

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF MARCH 9, 2021**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on March 9, 2021. Trustee Hank Gibson called the meeting to order at 7:03 P.M.

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

**AUDIENCE**

None.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Pat Artz to approve the minutes of the Regular Meeting of February 23, 2021. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was available in the Fiscal Office for public viewing during normal business hours.

A motion by Hank Gibson, seconded by Vince Coia to approve payroll warrants for March 12, 2021 in the amount of \$38,380.17 and other warrants in the amount of \$37,100.21 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 21-024** A motion by Hank Gibson, seconded by Vince Coia to approve the 2021 Permanent Appropriations:

<b>Fund</b>	<b>Fund Name</b>	<b>Amount</b>
1000	General Fund	1,400,000.00
2011	Motor Vehicle License Tax	150,000.00
2021	Gasoline Tax	180,000.00
2031	Road and Bridge	765,000.00
2041	Cemetery-Grandview	235,000.00
2111	Fire Department	1,200,000.00
2112	Fire MVL	-
2281	Ambulance and Emergency	410,000.00
2282	EMS Levy	475,000.00
2401	Special Assessment PMHA	395.00
2402	Special Assessment Pine	585.00
2403	Special Assessment Forest	1,810.00
2404	Special Assessment Forest 3 & 4	1,180.00
2405	Special Assessment Breakneck Creek	1,025.00
2406	Special Assessment Forest 5 & 6	560.00
2901	Misc. Special Revenue FEMA	13,627.15
2902	Misc. Special Revenue Flagpole Maint.	17,000.00
4401	Public Works	-
4901	Misc. Capital Projects	525,000.00
9002	Fire Loss Fund - Agency	-
9751	Private Purpose Trust - Flagpole	400.00
<b>Total</b>		<b>\$ 5,376,582.15</b>

The qualification bids for the Design and Build of the new Meeting room building that were received by the deadline of last Friday were opened. Three sets came in: DS Architecture, Hummel Construction, and Metis Construction. The Trustees decided to review them at the end of the meeting.

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

Vince spoke with someone at the Water Resources Dept and was told they were receiving Issue II money to complete the sewer project in the Chinn allotment. They will be notifying us of upcoming meetings regarding the project.

### **FISCAL OFFICER**

We have received an approved tax exempt determination from the Ohio Dept of Taxation on the property at the end of Short St.

We received notification from ODJFS that the fraudulent claims have been approved for \$26,000. They have also stated that reimbursing employers are required to pay that amount, and IF the state recoups the amount then we would be refunded. There was a publication from the state auditor that if you received a well-worded legal opinion that said we didn't have to pay, then we would be OK not paying. The County Prosecutor believes we do not have to pay and is working on a legal opinion to support that position.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

The ad for the part time position has been posted on Indeed.com.

Ray asked whether the Trustees wanted to have a Spring cleanup this year. They affirmed that they did and asked Ray to get estimates.

The township met the salt quota of 400 tons from the City. We will be billed for 420.7 tons of the 624.7 tons we got from the City (204 tons had been purchased last year and stored at the city).

Ray said that with the Chinn sewer project coming up, his plans on maintenance for those roads this year need to be changed. He suggested rescheduling the Black Horse chip and seal plans for a future time because this would conflict with the timing of the sewer project. Instead, he would like to concentrate on doing work in the Forest Ridge I area. He has a request out for getting the approximate cost of paving in that area. The year after, Ray will apply for Issue II for Lake St. Vince asked him to look into doing work on Hazel and around the Get Go area. With a traffic study, it may score high enough to be included on Issue II.

#### **GRANDVIEW CEMETERY**

There were two burials in the past two weeks.

The spring clean up in the cemetery has begun. They have leveled 31 graves so far.

The one spot in the Islamic Gardens area is decorated again and is not in compliance with the policy. Ray has notified the prosecutor of the situation and is leaving it alone for now.

The drives in the cemetery need topped with limestone. There is a purchase order in the list for the stone material.

**ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola was present and reported the following:*

The Board of Zoning Appeals will meet Wednesday, March 10, 2021 at 7 PM to hear a conditional use request for an inside storage facility from Ted Wynns, 2904 SR 59, Ravenna. This is continued from the February 10, 2021 BZA hearing.

The request for Conditionally Permitted Use for a two-family dwelling at 6538 Cleveland Rd has been withdrawn.

The Zoning Commission will meet in April to discuss possible revisions to the Zoning Resolution.

Two of the seven properties have signed the JEDD petition for Area 1, which is the northeast corner of SR14 and SR44.

A revolving loan recipient has indicated they would like to pay off the loan taken out on their property from back in 1988.

**LIAISON**

Jim reiterated that three Request for Qualifications for the meeting room building were received Friday, March 5<sup>th</sup>.

Gail asked Jim how Chellynn was working out. He said she was doing very good.

**FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present and reported the following:*

We are still waiting to finish the FEMA Public Assistance Reimbursement Program filing.

The FY2019 AFG grant excess funding purchases are included in the PO list tonight, as are the POs for the OTARMA Safety and MORE grants.

Mark requested an executive session at the end of the meeting to discuss an employee issue.

ACLS and PALS are scheduled for next week, so there will be a bit of overtime costs coming up.

The large crack in the wall of Mark's office has been repaired. The cost was about \$78.

The kitchen upgrade project is nearing completion.

Mark said it is time to begin thinking about the replacement of Tanker #2418.

**NEW BUSINESS****TRUSTEES**

Hank had received a call from Mike Bogo about the property behind Horizon House and they are soliciting input from the township regarding putting in senior citizen housing. They are looking to build a 30-60 unit building in the area for age 60 and above. The Trustees discussed the project and expressed their views.

Vince asked Ray about the mowing contractor for Grandview. Ray said he would be charging the same price as last year. The Trustees said go ahead and see if he has an agreement that needs the trustees' signature.

**FISCAL OFFICER**

**RES # 21-025** A motion by Vince Coia, seconded by Pat Artz to approve PO's and BC's as listed below:

- a. PO #159-2021 in the amount of \$675.00 to HIVISSUPPLY.com for safety gear from the Road fund
- b. PO #160-2021 in the amount of \$500.00 to McMaster-Carr Supply for ceiling tiles from the General fund
- c. PO #161-2021 in the amount of \$ 4,000.00 to Shelly Materials for limestone for road from the Grandview fund
- d. PO #162-2021 in the amount of \$1,000.00 to Chase Card Services for misc. kitchen furniture from the Fire fund.
- e. PO #163-2021 in the amount of \$1,000.00 to Cabinets to Go for pantry cabinet from the Fire fund.
- f. PO #164-2021 in the amount of \$1,200.00 to Atlantic Emergency Solutions for 4 SCBA masks from the Fire fund.
- g. PO #165-2021 in the amount of \$500.00 to Chase Card Services for saw and drill for extrication equip from the Fire fund
- h. PO #166-2021 in the amount or \$2,000.00 to Witmer Public Safety Group for supplies from the Fire fund
- i. PO #167-2021 in the amount of \$1,000.00 to Route 14 Embroidery for uniforms from the Fire fund
- j. PO #168-2021 in the amount of \$1,000.00 to Atlantic Emergency Solutions for supplies from the Fire fund.
- k. PO #169-2021 in the amount of \$2,000.00 to Bound Tree Medical for ems supplies from the EMS fund
- l. PO #170-2021 in the amount of \$2,150.00 to Atlantic Emergency Solutions for cribbing for extrication from the Fire and 2901 funds.
- m. PO #171-2021 in the amount of \$1,100.00 to Howell Rescue Systems for extrication equip from the Fire and 2901 funds

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

**RES # 21-026** A motion by Hank Gibson, seconded by Pat Artz to approve PO's and BC's as listed below:

- n. PO #172-2021 in the amount of \$1,600.00 to Coia Implement Sales for saws batteries, etc. for extrication equip from the Fire and 2901 funds.

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

**RES # 21-027** A motion by Hank Gibson, seconded by Vince Coia to approve PO's and BC's as listed below:

- o. PO #173-2021 in the amount of \$1,600.00 to Chase Card Services for stove from the Fire fund.

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

Financial reports will be distributed tomorrow to the Trustees and department heads in Excel format.

A motion by Hank Gibson, seconded by Vince Coia to accept and approve the January 2021 bank reconciliation and financial reports as presented by the Fiscal Officer.

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

**RES # 21-028** A motion by Pat Artz, seconded by Hank Gibson to increase the Revenue Budget in Fund 2901 for \$4,017.54

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

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employee issue related to medical leave.

A motion by Hank Gibson, seconded by Pat Artz to suspend Regular session at 8:15 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 8:15 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 Fire Chief Mark Kozak.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 8:41 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 8:42 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, and Fiscal Officer Gail Pittman.

The purpose of the Executive Session was to discuss an employee issue related to a medical issue.

No action was taken.

The Trustees reviewed the qualification bids and decided to adjourn and continue their review and decision at a later date.

**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:

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CHAIR

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TRUSTEE

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

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TRUSTEE