

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING OF NOVEMBER 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 November 20, 2020. Trustee Vince Coia called the meeting to order at 12:19 P.M.

Roll call showed the following present: Trustees Vince Coia and Pat Artz, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, and Zoning Inspector Jim DiPaola. Trustee Hank T. Gibson was absent.

The purpose of the special emergency meeting was to discuss and approve the purchase of a new pickup truck for the Fire Department, approve necessary purchase orders, approve appropriation budget changes, and discuss coronavirus related policies in light of recent case surges and changes in policy at University Hospital.

Three vehicles quotes were presented to the trustees along with estimates for related equipment and accessories, the trustees agreed that the 2020 Ford F150 with proposed accessories is the better option for the Fire Department.

RES #20-175 A motion by Vince Coia, seconded by Pat Artz to approve purchase of 2020 Ford F150 Truck from Sarchione Ford to include running boards and spray-in bed liner; approved lights from Strobes N More and installation of those lights from Marchese, all as presented in estimates. R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

There was a discussion of truck caps and tool boxes for the new truck for the Fire Department and for the reassigned pickup truck for the Road Department.

RES #20-176 A motion by Vince Coia, seconded by Pat Artz to approve purchase of truck cap with tool box equipment as presented for the Fire Dept. of \$4,370.00 and Road Dept. of \$5,519.00 from R&S Truck Cap. R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

Estimates for additional supplies for repairs to the Fire Department kitchen and common areas was presented and discussed.

RES #20-177 A motion by Vince Coia, seconded by Pat Artz to approve purchase of cabinets for the Fire Department as presented from Cabinets to Go not to exceed \$8,500.00. R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

RES #20-178 A motion by Vince Coia, seconded by Pat Artz to approve purchase of carpet for the Fire Department as presented from D&L Carpet of \$1,310.20. R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

RES #20-179 A motion by Vince Coia, seconded by Pat Artz to approve purchase of flooring laminate for the Fire Department as presented from Carpet Country or Chase (if they require payment on credit card) of \$3,000.00. R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

RES #20-180 A motion by Pat Artz, seconded by Vince Coia to approve purchase of decals for the new truck for the Fire Department from Graphic Expressions \$2,000.00. R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

There was a discussion of additional CARES money that could be distributed to the township by the county. According to my discussion with Rebecca from the Portage County Auditor's office, this money will be considered certified for revenue and appropriated so we won't

have to wait for budget information to go back and forth, the trustees will just have to pass resolutions to amend the budgets and deliver them to the Auditor's office prior to the budget commission meeting on Dec 29th.

It was noted that University Hospital Portage has recently modified their mask policy in response to recent studies. Also in response to increased COVID-19 spread, the trustees are choosing to modify the township mask policy.

RES #20-181 A motion by Vince Coia, seconded by Pat Artz to approve the following policy effective immediately:

We recognized that the State of Ohio and Portage County are currently experiencing a spike in Covid-19 cases, and while masks are not always the most comfortable attire, wearing the proper facial coverings can help stop the spread of the virus.

- In accordance with Governor DeWine's order regarding facial coverings at work, wearing a facial covering while inside the Ravenna Township Administrative, Road, and Fire Departments is required
 - Masks must be worn in all common areas which include hallways, bathrooms, kitchens, copy areas, meeting rooms, garage bays, vehicles when more than one person is in the vehicle. Exclusions include: When eating, drinking, by yourself in an office or bunk room with full walls and the door is closed, in the garage bay working on something where it is unsafe or not possible to wear a mask, when showering, or other personal hygiene. When in the kitchen and eating, personnel must be socially distanced by more than 6 feet. Masks should be worn while talking during meetings unless the party is distanced more than 10 feet. Faces masks must cover the nose and mouth.
- Preferred Masks
 - It is preferred that all employees wear a surgical mask, which is provided by the Township
 - A cloth mask may be worn only if it is at least 2 layers thick, laundered daily, and covers the nose and mouth
 - Prohibited Masks:
 - Masks less than 2 layers
 - Masks with exhalation valves
 - Bandannas
 - Neck gaiter
- All Visitors to Township Property
 - Visitors to the Township shall adhere to this policy, and will be provided a surgical mask
- Employees should limit their exposure to other Departments (Admin, Road, etc.) and should communicate by phone when possible.

R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

Fiscal Officer Pittman noted a need to modify the CARES appropriations based on the remainder to be used. As a result the resolution approved at the last meeting needed rescinded and a new one issued.

A motion by Pat Artz, seconded by Vince Coia, to rescind Resolution 20-173. R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

RES #20-182 A motion by Pat Artz, seconded by Vince Coia, to encumber the balance of \$64.63 remaining in Fund 2272 for payroll wages, withholding, employer expense, and fringes for the Fire Department employees for payroll to be reallocated from Fire Department funds 2111, 2281, or 2281 for the covered period of March 1, 2020 through December 30, 2020. The Fiscal Officer certifies that the above amount in fund #2272 is available for this purpose and is either collected in the Treasury or will be collected. R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

RES #20-183 A motion by Vince Coia, seconded by Pat Artz, to approve the following purchase orders:

Item	PO#	Amount	Vendor	Purpose	Fund
A	T&N467-2020	\$875.00	Portage Community Bank	Reallocate Expenditures under CARES Act	2272
B	T&N468-2020	\$875.00	Portage Community Bank	Reallocate Expenditures under CARES Act	2272
C	T&N469-2020	\$875.00	Portage Community Bank	Reallocate Expenditures under CARES Act	2272
D	T&N470-2020	\$875.00	Portage Community Bank	Reallocate Expenditures under CARES Act	2272
E	T&N471-2020	\$875.00	Portage Community Bank	Reallocate Expenditures under CARES Act	2272
F	T&N472-2020	\$875.00	Portage Community Bank	Reallocate Expenditures under CARES Act	2272
G	473-2020	\$4,250.00	Chase Card Services	FEMA PAG disinfecting and ppe	2901
H	T&N472-2020	\$2,646.40	Ohio Insurance Services	Reallocate Expenditures under CARES Act	2272
I	474-2020	void			
J	475-2020	\$550.00	Chase	PPE under fema	2901
K	476-2020	\$35,000.00	Sarchione Ford	Purchase of new Ford F150 4x4Crew for Fire dept	2111
L	477-2020	\$3,000.00	Strobes N More	Lights for new truck	2111
M	478-2020	\$2,000.00	Marchese Communications	Install of lights for new truck	2111
N	479-2020	\$200.00	Chase Card Services	Battery charger for vehicle	2111
O	480-2020	\$8,500.00	Cabinets to Go	Replace cabinets in Fire dept	2111
P	481-2020	\$800.00	Gatehouse Media	Ads for bids and meetings	1000
Q	482-2020	\$4,370.00	R&S Truck Caps	Cap for new vehicle	2111
R	483-2020	\$5,519.00	R&S Truck Caps	Cap for truck	2031

S	484-2020	\$1,310.20	D&L Carpet	Carpet for fire dept	2111
T	485-2020	\$2,000.00	Graphic Expressions	Decals for fire truck	2111

R/C: Vince Coia, yes and Pat Artz, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz, to adjourn the meeting at 12:58 pm. R/C: Mr. Coia, yes and Pat Artz yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE