

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF OCTOBER 6, 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 October 6, 2020. Trustee Vince Coia called the meeting to order at 7:09 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.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Public Hearing of September 22, 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 Regular Meeting of September 22, 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 Special Meeting of September 28, 2020. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Special Meeting of October 1, 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 Hank Gibson to approve payroll warrants for October 9, 2020 in the amount of \$47,143.57 and other warrants in the amount of \$29,070.37 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

None

OLD BUSINESS
TRUSTEES

Halloween Trick or Treat will be held on Saturday, October 31, 2020 from 3:00 PM to 5:00 PM to coincide with the time that the City of Ravenna has approved. Anyone who has COVID-19 or has been exposed to COVID-19 should not participate; people at high risk are discouraged from participating; basic safety precautions should be maintained such as mask wearing, 6-foot social distancing, carrying and frequently using hand sanitizer, using gloves when handing out candy, etc.

FISCAL OFFICER

CTMS has submitted an estimate of \$4,600.00 for the Wi-Fi upgrade throughout the building for distancing work.

A motion by Vince Coia, seconded by Hank Gibson to accept the CTMS estimate and authorize the Wi-Fi upgrade in the building for the purpose of enhancing the ability of distance working at the cost of \$4,600.00. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray submitted the following report:

The Township Cleanup went well. 3 dumpsters were filled.

Devin Shipp will be starting Thursday, October 8, 2020 as the newest member of the new Road Crew.

The last pickup for brush will be the week of October 19, 2020, then the road crew will be picking up leaf bags until the snow flies.

Ray would like to purchase 2 skids of concrete from Quick Crete totaling \$448.40.

A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of 2 skids of Quick Crete concrete for the price of \$448.40. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

We are still waiting on estimates for touchless bathroom fixtures and toilets.

GRANDVIEW CEMETERY

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

Ray needs to purchase 2 back pack leaf blowers and a 50" yard sweeper for the cemetery. Coia Implement has quoted \$1,268.92 for all three. Also, Ray would like to purchase a bucket for the new Kubota tractor to be used to level off the graves and other small jobs at the cemetery. Coia Implement has one for \$2,900.00.

A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of (2) BR600 back pack leaf blowers at \$399.96 each and a 50" yard sweeper at the cost of \$469.00 for a grand total of \$1,268.92 from Coia Implement Sales. R/C: Vince Coia, abstain; Pat Artz, yes; Hank Gibson, yes. Motion passed.

A motion by Hank Gibson, seconded by Pat Artz to authorize the purchase of a front loader bucket for the new Kubota tractor from Coia Implement Sales at the cost of \$2,900.00. R/C: Vince Coia, abstain; Pat Artz, yes; Hank Gibson, yes. Motion passed.

We are still waiting on a letter from the attorney on the decoration situation at the cemetery.

ZONING DEPARTMENT

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

The Zoning Commission will meet Wednesday, October 21, 2020 to discuss solar installations, temporary buildings and shooting ranges.

The Board of Zoning Appeals will meet on October 14, 2020 at 7 PM to hear 3 requests for variances.

Jim has been working on language for the updated wording to the present Zoning Resolution and continues to work with Dennis West on Economic Development. Another JEDD meeting with the property owners from the area of SR44 and SR14 is being worked on.

Jim has met with a contractor and discussed modifications to the front reception area. The Trustees asked Jim to get a couple of other estimates to compare with.

Jim presented the September Zoning Report.

LIAISON

Jim continues to work with Norfolk Southern on closing the grade crossing on South Prospect St. They received an updated estimate of \$76,275 for clearing and constructing a new access driveway 675 feet long.

Jim has attended several meetings with an architect, Ray Taylor and Chief Kozak on modifications to convert garage existing space for a meeting room that will allow for distancing and a new building to house displaced fire vehicles.

Hank brought up the problem of the truck parked next to Walmart that is being used as a billboard. Jim says the vehicle owner has been cited, the next step would be to forward the complaint to the prosecutor.

