

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 10, 2021

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 10, 2021. Trustee Hank Gibson called the meeting to order at 7:12 P.M.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson; Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz and Fire Chief Mark Kozak were absent. Jim Zuccaro from Summit Insurance was in the audience. Bill Steiner from Portage County Recycling arrived later in the meeting.

AUDIENCE

Jim Zuccaro went over the insurance renewal proposal effective 8/20/21 and answered questions asked by the Trustees.

A motion by Vince Coia, seconded by Hank Gibson to approve and accept the insurance contract as presented with no additional liability coverage purchased. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

Bill Steiner came in mid-way through the meeting to discuss the recycling situation in the County. They have a severe shortage of drivers and are taking everyone to biweekly pickup and \$5.50 per month starting January 2022. He has been charged with creating a standard contract for jurisdictions throughout the county. He came here to open the lines of communication and update the trustees. He said if the trustees chose to give an opt-out clause to the residents, it is possible that they would cancel recycling for the township residents totally because the price is based on everyone being charged.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of July 27, 2021. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to table the approval of the minutes of the Special Meeting of July 30, 2021. R/C: Mr. Coia, yes; Mrs. Artz, absent; 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 August 13, 2021 in the amount of \$57,520.89 and other warrants in the amount of \$138,890.75 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:
TRUSTEES

The Trustees discussed additional reporting information provided by NDS for Portage Homes III.

RES # 21-118 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the Subordination and Standstill Agreement for Portage Homes III Limited Partnership as presented. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

We received the 01.01.2022 Budget information back from the County Auditor. They have increased the general fund tax revenue component by \$6,461.52.

RES # 21-117 A motion by Hank Gibson, seconded by Vince Coia to accept the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the Portage County Auditor. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

Gail has emailed Greg Beck, the attorney regarding ARPA grant and invited him to a meeting. He has yet to respond. Their fees for work related to the ARPA grant are reduced from standard rates.

Shelby from J. Herbert Construction says the revised plans will be available next week with new price lists to follow.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

The Forest Ridge Development resurfacing has been completed. Perrin Asphalt did a great job.

The salt agreement with the city looks good, no minimum salt purchases are required this year.

RES # 21-119 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the Salt Purchase Agreement with the City of Ravenna at the cost of \$43.76/ton with no minimum purchase specified. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

The road crew will be concentrating on asphalt repairs throughout the township, culvert replacements and roadside mowing.

Ray continues to investigate the water issues in the Fairhill Dr. neighborhood.

GRANDVIEW CEMETERY

There have been 2 cremations and 1 lot sale done in the last 2 weeks.

The entrance at the cemetery has been resurfaced by Perrin Asphalt. It came out very good.

The truck that crashed by the cemetery last night fortunately did not damage the cemetery.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The Zoning Commission will meet August 18, 2021 to discuss Zoning Code updates.

The property at 6148 Spring St is almost cleaned up. The tenant will be out by the end of August. The property owner has been advised to make sure any tenants understand the Township will not tolerate any future zoning violations.

The property at 3392 SR 59 is almost cleaned up. The junk motor vehicle has been removed. The property owner has been advised to make sure any tenants understand the Township will not tolerate any future zoning violations.

The card reader at the fuel pumps has been removed from service.

Jim presented the July 2021 Zoning Permit Report.

LIAISON

Jim has met with Kozma Electric to discuss the emergency generator for the new meeting room building.

Jim spoke with Jim Carter from AT&T. He's the inspector for the Forest Ridge/Westwood Village project who has been meeting with and will be meeting the residents who have complaints. He will be making repairs to people's property as needed.

Gail asked whether Jim had heard back regarding the cost of the street light removal? Jim said he's had no response yet from the rep at Ohio Edison.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Captain Collins reported the following:

We've been awarded \$20,254 for the FEMA AFG 2020 grant

Jim is working with Matt and Jim on the fee schedule for the new construction

The preventative maintenance on engine 2413 has been completed and repairs are scheduled
Mark is working with Jim and Matt on a fee schedule for plan reviews for new commercial construction.

A motion by Hank Gibson, seconded by Vince Coia to approve sending Firefighter Heffley to Firefighter II training at the Howland Twp. Fire & EMS Training class. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

Mark requests that we go ahead and progress with the 2nd year of the Knox Box replacement schedule.

A motion Hank Gibson, seconded by Vince Coia to approve the scheduled year two Knox box replacements. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

AUDIENCE

Bill Steiner came in mid-way through the meeting to discuss the recycling situation in the County. They have a severe shortage of drivers and are taking everyone to biweekly pickup and \$5.50 per month starting January 2022. He has been charged with creating a standard contract for jurisdictions throughout the county. He came here to open the lines of communication and update the trustees. He said if the trustees chose to give an opt-out clause to the residents, it is possible that they would cancel recycling for the township residents totally.

NEW BUSINESS

TRUSTEES

Vince noted an email that had come from Mike Collins about HB 168 and grant monies. Vince contacted Mary Helen Smith from the Health Dept. and hasn't heard back. He also talked about additional FEMA grant monies.

Vince gave a reminder of the upcoming County Township Association meeting. Hank said he will be attending.

Vince will be at the County Fair the week of the 23rd and will be unable to attend the next meeting.

We received the annual bridge report from the County Engineer and Ray was given the information for review.

FISCAL OFFICER

RES # 21-120 A motion by Hank Gibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	303-2021	20,502.00	Ohio Township Association Risk Management	Insurance premium ending 8/20/22	1000, 2031, 2041 & 2111
B	304-2021	2,995.00	Aladtec Inc	Fire scheduling software renewal	Fire
C	305-2021	1,000.00	Knox Company	Knox Box replacement	Fire
D	306-2021	400.00	Chase Card Services	Tools from Home Depot for ambulance	Fire
E	307-2021	1,000.00	Chase Card Services	EMS supplies from Amazon	EMS
F	308-2021	500.00	ABC Plumbing & Drain	Hot water tank repair	General
G	309-2021	1,000.00	Kayline Company	Supplies	Fire
H	310-2021	1,000.00	Chase Card Services	Supplies	Fire
I	311-2021	1,075.00	Howland Twp Fire & EMS Training	Zach Heffley Firefighter 2 class	Fire
J	312-2021	500.00	Active 911	Annual subscription	Fire

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

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

RES # 21-121 A motion by Vince Coia, seconded by Hank Gibson to accept the bank reconciliations and financial reports for June 2021 and July 2021 as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

RES # 21-122 A motion by Vince Coia, seconded by Hank Gibson to increase the revenue budget amount in FEMA Fund #2901 by \$19,289.52 from \$4,017.54 to \$23,307.06 to account for the 2020 Assistance to Firefighters Grant. R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:02 pm.
R/C: Mr. Coia, yes; Mrs. Artz, absent; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE