

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF NOVEMBER 1, 2022**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on November 1, 2022. Trustee Vince Coia called the meeting to order at 7:01 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.

**AUDIENCE**

None.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson approving the minutes of the Regular Meeting of October 18, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

A motion by Vince Coia, seconded by Hank Gibson approving the minutes of the Special Meeting of October 19, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

A motion by Vince Coia, seconded by Hank Gibson approving the minutes of the Special Meeting of October 20, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

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 November 4, 2022 in the amount of \$60,575.71 and other warrants in the amount of \$35,206.88 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**OLD BUSINESS:**

**TRUSTEES**

Jim said the ice machine is supposed to delivered tomorrow. Road and Fire departments will work together to figure where it will be installed.

Vince said the new road mower has an oil leak and won't be delivered yet.

Hank said the County Commissioners will be funding a portion of the bathroom installations in the auditorium at King Kennedy Center.

**FISCAL OFFICER**

OPERS has sent the late filing penalties for the employer portion, coming in at \$150.86. The employee portion had been \$71.64, so the total is \$222.50. Gail has reimbursed the employer portion, the payment to OPERS is scheduled for November 2, 2022.

Gail emailed Lori meeting dates regarding the Good Deeds program. Gail has left it up to Lori to pick whichever date will be good for her.

The new insurance quote was discussed and the trustees decided to get the numbers on a dual health insurance quote and also discuss the rates with the Fire Department.

We are still getting billed by the ODJFS for one fraudulent unemployment claim from January 2021. The amount is now \$1,819.75. We are not responsible for payment of this.

Gail asked for a resolution to upgrade the MS Office accounts to 365 accounts so that all employees with township email addresses can properly use Outlook. There is a PO in the list to CTMS for a laptop for the new Fire Chief. The current desktop computer for the fire chief is inoperable.

**RES # 22-133** A motion by Vince Coia, seconded by Hank Gibson to authorize upgrading all MS Office accounts to Office 365. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

We need to order a couple of new plow blades. Winter Equipment quoted \$1,898.00 for two that are carbide tipped which would last for years

A motion by Vince Coia, seconded by Jim DiPaola to authorize purchasing 2 new carbide edged plow blades from Winter Equipment for the cost of \$1,898.13. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

Ray had several quotes for new fencing and gates to go from the back corner of the building to the end of the property line by the railroad tracks. He said there is a lot of traffic going back there in the night and it is a safety and security issue.

### **RES #22-134** **Be It Resolved** *by the Township Trustees of Ravenna Township*

**WHEREAS**, this date, November 1, 2022, Trustee Vince Coia moved the adoption of the following Resolution:

**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**, Section 603(c) generally provides that:

(1) USE OF FUNDS. Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024 -

(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan

city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or

(D) to make necessary investments in water, sewer, or broadband infrastructure.

**WHEREAS**, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” [The “standard allowance”].

**WHEREAS**, the Rule further observes that:

The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus State and Local Fiscal Recovery Fund’s smallest recipients. This change is intended to promote administrative efficiency and simplify revenue loss calculation for smaller recipients.

**WHEREAS**, the Rule further clarifies that recipients can use:

SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the [Final Rule four-step process]. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise.

**WHEREAS**, some common examples of “government services” expressly recognized by Treasury are as follows:

- **Road building and maintenance, and other infrastructure**
- **Health services**
- **General government administration, staff, and administrative facilities**
- **Environmental remediation**
- **Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)**
- **Maintenance or pay-go funded building infrastructure**
- **Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure**

**WHEREAS**, “Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;” and

**WHEREAS**, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including:

- **Deposit into pension funds**
- **Satisfaction of settlements or judgments**

- **Contributions to financial reserves or “rainy day” funds**

**WHEREAS**, the Board of Trustees has identified a project which, in the judgment of the Board, qualifies as a permitted use of the ARPA Funds, in direct support of governmental services, which consists of the following:

Installation of fencing and gates around the Spring St. township campus for safety and security of township property, as quoted by Frank Mounts at \$6,850.00, paid half at signing of the proposal and half upon satisfactory completion of the job.

(the “Project”).

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

1. The Township elected to use the standard allowance by way of Resolution 22-038, Carried April 29, 2022 and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services.

2. The Project is hereby authorized and shall be paid for from the ARPA Funds in the amount of/an amount not to exceed: \$6,850.00

3. The Project described herein serves the objectives of the Act by providing services traditionally provided by a government, namely:

- Police protection
- Fire and emergency medical services
- Road repair, maintenance and other transportation and safety services
- Public infrastructure support
- General government administration and administrative facilities
- Land use regulations and enforcement
- Parks and recreational facilities and programs
- Other

4. Accordingly, the Project is in the best interests of the Township and is deemed a priority for the community.

5. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

Trustee Jim DiPaola seconded the Motion, and thereupon, the roll call votes are as follows:

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

Ray asked to be able to use the Veterans Day holiday the day after Thanksgiving.

A motion by Vince Coia, seconded by Hank Gibson to allow the Road Department to use their Veterans Day holiday on Friday, November 25, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

Jason has purchased his boots at the end of August rather than waiting until the boot allowance was properly Carried. Ray asked whether his receipt was acceptable.

A motion by Vince Coia, seconded by Jim DiPaola to authorize payment of boot allowance effective August 27, 2022 for Jason Lovejoy. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

### **GRANDVIEW CEMETERY**

There has been 1 burial, 1 cremation and 3 lot sales in the past two weeks.

Ray had a sign made up to put at the front of the cemetery prohibiting animals being dropped off in the cemetery. Somebody has been dropping off cats.

### **ZONING DEPARTMENT**

*Brett was present and reported the following:*

The BZA will meet November 9, 2022 to hear an appeal.

Brett has closed three complaints and has re-opened one.

The Zoning Commission will meet on November 16, 2022 for rezoning request of a 0.08 acre parcel.

The terms for both Claire Moore on the BZA and Bev Kibler on the Zoning Commission have or are ending soon. Both have emailed and stated that they are willing to serve another term.

**RES # 22-135** A motion by Jim DiPaola, seconded by Vince Coia to reappoint Claire Moore to the Ravenna Township Board of Zoning Appeals for another 5-year term commencing October 16, 2022 and ending October 15, 2027. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**RES # 22-136** A motion by Jim DiPaola, seconded by Vince Coia to reappoint Beverly Kibler to the Ravenna Township Zoning Commission for another 5-year term commencing October 16, 2022 and ending October 15, 2027. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

The Zoning Commission has received suggestions/corrections for the Zoning Resolution to be heard in the coming weeks.

Doug McGee requests an update on the Trustees' thoughts of T.I.F. for a private drive to the proposed senior housing behind Wynn's.

Regional Planning sent notification regarding a replat of Sublots 126 and 127 in the Ranch Club Estates.

Six permits have been issued in the last two weeks.

### **FIRE DEPARTMENT**

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

We received a payment from Herb Equipment for refunding the unused contingency amounts for installation of equipment on the new fire truck. Mark thought it would be good to use the money to pay down the loan on the truck.

A motion by Hank Gibson, seconded by Vince Coia to authorize making an additional principal payment to the new fire truck loan equal to \$7,521.00, the refund received from Herb Equipment. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

### **NEW BUSINESS**

#### **TRUSTEES**

None

**FISCAL OFFICER**

**RES # 22-137** A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	367-2022	\$1,500.00	Chase Card	Operating supplies	General
B	368-2022	\$150.86	OPERS	Late fees (gp to reimb	General
C	369-2022	\$2,000.00	Winter Equip.	Plow blades	Road
D	370-2022	\$600.00	Active 911	Subscription	Fire
E	371-2022	\$3,000.00	CTMS	Laptop and dock for fire chief	Fire
F	372-2022	\$6,850.00	Frank Mounts	Fence	ARPA
G	T&N 373-2022	\$150.00	Jason Lovejoy	Boot allowance	Road

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

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

A motion by Vince Coia, seconded by Hank Gibson to authorize warrants #23585, #23586, and #23587 totaling \$7,000.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**RES # 22-138** A motion by Vince Coia, seconded by Jim DiPaola to approve budgetary changes as follows for Appropriations:

Appropriation Budget Changes				
Fund #	Fund Name	From	To	Increase (Decrease)
2041	Grandview Memorial	\$200,000.00	\$180,000.00	(\$20,000.00)

R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Carried.

**RES # 22-139** A motion by Vince Coia, seconded by Jim DiPaola to approve budgetary changes as follows for Revenue:

Revenue Budget Changes				
Fund #	Fund Name	From	To	Increase (Decrease)
2401	Special Assessment PMHA	\$308.00	\$307.50	(\$0.50)

R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Carried.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing employment of fire chief and for security arrangements and emergency response protocol.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:03 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

A motion Vince Coia, seconded by Hank Gibson to enter into Executive session at 8:03 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

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

Returned to open session at 9:26 pm.

**RES # 22-140** A motion by Vince Coia, seconded by Hank Gibson to **rescind RES # 22-125**. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**RES # 22-141** A motion by Vince Coia, seconded by Jim DiPaola to offer the Part Time Fire Chief position to David Moore at the pay of \$36,400 annually contingent upon him passing a pre-employment drug screening, effective November 20, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, no. Motion Carried.

**RES # 22-142** A motion by Hank Gibson, seconded by Jim DiPaola to rescind the extra \$1.00 an hour wage rate for Capt. James Collins and Capt. Heather Sweitzer effective November 6, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**RES # 22-143** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the Dispatch Contract with Portage County Sheriff’s Office effective beginning during the week of December 12, 2022 and no later than December 16, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**RES # 22-144** A motion by Hank Gibson, seconded by Vince Coia to cancel the Dispatch Contract with the City of Ravenna with 30 days written notice to terminate the dispatch agreement as described in the agreement to be mailed November 16, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:40 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mrs. Gibson, yes. Motion Carried.

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

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

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TRUSTEE