

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

The Ravenna Township Board of Trustees met in Special 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 6:42 P.M.

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

The purpose of the meeting was to review and discuss the Personnel Policy Manual written by Clemans, Nelson & Associates.

Parts of Chapter 4 (Employee Compensation and Benefits) were reviewed and suggestions for edits, alternate phrasing, etc. were discussed and noted. Mark provided copies of fitness for duty and similar policy rules and regulations from his Stow Fire Department manual for review and comparison.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 7:00 pm.
R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE