

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF JANUARY 11, 2022

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on January 11, 2022. Trustee Hank Gibson called the meeting to order at 7:07 P.M.

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

Fiscal Officer Gail Pittman announced the chair vacant and open for nominations. Hank Gibson nominated Vince Coia, seconded by Jim DiPaola, Vince accepted. Jim nominated Hank as Vice-chair, seconded by Vince, Hank accepted. Department responsibilities were pretty much the same as last year with Jim taking the Zoning Department, Hank has the Fire Department, Vince has the Road Department and Grandview Cemetery.

A motion by Hank Gibson, seconded by Vince Coia to fill the slate of officers as listed. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to a) reappoint Jim DiPaola to the JEDD Board for a period of two years commencing on January 1, 2022; b) reappoint Jim DiPaola to Regional Planning for a period of two years commencing on January 1, 2022; and c) reappoint Jim DiPaola, Jon Summers, James Collins, Matt Dix and Mark Kozak as the 2022 Volunteer Firefighters' Dependents Fund board members. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to a) require written requisitions approved by the Department Head, Trustee and Fiscal Officer prior to ordering or purchasing of parts, tools, equipment and supplies in the amount of \$100.00-\$499.99, unless part of a current PO or BC made by the Road, Fire/EMS or Zoning departments previously approved; b) require all purchases over \$499.00 must have an assigned PO before the item is ordered or purchased, except for emergency repair, parts and labor up to \$999.99; and c) require that all requisitions and PO requests must be submitted to the Fiscal Officer for certification of funds prior to presentation to the Trustees for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to a) require all accounting warrants over \$1,000.00 to be read in a public meeting prior to approval; b) require two Trustee's signatures along with the Fiscal Officer's signature on all warrants; c) designate GovDeals.com online auction as the preferred mechanism for sale of surplus goods throughout the year. GovDeals.com shall establish its general terms and conditions and the number of days for bidding shall be no less than ten (10) calendar days; d) authorize the Fiscal Officer to transfer funds and set up advances as needed between checking, savings, investment accounts and township funds for investment purposes in any amount, and to maintain adequate account balances in all funds for 2022; and e) authorize the Fiscal Officer to pay bills electronically as permitted with the vendor utilizing the second checking account which has been set up for this purpose. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES # 22-001 A motion by Vince Coia, seconded by Hank Gibson to accept electronic signatures on zoning and permit application forms. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

None

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson approving the minutes of the Regular Meeting of December 14, 2021. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola approving the minutes of the Special Meeting of December 16, 2021. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Approval of the meeting minutes of the Regular Meeting of December 28, 2021 was tabled until the next meeting.

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

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for January 14, 2022 in the amount of \$70,152.79 and other warrants in the amount of \$12,711.61 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to approve warrant #22804 in the amount of \$231.96 and warrant #22839 in the amount of \$13.00 to Coia Sales previously tabled. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS:

TRUSTEES

Vince received an email from NOPEC about the sponsorship proposed for \$1,500.00 deadline of March 31, 2022.

A motion by Hank Gibson, seconded by Vince Coia to use that sponsorship money for a trunk or treat event for the township tentatively set for October 27, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Jim is going to the winter conference. Vince said he will be going too and will turn in an expense report for his fees.

A motion by Hank Gibson, seconded by Vince Coia to approve Vince's registration and attendance to the Winter Conference. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 22-002 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the estimate from Detect Alarm Systems in the amount of \$2,070.00 for wiring, DVR and burglar alarm for the new building. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The BWC True Up reconciliation for 2021 is finished. We owe an additional \$2,548.00. Last year's premium estimate was covered by a dividend so this is the only payment needed for 2021.

A motion by Vince Coia, seconded by Jim DiPaola to accept and approve the 2021 BWC True Up reconciliation. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Ray presented the Annual Road Report for 2021 and summarized the different projects and events through the year.

GRANDVIEW CEMETERY

Ray is still looking for an organization to use the donated 6 lots by Mrs. Kennedy.

ZONING DEPARTMENT

Zoning Inspector Brett Psenicka was present and reported the following:

Brett is working with Jim to learn the job. There are 5 new permit applications and 5 complaints he is working on.

A motion by Hank, seconded by Vince to reassign Pat's old laptop computer to Brett. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

CTMS will need to re-purpose the laptop for Brett.

LIAISON

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Firefighters Boal, Melice and Wolf have all submitted their resignations.

A motion by Hank Gibson, seconded by Vince Coia to accept the resignations of Firefighters Boal, Melice and Wolf effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Engine 2413 recall work at FYDA Freightliner has been completed.

Mark presented the December and the Annual 2021 Fire Reports.

NEW BUSINESS

TRUSTEES

None

FISCAL OFFICER

RES # 22-003 A motion by Vince Coia, seconded by Hank Gibson to approve POs and BCs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	120-2022	2,000.00	PC Treasurer	Assessments	General
B	121-2022	2,070.00	Detect Alarm	Camera & alarm system bldg.	General
C	122-2022	2,000.00	Charter Comm	Internet and phone	General
D	123-2022	1,000.00	Centerra	Seed & landscaping new bldg.	General
E	124-2022	1,000.00	Coia Sales	Parts & repairs	Road
F	125-2022	500.00	Coia Sales	Parts and repairs	Grandview
G	126-2022	800.00	Coia Sales	Parts and repairs	Fire
H	127-2022	1,000.00	O'Reilly Auto Parts	Parts & misc supplies	Road
I	128-2022	143.41	PC Regional Plan	Qtrly fees -higher than prev yr	General
J	129-2022	2,548.00	BWC	2021 True up due	various

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

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

We received partial lien payments from Portage Homes III homes sold for both of the lien releases authorized within the past three months: \$4,018.23 for 9102 Store Dr., Windham and \$4,018.23 for Harvest Dr.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss employment injury claim.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:11 pm.

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

A motion by Vince Coia, seconded by Jim DiPaola to enter into Executive session at 8:12 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola, Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak.

A motion by Vince Coia, seconded by Hank Gibson to close Executive session at 8:39 pm.

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

A motion by Vince Coia, seconded by Hank Gibson to re-enter into Regular session at 8:39 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola, Hank Gibson, Fiscal Officer Gail Pittman.

The purpose of the Executive Session was to discuss employment injury claim.

A motion by Hank Gibson, seconded by Vince Coia to authorize additional physical exam for the employee's workers comp claim. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to authorize PO#130-2022 to Examworks LLC in the amount of \$1,000.00 for additional physical exam for the employee's workers comp claim from the General Fund. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to appoint Brett Psenicka as alternate to the Regional Planning Commission. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 8:45 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE