

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF APRIL 5, 2022**

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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 April 5, 2022. Trustee Vince Coia called the meeting to order at 7:02 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Road Superintendent Ray Taylor, Zoning Inspector Brett Psenicka and Assistant Fiscal Officer Jon Summers. In the audience were Duane Flowers from The Portager and Chester Cook.

**AUDIENCE**

Duane Flowers from The Portager was present to record the meeting. Mr. Cook said he was just here to observe.

**REGULAR BUSINESS**

A motion by Jim DiPaola, seconded by Hank Gibson approving the minutes of the Regular Meeting of March 22, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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 April 8, 2022 in the amount of \$55,770.77 and other warrants in the amount of \$19,824.95 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:  
TRUSTEES**

Hank took the opportunity to thank Jim DiPaola for his work in keeping the building construction moving forward.

Hank, being on the Maple Grove Union Cemetery Board for a number of years, said he has asked the cemetery sexton there for a 5-10 year improvement plan. A report has been produced recently, but is lacking dollar amounts. The Cemetery Fiscal Officer is going to tidy up the sheet and move the permanent improvement items onto it. If we don't get the dollar amounts, we should take it upon ourselves to obtain estimated costs on our own.

**FISCAL OFFICER**

It will be necessary to seek additional legal opinions related to the use of ARPA funds. Gail requested a motion to continue to retain Baker, Dublikar, et. al for these opinions.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize a PO for \$5,000.00 from ARPA funds to continue to retain Baker, Dublikar, et. al for the purpose of obtaining their opinions on the proper use of the ARPA funds. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 22-033** A motion by Vince Coia, seconded by Jim DiPaola to authorize the increase in micro-purchase threshold and adopt the uniform guidance procurement policy:

**Be It Resolved** *by the Township Trustees of Ravenna Township*

**WHEREAS**, the Township has received a distribution of monies (the “ARPA Funds”) from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

**WHEREAS**, Congress passed the Act effective March 11, 2021; and

**WHEREAS**, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

**WHEREAS**, expenditure of ARPA funds is subject to the federal Uniform Guidance requirements set forth in 2 C.F.R. 200; and

**WHEREAS**, the Township is a non-Federal entity under the definition set forth in 2 C.F.R. § 200.1; and

**WHEREAS**, 2 C.F.R. 200.318 requires all recipients of federal funds to maintain documented procurement standards and policies; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(ii), a non-Federal entity may award micro-purchases without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents that the non-Federal entity files accordingly; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(iii), a non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

**WHEREAS**, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a non-Federal entity may self-certify on an annual basis a micro-purchase threshold not to exceed \$50,000 and maintain documentation to be made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

**WHEREAS**, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation, which, for public institutions, may be a “higher threshold consistent with State law”; and

**WHEREAS**, under Ohio law, Townships are required to conduct competitive bidding purchases and contracts if such purchases and contracts exceed the following threshold:

1. Purchase of materials, machinery and tools to be used in constructing, maintaining and repairing roads and culverts, where the amount involved exceeds \$50,000. R.C. 5549.21.
2. Contracts for the maintenance or repair of roads, where the amount involved exceeds \$45,000. The board must advertise once, not later than two weeks prior to the letting of the contract, in a newspaper of general circulation in the township. The award must be to the lowest responsible bidder. R.C. 5575.01.
3. Contracts for the construction and erection of a memorial building or monument when the amount involved exceeds \$50,000. R.C. 511.12(B).
4. Contracts for equipment for fire protection, mechanical resuscitation, underwater rescue and recovery, and communication estimated to exceed \$50,000. R.C. 505.37 and 505.376.

5. Contracts for street lighting systems where the cost exceeds \$50,000. R.C. 515.01.
6. Contracts for street lighting improvements where the cost exceeds \$50,000. The board shall accept the lowest and best bid, if the successful bidder meets the requirements of section 153.54 of the Revised Code. The board may reject all bids. R.C. 515.07.
7. Contracts for building modifications for energy savings pursuant to R.C. 505.264, where the estimated cost exceeds \$50,000 (with certain exceptions). Award must be to the lowest and best bidder in accordance with the provisions of R.C. 307.86 to 307.92.
- 8. Contracts for private sewage collection tiles where the cost exceeds \$50,000. R.C. 521.05. The successful bidder must meet the requirements of R.C. 153.54.**

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(iv), the Township desires to adopt higher micro-purchase thresholds than those identified in 2 C.F.R. §§200.67, 200.321(a), and 48 C.F.R. § 2.101.

**NOW THEREFORE**, it is hereby **RESOLVED** by the Board that:

**1. In compliance with the Uniform Guidance, and specifically 2 C.F.R. 200.318, the Township adopts the attached Uniform Guidance Procurement Policy to be used for all expenditures of ARPA funds.**

**2. In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of Ohio law, the Township hereby self-certifies the following micro-purchase thresholds, each of which is a “higher threshold consistent with State law” under 2 C.F.R. §200.320(a)(1)(iv)(C) for the reasons set forth in the recitals to this resolution:**

- A. \$50,000 for the purchase of materials, machinery and tools to be used in constructing, maintaining and repairing roads and culverts;
- B. \$45,000 for contracts for the maintenance or repair of roads;
- C. \$50,000 for contracts for the construction and erection of a memorial building or monument;
- D. \$50,000 for contracts for equipment for fire protection, mechanical resuscitation, underwater rescue and recovery, and communication;
- E. \$50,000 for contracts for street lighting systems;
- F. \$50,000 for contracts for street lighting improvements;
- G. \$50,000 for contracts for building modifications for energy savings, subjects to the exceptions set forth in R.C. 307.86 to 307.92; and
- H. \$50,000 for contracts for private sewage collection tiles.

2. The self-certification made herein shall be effective as of the date hereof and shall be applicable until the end of the current fiscal year (December 31,2021) of the Township, but shall not be applicable to Federal financial assistance awards issued prior to April 5, 2022 including ARPA funds.

3. In the event that the Township receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the Township shall comply with the more restrictive threshold when expending such funds.

4. The Township shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.

**BE IT FURTHER RESOLVED:** that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

The Ohio Department of Jobs and Family Services still have not cleared up one of the fraudulent filings on the township's account. Gail spoke with them and they assured us that they will not be forwarding the claim on to collections. We are asked to be patient as they continue to clear up these claims.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

No more flooding has occurred where the twenty foot of culvert pipe has been replaced at Spruce and Short Streets.

The asphalt plants will begin manufacturing next week, so road repairs can begin then.

Ray has sent requests to the county for estimates for both this year's road projects and for next year's Issue 2 project. The deadline for filing for Issue II is May 18<sup>th</sup>.

It is time for the Road Dept. clothing allowance, along with ordering new safety shirts from HiVisSupply.com

A motion by Vince Coia, seconded by Hank Gibson to authorize allotting the \$150/ea. reimbursable clothing allowance for the Road Department employees and also the purchase of safety shirts from HiVisSupply.com not to exceed \$500.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **GRANDVIEW CEMETERY**

There was one deed transfer, 4 niche sales and three cremations done in the last two weeks. Portage Marble quoted \$250.00/ea. for etched and installed indigent burial stones. They look very nice.

The mausoleum footer was repairable and is now fixed.

### **ZONING DEPARTMENT**

*Zoning Inspector Brett Psenicka was present and reported the following:*

The estimate for the putting in the lights in the Breakneck Creek area came in at \$45,000 for 12 streetlights. Brett has not heard anything from Mr. Polichena about it yet.

We should be receiving payments of \$4,297.32/ea. for payment against two liens on Portage Housing III properties at 6264 Bridge St and 483 Harvest Dr sometime this month as reported by NDS

Brett asked the trustees whether it is necessary to keep up the petty cash reporting or whether that can be eliminated. They never use it. The Trustees said they had no problem of

closing that fund. Gail said to do that, Brett would just need to deposit the funds into the bank and write it down on the next petty cash report.

There are visible improvements at the Hill St properties getting cleaned up.

### **FIRE DEPARTMENT**

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

The MORE grant has been submitted for the Road Dept. The lights for the Fire Department MORE grant have been received.

Firefighter Wilson has returned from his leave of absence.

Mark asked if the Trustees would send recruit Ryan Brown to fire school?

A motion by Hank Gibson, seconded by Jim DiPaola to authorize sending recruit Brown to Fire School through Tri-C at the cost of \$3,538.04. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Mark had another part time firefighter applicant he wants to hire.

**RES # 22-034** A motion by Hank Gibson, seconded by Jim DiPaola to hire Megan Brown as Part Time FF/Paramedic pending drug screen, physical and background check with pay rates in accordance with Part Time CBA. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Mark thanked Firefighter Dix and Trustee Coia for picking up the new trailer for the UTV.

Firefighter Myers has asked if he could attend leadership class and Mark agreed it is a good class and good idea.

A motion by Hank Gibson, seconded by Vince Coia to authorize sending Firefighter Myers to Leadership Training class through the Ohio Fire Chief's Association at the cost of \$375.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **NEW BUSINESS**

#### **TRUSTEES**

None.

### **FISCAL OFFICER**

**RES # 22-035** A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	228-2022	\$4,000.00	Auditor of State	UAN fees	General
B	229-2022	\$1,000.00	CTMS	IT Services	General
C	230-2022	\$83.00	Chase Card Services	Uniform-H Sweitzer	Fire
D	231-2022	\$500.00	HiVisSupply.com	Uniforms	Road
E	232-2022	\$150.00	Ray Taylor	Uniforms	Road
F	233-2022	\$150.00	Doug Dillon	Uniforms	Road
G	234-2022	\$150.00	Jason Lovejoy	Uniforms	Road
H	235-2022	\$150.00	Devin Shipp	Uniforms	Road
I	236-2022	\$150.00	Nick Cessna	Uniforms	Road
J	237-2022	\$5,000.00	Baker, Dublikar, Beck, Wiley & Mathews	Legal fees for ARPA projects	2273
K	238-2022	\$1,000.00	Shelly Materials, Inc	Gravel for drive	Grandview

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.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss for the purposes:

1. Investigation of charges against public employee.
2. To consider sale of certain township property by competitive bid because premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest
3. Matter required to be kept confidential under HIPAA

A motion by Hank Gibson, seconded by Jim DiPaola to suspend Regular session at 7:28 pm.

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

A motion by Jim DiPaola, seconded by Hank Gibson to enter into Executive session at 7:28 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Hank T. Gibson, Jim DiPaola, Gail Pittman, Mark Kozak

Returned to open session at 7:43 pm.

**RES # 22-036** A motion by Vince Coia, seconded by Hank Gibson to accept \$25.00/month pursuant to the payment plan for patient as discussed during executive session. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 7:49 pm.

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

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

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

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TRUSTEE