

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF OCTOBER 31, 2023

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 31, 2023. Trustee Hank Gibson 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 Dave Moore, Road Superintendent Ray Taylor, Fire Liaison Mark Kozak and Assistant Fiscal Officer Jon Summers. Zoning Inspector Lori Rotondo was absent. In the audience Todd Peetz.

AUDIENCE

Todd Peetz shared an example of the Comprehensive Land Use Plan that he created for Brimfield Township. He discussed the benefits and demonstrated the kind of information the plan contains and how it can also serve as an excellent tool for economic development promotion. He also discussed the pricing for the trustees to consider if they would like to do a similar project for Ravenna Township.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of October 3, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to approve the minutes of the Regular Meeting of October 17, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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 Hank Gibson to approve payroll warrants for October 31, 2023 in the amount of \$64,470.49 and other warrants in the amount of \$21,864.81 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

RES # 23-191 Jim DiPaola moved the following: A resolution declaring the intent of the Board of Trustees for Ravenna Township to join with the City of Ravenna in terminating the Ravenna Joint Economic Development District contract dated February 28, 2013, and dissolving the District created thereunder.

Whereas, about February 28, 2013, the City of Ravenna and the board of trustee for Ravenna Township, as the contracting parties, enter the Ravenna Joint Economic Development District contract purportedly under R.C. 715.72 through R.C. 715.81 (the "Contract") and created a joint economic district of territory within Ravenna Township (the "District");

Whereas, no business owners and only a few property owners agreed to be included in the District and no services were provided to them under the Contract, and the contracting parties did not enter any contracts or agreements with any business owners, property owners, or third parties

and, therefore, no business owners or property owners within the District and no third parties have an intervening interest in the Contract or continuation of the District;

Whereas, the contracting parties mutually desire to terminate the Contract and dissolve the District effective on the date the last of the contracting parties passes a resolution terminating the Contract and dissolving the District (as set forth in this Resolution); and

NOW, THEREFORE, be it resolved by the board of trustees for Ravenna Township, Portage County, Ohio (the "Board") that:

Section 1: In accordance with R.C. 715.72(G) and Section 6 of the Contract, and recognizing that the contracting parties mutually desire to terminate the Contract and do so by resolution within 90 days of each other, the Board agrees to, and hereby does on its end, terminate the Contract and dissolve the District effective on the date the last of the contracting parties passes a resolution terminating the Contract and dissolving the District.

Section 2: Incorporating the above introductory clauses, the Board is not aware of any third-party agreements involving the contracting parties or that the contracting parties or any board or officer created or appointed under the Contract has any obligations or liabilities relative to the Contract or the District or that the District has any assets.

Section 3: All formal actions of the Board relating to the adoption of this Resolution, and all deliberations of the Board leading to such action, were in meetings open to the public as required by law.

Section 4: This Resolution shall take effect and be in full force from and after the earliest date allowed by law.

Hank Gibson seconded the motion.

R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed this 31st day of October, 2023

FISCAL OFFICER

Gail discussed a recent conversation she had with legal counsel regarding a TIF and presented for consideration, an agreement for the law office of Diemert & Associates to do legal consultant work regarding the economic development project and tax increment financing for the phase 6 of the Forest Ridge Development. Bob DeHoff, developer of the Forest Ridge Development, said he would pay the expense of the consulting work up to \$3,000.

RES # 23-192 Hank Gibson moved to authorize Diemert & Associates Co., L.P.A., to be retained as legal consultant for Ravenna Township, Ohio & its Board of Trustees in connection with tax increment financing & related economic development projects

WHEREAS, Ravenna Township officials have been recently contacted in regard to potential economic development-related projects that are proposed to improve real property located within the Township; and

WHEREAS, as part of the aforementioned discussions, the Township has received developer requests for the Township to consider the potential for utilizing tax increment financing ("TIF") in order to assist with making certain public infrastructure improvements related to such proposed development; and

WHEREAS, the Township, after conferring with the Portage County, Ohio Prosecutor's Office, desires to retain a legal consultant to provide legal services to the Township related to such potential development utilizing TIF incentives within the Township.

NOW, THEREFORE, BE IT RESOLVED by the Trustees of Ravenna Township, County of Portage and State of Ohio, that:

Section 1. The Township hereby authorizes the law firm Diemert & Associates Co., L.P.A. to act as legal consultant and provide legal services to the Township in connection with tax increment financing and related economic development project within the Township, upon terms which may be set forth in separate agreement executed between Diemert & Associates and the Township.

Section 2. It is found and determined that all formal actions of the Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 3. This Resolution shall take effect upon adoption by the Board of Trustees or after the earliest period allowed by law.

Vince Coia seconded the motion.

R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed this 31st day of October, 2023

Gail received an email regarding additional money available through the state's Demolition Grant. The Land Bank would be the lead on this in our area.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Brush chipping is done for the year. The road crew will continue picking up leaf bags until the snow begins.

The front tires of the 2014 F550 need replaced. Summit Tire has quoted \$436.85.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of two tires through Summit Tire at the cost of \$436.85. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The 2004 Kubota tractor sold on GovDeals.com for \$5,000. We are still waiting on the paperwork to complete the transaction.

All the trucks have been serviced and the new flashers are being installed.

Ray requested the authorization for the annual boot allowance at \$150/employee.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the reimbursement of \$150.00/Road crew employee for the purchase of boots. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We need to buy a drum of hydraulic oil. O'Reilly's price is \$552.98.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of a 55 gallon drum of hydraulic oil from O'Reilly's at the cost of \$552.98. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Road Crew would like permission to move the Veteran's Day holiday hours to the day after Thanksgiving.

A motion by Jim DiPaola, seconded by Vince Coia to authorize to swap of 8 hours of Veteran's Day hours to the day after Thanksgiving. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray requested an executive session at the end of the meeting to discuss employment of an employee.

GRANDVIEW CEMETERY

There was one burial and one cremation in the past two weeks.

The road crew is currently concentrating on leaf pick up at the cemetery

ZONING DEPARTMENT

Zoning Inspector Lori Rotondo was absent:

None

FIRE DEPARTMENT

Fire Chief Dave Moore was present and reported the following:

The Chief has a new Firefighter/EMT he would like to hire.

RES # 23-193 A motion by Hank Gibson, seconded by Jim DiPaola to approve hiring Jonathan Birrer as part time Firefighter/EMT at the starting rate of \$14.76 per CBA effective as soon as possible pending the passing of background and drug tests. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

The Chief had several purchase requests:

A motion by Hank Gibson, seconded by Vince Coia to approve the purchase of fire gloves from MES at the cost of \$1,386.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to approve the purchase of an iPad for the Chief's truck from FirstNet at the cost of \$359.00 with additional monthly service fee of \$25.99/month. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the purchase of reflective ladder wraps and marking from Graphic Expressions at the cost of \$355.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the purchase of a Through the Lock Kit from Coastal Fire Training at the cost of \$340.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to approve the purchase of preventative maintenance on the hydraulic rescue tools from Howell Rescue Systems at the cost of \$1,000.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Both tow bills for 2414 and the warranty paint work are being handled by Sutphen and FYDA Youngstown respectively.

Some of the SCBA equipment will need to be updated in the near future. Dave will be meeting with the MES salesperson to determine which equipment and the associated cost.

Dave is looking to purchase a demo rescue strut that can be used for vehicles on their side. They are all backordered at this time. He believes that would be a good use of the donation money

from the Moose Club and would like to give the Moose a presentation of the strut in use to show how their donations are being used.

NEW BUSINESS
TRUSTEES

The resolution of necessity for the March levy needed done.

RES # 23-194 Hank T. Gibson moved the adoption of the following resolution:

WHEREAS, the amount of taxes which may be raised within the ten mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the Township of Ravenna, Portage County, Ohio;

WHEREAS, a resolution declaring the necessity of levying a tax under 505.39, and R.C.5705.19(I) outside the ten-mill limitation as per 5705.03(B) must be passed and certified to the county auditor of Portage County in order to permit the Board of Trustees to consider the levy of such a tax and must request the county auditor certify to the Board of Trustees the total current tax valuation of the Township of Ravenna, and the dollar amount of revenue rounded to the nearest dollar that would be generated by a 6.1 mill additional tax levy for each one hundred thousand dollars of the county auditor's appraised value; and an estimate of the levy's annual collections, rounded to the nearest one thousand dollars.

RESOLVED, by the Board of Trustees, two-thirds of all members elected thereto concurring, that it is necessary to levy 6.1 mills, to constitute a tax in excess of the ten-mill limitation levied upon the entire territory of the Township of Ravenna and for the benefit of the Township of Ravenna under R.C. 5705.19(I) for the following purpose:

For providing and maintaining fire apparatus, mechanical resuscitators, underwater rescue and recovery equipment, or other fire equipment and appliances, buildings and sites therefor, or sources of water supply and materials therefor, for the establishment and maintenance of lines of fire-alarm communications, for the payment of firefighting companies or permanent, part-time, or volunteer firefighting, emergency medical service, administrative, or communications personnel to operate the same, including the payment of any employer contributions required for such staff under section 145.48 or 742.34 of the Revised Code, for the purchase of ambulance equipment, for the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company, or for the payment of other related costs;

As provided by Ohio Revised Code Section 5705.19(I) at a rate not to exceed 6.1 mills for each one dollar of taxable value, for the tax years 2024, 2025, 2026, 2027, 2028.