A motion by Hank Gibson, seconded by Pat Artz to forward the complaint regarding removing the truck being used as a billboard to the Prosecutor for enforcement. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Gail said she has received an estimate of \$17,410 from Detect Alarm on the camera and intercom with remote door controls for maintaining distancing when interacting with the public.

Hank brought up the need to finish up the Employee Policy manual. He would like it set up as Zoom meetings if necessary.

FIRE DEPARTMENT

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

The township has been awarded the FEMA AFG 2019 Grant for extrication equipment and CPR machine. The total will come to \$49,933.00. The Federal share will be \$47,555.24 and the Township share will be \$2,377.76. There are POs for Stryker and Howell Rescue in the list for approval later.

A motion by Hank Gibson, seconded by Vince Coia to approve and accept the FEMA AFG 2019 Grant for extrication equipment and CPR machine. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The Federal CARES grant will cover the heart monitors and camera/intercom system, along with online scheduling and fire reporting. Mark has prices for the scheduling and fire reporting programs. The scheduling and reporting programs will allow firefighters to schedule their time remotely and log required fire department reporting all while distancing from the public and other employees. Additionally, the purchase of two more iPad's is necessary to facilitate remote reporting.

RES# 20-131 A motion by Vince Coia, seconded by Pat Artz to approve the following purchases for the fire reporting programming: Emergency Reporting at \$4,335.00, Aladtec at \$2,995.00 and Sundance at \$2,880.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES# 20-132 A motion by Hank Gibson, seconded by Vince Coia to approve the purchase of 2 iPads from AT&T at the cost of \$950.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark wants to use the remaining Ohio EMS grant funds to upgrade the radios.

A motion by Hank Gibson, seconded by Vince Coia to authorize using the remaining Ohio EMS funds upgrading radios at the cost of \$2,000.00 from VASU. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES# 20-133 A motion by Hank Gibson, seconded by Vince Coia to hire Nick Miller as FF/Paramedic pending drug screen, physical and background check with pay rate in accordance with the part time CBA. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Firefighter August has submitted her letter of resignation.

A motion by Hank Gibson, seconded by Vince Coia to accept the letter of resignation of Hannah August effective immediately. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

FF/EMT Basic Seth Shier has turned down his job offer from the Township.

A motion by Hank Gibson, seconded by Vince Coia to withdraw the job offer to Seth Shier. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Mark requested executive session at the end of the meeting to discuss an employment issue required to be kept confidential under Federal law.

RES# 20-134 A motion by Hank Gibson, seconded by Vince Coia to accept the contract with UHHS for EMS students. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The preventative maintenance has been completed on both the squads and the Jeep. The new front tires on Engine 2413 have been installed and the old tires have been given to the Road Department. Engine #2413 went to FYDA Freightliner this morning for a rear axle seal leak.

NEW BUSINESS

TRUSTEES

RES# 20-135 A motion by Vince Coia, seconded by Pat Artz to endorse the Reed Memorial Library Levy. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

BWC has accepted the Township to the 2021 Group Retrospective Rating Program. Additionally, the BWC has approved another rebate equal to the 2019 premium to be paid later this month.

OTARMA is looking for nominees for an upcoming Board of Directors election.

The Township has received notification of the transfer of property located at 150 Loomis Parkway.

FISCAL OFFICER

RES # 20-136 A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs as listed :

- a. T&N PO # 389-2020 in the amount of \$1,115.10 to Design Restoration & Reconstruction for reimburse invoice #2311 warrant #21436 from the 2901 fund.
- b. T&N PO # 390-2020 in the amount of \$1,115.10 to Design Restoration & Reconstruction for reimburse invoice #2429 warrant #21501 from the 2901 fund.
- c. T&N PO # 391-2020 in the amount of \$1,115.10 to Design Restoration & Reconstruction for reimburse invoice #2504 warrant #21558 from the 2901 fund.
- d. PO # 392-2020 in the amount of \$875.00 to Portae Community Bank for HAS contribution for October for the Fire Dept from the 2272 fund.

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

2. **RES # 20-137** A motion by Hank Gibson, seconded by Pat Artz to approve PO # 393-2020 in the amount of \$1,400.00 to Coia Implement Sales for leaf blowers and lawn vac from the Grandview fund. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 20-138 A motion by Vince Coia, seconded by Hank Gibson to approve the POs and BCs as listed :

- a. PO # 394-2020 in the amount of \$2,000.00 to VASU Communications for radio upgrades from the Fire fund.
- b. PO # 395-2020 in the amount of \$20,224.60 to Stryker Sales for LUCAS CPR Machine from the Fire and 2901 fund.
- c. PO # 396-2020 in the amount of \$25,490.00 to Howell Rescue Systems for extrication equipment from the Fire and 2901 fund.
- d. PO # 397-2020 in the amount of \$2,880.00 to Sundance Systems for interface for emergency reporting from the 2272 fund
- e. PO # 398-2020 in the amount of \$4,335.00 to Emergency Reporting for reporting program from the 2272 fund
- f. PO # 399-2020 in the amount of \$1,500.00 to FYDA Freightliner Youngstown for repairs from the Fire fund
- g. PO # 400-2020 in the amount of \$1,500.00 to Cuyahoga Community College for live fire training from the Fire fund
- h. PO # 401-2020 in the amount of \$2,000.00 to Chase Card Services for 3 tv's for distancing work from the 2272 fund
- i. PO # 402-2020 in the amount of \$2,995.00 to Aladtec Inc for Fire Dept scheduling software from the 2272 fund
- j. PO #403-2020 in the amount of \$950.00 to AT&T Mobility for 2 iPads for remote working from the 2272 fund
- k. PO #404-2020 in the amount of \$4,600.00 to CTMS for upgrading WiFi for distance working from the 2272 fund

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

RES # 20-139 A motion by Hank Gibson, seconded by Pat Artz to approve PO #405-2020 in the amount of \$2,900.00 to Coia Implement Sales for a front loader bucket from the Grandview fund. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

RES # 20-140 A motion by Vince Coia, seconded by Pat Artz to increase the appropriations in fund #2181 Zoning from \$0.00 to \$139.78 to account for prior year related expenditures for payroll tax expenses. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-141 A motion by Pat Artz, seconded by Vince Coia to reactivate Fund #2903 and rename it Federal CARES Provider Relief Fund to account for monies received from HHS earlier this year for Provider Relief. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-142 A motion by Vince Coia, seconded by Hank Gibson to increase revenue budget in Fund #2903 from \$0.00 to \$5,567.48. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

EMS account dispositions from LifeForce were reviewed.

RES # 20-143 A motion by Hank Gibson, seconded by Pat Artz to adjust and write off the first account listed on the LifeForce report. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-144 A motion by Hank Gibson, seconded by Pat Artz to accept payments of \$25/month from the second account listed on the LifeForce report. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-145 A motion by Hank Gibson, seconded by Pat Artz to adjust and write off the third account listed on the LifeForce report. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-146 A motion by Hank Gibson, seconded by Pat Artz to accept payments of \$25/month from the fourth account listed on the LifeForce report. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Gail has spoken with Frank Harmon from Ohio Insurance and he doesn't have the quote together yet for next years medical insurance. He is expecting a 5-8% increase on the Medical Mutual.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 3 TVs for distance working in the administration offices. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-147 A motion by Pat Artz, seconded by Vince Coia to approve and accept the August and September Financial Reports and Reconciliations. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

Pursuant to R.C 121.22(g) Executive Session was requested for an employment issue required to be kept confidential by Federal law.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:59 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 8:59 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, Fire Chief Mark Kozak.

A motion by Vince Coia, seconded by Pat Artz to close Executive session at 9:09 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Pat Artz to re-enter into Regular session at 9:09 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, Fire Chief Mark Kozak.

The purpose of the Executive Session was for an employment issue required to be kept confidential by Federal law.

No action was taken.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:09 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE