

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF JULY 28, 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 July 28, 2020. Trustee Vince Coia called the meeting to order at 7:03 P.M.

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

Jimmie Worley, Deseree Perry and JoAnn Stikes were in the audience.

**REGULAR BUSINESS**

A motion by Pat Artz, seconded by Hank Gibson to approve the minutes of the Public Hearing of July 14, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of July 14, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of July 20, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Vince 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 Vince Coia to approve payroll warrants for July 31, 2020 in the amount of \$33,205.83 and other warrants in the amount of \$40,376.87 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank requested that CTMS be contacted to come in when the new computer equipment arrives to setup and verify everyone knows how to remote in.

**OLD BUSINESS:**  
**TRUSTEES**

The resolutions to proceed for the levies on the November elections were reviewed and passed.

**RES #20-083** A motion by Vince Coia, seconded by Pat Artz to adopt the following resolution to proceed with placing on the ballot an additional levy for the purpose of a tax in excess of the ten mill limitation pursuant to Ohio Revised Code Sections 5705.19(A); 5705.191 & 5705.25.:

Whereas, on the 14th day of July 2020, the board of trustees passed a resolution declaring the necessity, for the purpose described in RC 5705.19(A), for the renewal of the tax levy of a tax in excess of the ten-mill limitation, at a rate of 3.5 mills for each one dollar of valuation.

Whereas, the Portage County Auditor has certified to the board of trustees that the dollar amount of revenue that would be generated by the 3.5 mills tax levy will be \$250,673 based on the current assessed valuation of the Township of \$150,182,340.

Resolved, by the board of trustees, with at least two-thirds of all members elected thereto concurring, that the board desires to proceed with the submission of the question of renewal of the tax levy at the rate of 3.5 mills for each one dollar of

valuation, which amounts to 35 cents (\$0.35) for each one hundred dollars of valuation, to the electors of Ravenna Township.

Resolved, that the tax levy will be for 5 years and such levy will include a levy on the tax list commencing in the tax year 2021, first due in calendar year 2022, if approved by a majority of the electors voting thereon.

Resolved, the question of such renewal tax levy shall be submitted to the electors of Ravenna Township in its entirety at the election to be held therein on November 3, 2020.

Resolved, that the Township Fiscal Officer is hereby directed to certify, not less than 90 days prior the general election, to the Board of Elections, Portage County, Ohio, a copy of the resolution dated July 14, 2020, along with a copy of this resolution to proceed, together with the certification on the Portage County Auditor, and notify the board of elections to cause notice of the election on the question of levying the tax to be given as required by law.

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

**RES #20-084** A motion by Vince Coia, seconded by Hank Gibson to adopt the following resolution to proceed with placing on the ballot an additional levy for the purpose of a tax in excess of the ten mill limitation pursuant to Ohio Revised Code Sections 5705.19(I); 5705.191 & 5705.25.:

Whereas, on the 14th day of July 2020, the board of trustees passed a resolution declaring the necessity, for the purpose described in RC 5705.19(I), for the renewal of the tax levy of a tax in excess of the ten-mill limitation, at a rate of 5 mills for each one dollar of valuation.

Whereas, the Portage County Auditor has certified to the board of trustees that the dollar amount of revenue that would be generated by the 5 mills tax levy will be \$630,036 based on the current assessed valuation of the Township of \$150,182,340.

Resolved, by the board of trustees, with at least two-thirds of all members elected thereto concurring, that the board desires to proceed with the submission of the question of renewal of the tax levy at the rate of 5 mills for each one dollar of valuation, which amounts to 50 cents (\$0.50) for each one hundred dollars of valuation, to the electors of Ravenna Township.

Resolved, that the tax levy will be for 5 years and such levy will include a levy on the tax list commencing in the tax year 2021, first due in calendar year 2022, if approved by a majority of the electors voting thereon.

Resolved, the question of such renewal tax levy shall be submitted to the electors of Ravenna Township in its entirety at the election to be held therein on November 3, 2020.

Resolved, that the Township Fiscal Officer is hereby directed to certify, not less than 90 days prior the general election, to the Board of Elections, Portage County, Ohio, a copy of the resolution dated July 14, 2020, along with a copy of this resolution to proceed, together with the certification on the Portage County Auditor, and notify the board of elections to cause notice of the election on the question of levying the tax to be given as required by law.

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

No communications have been received by the township from the City of Ravenna regarding the Maple Grove Union Agreement withdrawal request dated June 5, 2020. Minutes from their July 13, 2020 meeting were forwarded to the Township today from the council clerk.

### **FISCAL OFFICER**

None.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray submitted the following report:*

The chipper needs new blades. Vermeer has them for \$171.74.

A motion by Vince Coia, seconded by Pat Artz to authorize purchasing chipper blades from Vermeer at the cost of \$171.74. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray presented the salt purchasing contract with the City of Ravenna and it was discussed.

**RES #20-085** A motion by Vince Coia, seconded by Hank Gibson to accept the Agreement for purchase of salt from the City of Ravenna at the price of \$56.78/ton. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The backhoe needs another repair which will be covered under warranty. The only cost will be for transportation of the repair person.

Repairs of the roads around Cotton Corners has begun.

Ray requested an executive session at the end of the meeting to discuss an employee matter.

#### **GRANDVIEW CEMETERY**

There was one burial and one cremation in the past two weeks.

#### **ZONING DEPARTMENT**

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

The Zoning Commission met Wednesday, July 15, 2020 to discuss temporary buildings and structures, event centers, solar power and shooting ranges. Language for updated sections were reviewed and the next meeting will be held on August 19, 2020 at 7:00 pm.

Jim went to court on Monday, July 27, 2020 and obtained an administrative search warrant for 6782 Garfield in the McElrath community. The warrant will be executed on Wednesday, July 29, 2020 with the Fire Building and Health Departments.

Jim attended two Zoom meeting with Todd Peetz and Dennis West and discussed land uses in several JEDD areas and a recent tour Dennis West had with a potential developer.

#### **LIAISON**

Jim continues to work with the Fire Dept on several matters.

#### **FIRE DEPARTMENT**

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

Mark is working with Gail and Jon to start the invoice process to reimburse for items purchased under the FEMA Public Assistance Reimbursement Program grant. They will be meeting on August 4, 2020.

Mark has several part time candidates he would like to hire.

**RES # 20-086** A motion by Hank Gibson, seconded by Vince Coia to hire the following part time employees pending drug screen, physical and background checks with pay rates in accordance with the part time CBA : a) Alex Ciptak as FF/EMT; b) Alex Wilson as FF/Paramedic; c) Mitchell Tikkanen as FF/EMT; and d) Seth Shier as FF/EMT. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Recruit Zach Heffley has passed all of his pre-hire requirements and can start working now, so Mark would like to send him to EMT Basic School and use \$1,200 of EMS grant proceeds to pay for the training. He will sign a two-year employment agreement.

A lot of the shifts are being staffed with 3 lately.

Tanker 2418's door will be repaired sometime next week.

The Jeep and squads will be out for their semi-annual preventative maintenance soon.

### **AUDIENCE**

Jimmie Worley and Deseree spoke about concerns they have in the Skeels development. Hank is going to do some research and see if he can get a small meeting together of interested parties to discuss the concerns. They also asked if there was going to be a trash pickup. Vince told them that it would be a drop off, not curbside and the date is to be determined later because of the coronavirus.

### **NEW BUSINESS**

#### **TRUSTEES**

Vince said that PC Engineers and ODOT are in the planning stages to rework intersections at Cleveland and SR 14 and Infirmary and SR 14 in order to try to make them safer. There is a virtual meeting to discuss and Vince, Mark and Jim will participate on August 4, 2020 at 2pm

Vince received a request from Peggy DiPaola about the annual review for Dennis West as the Economic Developer and about the Township's financial commitment. The trustees discussed and agreed that a continuation of the agreement was in the best interest of furthering economic development in the township.

**RES # 20-087** A motion by Vince Coia, seconded by Pat Artz to approve funding for year two of the economic development at the same level as year one and to approve his contract for a second year. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Vince asked about the plan for hazard mitigation. There had been no updates.

### **FISCAL OFFICER**

**RES # 20-088** A motion by Vince Coia, seconded by Pat Artz to approve the POs and BCs as listed:

- a. PO #303-2020 in the amount of \$8,800.00 to Ohio Edison for electric for streetlights from the Streetlight funds
- b. PO #304-2020 in the amount of \$1,500.00 to Stryker Sales Corp for heart monitor battery charger from the EMS fund

- c. PO #305-2020 in the amount of \$125.00 to Ohio Fire Chiefs' Assn for dues from the Fire fund
- d. PO #307-2020 in the amount of \$500.00 to UH Corporate Health for drug screening and physicals from the Fire fund
- e. PO #308-2020 in the amount of \$1,200.00 to UH EMS Institute for EMS from the EMS fund
- f. PO #309-2020 in the amount of \$500.00 to Vermeer Sales for repairs from the Road 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.

**RES # 20-089** A motion by Vince Coia, seconded by Pat Artz to modify the Appropriation Budget as follows:

- a. Appropriation in fund #2272 from \$0 to \$70,381.49, an increase of \$70,381.49
- b. Appropriation in fund #2901 from \$11,859.99 to \$41,939.07, an increase of \$30,079.08.

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

The Insurance renewal policy was forwarded today. The premium is \$20,561.00 this year, as opposed to \$20,201.00 last year.

**RES #20-090** A motion by Pat Artz, seconded by Vince Coia to approve and accept the proposed insurance policy from OTARMA in the amount of \$20,561.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Gail received from Chris Meduri a proof of claim related to the opioid matter in the Purdue Pharma case; this is related to a claim with regard to the County. We received limited information as Chris was under time constraints and was not able to provide further information.

Hank believed that the County dropped the ball on this one and the claim should have been submitted a long time ago. Other jurisdictions in the state have already received money quite a while ago and funds now left could be significantly lower than if the claim had been filed earlier.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employee leave issue required to be private under HIPAA.

A motion by Pat Artz, seconded by Vince Coia to suspend Regular session at 8:26 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to enter into Executive session at 8:26 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, and Road Supervisor Ray Taylor.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 8:43 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 8:43 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, and Road Supervisor Ray Taylor.

The purpose of the Executive Session was to discuss an employee leave issue required to be private under HIPAA.

**RES # 20-091** A motion by Vince Coia, seconded by Hank Gibson to require any employees who have traveled to states with rising COVID-19 infection rates of 15% or higher to self-quarantine for 14 days upon their return and will be permitted to use accumulated time off in accordance with the Employee handbook or take unpaid leave. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:40 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
TRUSTEE