

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF MAY 2, 2023**

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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 May 2, 2023. Trustee Hank Gibson 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 Dave Moore, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, and Assistant Fiscal Officer Jon Summers. In the audience was Angelo Battaglia.

**AUDIENCE**

Mr. Battaglia had some questions on the use of several properties he owns around the township. The first lot is on SR 59 across from Sun Beau and he was curious if he would be able to put a billboard there. Jim said that because of how it is zoned, he would have to go through the BZA to apply for a variance and they would decide. He would then have to get approved by the state since it would be on SR 59 and they have an easement. The second lot he was interested in was the old dance studio on Summit Rd. He questioned how it was zoned and what it could be used for. Jim explained that since the building has been empty for a while, the zoning variance has expired and the use has reverted back to being residential. Any change of use would also have to go to the BZA for a variance request.

**REGULAR BUSINESS**

The motions to approve the minutes from the previous Regular Meetings on April 4, 2023 and April 18, 2023 were tabled until the next meeting.

Hank 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 May 5, 2023 in the amount of \$60,437.49 and other warrants in the amount of \$27,177.23 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**

Regional Planning sent notification of the replat of Lots 26 & 27 in the Reserves of Breakneck Creek with a meeting scheduled for May 10, 2023. The plans were reviewed and the Trustees had no issues or objections.

A motion by Jim DiPaola, seconded by Vince Coia to approve of the replat of Lots 26 & 27 in the Reserves of Breakneck Creek. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Hank discussed decals on the township vehicles. He has discussed it with the county prosecutor who said only decals approved by the trustees are allowed on the vehicles.

**FISCAL OFFICER**

None

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

*Ray was present and reported the following:*

The spring clean-up went very well. Ray thanked the trustees for their help during the cleanup.

The 2012 F-550 has gone to Sarchione's for repairs. Ray explained the needed repair work and what could be done in-house, what had to be done by Sarchione's (ball joints, power steering lines). The expense for Sarchione's totals about \$3,000.

A motion by Vince Coia, seconded by Hank Gibson to authorize the repair work on the 2012 F550 truck at Sarchione Ford. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The sewer jet is still on schedule for completion.

There are a couple of people Ray and Vince will be interviewing on Friday for the full-time road crew position.

Chipping season has begun. The Road Crew will be going out every 1<sup>st</sup> and 3<sup>rd</sup> weeks of the month through the end of October to do the chipping.

Ray would like to hire Howard Dukes for the open part-time position. He already has a Class B CDL.

**RES # 23-080** A motion by Vince Coia, seconded by Hank Gibson to hire Howard Dukes as part-time service worker, conditional on passing the drug screen, effective May 7, 2023 at the rate of \$15.50 per hour. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**GRANDVIEW CEMETERY**

There was one burial in the past 2 weeks.

Ray needs to order mulch. He requested ordering 40 yards from Portage Tree Farm and the cost of \$20/yard.

A motion by Vince Coia, seconded by Jim DiPaola to authorize purchasing 40 yards of mulch from Portage Tree Farm at the cost of \$20/yard. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We've received the Memorial Day flags for the cemetery. The Young Marines won't be coming to help this year, so Ray asked for help the Thursday before Memorial Day placing the flags.

**ZONING DEPARTMENT**

*Zoning Inspector Lori Rotondo was present and reported the following:*

The BZA met April 19<sup>th</sup> and approved a sign variance for James Fogle on SR 44.

The BZA will hold a meeting May 10, 2023 to hear a variance request for a change of the setback requirement for an accessory structure on the rear line of 3590 Susan Dr.

Lori and Jim drove around and investigated complaints and Lori created several violation letters.

The property at 3415 Spruce St has cleaned up their property.

Lori issued a permit for interior renovation on a commercial property located at 2861 SR 59.

Lori attended the quarterly Zoning Inspectors Meeting April 27<sup>th</sup>. They discussed solar farms and had a nice PowerPoint presentation. The Trustees discussed solar farms, asked what the other townships in the area are doing, etc.

**RES # 23-081** A motion by Jim DiPaola, seconded by Vince Coia to place a moratorium on Solar Farms for six months so that the Zoning Commission can address the township future needs and draft any pertinent codes. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **FIRE DEPARTMENT**

*Fire Chief Dave Moore was present and reported the following:*

Firefighter Sajjankumar Patel has submitted his resignation.

**RES # 23-082** A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Sajjankumar Patel effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 23-083** A motion by Hank Gibson, seconded by Jim DiPaola to hire Darrien Hillman as part-time Firefighter/EMT effective immediately, pending the drug test, at an hourly rate specified by the CBA. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

In the list of PO's later is one for Coia Implement (Daywalt) for backpack blowers for fighting grass fires, along with PO's for more cabinets for tool storage.

Dave and Gail both talked about the Medicare Data Collection program that we are required to do to for cost reporting study that Medicare uses in determining their set reimbursement rates for EMS billings. It is quite an involved cost accounting system and will be a lot of work to collect the required information.

Unit 2411 was struck by a deer earlier this evening. There is extensive damage to the driver side door/front quarter panel/mirror. It is out of service as of now. It is the unit that is scheduled for a remount within the next year or two. A police report will be made and an insurance claim filed

Dave requested an executive session at the end to discuss employee termination and roster adjustments.

### **NEW BUSINESS**

#### **TRUSTEES**

None

### **FISCAL OFFICER**

**RES # 23-084** A motion by Hank Gibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	247-2023	\$2,000.00	AT&T Mobility	FD cell phone service	Fire
B	248-2023	\$500.00	LAAD Sign & Lighting	Lettering and fuel pump signs	Road
C	249-2023	\$500.00	Witmer Public Safety Group	Supplies for FD	Fire
D	250-2023	\$325.00	Witmer Public Safety	Uniform allowance for	Fire

			Group	Sweitzer	
E	251-2023	\$325.00	Levinson's	Uniform allowance for Crevar	Fire
F	252-2023	\$325.00	Levinson's	Uniform allowance for Frawley	Fire
G	253-2023	\$325.00	Levinson's	Uniform allowance for Keba	Fire
H	254-2023	\$250.00	Haasz Automall	PM Jeep	General
I	255-2023	\$1,000.00	Klaben Ford	Maintenance	Fire
J	256-2023	\$500.00	LAAD Sign & Lighting	Accountability System supplies	Fire
K	257-2023	\$3,500.00	Sarchione Ford	Road 2012 F550 repairs	Road
L	258-2023	\$800.00	Portage Tree Farm	Mulch	Grandview
M	259-2023	\$800.00	City of Ravenna	Water	General
N	260-2023	\$850.00	PC Water Resources	Sewer	General
O	261-2023	\$8,000.00	Chase Bank	Service charges	General
P	262-2023	\$600.00	Daywalt. (Coia)	Blowers for grass fires	Fire
Q	263-2023	\$300.00	Chase Card	Cabinet	Fire
R	264-2023	\$450.00	Chase Card	Cabinets	Road

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.

A motion by Vince Coia, seconded by Hank Gibson to authorize Melissa take the building plans to Copy Print to have them scanned to PDF. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of two monitors at a cost not to exceed \$285.00 to replace Melissa's failing one. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to declare Melissa's old monitor obsolete and authorize its destruction. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to authorize signing up for a membership with Sam's Club. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail requested an executive session to discuss items required to be kept confidential by Federal Law – HIPAA and to discuss employee terminations.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing employee terminations and matters required to be kept confidential by Federal or Ohio Law.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:58 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to enter into Executive session at 8:58 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 9:21 pm.

**RES # 23-085** A motion by Vince Coia, seconded by Hank Gibson to turn over EMS accounts to Capital Recovery and the Attorney General for collection as indicated on the supplemental report and to write off or hold accounts as indicated. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 23-079** A motion by Vince Coia, seconded by Hank Gibson to terminate the employment of Joseph McClay effective immediately under the CBA Article 21 Leave of Absence Section 1, Letter #. "Failure to return from a leave of absence at the specified date will be considered as a resignation." He was granted a LOA from May 18, 2021 to August 11, 2021 and he has not returned to work. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 23-086** A motion by Vince Coia, seconded by Hank Gibson to remove Casey McCarthy from Leave of Absence to part-time status. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 23-087** A motion by Vince Coia, seconded by Hank Gibson to grant a 12 month leave of absence effective immediately for Ryan Brown as he completes his first year of service at his full-time job. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 23-088** A motion by Vince Coia, seconded by Hank Gibson to grant a 12 month leave of absence effective immediately for Robert Barnhart as he completes his first year of service at his full-time job. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 23-089** A motion by Vince Coia, seconded by Hank Gibson to grant a 30-day temporary leave of absence for Megan Brown effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 23-090** A motion by Vince Coia, seconded by Hank Gibson to grant a 30-day temporary leave of absence for John Coleman effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Jim DiPaola, seconded by Vince Coia to adjourn the meeting at 9:25 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE