

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 29, 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 December 29, 2020. Trustee Vince Coia called the meeting to order at 7:01 P.M.

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

BID OPENING

RES 20-207 A motion by Vince Coia, seconded by Hank Gibson, to waive the bid bond requirement on the architectural and engineering service bids. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

The bids were opened with the following results:

- 1) Shawn Thompson of Manfrass & Associates viewed the sight and they do not feel comfortable submitting a bid.
- 2) RE Warner did not include prices in neither the garage nor the building bids
- 3) The Thrasher Group bid \$20,320 for the garage renovation and \$30,000 for the building bid with additional costs of \$10,000 for a geo tech and sub consultant fee and \$6,000 for surveying
- 4) Domokur Architects did not include prices for neither the garage renovation nor the building bids.

Because two organizations didn't include prices and the third one is higher than expected, the Trustees declined to accept any bids at this time and to look at other options so they are more comfortable with the fact that they are making the best decision about the use of township funds for the project.

A motion by Hank Gibson, seconded by Pat Artz to authorize Jim to compile a request for proposal for a single standing building to be constructed on the lot across the street. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to interview a job applicant for the position of Township Secretary and Records Clerk and then discuss employee discipline.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 7:33 pm. R/C: Mr. Coia, out of the room; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to enter into Executive session at 7:33 pm. R/C: Mr. Coia, out of the room; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Pat Artz, Hank Gibson, Fiscal Officer Gail Pittman, applicant Kristel Razayeski. Joining after the interview were Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola,.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:39 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 8:39 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, Zoning Inspector Jim DiPaola.

The purpose of the Executive Session was to interview and discuss a job applicant and employee discipline.

RES 20-208 A motion by Vince Coia, seconded by Hank Gibson, to offer Kristel Razayeski the position of Township Secretary/Records Clerk at the starting rate of \$16.00/hour to begin as soon as she is available. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of December 15, 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 December 24, 2020. R/C: Mr. Coia, yes; Mrs. Artz, abstain; 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 December 31, 2020 in the amount of \$35,658.62 and other warrants in the amount of \$68,528.70 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

None.

FISCAL OFFICER

We have not yet received the 30% premium discount on Medical Mutual invoice because we pay directly to Ohio Insurance. This should be reflected on the next invoice and at that time the employee contribution of premium as well as insurance stipends will be adjusted to pass that through as appropriate.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and submitted the following report:

One of the plows broke. Doug was able to fabricate a piece to repair it and saved the township a lot of money.

Garfield Road has been blocked off now, hopefully this will decrease the amount of dumping going on in the area.

GRANDVIEW CEMETERY

There were eight burials, one cremation and one lot sale in the past two weeks.

ZONING DEPARTMENT

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

The Portage County Treasurer's Office has filed in Common Pleas Court to foreclose on 6370 Bridge St.

The Board of Zoning Appeals will meet Wednesday, January 13, 2021 at 7 PM to hear two requests for variances.

Jim has been working with Gail to review applications for the administrative assistant position.

Steve Jones will be starting on the modifications to the administrative reception area soon.

LIAISON

Jim has been meeting with and giving tours to potential bidders on the building projects.

FIRE DEPARTMENT

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

There are no updates on the FEMA Public Assistance Reimbursement program.

The extrication equipment on the FEMA AFG 2019 Grant has been back ordered.

Mark will write for the State Fire Marshal Grant next week.

A motion by Vince Coia, seconded by Hank Gibson to accept the recommendation of two shift suspension from the disciplinary hearing for Ben Dyer for the group two offense. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

The new utility truck is in service and is waiting on the truck cap. The undercoating by Perfect Choice will be done in a couple of weeks.

NEW BUSINESS**TRUSTEES**

None.

FISCAL OFFICER

Gail requested approval of the temporary appropriations for 2021.

RES 20-209 A motion by Vince Coia, seconded by Pat Artz, to approve the temporary appropriations as listed that must be in place effective January 1, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

<i>Fund #</i>	<i>Name</i>	<i>2021 Temporary Appropriation</i>
1000	General	\$500,000.00
2011	MVL Tax	25,000.00
2021	Gasoline Tax	35,000.00
2031	Road and Bridge	250,000.00
2041	Cemetery	75,000.00
2111	Fire	500,000.00
2281	Ambulance and EMS	150,000.00
2282	EMS Levy	150,000.00
2901	Misc. Spec Revenue FEMA	13,627.15

2902	Flagpole Maintenance	5,000.00
4901	Misc. Capital Projects	300,000.00
	Total	\$2,003,627.15

RES 20-210 A motion by Hank Gibson, seconded by Vince Coia, to approve the POs and BCs as listed on lines 1 through 4 on the supplemental page totaling \$21,689.96. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES 20-211 A motion by Hank Gibson, seconded by Pat Artz, to approve the POs and BCs as listed on lines 5 through 7 on the supplemental page totaling \$950.00. R/C: Mr. Coia, abstain; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES 20-212 A motion by Vince Coia, seconded by Pat Artz, to approve the POs and BCs as listed on lines 8 through 134 on the supplemental page totaling \$196,370.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports were distributed to the Trustees and department heads in Excel format. EMS account dispositions from LifeForce were reviewed.

