

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF NOVEMBER 15, 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 15, 2022. Trustee Vince Coia called the meeting to order at 7:00 P.M.

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

**AUDIENCE**

Tim Hartong revisited the issue of the dog kennel on Peck Rd. He pointed out that dog kennels are specifically spelled out in one section in the zoning code and the dog kennel in question is being allowed as agricultural in a different section. He couldn't understand how the township is allowing this to proceed in this way. Vince asked Tim that if his legal counsel advised him to take a certain path, wouldn't he follow that counsel's advice? The trustees said that even if they don't agree with the way the higher courts decide these cases, the state courts take priority over the local courts. Tim thought it unfair that the expense falls upon all the other residents rather than the kennel owner to pursue this through the courts. Tim made a verbal records request for Brett's cell phone calls and texts with Arya related to the dog kennel and his permits.

Jason and Sandy Lane from Menough Rd are upset at how their complaints regarding their neighbor were not being handled. Sandy had spent a lot of time emailing the zoning inspector on 5 specific points and she wasn't getting any response on them. Instead she is receiving questions regarding the buildings on her own property. There were intense discussions back and forth between the Lanes and Brett. The Lanes inquired what Brett's point was in bringing up their building not being in compliance when it was built before they even bought the property and compliance issues should have been raised with the previous owner. Brett responded that he is trying to be fair to all sides in the complaint. Hank stepped in and told the Lanes that everything will be looked at and they will have a response at the next meeting.

**REGULAR BUSINESS**

A motion approving the minutes of the Regular Meeting of November 1, 2022 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 Hank Gibson, seconded by Jim DiPaola, to approve payroll warrants for November 18, 2022 in the amount of \$41,357.78 and other warrants in the amount of \$55,187.95 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**

**RES #22-145** Jim DiPaola moved the adoption of the following resolution:

WHEREAS, the Township Zoning Inspector has notified the occupants of 6863 Infirmary Road, Parcel #29-310-00-00-011-000 in Ravenna Township, Portage County, Ohio that they are in

violation of having junk vehicles, campers, motorhomes, refrigerator, miscellaneous tools, and bags of rubbish on said property. Pursuant to Township Exterior Property Code, 605.00(A.D), 610.09(A), 610.02(D), 302.1, 302.4, 302.5, 307.1, and 307.6

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning Code:

NOW THEREFORE, be it Resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio that:

- 1. The Board hereby directs the Portage County Prosecuting Attorney to take whatever legal action he and his office, deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.**
- 2. The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the County Prosecutor.**

Vince Coia, seconded the motion, and the roll call was called on the question of its adoption; the vote was as follows: R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Carried.

**RES #22-146** Jim DiPaola, moved the adoption of the following resolution:

WHEREAS, the Township Zoning Inspector has notified the owner, Carol Davidson of 7557 Peck Road Parcel # 29-108-00-00-001-000 in Ravenna Township, Portage County, Ohio that they are in violation of having junk vehicles, disused machinery and bags of rubbish on said property. Pursuant to the Township Exterior Property Code, Chapter 301.2, 302.4, 302.7, 302.8, 304.1, 304.3, 304.4, and 304.7.

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning Code:

NOW THEREFORE, be it Resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio that:

- 1. The Board hereby directs the Portage County Prosecuting Attorney to take whatever legal action he and his office, deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.**
- 2. The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the County Prosecutor.**

Vince Coia, seconded the motion, and the roll call was called on the question of its adoption; the vote was as follows: R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Carried.

**RES #22-147** A motion by Hank Gibson, seconded by Jim DiPaola, to approving and accepting the health insurance contract proposal for 2023 as presented by Ohio Insurance Services with Medical Mutual and Madison National Life Ins including HSA funding at the same level as the prior year. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**RES #22-148** A motion by Hank Gibson, seconded by Vince Coia to amend Res #15-050 changing the "Chief Kozak" language with "Fire Chief" so as to transfer the township vehicle usage from Mark to the new chief. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**FISCAL OFFICER**

Gail says there is another partial lien release forthcoming for one of the NDS properties.

Zoning fees not previously collected in error total \$1,476.47. This is about 28% of 2021's total fees collected.

At the BZA public hearing on November 9, 2022, Mr. Springer stated that Mr. Ray Lee had not received any records from the township in response to his public records request. The records were sent in pdf form via email and Gail received confirmations of their delivery on October 9, 2022 and October 12, 2022. She contacted Mr. Lee who said her emails had been dropped into his junk mail folder and he didn't retrieve them. Gail requested that he drop off USB drives so that she could load the requested records on the drives. The recordings are too large to email and she noted that in the email that he never retrieved. He dropped them off Monday and all of the records on the USB drives were picked up by his wife today.

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

*Ray was present and reported the following:*

The new snow plow blades have been ordered and should be in any day.

The security gate for the back lot is installed, looks nice and is quite effective.

We need to order some new road signs from Municipal Signs. Ray has a list of them totaling \$1,603.00.

A motion by Vince Coia, seconded by Jim DiPaola to authorize purchasing new road signs from Municipal Signs for the cost of \$1,603.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

Ray stopped at Edinburg Tractor to see what's going on with the road side mower. They say they are short-handed right now and it will be a while before the problem with the oil leak is fixed. The warranty on the new tractor will not start until it is delivered and accepted here.

**GRANDVIEW CEMETERY**

There has been 6 burials and 1 cremation in the past two weeks.

Mr. Stoffer canceled his meeting for the second time regarding his new lots. He's supposed to be meeting with Ray again later this week.

**ZONING DEPARTMENT**

*Brett was present and reported the following:*

Brett has two new complaints for barking dogs, five complaints have been closed with compliance. Three old violations have been closed.

Supplementary billing went out in the amount of \$1,476.00

The BZA met on November 9, 2022 and has denied the appeal of the Zoning Inspectors decision in the granting of an agricultural exemption at 7686 Peck Rd.

There have been six new permits issued.

Brett is meeting with the Land Bank and Frank Hairston tomorrow to discuss demolition of derelict structures in the McElrath neighborhood.

Vince said he had heard that the date for the demolition of the old house on Bridge St is getting closer. Brett said the Land Bank finally has gotten ownership of that property, so that process is moving forward.

### **FIRE DEPARTMENT**

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

Mark gave an update on old grant statuses. He said the ODNR have opened a Division of Forestry Fire Program grant, which will have a 50% match, and requested permission to write for it.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize Mark to write for the \$10,000 ODNR Forestry Fire Program Grant with a 50% match. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

After utilizing the new UTV in the train derailment call two weeks ago, it has become apparent that the UTV needs some modifications - a lift kit to perform better on the train tracks, along with lighting in the back so first aid can be performed properly. There is a purchase order in tonight's list for these upgrades.

Mark requested an executive session at the end of the meeting to discuss employee discipline.

### **NEW BUSINESS** **TRUSTEES**

The employment contract for the new Fire Chief has been reviewed and approved by the County Prosecutor.

**RES #22-149** A motion by Hank Gibson, seconded by Vince Coia, to approve and accept the employment contract for Fire Chief David Moore with an effective date of November 20, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**RES #22-150** A motion by Hank Gibson, seconded by Vince Coia, to approve and accept the Liasson employment contract for Mark Kozak with an effective date of November 20, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

Mark noted that the effective date in section 3 of the Dispatch contract with Portage County needed changed to December 12, 2022.

Jim said he spoke with Dennis West regarding the renewal of the Economic Development Director position. Dennis wants to extend the contract an additional year. Jim said the Core Group will not be supporting the contract any longer, so it would just be between the City and the Township.

### **FISCAL OFFICER**

**RES # 22-151** A motion by Vince Coia, seconded by Hank Gibson to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	374-2022	\$4,500.00	Summit Tire	Tires for fire truck	fire
B	375-2022	\$2,000.00	Levinson	Uniforms for chief	Fire
C	376-2022	\$1,656.06	Hastings	Plymovent sys hook up & repair	fire
D	377-2022	\$7,521.00	Middlefield Bank	Addl. principal payment	fire
E	378-2022	\$889.28	PC Engineer	Monument risers Forest Ridge	Road

F	379-2022	\$1,030.07	Madison Natl Life	Health ins supplement	General
G	380-2022	\$2,000.00	Municipal Signs	Signs	Road
H	381-2022	\$220.00	D&T PM & Truck	Pump testing	Fire
I	382-2022	\$12,322.00	BWC	Workers comp premium 2023	All
J	383-2022	\$250.00	Copley Ohio News	Advertising – zoning	General
K	384-2022	\$1,500.00	Fire Recovery	Fees	ems
L	385-2022	\$1,000.00	ESO Solutions	CAD interface	Fire
M	386-2022	\$2,000.00	Chase Card Service	UTV lights and lift kit	Fire

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.

Gail received the 2023 BWC premium bill totaling \$12,322.00. That is about \$1,900 higher than the prior year, the rate per \$100 went from 1.1323 to 1.1895. The bill will be invoiced on December 1, 2022 and Gail will pay it as soon as it appears on the BWC portal.

**RES # 22-152** A motion by Hank Gibson, seconded by Jim DiPaola to approve and accept the October 2022 bank reconciliation and financial reports as presented by the Fiscal Officer: R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**RES # 22-153** A motion by Hank Gibson, seconded by Vince Coia to approve budgetary changes as follows for Revenue:

Revenue Budget Changes				
Fund #	Fund Name	From	To	Increase (Decrease)
2401	Grandview Memorial	\$100,800.00	\$90,800.00	(\$10,000.00)

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 employee discipline.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 8:09 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 8:09 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Jon Summers, Mark Kozak.

Returned to open session at 8:19 pm. No action was taken.

Jim wanted to make clear on the Dispatch contract that neither side, the City nor the County had put their best effort into the contract negotiations.

Mark mentioned that the phone allowance in the new Fire Chief contract was up to \$20.00 per pay and asked the trustees if they thought they should increase Ray’s phone allowance to stay consistent?

**RES # 22-154** A motion by Hank Gibson, seconded by Vince Coia to increase Ray’s bi-weekly phone allowance from \$16.00/pay to \$20.00/pay effective November 20, 2022. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Carried.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Jim DiPaola to adjourn the meeting at 9:00 pm.  
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mrs. Gibson, yes. Motion Carried.

ATTEST:

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CHAIR

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TRUSTEE

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

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TRUSTEE