

COVENTRY TOWNSHIP BOARD OF TRUSTEES
Regular Meeting of January 12, 2023

The Coventry Township Board of Trustees met in a regular session on Thursday, January 12, 2023, at 7:00 p.m. in the Coventry Township Community Center, 335 E. Willowview Drive, Coventry Township, Ohio 44319.

Call to Order:

Chairman 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.

Pledge of Allegiance

Old Business:

Approval of Minutes

230112-01 George Beckham made a motion to approve and dispense with the reading of the minutes of the Regular Meeting and Workshop of December 8, 2022. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

New Business:

Appointment of Board of Trustees Chair and Vice Chair - 2023

230112-02 George Beckham made a motion to nominate Edward Diebold as Chairman of the Coventry Township Board of Trustees for 2023. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, abstain; and Jeff Houck, yes. Motion carried 2-0.

230112-03 George Beckham made a motion to nominate Jeff Houck as Vice-Chairman of the Coventry Township Board of Trustees for 2023. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, abstain. Motion carried 2-0.

Edward Diebold took his place as Chairman of the Board.

Proclamation Presentation – Jerry Xie

Edward Diebold stated that he saw some information on Facebook about an outstanding young man in the Township. He asked Keith Shinn to step up to the podium to introduce Jerry Xie. Keith Shinn, co-owner of the Steel Yard Training Complex explained that he has been involved with Coventry athletics for the past 21 years. In his time coaching, he has never come across anyone like Jerry. Jerry motivates everyone he comes in contact with and is the epitome of a “class act.” Jerry has received a scholarship award for the Naval Reserve Officer Training Corps and he is honored to know Jerry, and can’t wait to see what he does with his future.

230112-04 Edward Diebold made a motion to proclaim January 12, 2023, as “Jerry Xie” day in Coventry Township and to congratulate him on his recent scholarship award for the Naval Reserve Officer Training Corps.

He read the proclamation which will be added to these minutes and asked Jerry to come forward to accept the award and say a few words.

Jerry Xie thanked the Board and stated that he wasn’t expecting any of this, and feels a bit baffled. He thanked all of his teachers and coaches saying they pushed him to be where he is. He thanked the Board again for the proclamation.

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

2023 Organizational Resolution

230112-05 Edward Diebold made a motion to adopt the Organizational Resolution and Fee Schedule for 2023. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Board appointment: Two representatives from the Board of Trustees to the Volunteer Fire and Dependent Fund for the 2023 calendar year.

230112-06 Jeff Houck made a Motion that Edward Diebold and Jeff Houck be appointed as representatives to the Volunteer Firefighters Dependent Fund for 2023. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Portage Lakes Advisory Council (PLAC) – Coventry Township Representative

230112-07 George Beckham made a motion to appoint Sean Fremon as a representative of Coventry Township on the Portage Lakes Advisory Council. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Parks & Recreation Levy – Placement on the November 8th General Election Ballot

George Beckham explained that our Parks Levy failed in the fall. Edward Diebold stated that we are putting it back on the ballot in May and hope to do a better job of getting the word out. We have received the Certificate of Estimated Property Tax Revenue from the County Fiscal Officer and are now ready to submit the levy to the Board of Elections for placement on the May 2, 2023 Primary Election Ballot.

230112-08 Edward Diebold made a Motion to approve a resolution for the Replacement of an existing 0.5 mill Parks and Recreation Levy with an increase of .25 mills, for 5 years for Coventry Township, effective January 1, 2023, first Collection to be 2024 for placement on the May 2, 2023 Primary Election Ballot. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

To the Clock Tower and Back 5k

George Beckham explained that this is the Cross Country Teams annual fundraiser.

230112-09 Jeff Houck made a motion to request approval from Summit County per Summit County Ordinance Chapter 311.02 for a 5k race on Saturday, May 13, 2023 on behalf of the PLX Running Company for their "To The Clock Tower and Back 5K Race" which will require the temporary closure of Portage Lakes Drive from 1135 Portage Lakes Drive (Coventry High School) to Ponciana Avenue for approximately 1 hour from 8:00 a.m. to 9:00 a.m. The closure will also affect Township roadways Portage Point Boulevard and Ponciana Avenue. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

C.U.E. – Council of Governments

Anna Bryant explained that the Township has participated in cooperative purchasing through C.U.E. for many years. They have recently reorganized under Chapter 167 of the Revised code. This Resolution will authorize our continued membership, which allows us to purchase salt under competitive bidding.

230112-10 Edward Diebold made a motion to approve a Resolution to join the Community University Education Purchasing Council of Governments. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

2022 Annual Highway System Mileage Certification

230112-11 Edward Diebold made a motion to approve the 2022 Annual Highway System Mileage Certification as received from the Ohio Department of Transportation for 54.78 miles of Township Roads. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Reports by Department Heads

Lt. Mike Lowe, Summit County Sheriff Representative reported that there were 1,033 calls for service during the month of December, with a total of 10,032 calls for the year. That was an increase of 879 calls for service over 2021. He noted that SWAT responded to a barricaded subject on E. Pace Avenue earlier in the month, there were numerous complaints about golf balls on Swartz from the new Big Shots complex, but that seems to have slowed down, and ODOT removed the homeless person from their property and the Right-of-way on Manchester Road earlier in the month.

Chuck Hauber, Summit County Engineer Representative stated he had nothing new to report. **Adam Rockich, Fire Chief** announced that Fire Department members Lt. Langenek, FireMedic Maavich, and FireMedic Minne` were named STEMI team of the month. They responded to a full arrest in the fastest time. They had a busy December with a house explosion and several large mutual aid fire responses to neighboring

communities. He reported that there were 48 significant fires in 2022. Saturday, February 4th the Fire Department will host a pancake breakfast fundraiser for Administrative Assistant Kelly Corbin-Thornton who is battling breast cancer. Health insurance covers a lot, but there are a whole host of other expenses that are not. Jeff Houck thanked Adam for representing the Township so well during the house explosion.

Fire Department – New Hires (SAFER Staffing)

Adam Rockich explained these positions will fill the opening caused when Chief Dolensky retired, and the resignation of Lt. Cyphert that is effective January 24th, 2023. Both new hires will complete a two-week (80-hour) training period prior to beginning their regular shifts on January 25th.

230112-12 Jeff Houck made a motion to approve the hiring of Robert Bruner and Trent Harrell to full-time firefighter EMT SAFER positions, with an effective date of January 11th, 2023. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

AFG Regional Radio Grant Application

Adam Rockich requested permission from the Board to apply for a regional radio grant to purchase new portable and mobile radios. He explained that current radios are scheduled to stop being supported by the manufacturer in 2028 and the Sheriff's Department has recently encrypted their radios which does not allow our current radios to communicate with deputies if they are on their talk group. This grant would update all portables and mobiles in our vehicles to have an approximate 10-year life span or greater after they're received in approximately 2 years. A regional grant has better odds at approval when all departments are applying to purchase the same equipment, and when multiple jurisdictions are working together. By going together to get the same equipment we also benefit by being able to better communicate with and support each other when needed.

230112-13 Edward Diebold made a motion to approve the request to apply for an AFG Regional Radio Grant with multiple area communities. The Township's share would be 10%, plus shared grant writing costs. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Fire Department Purchase – Turnout Gear

Adam Rockich requested a new Purchase Order to replace last year's that was closed at year-end, due to equipment not being received. Only one set of gear was purchased from Atlantic Emergency Service. A second set of Gear will be ordered through Municipal Emergency Services which should have a turnaround time of approximately three months. We are also seeking reimbursement through the AFG grant in excess funds from a grant that was received and needed to be modified.

230112-14 Jeff Houck made a motion to approve a Blanket Certificate in the amount of \$6,900 for two sets of turnout gear. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

BWC – Safety Intervention Grant

Adam Rockich explained that the BWC's Safety Intervention Grant program provides 3-to-1 matching funds up to \$40,000 to Ohio private and public employers covered by the State Insurance Fund who wish to purchase equipment to substantially reduce or eliminate injuries and illnesses associated with a particular task or operation. We are applying to purchase two pieces of equipment to substantially reduce our risk of injury – a powered hose roller and new EMS stair chairs. The Powered Hose Roller will be used for Large Diameter Hose (LDH) Testing and on alarms where the hose has been laid down on the ground from the trucks. Each 100-foot section weighs over 110 pounds. The powered hose roller substantially reduces the amount of weight a firefighter has to pick up, lowering the risk of injury. The new stair chairs will replace existing stair chairs on each ambulance that are over 10 years old and are used to safely transport patients down a flight of stairs.

230112-15 Jeff Houck made a motion to authorize the Fire Chief to apply for the Ohio BWC (Bureau of Workers Compensation) Safety Intervention Grant for a Powered Hose Roller and Cart and (2) EMS Stair Chairs not to exceed \$40,000. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

State of Ohio Fire Equipment Grant

Adam Rockich explained that the Ohio Department of Commerce - Division of State Fire Marshal (SFM) has released grant funding for eligible recipients to purchase equipment such as firefighting or rescue equipment, or other equipment the fire department may need to provide effective fire protection services.

Miscellaneous firefighting items to be applied for include SCBA Facepieces, Battery Powered Reciprocating Saws, Positive Pressure Smoke Ejector Fans, Thermal Imaging Camera, and Portable Lighting.

230112-16 Edward Diebold made a motion to authorize the Fire Chief to apply for the State of Ohio Fire Equipment Grant for eligible replacement fire equipment in an amount not to exceed \$15,000. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Fire Department Flooring Replacement

Adam Rockich explained that the hard floor surfaces in the fire department are in poor shape and need to be replaced. Current quotes are being accepted and we are weighing our options on which material will be best.

230112-17 Jeff Houck made a motion to approve a Blanket Certificate in an amount not to exceed \$15,000 for the replacement of the hard surface flooring on the second floor of the Fire Department. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Lael Stouffer, Road Superintendent requested approval of the following motions:

Vehicle & Equipment Repairs/Maintenance

Lael Stouffer explained that this is to cover repairs and maintenance of all road department vehicles and equipment. This is in accordance with the previously approved appropriation schedule.

230112-18 George Beckham made a motion to approve a blanket certificate for repairs and maintenance of road department equipment in the amount of \$ 20,000. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Tree and Brush Removal

Lael Stouffer explained that this is to cover general maintenance and emergency tree removal in Coventry Township road right-of-ways.

230112-19 Jeff Houck made a motion to approve a blanket certificate in the amount of \$10,000 for the purposes of tree and brush removal. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

2023 – Rock Salt Purchase

Lael Stouffer explained that 800 tons is our annual allotment of salt through CUE.

230112-20 Edward Diebold made a motion to approve the purchase of 800 tons of rock salt from Cargill Inc. in the amount of \$60,000. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Request for Engineering Assistance – Canova Drive

Lael Stouffer explained that we are trying to expand the right of way in a narrow area on a curve. George Beckham stated that the school bus can't make the turn there.

230112-21 Edward Diebold made a motion to request engineering assistance for a metes and bounds survey description and drawing to be performed by the Summit County Engineer's office for the purchase of an easement at 551 Canova Drive. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Laura Cowles, Zoning Inspector stated that she is just getting started and is trying to finalize some things from the previous zoning inspector. She is working on getting caught up on permitting requests. BZA and the Zoning Commission will meet in February.

Anna Bryant, Administrator stated that the office has been busy with year-end/ new year procedures. Her assistant, Coreina Spencer went out with a knee replacement in mid-December and with Kelly Corbin also being out, it's been a busy transition. She welcomed Laura to her role as zoning inspector and stated that she's picking things up quickly and has been a pleasure to work with over the past few weeks.

ADA Room Update

230112-22 Jeff Houck made a motion to approve a Blanket Certificate in an amount not to exceed \$7,500 for new flooring, paint, and lighting for the Township ADA Conference room. (Funds were previously

appropriated from last year). Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Report by the Fiscal Officer:

David Gissinger stated that Period-to-date financial reports have been presented to the Board

230112-23 Edward Diebold made a motion to receive all bills and salaries, warrant numbers 74858 to 74967 as certified by Fiscal Officer, David Gissinger, 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.

Reports by Trustees:

Jeff Houck stated that looking back, he feels we really accomplished a lot in 2022. The paving project continues, we have had a lot of transitions within our departments, we made some big improvements to the JEDD Agreement, planned for park improvements, and finalized a long-term lease with the State for the Dam project. He's looking forward to seeing all that we can do in 2023. He thanked everyone for their hard work.

George Beckham stated that he wasn't able to attend the tree-lighting event, but thanked everyone who was involved. It's great to have an event like that for the community. He announced the Greenbay Drive house will be torn down next Monday, and the bollards will be going up at Oak Grove and Portage Lakes Drive in the next few weeks.

Edward Diebold thanked the Portage Lakes Kiwanis for the Annual Santa Delivery. He and Jeff, along with several hundred other volunteers braved the cold. It is always such a special night and he's blessed to be a part of it. The road department did a great job of keeping ahead of them and clearing the roads that night. He's already looking forward to 2023.

Public Comments:

- Paul Neugebauer – PLAC Representative – thanked Chief Rockich for his Ice Safety presentation. It was very helpful to hear a realistic view of the ice. It was great to hear ODNR say that our South Summit Dive Rescue Team sets the example for the State. He asked if litter removal could be added to the spring mowing contract bid to make pick-up easier. He sees a lot of trash shredded by the mowers.

Executive Session

Edward Diebold made a motion to adjourn to executive session for the purpose of discussing pending litigation with Township legal counsel and to consider the employment of a fire department 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 7:37 p.m.

Convened executive session at 7:37 p.m.

Discussion:

Motion to adjourn executive session:

Edward Diebold made a motion to adjourn executive session with no action taken. 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 8:02 p.m.

Reconvened regular session at 8:02 p.m.

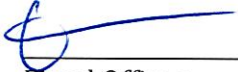
Motion to Adjourn the Regular Meeting:

Edward Diebold made a motion to adjourn the Regular meeting. George Beckham 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 8:02 p.m.

Edward D. Dield

Chairman



Fiscal Officer