

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF SEPTEMBER 21, 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 September 21, 2021. Trustee Hank Gibson called the meeting to order at 7:02 P.M.

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

AUDIENCE

Bill Williams is still trying to get the dilapidated house on the adjoining property on Bridge St. demolished. Because there are liens on the property, Jim explained what the township would have to foreclose upon the property before we could legally go on the property to tear it down. The trustees asked Jim to go ahead and begin the process.

A motion by Vince Coia, seconded by Hank Gibson to authorize Jim to have Bennet Title Co. do a title search on the property located at 6370 Bridge St. to determine what liens are placed on the property for the purpose of beginning the foreclosure process by Ravenna Township. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mr. Williams also said the gas company has damaged the culvert under his driveway. The trustees asked Ray to contact the gas company to look into getting them to fix the culvert.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Public Hearing Meeting of September 7, 2021. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of September 7, 2021. R/C: Mr. Coia, 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 September 24, 2021 in the amount of \$37,083.91 and other warrants in the amount of \$34,072.29 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

The topic of proposed projects using ARPA Grant funds was discussed. General confusion regarding what exactly the types of projects can be done under this grant hindered any in depth discussion. Generally, the trustees would be interested in doing infrastructure projects such as water/sewer, sidewalks, fixing drainage issues, etc.

Vince mentioned that he had tried contacting Chris Thomas at Spectrum but has not heard back from him.

FISCAL OFFICER

An executive session at the end of the meeting was requested regarding an employee issue.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

Two skids of crack sealing were delivered today and the road crew will be starting going around the township sealing the roads.

Perrin Asphalt has us on their list to do paving on Susan Dr. and Marilyn Dr. before winter.

Ray has spoken with Mike Collins regarding the stimulus program project. Mike can move forward with it once he gets a signed resolution.

GRANDVIEW CEMETERY

There have been 4 burials and 1 lot sale in the last 2 weeks. Ray is meeting someone Wednesday regarding selling another columbarium spot.

A cremation bench got damaged over the weekend. The person that ran into it came in Monday and is working with Portage Marble to get it repaired. The family that owns the bench has been notified.

Hank asked if the mausoleum has been getting rented for services. Ray said yes, quite frequently. Hank wondered if we should do something to help heat it with winter coming on. Ray said he doesn't think running gas to it would be necessary, but maybe we might consider doubling the size of the current propane heater. As far as electric, it might be a good idea to check into running a line for it. The trustees said it takes the electric company forever to do anything, so the sooner Ray starts the ball rolling on that idea, the better and requested that he try to get Ohio Edison to give us a price on it.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The 4 remaining mobile homes at the former M&M Mobile Home Park on SR 14 & Dawley Rd have been removed.

The language for the proposed changes to the Zoning Code was reviewed by Portage County Regional Planning and some language suggestions were made. These changes will be discussed when the Zoning Commission meets in October.

Jim is continuing to work with Dennis West on economic development and the JEDD.

LIAISON

Jim continues to work with the contractors on the meeting room building. He has just received the plumbing plans and should have a complete set of plans by Friday the 24th. Jim is also on schedule securing the NOPEC Energized Community Grant moneys to pay for the generator at the new building.

Hank said he has had questions from residents regarding trees on people's property and asked Jim how to respond. Jim said those are personal property disputes and he suggests that if the people can't resolve the issue on their own to contact their own attorney.

FIRE DEPARTMENT

Fire Chief Mark Kozak was absent and Jim reported the following:

The items for the FEMA AFG 2020 grant have been ordered.

Mark will apply for reimbursement of the Ohio EMS Grant once the ordered items have been received.

Mark is working with Matt and Jim on the Fee Schedule for new construction plans.

The items for the open house being held on October 10, 2021 from noon to 2:00 pm have been ordered.

Portage County Prosecutor's Office has suggested the township self-certify annually the threshold limits in their procurement policy.

RES # 21-135 A motion by Vince Coia, seconded by Hank Gibson to revise the Township Procurement Policy by setting the Micro Purchase Threshold at \$50,000 and setting the Small Purchases Threshold at \$250,000. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Electric modifications are needed for the dryers so both washers and dryers can be used with increased usage because of COVID. Kozma Electric can do the work for \$1,850.00

A motion by Vince Coia, seconded by Hank Gibson to authorize hiring Kozma Electric to install wiring for the dryers in the Fire Department at the cost not to exceed \$1,850.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

Frank Harmon has reached out regarding the renewal of the medical insurance for 2022. The Dental and Vision and Life Insurances can be renewed with 0% increases. He is working on a new program for hearing tests and benefits. It should be mid-October before he has heard on any potential rate increases on the medical insurance. We could start updating the FORMFIRE health questionnaires now, but suggests waiting until he renewal information becomes available in a couple of weeks. At that point, we could decide to shop around or not.

The Trustees opted to wait for the renewal information to become available before having to fight trying to fill out the FORMFIRE questionnaires again.

FISCAL OFFICER

RES # 21-136 A motion by Hank Gibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	326-2021	500.00	Kayline	Supplies	Road
B	327-2021	8,400.00	Muni Emerg. Svc	Air packs on grant	Fema & Fire
C	328-2021	10,670.00	Premier Safety	Fit testing machine on grant	Fema & Fire
D	329-2021	250.00	Airgas	Supplies	Road
E	330-2021	800.00	Linde Gas	Supplies	Fire
F	331-2021	1,000.00	Bound Tree Medical	Ems supplies	EMS
G	332-2021	1,850.00	Kozma Electric	Repairs	Fire
H	333-2021	18,000.00	Kozma Electric	Generator for building	General

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

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

Pursuant to R.C 121.22(g) Executive Session was requested to discuss an employee issue required to be kept confidential due to HIPAA.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 7:55 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 7:56 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Assistant Fiscal Officer Jon Summers.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 8:10 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 8:10 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Assistant Fiscal Officer Jon Summers.

The purpose of the Executive Session was to discuss employee issue required to be kept confidential due to HIPAA.

A motion by Hank Gibson, seconded by Vince Coia to move forward with the appeal process in regards to the Workers Comp claim submitted and hire an attorney to represent the Township in this process. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Hank and Jon worked on filling out the appeal form to fax to the Ohio Industrial Commission.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 8:13 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE