

**COVENTRY TOWNSHIP BOARD OF TRUSTEES**  
**Regular Meeting of August 13, 2020**

The Coventry Township Board of Trustees met in regular session at 7:00 p.m. on Thursday, August 13, 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**

**Presentation:**

**Akron Zoo - Community Days:** Autumn Russell, Director of Education at the Akron Zoo gave a brief presentation on this year's Community Days Free Zoo ticket program as well as information on the zoo, their upcoming levy and plans for expansion if the levy passes. Coventry Community Days will be from 9/26/20 - 10/9/20 and residents can go online to register for tickets. Edward Diebold thanked her for the information and stated it is a fantastic zoo.

**Old Business:**

**Approval of Minutes**

200813-01 Edward Diebold made a motion to approve and dispense with the reading of the minutes of the workshop and Regular Meeting of July 9, 2020 and special meeting of July 23, 2020. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

**New Business:**

**Notice to Legislative Authority - Liquor License Transfer - 562 Portage Lakes Drive**

Edward Diebold explained that the Board of Trustees has received notice from the Ohio Department Liquor Control for a request to transfer a D5 & D6 liquor license permit from Harban, LLC dba Lower Level & Patio at 562 Portage Lakes Drive & Patio, Coventry Township, Ohio 44319 to Brothers Beverage Co LLC dba Lower Level & Patio at 562 Portage Lakes Drive & Patio, Coventry Township, Ohio 44319. A decision to request a hearing or not request a hearing must be postmarked no later than 8/27/2020.

200813-02 Edward Diebold made a motion to not request a hearing for the transfer a D5 & D6 liquor license permit from Harban, LLC dba Lower Level & Patio at 562 Portage Lakes Drive & Patio, Coventry Township, Ohio 44319 to Brothers Beverage Co LLC dba Lower Level & Patio at 562 Portage Lakes Drive & Patio, Coventry Township, Ohio 44319. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

**Petition Requesting to Vacate - Portion of Onaway St.**

Edward Diebold explained that we have received a request to vacate a portion of Onaway Street located between Lots 20 and 21 also known as 3590 and 3598 Birdland Avenue on the west side of Birdland Avenue which extends into West Reservoir. The owners on either side have submitted the signatures of 19 residents of the neighborhood approving the vacation. This location will be posted for the next 30 days, legal ads will be placed in the local paper and non-waterfront owners in the vicinity will be notified of the request. At the September meeting the Board will make a recommendation considering any feedback received to Summit County. They will make a final decision regarding this right-of-way.

200813-03 Jeff Houck made a motion to table the Petition Requesting Vacating a Portion of Onaway Street located between Lots 20 and 21 also known as 3590 and 3598 Birdland Avenue on the west side of Birdland Avenue which extends into West Reservoir as submitted; and to post

the location for 30 days, place a legal ad in the local newspaper and to notify non-waterfront property owners in the vicinity to allow for public input by the September 10, 2020 regular Board of Trustees meeting. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Jeff Houck explained that we have sent this to legal counsel for an opinion before we move forward. Edward Diebold stated that we want to have all of our ducks in a row from a legal standpoint.

### **Establishment of Fire Lane – Birdland/Mong Ave.**

Edward Diebold explained that a request for no parking was received for an unnamed alley that runs east and west between Birdland Avenue and Mong Avenue. After review with the fire chief, it was determined that this section of roadway is necessary for fire apparatus to turn around due to the geography of the neighborhood and the narrowness of the streets in that area. A “No Parking Fire Lane” will prohibit all parking on this section of roadway.

200813-04 Edward Diebold made a motion to approve a Resolution establishing a No Parking – Fire Lane on both sides of an unnamed alley in the Ben Davis Heirs Allotment located between Mong Avenue and Birdland Avenue running in an east to west direction. This alley is bordered on the north by lots 116(Parcel 1900622) and 132 (Parcel 1900535) and on the south by Lot 133 (Pt. of Parcel 1903494). This alley is 133.90 feet on the north line and 120.70 feet on the south line between Mong Avenue and Birdland Avenue, intersecting Birdland Avenue at an angle. and to direct the Fire Chief to erect “No Parking Fire Lane” signs in accordance with Ohio Fire Code 503.3. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **First Security Title - Township Land**

Jeff Houck explained that there are a number of issues with right-of-ways and Township land disputes. We need title searches to define boundaries before any action is taken.

200813-05 Jeff Houck made a motion to retain First Security Title to perform title review on Township property. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **Reports by Department Heads**

**John Dolensky, Fire Chief** reported that there were 198 alarms during the month of July and we are at 1,179 alarms as of this date, which is 9 more calls than last year. 10 doses of Narcan were dispensed during July and we had one residential fire which was fatal for one resident and is an estimated property loss of \$95,000.

### **Fire Department Equipment – Plow**

John Dolensky explained that the Fire Department is in need of a plow to fit the 4-wheel drive pick-up truck to plow the Fire Department and Administration office parking lots, as well as for use to plow to calls if needed during storms. George Beckham explained that the old dump truck is no longer cost effective and will be auctioned off.

200813-06 Edward Diebold made a motion to approve the purchase and installation of a Western MVP3 Power Angling 8 ½’ snow plow plus related components as quoted from Cross Truck Equipment in the amount of \$6,050.00. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **2019 Assistance to Firefighters Grant (AFG)**

John Dolensky explained this is a grant award to purchase equipment.

200813-07 Jeff Houck made a motion to accept the 2019 Assistance to Firefighters Grant (AFG) Award from FEMA for 3 Automated External Defibrillators (AED’s) to be placed on Township Fire apparatus and battery powered hydraulic extrication tools to include spreader, cutters, and rams. The extrication tools will replace our existing extrication tools, purchased over

16 years ago. FEMA will pay for 95% of the project or \$42,650.25 and the application fee of \$695. Coventry Township agrees to pay a 5% matching share in the amount of \$2,244.75. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **CARES Act Funds – HB 481**

As part of the Coronavirus Aid and Economic Security (CARES) Act, we are receiving funding from the State of Ohio to be used for payroll support for public safety personnel. This will be used toward the cost of Fire Department payroll as well as emergency dispatch and sheriff's office contract costs. Funds must be spent prior to December 28, 2020. Any remaining funds will be returned to the State.

200813-08 Edward Diebold made a motion to approve a Resolution recognizing the Coronavirus Aid and Economic Security (CARES) Act by accepting relief distribution funds in the amount of \$321,959.65 and to establish the "Local Corona Relief Fund" special revenue fund. All money received from the relief fund will only be used to cover costs as associated with the COVID-19 public health emergency as outlined in the CARES Act for expenditures between March 1, 2020 and December 28, 2020. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Brief discussion over accepting the money and returning any that is not used was held.

### **Summit County COVID-19 PSGP Fund – CARES Act Summit County Direct Allocation**

Summit County is providing a pot of matching dollars in accordance with our State CARES Act allocation based on the Local Government Fund (LGF) formula. These funds will also be used to support payroll for safety forces and must be spent prior to December 30, 2020.

200813-09 Jeff Houck made a motion to approve a Resolution to accept and appropriate funds in the amount of \$310,795.65 from the County of Summit COVID-19 Local Government Payroll Support Grant Program and to establish the "Summit County COVID-19 PSGP" special revenue fund for the purposes of payroll support for safety forces as outlined and to authorize Fiscal Officer, Lori Seeman to execute the agreement. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Edward Diebold stated that this is the County program, versus the State program approved in the prior motion. We will only use these funds if needed.

### **U.S. Department of Health & Human Services (HHS) - CARES Act Provider Relief Fund**

Lori Seeman explained that the Provider Relief Fund supports American families, workers, and the heroic healthcare providers in the battle against the COVID-19 outbreak. HHS is distributed \$175 billion to hospitals and healthcare providers on the front lines of the coronavirus response. The Township received a direct deposit in the amount of \$4,985.59 to be used toward costs related to our response to Coronavirus.

200813-10 Edward Diebold made a motion affirming that the funds accepted on May 6, 2020 from US HHS Stimulus CARES Act in the amount of \$4,985.59 may be expended only to cover costs consistent with the requirements of 5001 of the "Coronavirus Aid, Relief, and Economic Security Act," as described in 42 U.S.C. 601(d), and any applicable regulations. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

### **Alarm Monitoring – Silco Fire & Security**

Jeff Houck explained that due to increasing costs for our current fire alarm company, and the desire to add a security component to our township monitoring services, we have determined that Silco Fire and Security would be a more cost effective and all-encompassing local provider of the desired services. Silco will cover all township buildings for fire alarm monitoring at a monthly rate of \$45/per building. There will be an initial startup equipment installation cost of \$450 per building to add a cellular dialer to the existing alarm panels. Security components can be

programmed in to the equipment being installed for fire monitoring. That proposal will be decided on at a later date.

200813-11 Edward Diebold made a motion to enter into an agreement with Silco Fire and Security to begin the installation/monitoring and maintenance of Fire and Security for specified township buildings as outlined in their June 3, 2020 proposal, and to authorize Fire Chief Dolensky to execute the agreement. 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** announced that the paving portion of the road resurfacing project is complete. Motor pave has a slower cure rate which allows for flexion of the surface. Chip and seal will be placed over top in about two weeks to complete the project. They are working on signs and tree trimming and will be fine-tuning roadways before chip and seal goes down.

### **Butcher & Sons – Road Spoils**

Lael Stouffer explained that the road department has spoils/waste from ditching and culvert work that needs to be removed. We don't have a property in the Township to dump it as a long term solution. This is a cost effective method to deal with the material and it also saves the road department time and money from not having to double-handle it.

200813-12 Edward Diebold made a motion to approve a purchase order for Butcher & Son's in the amount of \$5,500.00 to remove road department spoils from our yard as generated by maintenance activities. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

**Mike Harrison, Zoning Inspector** reported that the BZA's first virtual hearing went well on Tuesday and advised that we may need to have two meetings in September because there are already 13 cases. He is waiting on the return of mailers from the short term rental notices he sent out. He listed the permits that were issued in the last month. Sean Costello asked about the status of high weeds at a property on Point Drive. Mike Harrison explained that he is waiting on the returned mail to post notice.

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

**Lori Seeman** advised the Board that their Period to date financial reports for July will be in the Board of Trustee mailboxes. She announced that the 2019 audit has been completed and she will review with the Trustees individually.

200813-13 Edward Diebold made a motion to receive all bills and salaries, warrant numbers 71868 to 71982 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.

### **Fiscal Officer Assistant – Merit Increase**

200813-14 Jeff Houck made a motion to approve a merit increase in the amount of \$1.50 per hour (\$2,080.00 per year) for Fiscal Officer's Assistant Heidi Wolf, effective her 1 year anniversary date of August 14, 2020. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

George Beckham explained that Heidi really helped a lot over the weeks he spent in the zoning office and in transitioning Mike to the Zoning Inspector. She is really a good employee and deserves this increase.

### **Reports by Trustees:**

**Jeff Houck** discussed Township right-of-ways and stated that we are hiring a title company to be legal and fair to everyone. He's been working on these issues over the past month. Virginia Caudill and Alice Shepherd from Point Drive discussed their concerns on Alma Ave.

**George Beckham** reported that the Coventry sign for the administration and fire department buildings has been restored and re-installed. He explained that this sign dates back to the mid-90's when Val Sawhill had it made. The original sign had rotted and needed repainted. It was originally made by Lakes Lettering, and we were able to get the son of the original owner to restore it. It looks brand new and the new location will be landscaped around it with mulch and flowers. He asked that any residents with ideas about the land use for the dam property to please contact the Board of Trustees. Any use should be conscious of it being a residential area and the fact that the Township doesn't have money to develop. He reminded everyone that with mail in voting, it's a two-part process. You have to request a ballot from the Board of Elections, they will mail it to you and then you have to send it back.

**Edward Diebold** reminded everyone that we will have a General Fund Levy on the ballot in November. It's a replacement to bring us up to current rates and will be a very slight increase. We keep it lean and mean here with the goal to just do renewals.

### **Public Comments:**

- Virginia Caudill and Alice Shepherd - Point Dr.: Voiced concerns earlier in the meeting regarding the Alma fire lane which runs adjacent to both of their properties. Both feel it should remain a fire lane for emergency access to the lake, but should not be used for public access. Alice Shepherd explained issues with various neighbors over the years and gave a brief history of how the fire lane was to be used according to older neighbors and previous property owners.
- Debbie Oaks - Boston Ave.: asked if there was any word on the status of the Boston Avenue one-way issue. Edward Diebold stated that we don't have anything back from the County Engineer yet. The paperwork was turned in requesting surveys. George Beckham told her they will be out.

### **Executive Session**

Edward Diebold made a motion to adjourn to executive session for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Adjourned to executive session at 8:15 p.m.

Convened executive session at 8:15 p.m.

### **Discussion:**

#### **Motion to adjourn executive session:**

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

Adjourned executive session at 8:45 p.m.

Reconvened regular session at 8:45 p.m.

### **Discussion/Motions pertaining to Executive Session**

Brief discussion over upcoming meetings the Chief will be having with the union, and the timeline for negotiations and contract finalization.

**Motion to Adjourn the Meeting:**

George Beckham made a motion to adjourn the regular meeting. Edward Diebold 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 8:52 p.m.

*Edward D. Diebold*

Chairman

*Lori Seeman*

Fiscal Officer