

**COVENTRY TOWNSHIP BOARD OF TRUSTEES**  
**Regular Meeting of May 14, 2020**

The Coventry Township Board of Trustees met in regular session at 7:00 p.m. on Thursday, May 14, 2020 in an online, public forum via Zoom Meeting due to COVID-19 restrictions.

**Call to Order:**

Chairman Edward Diebold called the meeting to order and asked Administrator, Anna Bryant to record the following Trustees present: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. All Trustees were recorded present.

**Pledge of Allegiance**

**Announcements:**

- A moment of silence was observed in honor of Sue Johns, our “Keep Coventry Beautiful Flower Lady”
- Edward Diebold announced the hiring of new Zoning Inspector, Michael Harrison who will begin working in the office on June 1<sup>st</sup>. He has spent the last 5 years at the Summit County Health District as a housing inspector in the environmental health department. He welcomed Mike to the Township.
- Edward Diebold announced that the final Spring Yard Waste & Tire Drop Off – Saturday, May 16<sup>th</sup>... reminder that there should be NO DUMPING either before or after the event from 9-3. Tires and yard waste will be removed by the Road Department. There has been a delay with removing tires – Lightner Tire has not been accepting them at their normal rate due to reduced staffing and hours from COVID-19 – we will be working with them to get all of the collected tires recycled as quickly as possible.

**Old Business:**

**Approval of Minutes**

200514-01 Edward Diebold made a motion to approve and dispense with the reading of the minutes of the Regular Meeting of April 9, 2020 and special meetings of April 21, 2020, May 1, 2020 and May 5, 2020. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

**Road Spoils – Site Update**

200514-02 Edward Diebold made a motion to rescind motion number 200421-03 establishing Cottage Grove Park as a dump site for Road Department spoils, and to authorize the road department to utilize property at the State Park as allowed by ODNR. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Edward Diebold commended the people of the Cottage Grove neighborhood for their public outreach efforts. Their petition was signed by 1,000 people to keep the field and it is our goal to honor that. We are looking for a permanent solution. Jeff Houck explained that he did initially vote in favor of using the field thinking it was a good solution. After seeing the passion of the residents in that area he is happy to rescind. Brief discussion was held over alternative site options. Edward Diebold thanked Mike Studeny for allowing them use of ODNR property which will eventually be utilized as an archery range. Deborah Oakes thanked the Board for their support and stated that she feels it’s important to keep our parks and save as much green space as possible. Tommy Parker thanked everyone for coming out – Deb, Darlene Eastin for organizing the petition. It can be a beautiful field. He thanked the Board of Trustees for responding to residents’ concerns. Lisa Fauser expressed an interest in getting involved with the baseball organization. Brief discussion was held over field maintenance. Deborah Oakes asked about if the path would be going in on the daylighted area of the park. Edward Diebold stated that it’s not part of the plan due to how deep that gully is, but he’s not opposed to doing something to make it look better. We can look at some options and may be able to use some parks money to help there.

## **New Business:**

### **No Parking – Portage Lakes Drive E. Reservoir Dam**

200514-03 Edward Diebold made a motion to adopt a Resolution requesting the establishment of a No Parking Zone on the East side of Portage Lakes Drive (C.H. 75) from Aqua Boulevard to North Turkeyfoot Road under the authority of ORC 505.17 (OAG 79-058), and that signs be furnished and installed by the Summit County Engineer's Office to be paid for by the Township. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Brief discussion was held over safety concerns with vehicles parking along Portage Lakes Drive. Edward Diebold stated that parking will be directed to the lot next to Rafferty Electric.

### **Reports by Department Heads**

**John Dolensky, Fire Chief** reported that there have been 644 alarms to date, 5 doses of Narcan dispensed and one known COVID-19 case. He explained that the health department sends information to the CAD to notify us if we are responding to someone who is symptomatic. We are treating all patients as if they have it. George Beckham asked how the guys are holding up with the COVID-19 response; it's a lot to deal with when you have kids and family. John Dolensky explained that everyone is doing well. They have taken measures at the station to help ensure the staff's safety by rearranging the dorm, no in-person training, separation of shifts meaning the off-duty shift leaves out one door and the new shift comes in another and disinfecting all surfaces at shift change.

### **Disposal of Retired Fire Gear & Equipment**

Edward Diebold explained that the Fire Department has 7 sets of old turn out gear which has exceeded its useful life. This fire gear will be of little or no value to any fire department; as it cannot be worn inside a dangerous atmosphere. Although of no value to us, it would be useful to the Portage Lakes Career Center. John Kastor, the Fire Program director is excited to have this donation to get the kids used to working out in it. Mr. Kastor understands that it cannot be used in the burn building or live fire situation. Chief Dolensky explained that the Fire Department received a grant to buy new gear which replaces the gear that is too old for us to use. He is happy that the school will be able to use it for some training.

200514-04 Edward Diebold made a motion to donate assorted retired fire gear and fire equipment to the Portage Lakes Career Center, as approved by the Fire Chief. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

**Lael Stouffer, Road Superintendent** reported that the road department has been doing drainage work throughout the Township, replacing and repairing crossovers, culverts and catch basins in preparation for the paving program which will begin in July.

### **Culvert Repair & Replacement - National Lime & Stone**

200514-05 Edward Diebold made a motion to approve a purchase order to National Lime and Stone for \$20,000. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **Anna Bryant, Administrator**

#### **2020 OTARMA Renewal – Township Property & Liability Insurance**

Anna Bryant explained that we've received the renewal invoice for our Township Property & Liability Insurance for 2020-2021, effective April 28, 2020 in the amount of \$62,900.00. We will be receiving a capital distribution reimbursement of \$4,084.08 taking our actual cost down to \$58,815.92. This is a slight increase over last year's premium cost of \$62,008.00. We are working with our representative from Summit Insurance to further evaluate our coverages to see where

we can continue to save. *Note: All of our properties valued over \$50,000 were reappraised in 2019 by CBIZ Valuation Group for the OTARMA Property Appraisal Program to make sure our largest assets are properly valued.*

200514-06 Jeff Houck made a motion to approve the Township Property and Liability renewal effective date retroactive to April 28, 2020 with the Ohio Township Association Risk Management Authority (OTARMA) in the amount of \$62,900.00. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **Avaya - Lease Contract Update**

Anna Bryant explained that the current lease agreement with Avaya/Peak Communications is ending, giving us the option to upgrade our current phone/voicemail system. This request is to enter into a new 60 month lease for new phones and a computer based voice mail system with Avaya/Peak Communication at a cost of \$340.00 per month which includes maintenance. The Township will have the option to own the system outright at the end of the 60-month term, or upgrade to current technology with a new lease agreement. She explained that she and Kelly Corbin have been working on reviewing the contract and will make sure the new system better meets our needs when the technician installs by having feature buttons customized and offering employee training. We are a bit limited in our phone and vendor selection because we are not VOIP capable, without an expensive re-wiring project.

200514-07 Edward Diebold made a motion to upgrade the current telephone and voice mail system for all Township departments by entering into a lease agreement with Avaya/Peak Communication for a 60 month term at a rate of \$340.00 per month and to authorize Administrator, Anna Bryant and Fiscal Officer, Lori Seeman to execute the agreement. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **Report by the Fiscal Officer:**

**Lori Seeman** advised that the Period to date financial reports for March and April will be in the Board of Trustee mailboxes. She reported that the Department of Health & Human Services provided us with a grant of \$4,985.59 that was automatically deposited into our account for Coventry EMS. The amount was calculated on a percentage of Medicare payments that we received through our ambulance billing. This grant will help our Fire Department with the unforeseen expenses due to the COVID-19 pandemic. Coventry Township has also received \$500.00 from the Ohio Township Association Risk Management Authority from their OTARMA Cares Program. The Bureau of Workers' Compensation on behalf of Governor DeWine sent us a check for \$31,825.45. This dividend equals approximately 100% of our premium for the 2018 policy year. She explained she is also trying to go through an audit which has been a difficult process with the pandemic.

200514-08 Edward Diebold made a motion to receive all bills and salaries, warrant numbers 71583 to 71677 as certified by Fiscal Officer, Lori Seeman, and subject to audit. (A listing of the warrants will be made a part of these minutes.) Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **Reallocation of Funds - Supplemental Appropriations**

200514-09 Edward Diebold made a motion to approve a reallocation of funds or supplemental appropriations for the month of April as listed in the *Appropriation Supplemental* report as submitted to the Board. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **Reports by Trustees:**

**Jeff Houck** stated that he is very glad to be able to turn around the Cottage Grove field situation and is hoping to find a long term solution soon. He asked everyone to be cautious and careful during re-opening from Coronavirus. He will be following up with any individuals he has spoken to over the last month.

**George Beckham** reported that he has been working with the Summit County Land Bank and was just notified that they will be extending the grant for another year. We have enough money to raze about 4 houses in the Township, so he will be working with Mike on that.

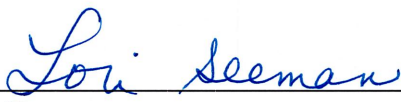
**Edward Diebold** stated that he appreciated his time in the Grove and is looking forward to working with those residents in the future. He stated we all have to be patient with re-opening, he personally prefers personal visits and hopes things can get back to normal soon.

**Motion to Adjourn the Meeting:**

Edward Diebold made a motion to adjourn the meeting. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

There being no further business the meeting was adjourned at 7:34 p.m.

  
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Chairman

  
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Fiscal Officer