like to get started on it early.

There have been 3 burials in the past two weeks.

**ZONING DEPARTMENT**

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

Jim continues to work with the Land Bank by conducting property inspections on parcels being taken to court for foreclosure. They are concentrating on the McElrath and Skeels communities.

The Zoning Office was contacted by property owners Mary Bell and Mark Smith (New Incorporated America) regarding the Violation Notice they received on the junk tires. A good 45 minutes was spent discussing the issue. The owners were told they could appeal the Zoning Inspector's decision to the Board of Zoning Appeals.

The question of when to bring back Carolyn to her duties as zoning secretary was discussed.

**RES # 20-029** A motion by Pat Artz, seconded by Hank Gibson to lay off Carolyn Chambers, performing in a non-essential position, effective from March 25 until the Health Department's stay at home order expires. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The March Zoning Report was submitted.

**LIAISON**

Jim assisted the Fire Department with pickup and drop-off of fire apparatus out for service or repair.

**FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present and submitted the following report:*

The amendment on the FEMA grant has been approved and additional radios have been received. We have received a partial fund request the mobile radios are still on backorder.

We will be receiving a FM Global Grant for smoke detectors in the amount of \$4,664 sometime in April.

**RES # 20-030** A motion by Hank Gibson, seconded by Vince Coia to terminate Michael Wolf's employment effective immediately. He is a probationary firefighter recruit who has not reported since last year. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 20-031** A motion by Hank Gibson, seconded by Vince Coia to authorize the hiring of Bryan Mitchell as part time Firefighter EMT Basic at the rate in accordance with CBA. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark said he was having trouble purchasing EMS supplies quickly under the current purchasing policy and requested a partial suspension of the purchasing rules related to those supplies.

A motion by Hank Gibson, seconded by Vince Coia to authorize Mark to purchase EMS supplies up to \$1,000.00 without separate prior approval throughout the remainder of this year. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize the uniform allowance to be paid either by a PO to the uniform company or directly on the paycheck, whichever the employee requests. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize Mark to engage a company to do disinfecting of the building on a monthly basis for the time being, with the admin and road lunchroom areas included in the first month, the fire lunchroom included in subsequent months. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The preventative maintenance has been completed on #2418 and #2413. Engine 2413 had new rear brakes installed.

Mark presented the March Fire Report.

## **NEW BUSINESS**

### **TRUSTEES**

As a follow up to the emergency meeting held on March 31, 2020 regarding the FFCRA Emergency Sick Leave Policy, the Trustees analyzed and discussed what they wanted to do for the Fire and Road employees since they previously voted to exclude emergency responders from that law.

**RES # 20-032** A motion by Vince Coia, seconded by Hank Gibson to mirror the FFCRA Emergency Sick Leave policy for qualifying reasons 1, 2 and 3 for both the Road and Fire Department employees effective April 1, 2020 through December 31, 2020 to be included on a separate leave allowance. There is no provision for additional FMLA for other reasons. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

**RES # 20-033** A motion by Vince Coia, seconded by Pat Artz to approve the POs and BCs as listed:

- a. PO #224-2020 in the amount of \$1,000.00 to Bob Sumerel Tire Co for tires from the Fire fund
  - b. PO #225-2020 in the amount of \$500.00 to McMaster-Carr Supply Co for supplies from the EMS fund
  - c. PO #226-2020 in the amount of \$1,000.00 to McMaster-Carr Supply Co for supplies from the Fire fund
  - d. PO #227-2020 in the amount of \$800.00 to Yost Landscaping & Nursery for mulch from the Grandview fund
  - e. PO #228-2020 in the amount of \$600.00 to Loftin FABET for dumpster for salt shed debris from the General fund
  - f. BC #9-2020 in the amount of \$5,000.00 for supplies from the Fire fund.
  - g. PO #229-2020 in the amount of \$1,000.00 to Bound Tree Medical for supplies from the Fire fund.
  - h. PO #230-2020 in the amount of \$325.00 to Witmer Public Safety Group for uniforms for Heather Sweitzer from the Fire Fund
- R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:42 pm.  
R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE