

COVENTRY TOWNSHIP BOARD OF TRUSTEES
Regular Meeting of January 11, 2024

The Coventry Township Board of Trustees met in regular session on Thursday, January 11, 2024, at 7:00 p.m. in the Coventry Township Community Center, 335 E. Willowview Drive, Coventry Township, Ohio 44319.

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 as present.

Pledge of Allegiance

Oaths of Office

Judge Jill Flagg-Lanzinger administered oaths of office to swear in re-elected Fiscal Officer, David Gissinger, and Trustee, George Beckham for their next 4-year term.

Old Business:

Approval of Minutes

240111-01 Edward Diebold made a motion to approve and dispense with the reading of the minutes of the Regular Meeting and Workshop of December 14, 2023 and Special Meeting of January 4, 2024. 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 - 2024

240111-02 Edward Diebold made a motion to nominate George Beckham as Chairman of the Coventry Township Board of Trustees for 2024. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

240111-03 Edward Diebold made a motion to nominate Jeff Houck as Vice-Chairman of the Coventry Township Board of Trustees for 2024. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, abstain. Motion carried 2-0.

2024 Organizational Resolution

George Beckham explained that this is a routine motion to set up our standard practices, rehire staff and vendors, and reestablish fees for the beginning of the year.

240111-04 George Beckham made a motion to adopt the Organizational Resolution and Fee Schedule for 2024. 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 2024 calendar year.

240111-05 George Beckham made a motion that Jeff Houck and Edward Diebold be appointed as representatives to the Volunteer Firefighters Dependent Fund for 2024. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Zoning Board Members

240111-06 Edward Diebold made a motion to appoint current Zoning Commission alternate member, Josh Randles to the open regular member seat on the Zoning Commission, and to appoint Joe Pittinger, current Board of Zoning Appeals alternate member to the open regular seat on the Board of Zoning Appeals. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

240111-07 George Beckham made a motion to appoint Ralph Waszak Jr. as an alternate member of the Zoning Commission, and to H. Sean Fremon as an alternate member of the Board of Zoning Appeals. 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

240111-08 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 11, 2024, 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. 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 Nicole Gareri has put this race together for the last few years as a fundraiser for the track and cross-country program. He is hoping some of the Township employees will participate this year in either the run or the walk.

2023 Annual Highway System Mileage Certification

240111-09 Edward Diebold made a motion to approve the 2023 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

Chuck Hauber, Summit County Engineer Representative addressed issues with the new KFC that opened at the corner of Manchester Road and Rook Drive. Neighbors are having issues with customers driving through the neighborhood and turning around on their properties. He and Trustee Beckham have met with several of the residents. He has also met with Summit Soil and Water representatives to address issues with stormwater that is impacting at least one neighboring property. KFC has been sent action items to correct. He did advise residents that a traffic study was conducted initially, so it must be revisited before any entrance or exit changes are made to avoid any other unforeseen issues. Mr. Ross at 3052 S. Prior stated that people were turning around in his yard and destroying his property. He showed photos to the board of ruts from tires. He asked that KFC put an entrance on Rood Drive. He thanked George Beckham for coming out to talk to him. George Beckham stated that we have to weigh all of our options and not just throw an entrance or exit in there. Edward Diebold explained that as many people as there are tonight, there were 3-times that many not wanting an entrance on Rood Drive. Mr. Bauer at 3037 S. Prior Road stated that people going through the whole neighborhood to get out on Garson is a problem. He suggested some landscape options KFC could look at that may help eliminate some of the confusion about the entrance. Edward Diebold stated that he doesn't think they are finished with the signage or landscaping; the entrance isn't marked. There was some discussion over a right turn only from KFC's parking lot onto Rood. Mr. Ross felt that was an excellent idea. Chuck Hauber reiterated the need to revisit the traffic study so as not to cause any other issues by adding in the right-turn-only exit.

Lt. Mike Lowe, Summit County Sheriff Representative reported that there were 1,076 calls for service in December, bringing the 2023 total calls for service to 11,950. He advised the board of a shooting incident on S. Arlington at an after-hours club. They are operating from 1 am to 6 am and it's not a good situation. He thought there may be something in zoning to prohibit. There is another one of these clubs in Green that they are dealing with as well.

Adam Rockich, Fire Chief reported that there were 2,253 calls for service in 2023, 200 in December alone and we provided mutual aid 16 times, and received it 3 times. There were 40 times that our station was responding to more than one call at a time. He stated that we have recently seen an uptick in overdoses. Our new ambulances are in service and we are getting ready to auction one of the old ambulances and donate the other to the Sheriff's Office Bomb Squad. We are expecting colder weather and lake ice. He reminded everyone that no ice is safe ice and to please have some type of flotation device with you, and make sure someone knows where you are.

F.D. Officer Promotion - Captain

Adam Rockich explained that Lt. Langenek is currently C shift Lieutenant and will be moved to our Daytime Operations officer position with his promotion to Captain. Brian was hired part-time in January of 1998 and

reclassified as a full-time FireMedic on March 1, 2000. He was then promoted to the rank of Lieutenant in May of 2006. He is currently our fire department grant administrator, oversees our dive team, and is an integral part of our overall operations at Coventry Fire.

240111-10 Jeff Houck made a motion to promote Lieutenant Brian Langenek to the rank of Captain effective Wednesday, January 24, 2024. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

F.D. Officer Promotion - Lieutenant

Adam Rockich explained that FireMedic Gasaway will be assuming the duties of Lieutenant for an open position that was created in May of 2023. He was hired part-time in June of 2003 and reclassified as full-time in September of 2003. Mike has been in a senior man position filling the role of an acting lieutenant multiple times a month. He has helped to get our current mutual aid response system into place and continues to oversee our communications projects.

240111-11 George Beckham made a motion to promote FireMedic David Michael Gasaway to the rank of Lieutenant effective Wednesday, January 24, 2024. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

F.D. Vehicle/Equipment Repairs

Adam Rockich explained that this is a routine BC to cover us for any unforeseen vehicle or fire apparatus equipment repairs until final appropriations are complete.

240111-12 Edward Diebold made a motion to approve a blanket certificate in the amount of \$5,000 for Fire Department Vehicle and Equipment repairs. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Ambulance Billing & Collections

Adam Rockich explained that monthly ambulance billing fees are calculated on transports and billable runs which vary month to month on what can be collected. This will help to cover the first couple of months of 2023.

240111-13 George Beckham made a motion to approve a purchase order in the amount of \$5,000 for payment to Lifeforce Management for ambulance billing and collections services, at a rate of 7%. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Fire Department Fuel Cost

Adam Rockich explained that this BC will cover the Fire Department's share of fuel costs to start 2024.

240111-14 Jeff Houck made a motion to approve a blanket certificate in the amount of \$5,000 to cover the Fire Department's share of fuel costs. 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 reported that he has been reviewing roads for the 2024 paving program. The crew has been busy on work orders. They are also in-servicing a new employee, Charles Moon started a few weeks ago and is doing very well. We have only had a few snow and ice responses so far, so we have plenty of salt and our trucks are ready to go.

Road Department Fuel Cost

Lael Stouffer explained that this BC will cover the Road Department's share of fuel costs to start in 2024.

240111-15 Edward Diebold made a motion to approve a blanket certificate in the amount of \$5,000 to cover the Road Department's share of fuel costs. 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 reported that she issued 8 zoning permits in December, with a year-to-date total of 117 for 2023. She sent out three code enforcement letters in December. The Board of Zoning Appeals will meet on Tuesday, February 6th, application deadline is next Friday, January 19th. The next Zoning Commission workshop will be held on January 16th.

Anna Bryant, Administrator advised that she and the administrative staff have been working on year-end/beginning-of-the-year procedures and requested approval of the following motion:

Copier Lease Agreement

Anna Bryant explained that our current copier lease with Toshiba America is up this year for the Administration Office and we own an old unit that is in the Road Department which is obsolete (can no longer repair/get parts) The two units in the fire department are under lease with a different company, and we are looking at consolidating to one vendor for all departments to eliminate confusion and to streamline our operation. I received 2 quotes which will provide the Administration Office with a full-size unit, the Road Department with a large desktop unit, and the fire department with a full-size unit and a large desktop unit. By consolidating, we should save roughly \$800/month. Quotes were received from Toshiba and DEX Imaging. DEX is offering faster machines at a better rate per copy and they will buy out any existing lease agreements and return or dispose of our existing equipment.

240111-16 Jeff Houck made a motion to approve a lease and service agreement with DEX Imaging, LLC for 2 Kyocera Ecosys M3655idn copiers and 2 Kyocera 2554ci copiers for a cost of \$777.27 per month. 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:

David Gissinger advised that the Period-to-date financial reports have been presented to the Board. He thanked everyone for re-electing him and the opportunity to serve as Fiscal Officer.

240111-17 George Beckham made a motion to receive all bills and salaries, warrant numbers 76073 to 76144 as certified by Fiscal Officer, David Gissinger, and subject to audit. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0. (A listing of the warrants will be made a part of these minutes.)

Budgetary – SAFER Staffing – Fund Transfer

Adam Rockich explained that we will be reimbursed from the SAFER Grant for these funds.

240111-18 George Beckham made a motion to approve the transfer of \$100,000 from the General Fund to the SAFER Fund to cover payroll and related expenses for SAFER employees. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Reports by Trustees:

Edward Diebold congratulated George Beckham and Dave Gissinger on beginning their next terms in office, it has been a pleasure working with them and he looks forward to the next few years. He stated that the issues with the KFC entrance have our full attention and we are doing our best to remedy the situation. Kiwanis Santa Delivery was another amazing night and he thanked all of the volunteers for all of their hard work to make it happen. He announced that he just found out he's going to be a grandpa.

Jeff Houck thanked Ed Diebold for asking him to be involved with the Santa Delivery. It was his third year doing it, and it is such a joy and a great thing for the community. We accomplished a lot in 2023. We acquired the IBH Property and made some changes to the JEDD, had some changes in HR, some heartbreak over loss, and a lot of positives coming up in 2024.

George Beckham reported that he has contacted those who expressed interest in forming an informal Parks Advisory Committee. Current members are: Jerry Welch, Penny Haser, Lisa Fouser, Sharon Warner and Josh Randles. They will hold their first meeting in the ADA Room at 7 p.m. on January 31st. It is an open meeting, so anyone is welcome to attend. He stated that he is looking forward to their input and hearing their perspectives.

Public Comments:


- **Mr. Ross – S. Prior Rd.** Commented regarding the Portage Lakes State Park Mason Dairy Barn. He explained that it is a 100-year-old structure that is used by all of the area organizations for storage. He will be writing a grant and would like a letter of support from the Board of Trustees. Edward Diebold stated that we would be happy to write a letter and if not all of the money is received to let him know, he works with several non-profits that could possibly help.

Motion to Adjourn the Regular Meeting:

George Beckham made a motion to adjourn the regular meeting. Jeff Houck seconded the motion. Roll call: 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 7:42 p.m.


Chairman


Fiscal Officer