

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF OCTOBER 18, 2022

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on October 18, 2022. Trustee Vince Coia called the meeting to order at 7:03 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 Mike Collins and Larry Jenkins from the Portage County Engineers.

AUDIENCE

Larry and Mike said the township had been approved for grant money in OPWC and told how the process of administering the grant had changed. They also discussed the Forest Ridge development paving project that was just completed and went over how they addressed the problem issues with the road base.

RES # 22-129 A motion by Hank Gibson, seconded by Jim DiPaola to authorize Vince Coia to apply to the OPWC for funds for the 2023 OPWC paving project and to enter into any agreements as may be necessary and appropriate for obtaining the financial assistance. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

REGULAR BUSINESS

A motion by Jim DiPaola, seconded by Vince Coia approving the minutes of the Special Meeting of October 4, 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 Regular Meeting of October 4, 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 Jim DiPaola, to approve payroll warrants for October 21, 2022 in the amount of \$42,013.44 and other warrants in the amount of \$29,765.23 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

The County Recorder says she would be interested in doing a "good deeds" presentation and was wondering what day would be good. The trustees discussed it and said to shoot for November 15th if that works for her, or whenever is good for her.

Vince asked Brett if there has been any progress on a property the Land Bank was working on Hill St. Brett said the last he had heard, there was a filing for a summary judgement but it hasn't been put on the court docket yet.

FISCAL OFFICER

Gail said the information for the records request regarding the dog kennel has been provided. Recordings had been requested, but the files were too large to email. She had asked the requestor twice to provide a medium to put the files on and has yet to receive a response.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The roadside mower is still waiting to be picked up from Motrim by Edinburgh Tractor.

Ray reminded everyone that October 31st will be the last date for brush pickup. Leaf bags will still get picked up until the snows start.

The computer module for the brake lights/turn signals on the 2012 F500 truck finally came in at Sarchione Ford.

It is that time of the year for the road crew's boot allowance. Gail has the POs in the list for this week.

GRANDVIEW CEMETERY

Ray asked to purchase some ground mats for the cemetery to prevent the equipment from tearing up the grass as they work. The plywood he currently uses get water logged and torn up rather quickly.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 4 sheets of Blue Gator ground mats at the cost of \$250.00/mat from Tucker Supply. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Brett was present and reported the following:

He has closed one complaint and has opened two new complaints.

He has re-opened and closed a repeat violation at Amanda's Playroom.

An appeal has been received today on the dog kennel permit decision.

There have been 11 permits issued in the last two weeks.

The three violations discussed at the last meeting have been forwarded on to the Prosecutor's Office for enforcement.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Mark has a webinar next week regarding how to close out the AFG 18, 19, and 20 grants.

The new engine is working well.

Mark requested an executive session at the end of the meeting for the purpose of discussing hiring a new fire chief.

NEW BUSINESS

TRUSTEES

Vince passed out flyers for the upcoming Trunk or Treat.

There was a discussion of the Agreed Judgment Entry and Order between the township and Matthew Smith.

A motion by Jim DiPaola, seconded by Vince Coia to accept the judgment entry and order. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

There was a discussion regarding the case with Mr. Frampton.

RES # 22-130 A motion by Jim DiPaola, seconded by Vince Coia to have Mr. Frampton pay for the court costs and dismiss the case with the understanding that we can reopen and refile it if Mr. Frampton is not in compliance in the future. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 22-131 A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	350-2022	\$800.00	Print & Sign	Name plates and signs	General
B	351-2022	\$500.00	Summit Tire Svc	Tires and repairs for ambulance	Fire
C	352-2022	\$500.00	Chase Card	Misc. meeting room supplies	General
D	353-2022	\$44.00	Gail Pittman	Reimburse for Recording fees	General
E	354-2022	\$250.00	Portage County Rec	Future recording fees	General
F	355-2022	\$1,500.00	WJ Tucker	Supplies	Grandview
G	356-2022	\$800.00	Lowe's	Rugs for building	General
H	357-2022	\$150.00	Ray Taylor	Boot allowance	Road
I	358-2022	\$150.00	Doug Dillon	Boot allowance	Road
J	359-2022	\$150.00	Jason Lovejoy	Boot allowance	Road
K	360-2022	\$150.00	Devin Shipp	Boot allowance	Road
L	361-2022	\$150.00	Nicholas Cessna	Boot allowance	Road
M	362-2022	\$1,500.00	Witmer Public Safe	General fd supplies	Fire
N	363-2022	\$1,000.00	Witmer Public Safe	New chief badge and supplies	Fire
O	364-2022	\$1,000.00	Route 14 Embroid.	Uniforms for new chief	Fire
P	365-2022	\$3,500.00	MES	Fire gear for new chief	Fire
Q	366-2022	\$140.00	Intl Assn Arson Inv	Renew certification	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.

The health insurance renewal has come in and will need to be reviewed and discussed.

There is a MS Office software and hardware issue because a few of our computers are pretty old and the old software is not being supported any longer by Microsoft. As a result, we need to upgrade all those that have Office 2013 on their pc's to a 365 subscription plan. Gail suggested that updating the network system and phone system in 2023 would be a good use for the ARPA money since it is a large and necessary expenditure. Our network system is more than 5 years old and the phone system is at least 10 years old and long out of warranty. Gail will get costs from CTMS for upgrading the software for now and a laptop with docking station for the new Fire Chief since the desktop station is not working.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing an employment issue related to hiring the new Fire Chief.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:16 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion Vince Coia, seconded by Jim DiPaola to enter into Executive session at 8:16 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Gail Pittman, Mark Kozak.
Returned to open session at 8:49 pm.

RES # 22-132 A motion by Hank Gibson, seconded by Jim DiPaola to authorize the re-hiring of James Crevar pending a drug screen. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the shared fire gear of Mark Kozak with the Stow Fire Department. 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 8:51 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mrs. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE