

COVENTRY TOWNSHIP BOARD OF TRUSTEES
Special Meeting of December 1, 2022

The Coventry Township Board of Trustees held a special meeting on Thursday, December 1, 2022 at 9:34 a.m. in the Coventry Township ADA Room, 68 Portage Lakes Drive, Coventry Twp., OH 44319, to discuss the Administration Office HVAC System and go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

Call to Order:

George Beckham 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 as present.

Executive Session

George Beckham made a motion to adjourn to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. 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 9:35 a.m.

Convened executive session at 9:35 a.m.

Discussion:

Motion to adjourn executive session:

Jeff Houck made a motion to adjourn the 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 10:28 a.m.

Reconvened special session at 10:28 a.m.

New Hire - Full-Time Zoning Inspector

221201-01 Edward Diebold made a motion to hire Laura Cowles as full-time Zoning Inspector at the established wage and benefits effective December 28, 2022. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

New Hire - Part-Time Facilities Maintenance Manager

221201-02 Edward Diebold made a motion to hire Dennis Ott as a part-time facilities maintenance manager at a rate of \$30/hour for not more than 1,000 hours per year effective immediately. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Administration Office - HVAC Replacement

Last week the HVAC system in the Administration Office needed to be shut off due to an issue with the heat exchanger causing a CO leak. CO in the administration office was at 35 ppm. Hybrid heating advised that the unit is at the end of its life and while a new heat exchanger could be installed for around \$5,000, they didn't recommend it. They located a comparable replacement unit in Indiana that could be here next week. To order a new one, we would be looking at the end of February for installation. The administration office is currently using portable heaters in individual offices during the day.


221201-03 Jeff Houck made a motion to approve a purchase order in the amount of \$12,042.00 for a 5-ton Lennox RTU HVAC system from Hybrid Heating and Cooling for the Administration Office. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Motion to Adjourn the Meeting:

Edward Diebold made a motion to adjourn the special meeting. George Beckham 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 10:29 a.m.


Chairman


Fiscal Officer