

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF MAY 3, 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 May 3, 2022. Trustee Vince Coia called the meeting to order at 7:04 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector Brett Psenicka Road, Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. In the audience were Denise and Ralph Appleby. Atty Chad Murdock came in about 7:20 pm.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Vince Coia approving the minutes of the Regular Meeting of April 5, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia approving the minutes of the Regular Meeting of April 19, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola approving the minutes of the Special Meeting of April 29, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

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

A motion by Jim DiPaola, seconded by Vince Coia to approve payroll warrants for May 6, 2022 in the amount of \$53,997.14 and other warrants in the amount of \$77,823.27 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

Denise and Ralph Appleby said they own a residence property at the end of Short St. next to the vacant lot that the township owns. They want to get city water run to that house and inquired whether they could hook into the box located on the township property. If not, it was going to cost a lot to tap in and would require digging across the road. The Trustees said only one entity is permitted to use the tap and the township may need to use the existing water box on township property if they were to build on the property. Jim said the lift station across the street is going to be enlarged when the county does a sewer project in the near future. The road will be getting torn up at that point and it might be beneficial to wait and see if their water tap installation could be done jointly to save them a bit of money. For the time being, the Trustees denied their request.

**OLD BUSINESS:
TRUSTEES**

Hank said he spoke with Jenny regarding getting costs for the major repairs at Maple Grove. She will be getting those figures, but it will be a couple of weeks and will probably be after the mediation date.

At this point, Chad Murdock joined the meeting.

Pursuant to R.C 121.22(g) Executive Session was requested to

1. consult with legal counsel regarding ongoing litigation:

A motion by Vince Coia, seconded by Jim DiPaola to suspend Regular session at 7:27 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 7:27 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Hank T. Gibson, Jim DiPaola, Gail Pittman, Chad Murdock

Returned to open session at 8:15 pm. No action was taken

The Trustees discussed optional dates for mediation and settled on either June 8, 2022 or June 15, 2022 at 6:00 pm.

Because of scheduling conflicts, two of the Trustees would be missing the next regular trustee meeting on May 17, 2022.

A motion by Vince Coia, seconded by Hank Gibson to change the next Regular meeting date to Monday, May 16, 2022 at 7:00 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Gail said the ARPA report was timely files for the 12 months ended March 31, 2022. It was due April 30, 2022

There is a letter from Regional Planning notifying the Trustees of an upcoming hearing on June 8, 2022 regarding a replat in McElrath.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The concrete pad at the new building for HVAC equipment had to be expanded for additional equipment, so the fencing quote had to be updated. Ray has the new quote from Daniels Fencing, at \$4,250.00. It will be the same commercial grade fencing as previously quoted.

A motion by Vince Coia, seconded by Jim DiPaola to authorize Daniels Fencing to install a 16' x 35' enclosure at the price not to exceed \$4,250.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Brush chipping has begun this week. The first round is taking a bit longer to complete but they are working on it.

The Spring Cleanup was a big success. It was non-stop from 8:00 am until noon and filled eight containers. The Skeels and McElrath had very low participation in those containers placed there. Ray thanked Jim and Vince for their help and also Jason Myers in the Fire Department.

Ray discussed the new roadside mower. The state pricing he received from Edinburg Tractor Supply is for a previous year model which will save the township \$15-20K off the price of a current year model. Gail gave an analysis on the best way of paying for the new mower based on the 5-year project plan from the Road Department budget. This led into a discussion of road projects over the next couple of years.

Ray said he is planning on paving the back half of Forest Ridge since it is the worst area and chip and sealing half of the Black Horse area roads this year. The base of the roads in Forest Ridge is shot, so it will need repaved. Those roads will be the Phase II section of Forest Ridge and the cul-de-sacs off of it (Shearwater, Greengate and Stonington Circles). The road base in Black Horse

are still pretty good, we could get away with chip and sealing those roads. Which roads to be done there will be determined by the estimates coming from the County Engineers. Next year he will chip and seal the other half of Black Horse and do the Issue II project

RES # 22-039 A motion by Vince Coia, seconded by Hank Gibson to authorize the transfer of \$60,000 from the General funds to the Road Department for the purpose of purchasing the roadside mower. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES # 22-040 A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of the roadside tractor and mower from Edinburg Tractor Sales at the cost of \$123,625.19. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

There was one burial and one deed transfer in the last two weeks.

Mel Hicks donated \$100 to the cemetery again this year since his mother is buried there.

A motion by Hank Gibson, seconded by Vince Coia to accept the \$100 donation to Grandview Cemetery by Mel Hicks in the name of his mother. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Young Marines will be here on May 26th to place flags. The high school kids will be out on May 13th to work on cleaning up and mulching. Ray said we will possibly need maybe 2 more loads of mulch.

ZONING DEPARTMENT

Zoning Inspector Brett Psenicka was present and reported the following:

Several of the complaints have been resolved (Brady Lake at the RR tracks, Timber Run boat/trailer, etc., 6147 Lakewood in progress).

Brett attended the Portage County Regional Planning meeting on the 28th regarding streamlining PUD guidelines.

The airport/light rail bill is DOA due to lack of funding. No co-sponsors are interested

A determination has been made on OUR PLACE, OK'd for conditional use under section #49 (Institutions for Human Medical Care)

The Hill St residents did a great job on Clean Up Day last Saturday. Five certified letters of violation have been sent out on the remaining Hill St issues.

Brett is working with Gail, Jim and the Prosecutor's office about ORC# 505.871 for removing junk vehicles and taking salvage title directly.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

The Ohio MARCS grant items are arriving slowly

We've received the OTARMA Grant \$1,000 funds

We did not receive the Ohio Equipment Grant.

Mark inquired whether the Trustees wanted to help with the costs of two of our part time firefighters attending paramedic school. They are both enrolled for this fall. We've done it in the past with the requirement of committing a certain number years working for the township.

RES # 22-041 A motion by Hank Gibson, seconded by Vince Coia to contribute \$1,500 each to UH Portage for both Firefighters Brown and Heffley to help defray the cost of paramedic

school with the stipulation that they commit to working for the township for two years upon completion of their courses. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The new fire truck is still currently on track to be done by late June.

The preventative maintenances on the fire trucks have been completed along with Mark's truck. Mark said he does not recommend anyone buy a Chevy Colorado.

Mark asked whether the extra NOPEC money could be used to purchase an ice machine. It could be used by both the Fire Department and the Road Department. Jim said he would check with NOPEC to see whether the NOPEC money could be used for appliances.

Vince asked about the new fireworks law, who exactly will enforce it? The Sheriffs Department currently is supposed to enforce the existing one, will assume they will also have to continue once the new law goes into effect.

NEW BUSINESS

TRUSTEES

Vince said he got an email about First Energy doing tree trimming in the area.

Jim said he contacted Person Survey, they said it would cost at most \$789 to survey the property so we could plan whether building a storage building by the railroad track is viable. Pearson said if they are just defining the back line by the tracks, the cost will be less.

A motion by Jim DiPaola, seconded by Hank Gibson to authorize doing a survey by Pearson Survey and also the related PO in the amount of \$789. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We should be in the new building soon. We need to think about the furniture. CTMS said they would be able to hang the video screen.

FISCAL OFFICER

RES # 22-042 A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	T&N 246-2022	\$427.60	Municipal Emergency Services	Fire gear for new employee	Fire
B	247-2022	\$2,000.00	AT&T Mobility	Mobile service	Fire
C	248-2022	\$1,500.00	Municipal Emergency Services	PPE and Supplies	Fire
D	249-2022	\$2,000.00	Sutphen Corp	PM and repairs	Fire
E	250-2022	\$4,400.00	Daniels Fence LLC	Security fence new bldg.	General
F	251-2022	Voided	Voided	Voided	
G	252-2022	\$500.00	Portage Tree Farms	Mulch for cemetery	Grandview
H	253-2022	\$123,625.19	Edinburg Tractor Sales	Roadside tractor and mower per state contract	Road
I	254-2022	\$8,000.00	Richard Loftin	Addl - spring cleanup	General
J	255-2022	\$3,154.02	Cuy. Comm College	Fire School Recruit Brown	Fire

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.

RES # 22-043 A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the March 2022 bank reconciliation and financial reports as presented by the Fiscal Officer: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Portage Housing II sent an interest check in the amount of \$2,489.00

NDS has sent three (3) payments at \$4,297.32/ea. for the liens recently released (483 Harvest Dr, 6264 Bridge St, and 510 Oakwood St).

Firefighter Blubaugh has been accruing vacation hours at a reduced rate (2.77 hours/pay short) since Oct of 2018. We've corrected the 2022 hours and need a motion to correct the previous years (add'1 229.91 hours).

A motion by Jim DiPaola, seconded by Vince Coia to approve the adjustment of 229.91 vacation hours for Firefighter Blubaugh to correct for an incorrectly programmed accrual rate. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

There was a letter sent from NOPEC alerting that the township can elect not to participate. No one was interested in opting out.

A motion by Jim DiPaola, seconded by Vince Coia to authorize warrants #23152 and #23153 totaling \$123,625.19 to Edinburg Tractor Sales. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss investigation of charges against a public employee and a matter required to be kept confidential under HIPAA:

A motion by Vince Coia, seconded by Jim DiPaola to suspend Regular session at 9:28 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 9:28 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 9:43 pm.

RES # 22-044 A motion by Vince Coia, seconded by Hank Gibson to send the first two accounts listed on the supplemental report from LifeForce to Capital Recovery for collection: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES # 22-045 A motion by Vince Coia, seconded by Hank Gibson to send the following 19 accounts listed on the supplemental report from LifeForce to the Attorney General for collection: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES # 22-046 A motion by Vince Coia, seconded by Hank Gibson to write off the next account listed on the supplemental report from LifeForce: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES # 22-047 A motion by Vince Coia, seconded by Hank Gibson to send the following 7 accounts listed on the supplemental report from LifeForce to the Attorney General for collection: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Jim DiPaola, seconded by Hank Gibson to adjourn the meeting at 9:45 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE