

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF OCTOBER 19, 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 October 19, 2021. Trustee Hank Gibson called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Vince Coia, Pat Artz, Hank Gibson; Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. In the audience were Frank Hairston and Jen Davis from NDS.

**AUDIENCE**

Frank Hairston gave a big "Thank you" to Pat Artz for all of her hard work and dedication to the Township during the many years she has served the community. He invited the trustees to the opening of the Dollar Store's opening on Cleveland Rd the next day and said the community is very happy that there is a local store in their area again. He also said thank you to the trustees, Jim and Ray about the work done on the Davis property that needed cleaned up. They are hoping for more development in the community soon, especially with the additional grant monies available. He asked the Trustees if they would consider using grant monies for a bathroom at the new gym at the King Kennedy Center.

Jen Davis, from NDS, explained the Portage Housing programs. The tenants living in these homes for the past 15 years have been earning equity credit if they elect an option to purchase the home. The current appraisals of the homes are coming in about \$200,000. The tenants would be getting equity credit off of the appraised value for the number of years they lived there and will need to obtain a mortgage for the difference in order to purchase the property.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of September 21, 2021. R/C: Mr. Coia, yes; Mrs. Artz, abstain; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Pat Artz to approve the minutes of the Regular Meeting of October 5, 2021. R/C: Mr. Coia, abstain; 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 Vince Coia, seconded by Pat Artz to approve payroll warrants for October 22, 2021 in the amount of \$35,980.86 and other warrants in the amount of \$109,727.00 with warrants over \$1,000.00 being read aloud for approval. R/C: Vince Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

The Trustees reviewed an engagement letter received from Attorney Greg Beck's firm regarding ARP opinions.

**RES # 21-143** A motion by Vince Coia, seconded by Pat Artz that, pursuant to R.C. 309.09, Gregory A. Beck and the firm of Baker, Dublikar are hereby engaged as additional legal counsel for

the Board with compensation fixed at the hourly rate of \$140.00 per hour for work done on behalf of the Township. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Clemans-Nelson has notified the township that there will be an hourly rate increase for their services effective September 24, 2022. Consultant/Analyst rate will be \$140/hr; Sr. Consultant will be \$155/hr; Manager will be \$170/hr; Director/Officer will be \$185/hr, the mileage will be at the IRS rate and the monthly retainer will remain at \$175.00/month.

A motion by Vince Coia, seconded by Pat Artz to continue using Clemans-Nelson for the BWC claim issue currently going on. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Hank updated everyone on the situation with the recycling. He has spoken with Brad Cromes and has left a message for Print and Sign about doing a survey. Jim spoke to Amy at Print and Sign about doing a mailer and they can do 3,000 cards for \$250 plus \$2,400 in postage. The township would have to print labels and stamp the cards. Hank said he will research how to get a mailing list.

### **FISCAL OFFICER**

ODJFS responded to one of the fraudulent unemployment claims that were submitted for benefits. They recognize that the claim is fraudulent and have finally cancelled the claim and ruled that the employee is not required to repay any of the payments issued.

Gail checked with Frank Harmon on the health insurance renewal rates. Frank has not heard yet but is hoping he will have something to pass on next week. Last year he didn't get the rates until October 28<sup>th</sup>. Unity Health Network now participates with Medical Mutual, so they are no longer out of network.

NOPEC deadline for application is October 31, 2021.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

Susan Rd and Merrillyn Rd have both been repaved and Merrillyn was bermed, so that project is complete.

The replacement street signs have been received and installed.

The 2016 F-550 needs front tires. Summit Tire Service quoted \$451.81, Bob Sumerel quoted \$601.50.

A motion by Vince Coia, seconded by Hank Gibson to approve the purchase of new tires for the 2016 F-550 from Summit Tire Services at the cost of \$451,81. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray wanted to buy safety hoodies for the crew. HiVis Safety would charge \$381.90 for ten of them. Route 14 Embroidery would charge \$200.00 to embroider Ravenna Township and Grandview Cemetery on the backs.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of safety hoodies from HiVis Safety at the cost of \$381.90 and the embroidery expense of \$200.00 from Route 14 Embroidery. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Chipping season is officially over and picking up leaf bags has begun.

**GRANDVIEW CEMETERY**

There have been 2 burials and 1 niche sale in the last 2 weeks.

**ZONING DEPARTMENT**

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

Zoning Commission will meet Wednesday, October 20, 2021 at 7 pm to review language updates to food truck vendors.

Jim will be meeting with the Assistant Prosecutor on Wednesday to discuss the camper on SR 59 by Walmart.

Jim is working with the property owner of 3090 Summit Rd who wants to create new lots.

The sale of the former used car land to the owners of the Diesel Speed Shop did not go through. Jim is currently working with Dennis West to find a potential buyer for 2753 SR 59.

The title search report for 6370 Bridge St is done. The foreclosure filed on that property is a very complex case.

Decorations and signs are being hung on the flag pole fence by outside organizations without permission. It could raise liability and maintenance concerns, plus the organizations don't remove them after the events. A resident and donor from the Friends of the Flagpole organization noted that the flagpole is an official historical structure.

**LIAISON**

Jim has received a quote of \$695.00 from Detect Alarm for a security system for the new meeting room. The monitoring fee would be \$35/month. Pat said there should be no reason to pay for the monitoring fee with the fire department right across the street 24/7. Jim will go back to the vendor and ask for an updated quote where the alarm rings into the firehouse.

The footers have been poured and the water and sewer connections done on the new building. The concrete block work will start Thursday or Friday of this week. Samples of carpet, paint, shingles and vinyl siding have been dropped off so we can make our selections and submit them to J Herbert Construction.

Jim will be meeting with Norfolk Southern Railroad to continue discussions on closing the private road crossing on South Prospect St.

**FIRE DEPARTMENT**

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

Items for the FEMA AFG 2020 grant, the FEMA Public Assistance Reimbursement Program and the Ohio EMS Grant are starting to arrive.

The Fire House Subs Grant for the UTV has changed a bit, they aren't going to purchase it and give it to the township, they will just give the money and we will have to buy it.

A motion by Hank Gibson, seconded by Pat Artz to authorize ordering a Can Am UTV from Johnny K's Powersport in Lodi. R/C: Mr. Coia, abstain; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

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

The turnout for the open house held on October 10, 2021 was small. Mark suggested next year they do a Trunk or Treat open house. That would get a much better response.

Mark requested an executive session at the end of the meeting to discuss the CBA negotiations.

The Fire Department will be participating in the PMHA (Renaissance Place, the 27th) and OHP (Maplewood, the 28th) Trunk or Treats this month.

Levy signs are available to anyone wanting to put them out.

The pump testing is completed.

### **NEW BUSINESS** **TRUSTEES**

A motion by Hank Gibson, seconded by Pat Artz to set the date and time for Trick or Treat in the township to Saturday, October 30<sup>th</sup> from 3:00 – 5:00 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Lori Calcei emailed regarding having the township participate in a Christmas Light Competition. The Trustees decided to revisit the idea at the next meeting.

### **FISCAL OFFICER**

**RES # 21-144** A motion by Vince Coia, seconded by Hank Gibson to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	349-2021	1000.00	Sutphen Corp	Repairs	Fire
B	350-2021	150.00	Treas, State of Ohio	Volunteer FF dues	General
C	351-2021	4,000.00	Ullman Oil	Fuel	Fire
D	352-2021	4,000.00	Ullman Oil	Fuel	Road
E	353-2021	1,500.00	Portage Comm Bnk	HSA contributions	General
F	354-2021	2,100.00	Portage Comm Bnk	HSA contributions	Fire
G	355-2021	2,000.00	Chase Card	3 Cabinets for tool room	Fire
H	356-2021	1,000.00	Fire Recovery	Fees	Fire
I	357-2021	250.00	Marchese Comm	Electrical install	Fire
J	358-2021	500.00	Hivissupply.com	Safety hoodies	Road
K	359-2021	300.00	Route 14 Embroid	Screen print hoodies	Road
L	360-2021	24,308.90	Johnny K's Pwrsprt	Can Am UTV on grant	Fire
M	361-2021	1,200.00	Johnny K's Pwrsprt	UTV if price increase	Fire
N	362-2021	2,000.00	Detect Alarm	Camera's new building	General
O	363-2021	700.00	Bob Sumerel Tire	Tires	Road
P	364-2021	700.00	Summit Tire Svc	Tires	Road
Q	365-2021	3,000.00	Baker Duplikar...	Legal fees ARP fund use	ARP
R	366-2021	500.00	Print and Sign Express	Postcards	General
S	367-2021	3,000.00	U.S. Postal Service	Postcard stamps	General
T	368-2021	800.00	Staples Business Adv.	Office supplies	General

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

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

**RES # 21-145** A motion by Hank Gibson, seconded by Vince Coia to accept the bank reconciliations and financial reports for August 2021 as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

**RES # 21-146** A motion by Vince Coia, seconded by Pat Artz to accept the bank reconciliations and financial reports for September 2021 as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss Collective Bargaining Agreement Negotiations.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 9:15 pm. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter into Executive session at 9:15 pm. 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, Mark Kozak.

A motion by Pat Artz, seconded by Vince Coia to close Executive session at 9:37 pm. Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

A motion by Pat Artz, seconded by Hank Gibson to re-enter into Regular session at 9:37 pm. 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, Mark Kozak.

The purpose of the Executive Session was to discuss Collective Bargaining Agreement Negotiations.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:38 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

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FISCAL OFFICER

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TRUSTEE