RESOLVED, that the additional tax levy be placed upon the tax list commencing in 2024 and first due in calendar year 2025 in compliance with Ohio Revised Code section 5705.34, if a majority of the electors voting thereon vote in favor thereof and,

RESOLVED, that the question of such additional tax levy shall be submitted to the electors of the Township of Ravenna in its entirety, at the election to be held therein on March 19, 2024 and,

RESOLVED, that the Fiscal Officer is hereby directed to certify a copy of the resolution to the county auditor and that the county auditor certify to this board of trustees the following:

- (i) the total current tax valuation of the Township of Ravenna
- (ii) the dollar amount of revenue that would be generated by an additional levy of 6.1 mills if approved by the electors and

- (iii) the additional tax levy's rate expressed in dollars, rounded to the nearest dollar, that would be generated by 6.1 mills for each \$1 dollar of taxable value, for each one hundred thousand dollars of the county auditor's appraised value;
- (iv) an estimate of the additional tax levy's annual collections, rounded to the nearest one thousand dollars.

RESOLVED, that the Board of Trustees finds and determines that all formal actions of this Board concerning and related to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Vince Coia seconded the motion. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The trustees reviewed an Indigent Burial application from Adams Mason Funeral Homes.

RES # 23-195 A motion by Hank Gibson, seconded by Jim DiPaola to approve the Indigent Burial application submitted by Adams Mason Funeral Home for Michelle Acheson. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES # 23-196 A motion by Hank Gibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	378-2023	\$1,500.00	MES	Gloves	Fire
B	379-2023	\$450.00	AT&T	iPad for chief vehicle	Fire
C	380-2023	\$400.00	Laad Sign	Ladder wrap	Fire
D	381-2023	\$400.00	Chase	Lock kit	Fire
E	382-2023	Void	void	EMS supplies	EMS
F	383-2023	\$500.00	Montigney	Supplies	Road
G	384-2023	\$1,779.68	Bound Tree	EMS supplies on grant	Fire
H	385-2023	\$1,000.00	Howell Rescue	Extrication eq pm	Fire
I	386-2023	\$1,500.00	O'Reilly	Parts and supplies	Road
J	387-2023	\$1,500.00	Advance Auto	Parts and supplies	Road
K	388-2023	\$150.00	Ray Taylor	Boot allowance	Road
L	389-2023	\$150.00	Doug Dillon	Boot allowance	Road
M	390-2023	\$150.00	Nathan Holt	Boot allowance	Road
N	391-2023	\$150.00	Hunter Grimes	Boot allowance	Road
O	392-2023	\$500.00	Gov deals	Commission	Road
P	393-2023	\$1,000.00	Adams Mason Funeral Home	Indigent burial	General

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

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

We have received the quote from Ohio Insurance Services for next years health insurance. There is an increase of about 17%. The alternatives of switching to other providers would be much higher increases.

RES # 23-197 A motion by Hank Gibson, seconded by Jim DiPaola to approve the quote given by Ohio Insurance Services for the renewal of coverage by Medical Mutual as presented and keep all HSA funding at current levels. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

The performance bonds are up for renewal this year. Most other jurisdictions are moving to a Faithful Performance resolution which is covered in the general insurance policy coverage.

RES # 23-198 Hank Gibson moved the adoption of the following resolution:

WHEREAS, Ravenna Township, Portage County is a member of the Ohio Township Association Risk Management Authority (OTARMA), a political subdivision risk pool established pursuant to Ohio Revised Code hereinafter "ORC," 2744.081;

WHEREAS, in accordance with ORC 3.061, the township must adopt a policy by resolution to allow the use of an "employee dishonesty and faithful performance of duty" coverage document, rather than a surety bond; the following shall apply to the policy:

1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law.

2. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.

3. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.

4. Elected officials, prior to holding office, shall obtain approval of the intent to use the township's OTARMA coverage agreement and affirm that the township's coverage complies with ORC 3.061. Said approval shall be obtained by the Ravenna Township, Portage County.

WHEREAS, Ravenna Township, Portage County's, "employee dishonesty and faithful performance of duty policy" through the OTARMA coverage document complies with ORC 3.061: and

NOW, THEREFORE, BE IT RESOLVED, that on this date October 31, 2023, the Ravenna Township, Portage County hereby authorizes the township to purchase and use "employee dishonesty and faithful performance of duty policy" through OTARMA instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties.

Vince Coia seconded the motion. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing an issue of employment with a current employee

A motion by Hank Gibson, seconded by Jim DiPaola to suspend Regular session at 9:02 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 Executive session at 9:02 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 9:10 pm.

RES # 23-199 A motion by Vince Coia, seconded by Jim DiPaola to authorize a leave of absence for Howard Dukes from November 1, 2023 through April 1, 2024 with availability during that time for emergency if needed. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia Hank Gibson, seconded by to adjourn the meeting at 9:13 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE