

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JANUARY 28, 2020**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on January 28, 2020. Trustee Vince Coia called the meeting to order at 7:05 P.M.

Roll call showed the following present: Trustees Vince Coia, Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Jim DiPaola, Fire Chief Mark Kozak, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz and was absent.

In the audience was Dennis West.

**AUDIENCE**

Dennis West, the new Economic Director for the Ravenna Community, was invited to speak and introduce himself. He spoke about his work history and qualifications. He spoke about his priorities and strategies in attracting new businesses and retaining and growing existing businesses to the Ravenna Community.

**REGULAR BUSINESS**

The motions to approve the special meeting minutes for January 14<sup>th</sup> and January 21<sup>st</sup> were both tabled until the next meeting.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of January 14, 2020. R/C: Mr. Coia, 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 Hank Gibson to approve payroll warrants for January 31, 2020 in the amount of \$33,261.64 and other warrants in the amount of \$27,633.16 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**  
**TRUSTEES**

Vince noted that the Trustees are still working on the personnel policy manual and will continue to do so.

**FISCAL OFFICER**

Gail is working on the year end closing.

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Ray was present and reported the following:*

The Road Crew are doing truck, building and equipment maintenance. Jim's office and the Trustee meeting room are the only places left to paint and remove old carpeting. They will be done with those areas by Friday.

Brogan is scheduled for his CDL test this Thursday.

**GRANDVIEW CEMETERY**

There was one burial in the past two weeks.

Ray needs to buy about 10 sheets of plywood from Carter Lumber. The cost should be about \$240.

A motion by Vince Coia, seconded by Hank Gibson to approve the purchase of plywood from Carter Lumber not to exceed \$240.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**ZONING DEPARTMENT**

*Zoning Inspector Jim DiPaola was present and reported the following:*

Jennifer Collier's term on the Zoning Commission ends on February 19, 2020. She is retiring from her full-time job and does not wish to be reappointed to the Zoning Commission.

A motion by Vince Coia, seconded by Hank Gibson to approve the advertising in the newspaper for applicants to fill the vacancy on the Zoning Commission. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Linda Faltisco's term on the Zoning Commission ends on March 3, 2020 and she has submitted a letter requesting to be reappointed to the Zoning Commission.

**RES # 20-006** A motion by Hank Gibson, seconded by Vince Coia to reappoint Linda Faltisco to the Zoning Commission for the term beginning March 3, 2020. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Jim presented the 2019 Zoning report. 88 permits were issued and \$7,090.64 in fees were collected. The BZA held 9 hearings and collected \$1,800.00.

Jim is working with the Land Bank and the Health Dept. to clean up 6782 Garfield.

He is working with the Land Bank, Regional Planning, the County Treasurer and the Ohio EPA to get the former A&B Landfill at 2767 properly closed and cleaned up.

**LIAISON**

Jim met with the new Economic Development Director, Dennis West.

The Part-time Firefighters CBA has been filed with SERB.

D&L will start installation of the new carpet on Thursday, January 30<sup>th</sup>. Jim thanked the Road Department for painting and removing the old carpeting in the administration areas.

NOPEC's Energized Community Grant for 2020 is now available.

**FIRE DEPARTMENT**

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

The FEMA Grant addendum radios have been ordered. The radios are in service and the install finish is set for this Friday.

The OTARMA MORE grant has been submitted.

The RTFFA CBA has been signed and returned to the Township.

Firefighter Dupre has requested a LOA.

**RES # 20-007** A motion by Hank Gibson, seconded by Vince Coia to approve the LOA request submitted by Kevin Dupre. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Mark said we need to order new batteries for the AED from Physio-Control/Stryker. It will cost about \$1,000.00.

A motion by Vince Coia, seconded by Hank Gibson to approve the order for batteries from Physio-Control or Stryker. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**NEW BUSINESS**

**TRUSTEES**

The Portage County Commissioners released their annual resolution effective January 31, 2020 to reduce load limits on the roads by 35%.

The Young Marines based in Ravenna sent out a fund raising flyer.

**FISCAL OFFICER**

**RES # 20-008** A motion by Vince Coia, seconded by Hank Gibson to approve following POs and BCs:

- a. PO #132-2020 in the amount of \$2,000.00 to Brandon Heating & Air Conditioning for HVAC repairs from the General fund
- b. PO #133-2020 in the amount of \$3,675.00 to CTMS for network replacement labor from the General fund.

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

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

**RES # 20-009** A motion by Vince Coia, seconded by Hank Gibson to approve and accept the December 2019 bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 7:56 pm. R/C: Mr. Coia, 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