RES # 20-213 A motion by Hank Gibson, seconded by Pat Artz to adjust and write off the 2nd and 5th account listed on the Capital Recovery section of the LifeForce report, the remainder accounts in that section being sent to collections. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-214 A motion by Vince Coia, seconded by Hank Gibson to send to collections all the accounts listed in the Attorney General section of the LifeForce report. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-215 A motion by Hank Gibson, seconded by Pat Artz to send to collections the first three accounts listed in the Needs Recommendation section of the LifeForce report. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-216 A motion by Vince Coia, seconded by Hank Gibson to write off the fourth and fifth accounts listed in the Needs Recommendation section of the LifeForce report. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-217 A motion by Vince Coia, seconded by Hank Gibson to approve the annual salary method with monthly payments for the Trustees for 2021 and semi-monthly payments for the Fiscal Officer. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-218 A motion by Hank Gibson, seconded by Vince Coia to extend the normal insurance policies and related benefits including the health savings account to the Trustees and Fiscal Officer for 2021. R/C: Vince Coia, yes; Pat Artz, yes; Hank Gibson, yes. Motion passed.

RES # 20-219 A motion by Vince Coia, seconded by Hank Gibson to rehire all Full time Firefighters in accordance with current Collective Bargaining Agreement (CBA) effective January 1, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-220 A motion by Vince Coia, seconded by Hank Gibson to rehire all Part time Firefighters in accordance with current Collective Bargaining Agreement (CBA) effective January 1, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-221 A motion by Vince Coia, seconded by Hank Gibson to rehire Ray Taylor, Road Supervisor, at the rate of \$1,823.20/bi-weekly salary for Road; plus \$160.00/bi-weekly salary

for Sexton; plus \$16.16 per bi weekly pay stipend for cell phone, an increase of \$80.00/bi-weekly for Road (4.2%) effective January 1, 2021:

RES # 20-222 A motion by Vince Coia, seconded by Hank Gibson to rehire Doug Dillon, Assistant Road Supervisor, at the rate of \$19.04/hour., an increase of \$0.75/hour effective January 1, 2021 and another increase of \$0.75/hr. to the rate of \$19.79/hr. at the end of March, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-223 A motion by Vince Coia, seconded by Pat Artz to rehire Brad Hager, Road Crew, at the rate of \$16.71/hour., an increase of \$0.21/hour effective January 1, 2021. The social media \$30.00/ pay and Grandview \$30.00/pay flat rates remain unchanged. of R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-224 A motion by Vince Coia, seconded by Pat Artz to rehire Devin Shipp, Road Crew, at the rate of \$16.00/hour effective January 1, 2021, no change in his hourly rate. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-225 A motion by Vince Coia, seconded by Hank Gibson to rehire Jim DiPaola, Zoning Inspector/Liaison, at the rate of \$14.86/hour, an increase of \$0.43/hour effective January 1, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-226 A motion by Vince Coia, seconded by Pat Artz to rehire Jon Summers, Assistant Fiscal Officer, at the rate of \$18.28/hour., an increase of \$0.75/hour effective January 1, 2021 and another increase of \$0.75/hr. to the rate of \$19.03/hr. at the end of March, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-227 A motion by Vince Coia, seconded by Hank Gibson to rehire Mark Kozak, Fire Chief, at the rate of \$1,262.26/bi-weekly salary; plus \$16.16 per bi weekly pay stipend for cell phone, an increase of \$36.20/bi-weekly effective January 1, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

A motion Vince Coia, seconded by Hank Gibson to adopt the scheduled meeting dates on the attached calendar for the regular meetings in 2021. These include: January 12, 26, February 9, 23, March 9, 23, April 6, 20, May 4, 18, June 1, 15, 29, July 13, 27, August 10, 24, September 7, 21, October 5, 19, November 3, 16, 30, December 14, 28. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-228 A motion by Vince Coia, seconded by Pat Artz to authorize reimbursement of mileage and normal travel expenses including meals and lodging, as appropriate, for officers and employees whose travel is authorized by the trustees or ORC. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-229 A motion by Vince Coia, seconded by Pat Artz to adopt the IRS 2021 standard mileage rate of \$0.56/mi. for business mileage reimbursement. for 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

RES # 20-230 A motion by Vince Coia, seconded by Pat Artz to extend emergency sick leave allowable through the end of January 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Pat Artz to adjourn the meeting at 9:43 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE