

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 25, 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 August 25, 2020. Trustee Vince Coia called the meeting to order at 7:14 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, Fire Chief Mark Kozak and Assistant Fiscal Officer Jon Summers. Todd Peetz from Portage County Regional Planning and Brent Bencze from Portage County Prosecutor's Office were in the audience.

AUDIENCE

Mr. Todd Peetz from Portage County Regional Planning was present and discussed fair housing information and a related grant.

Pursuant to R.C 121.22(g) Executive Session was requested to consult with the Portage County Prosecutor regarding pending litigation.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 7:19 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 7:19 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 Brent Bencze.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 7:28 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to re-enter into Regular session at 7:29 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 Brent Bencze.

The purpose of the Executive Session was to consult with the Portage County Prosecutor regarding pending litigation.

RES # 20-100 A motion by Vince Coia, seconded by Hank Gibson to authorize the Portage County Prosecutor's Office to dismiss the zoning case against Dominic Ciano. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Vince Coia to table approval of the minutes of the Special Meeting and the Regular Meeting of August 11, 2020, and of the Emergency Meeting of August 21, 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 Vince Coia, seconded by Pat Artz to approve payroll warrants for August 28, 2020 in the amount of \$31,771.00 and other warrants in the amount of \$94,581.16 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

Vince asked about finding someone to take care of the township website. Gail said she had spoken with Justin from CTMS today and he will be offering some suggestions. The Trustees discussed the problems with holding the meetings in the fire bay.

A motion by Hank Gibson, seconded by Vince to authorize the purchase of microphones and speakers up to \$1,000.00 for holding meetings in the fire bay. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Pat asked Ray if Steve Colecchi had reached him. Apparently, he has some deeds for Grandview Cemetery.

FISCAL OFFICER

Gail discussed the necessary equipment needed for remote working and holding the meetings while maintaining social distancing requirements.

A motion by Pat Artz, seconded by Vince Coia to authorize the purchase of the following equipment to help with working remotely and maintaining social distancing : PDF software, wireless mice, external hard drive/USB drives for back-ups, 2 external dvd/cd drives, laptop cases, tv monitor for the administration area, projector and screen for the meetings. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Gail is working on getting additional quotes for docking stations, monitors, mouse/keyboard combos, Wi-Fi boosting equipment, Wi-Fi guest access, laptops for zoning boards and 2 telephones to forward the phones.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray submitted the following report:

The chip and seal project around Cotton Corners is complete. Ray received a quote from the Portage County Engineer's office to stripe the roads for \$833.42.

A motion by Vince Coia, seconded by Hank Gibson to approve having the Portage County Engineer stripe the roads around Cotton Corners for the price of \$833.42. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray will be working on crack sealing selected roads next.

A motion by Vince Coia, seconded by Pat Artz to approve purchasing two skids of crack seal from DJL Material at a cost of \$2,470.50. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The roofers have completed the inside and outside work on the fire bays. There were a few minor issues that have been worked out, but over all, they did a good job.

The roadside mower bearings went out on one of the wheels. It is being repaired in-house. Vince said to make sure to check the bearings on the other side while they were working on it.

GRANDVIEW CEMETERY

There were three burials and two cremations in the past two weeks.

A letter needs to be sent to one of the residents regarding excessive decorating. Hank said to run it through the attorney.

ZONING DEPARTMENT

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

The Zoning Commission met Wednesday, August 19, 2020 and voted to add shipping containers to the list of prohibited uses. The next Zoning Commission meeting will be September 16, 2020.

The title search for 6782 Garfield was received from Bennett Title. Jim requested the Trustees hold a public hearing at 6:30 PM on September 8, 2020 regarding the demolition and cleanup.

A JEDD signup meeting with property owners on SR 14 in the Cotton Corners was held on Thursday, August 13, 2020. Eight property owners attended.

There was a request from Antonio Perez, 6055 Patricia Ave, to install speed bumps on Patricia and Rausch and install an additional stop sign on Rausch, due to traffic from Village Estates speeding on Patricia. Ray said he does not want speed bumps on the roads because it will create problems during the winter plowing. Fire Chief Kozak also stated that it could be a problem with access. Stop sign placements would have to go through the County.

LIAISON

Jim has looked into air purification systems to help remove and protect building occupants against the coronavirus and had a quote to do the whole building for \$5,080.00.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of an air purification system for the building from Brandon Heating & Air at a cost not to exceed \$5,200.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank asked Jim to look into the UV light wands used for disinfecting.

FIRE DEPARTMENT

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

The FEMA PPE Grant has been submitted.

Mark is working with Gail and Jon on the FEMA Public Assistance Reimbursement Program grant.

Robert Wolf requested a 6 month leave of absence.

A motion by Hank Gibson, seconded by Vince Coia to authorize the 6 month leave of absence request for Robert Wolf effective August 25, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The ceiling in Mark's office is no longer leaking. The fire bay walls need painted. There is a crack in the fire bay wall where that allows sunlight to shine through.

A motion by Vince Coia, seconded by Hank Gibson to have Benner Masonry come inspect the building. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark would like to open the fire department's kitchen up to allow for better social distancing while on shift.

A motion by Hank Gibson, seconded by Vince Coia to authorize moving forward on building repairs in the Fire Department kitchen. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The mattresses in the sleeping quarters are over 8 years old and he has received numerous complaints about their comfort. Mark would like to replace them.

A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of mattresses from Myers Appliance for no more than \$3,000.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

None.

FISCAL OFFICER

Jon presented the trustees with the calculations of the assessments for streetlights in the lighting districts.

RES #20-101 Hank Gibson moved the adoption of the following resolution, seconded by Vince Coia

To determine the cost and owner assessments for the following lighting districts located in Ravenna Township, for the tax year of 2020 with collection in 2021:

- a) Forest Ridge Lighting District, Phase one (1) and two (2)
- b) Forest Ridge Lighting District, Phase three (3) and four (4)
- c) Pine Ridge Lighting District
- d) PMHA Lighting District
- e) The Reserves of Breakneck Creek
- f) Forest Ridge Lighting District Phase five (5) and six (6)

WHEREAS the Board of Trustees of Ravenna Township, in a legally convened meeting, voted to create lighting districts for the above referenced neighborhoods,

WHEREAS the cost of this lighting district was to be assessed to the lot owners of record and,

WHEREAS the electrical power provider, First Energy Corporation, has provided the cost estimate: \$5.00/month/100 Watt light,

RESOLVED that the yearly cost will be assessed to the lot owner of record as indicated on the Special Assessment form provided by the Portage County Auditor's Office

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

RES # 20-102 A motion by Pat Artz, seconded by Hank Gibson to approve the POs and BCs as listed:

- a. PO #320-2020 in the amount of \$3,500.00 to Coia Implement Sales for roadside mower parts from the Road fund.

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

RES # 20-103 A motion by Hank Gibson, seconded by Vince Coia to approve the POs and BCs as listed:

- a. PO #321-2020 in the amount of \$442.00 to Active 911 for annual subscription from the Fire fund.

- b. PO #322-2020 in the amount of \$5,000.00 to Chase Card Services for remote working equipment and Covid-19 supplies from the 2272 fund.
- c. PO #323-2020 in the amount of \$5,200.00 to Brandon Heating & Air for building air purifier system from the 2272 fund
- d. PO #324-2020 in the amount of \$200.00 to AT&T Mobility National for cell phone from the General fund
- e. PO #325-2020 in the amount of \$750.00 to AT&T Mobility National for cell phones from the Fire fund.
- f. PO #326-2020 in the amount of \$100.00 to Kimble Co. for final dumpster fees from the Grandview fund.
- g. PO #327-2020 in the amount of \$100.00 to Kimble Co for final dumpster bill from the General fund.
- h. PO #328-2020 in the amount of \$800.00 to CTMS for IT Services from the General fund.
- i. PO #329-2020 in the amount of \$500.0 to Staples Business Adv. For zoning supplies from the General fund.
- j. PO #330-2020 in the amount of \$500.00 to Chase Card Services for supplies from the General fund.
- k. PO #331-2020 in the amount of \$500.00 to Walmart Community for supplies from the General fund.
- l. PO #332-2020 in the amount of \$2,000.00 to Municipal Emergency Services for air pack testing and fire extinguisher test from the Fire fund.
- m. PO #333-2020 in the amount of \$8,000.00 to Finley Fire Equipment for fire gear from the Fire fund.
- n. PO #334-2020 in the amount of \$2,000.00 to Lowe's for repairs from the Fire fund.
- o. PO #335-2020 o Bound Tree Medical for 10 cases of gloves from the 2901 fund.
- p. PO #336-2020 in the amount of \$2,600.00 to DJL Material & Supply for material for crack sealing roads from the Road fund.
- q. BC #10-2020 in the amount of \$1,500.00 for Zoning meeting Compensation from the General fund.
- r. PO #338-2020 in the amount of \$5,000.00 to Chase Card Services for COVID related expenses from the 2272 fund.
- s. PO #339-2020 in the amount of \$850.00 to Portage County Engineer for striping roads chip and sealed from the 2011 fund.
- t. PO# 340-2020 in the amount of \$3,000.00 to Myer Appliance for mattresses from the Fire fund.
- u.

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 # 20-104 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the July 2020 bank reconciliation and financial report as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

There will be 27 pay periods this year instead of the normal 26.

RES # 20-105 A motion by Hank Gibson, seconded by Pat Artz to authorize 27 pay dates for 2020 payroll and treat annualized salaries on a per pay basis for 2020. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-106 A motion by Pat Artz, seconded by Vince Coia to authorize the Fiscal Officer to apply for property tax exemption for the Short Street lot, parcel #29-307-10-00-020-000 be filed with the appropriate State and County authorities. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

We received the first distribution of the second half property tax revenue funding.

We will be receiving approximately \$30,000 of additional Covid-19 funding.

The Governor has asked BWC to give back more dividends equal to the 2019 premiums; BWC still needs to approve it, but has so far agreed with the Governor’s requests related to rebates.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:29 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE