

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING OF JULY 20, 2020

The Ravenna Township Board of Trustees met in Special Session at the Ravenna Township Trustee’s Meeting Room, 6115 Spring Street, Ravenna, Ohio, on July 20, 2020. Trustee Vince Coia called the meeting to order at 5:00 P.M.

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

The purpose of the meeting was to review and discuss the Personnel Policy Manual written by Clemans, Nelson & Associates.

Parts of Chapter 4 (Timecards/Travel Expenses/Credit Cards/Insurance Benefits/Sick Leave) were reviewed and suggestions for edits, alternate phrasing, etc. were discussed and noted. We left off on page 41, section 4.14

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 7:08 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE