

COVENTRY TOWNSHIP BOARD OF TRUSTEES
Regular Meeting of December 12, 2024

The Coventry Township Board of Trustees met in Regular session on Thursday, December 12, 2024, at 7:00 p.m. in the Coventry Township Community Center, 335 E. Willowview Drive, Coventry Township, Ohio 44319.

Vice Chairman Jeff Houck called the meeting to order and asked Administrator, Anna Davis to record the following Trustees present: Edward Diebold, yes; and Jeff Houck, yes. Two Trustees were recorded as present. (Trustee Beckham was excused/absent – on vacation)

Pledge of Allegiance

Announcements:

- **Meeting Time Change:** Jeff Houck announced that the Board of Trustees meeting time will change beginning in January – the General Workshop will be held the second Thursday of the month at 5 p.m. with the Regular Meeting following at 6 p.m.
- **Kiwanis Santa Delivery Gift Drop Off:** Edward Diebold announced Kiwanis Santa Deliver Gift Drop Offi at the Coventry Fire Department will begin tomorrow, Friday, December 13th – Sunday, December 22nd The drop off is open daily from 8 am to 8 pm until the 22nd when it will close at 3 pm. (Gifts should be no larger than the size of a shoebox) He reiterated the importance of getting gifts turned in on time. He explained that this is his 18th year volunteering and Jeff's 3rd year, and it makes a huge difference when you map everything out and then more gifts are turned in at the last minute. He and Jeff Houck discussed what a great event it is, and how much fun it is to be a part of.

Old Business:

Approval of Minutes

241212-01 Jeff Houck made a motion to approve and dispense with the reading of the minutes of the Regular Meeting and Workshop of November 14, 2024 and the Special Meeting of November 26, 2024. Edward Diebold seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

New Business:

Logan Field Project – Construction Administration Services

Edward Diebold explained that 4-Points architect Jim Presutto has drawn up the plans for the building and will oversee the construction process as recommended by Township counsel.

241212-02 Edward Diebold made a motion to enter into an agreement with 4-Points Architectural Services, Inc. – Jim Presutto for Construction and Administration Services as outlined in their proposal dated November 15, 2024, at an amount not to exceed \$29,400 for the Logan Field House Project. Jeff Houck seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

IAFF Local 2286 – Collective Bargaining Agreement

Jeff Houck stated that negotiations are never easy and thanked Adam Rockich for his preparation.

241212-03 Jeff Houck made a motion to ratify the labor agreement between the Coventry Township Board of Trustees and IAFF Local 2286 as negotiated from January 1, 2025, to Dec 31, 2027. Edward Diebold seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

To the Clock Tower and Back 5k

Jeff Houck commented that this is a really fun event, he did it last year and is looking forward to this year.

241212-04 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 10, 2025, 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: Edward Diebold, yes; and Jeff Houck, yes. (George Beckham, absent/excused) Motion carried 2-0.

Community Center Door Repair

Lael Stouffer explained that we were fixing several other doors in the building and realized that the Community Center main entryway doors, which are also around 30 years old are rotting off of their hinges. The doors have been ordered and will be replaced along with their framing within the next few weeks.

241212-05 Edward Diebold made a motion to approve a blanket certificate in the amount of \$8,000 for new main entryway doors and related hardware to the Community Center. Jeff Houck seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

Reports by Department Heads:

Summit County Sheriff's Representative, Captain Dave McCutcheon reported 649 calls for service in the last month, with a year-to-date total of 10,507. He went on to list accident, traffic, and arrest statistics for the month and year.

Summit County Engineer's Representative, Chuck Hauber reported that the water line project is underway and being inspected by the County at no cost to the Township. They have reviewed a site plan for 1684 S. Arlington, which is in Coventry and partially the City of Akron. They are currently waiting for a revised plan. EDG has conducted a surface water plan on the Inman Ditch at Penguin Avenue. He announced upcoming resurfacing plans for S. Main Street that are tentatively scheduled for 2029 and will include plans for sidewalk extension.

Fire Chief Adam Rockich reported that their calls have increased by 80 over last year's total to date. He reminded everyone of ice safety and to please have a floatation device if they are on the ice. He also reminded everyone to be aware of extension cords and overloading outlets with Christmas lights, to remember to water their live Christmas trees, and never to leave burning candles unattended.

2024 AFG Grant

Adam Rockich explained that this grant is structured so that FEMA Pays 95%, with a Coventry share of 5% with the plan to purchase the following equipment:

- (6) Sections of 3" x 75' Supply Hose @ \$530.00 = \$3,180;
- (19) Sections of 2½" x 50' Hose @ \$510.00 = \$9,690.00;
- (34) Sections of 1¾" x 50' hose @ \$365.00 = \$12,410.00;
- (20) Sections of 5" x 100' supply hose @ \$1,495.00=\$29,900;
- (11) 1½" Combination Nozzles @ \$1,235=\$13,585;
- (4) 2½" Nozzles @ \$1,395=\$5,580.00;

Total project cost = \$74,345.

The grant writing application fee is waived due to this being a reapplication. The administration costs of the grant by Gatchell Grant Writing Services, if received will be 95% covered by FEMA not exceeding \$3,500.

241212-06 Jeff Houck made a motion to enter into an agreement with Gatchell Grant Resources to apply for the 2024 Assistance to Firefighters (AFG) Grant Program and execute the grant if received for replacement fire hoses and nozzles totaling \$74,345. There is a 5% cost share on the requested equipment grant. The grant application requests replacement hoses and nozzles over 20 years old. Edward Diebold seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

State of Ohio Fire Equipment Grant

Adam Rockich explained that the Ohio Department of Commerce Division of State Fire Marshal (SFM) has available 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. Our grant application, written by Captain Langenek requests the following eligible fire equipment, totaling \$14,951.02:

- (2) 16" PPV Super Vac Positive Pressure Fans with Wheels and Handles and Shoreline Power at \$5,367.50 each, for \$10,735.
- (6) Streamlight Portable Scene Lights @ \$702.67 for \$4,216.02.

241212-07 Edward Diebold made a motion to approve an application for the State of Ohio Fire Equipment Grant for replacement fire equipment eligible for an amount not to exceed \$15,000 and to execute the grant if received. Jeff Houck seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

Alerting Radio Purchase

Adam Rockich explained that the station alert radio we currently use will no longer operate due to its inability to be upgraded after June 2025. The radio needs to be ordered now to have it in time to be programmed and installed before the old unit goes out of service.

241212-08 Jeff Houck made a motion to approve a purchase order in an amount not to exceed \$4,000 to Motorola Solutions for the purchase of an 800mhz mobile radio for station alerting. Edward Diebold seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

Dispatch Fee Increase

Adam Rockich announced that dispatch fees from the South Summit Council of Governments increased by roughly 27.5% for 2025. This amount covers the shortage that was already appropriated. Fees went from \$19,907.50 a quarter to \$25,421.00

241212-09 Jeff Houck made a motion to approve a purchase order in an amount not to exceed \$4,000 to cover increased dispatch service fees from South Central Council of Governments. Edward Diebold seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

Ambulance Collection Fees

Adam Rockich explained that Lifeforce billing charges 7% collection fees and our ambulance fee collections have surpassed the estimated amount for 2024. Collections were underestimated by approximately \$3,000. This will help cover invoices in January that we will receive for November and possibly December fee collections.

241212-10 Edward Diebold made a motion to approve the appropriation of funds in the amount of \$10,000 for ambulance billing collection fees. Jeff Houck seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

Lael Stouffer, Road Superintendent reported that the Road Department is performing yearly maintenance DOT inspections. Also, we had an EPA drop-in inspection for the first time in his 25 years here to look for issues. He was happy to announce that we passed without any problem.

Vehicle Repairs & Maintenance

Lael Stouffer explained that this will be to cover repairs and maintenance of all road department vehicles and equipment. It will cover a few invoices that are still out there, and a truck that is in the shop right now.

241212-11 Jeff Houck made a motion to approve a blanket certificate for repairs and maintenance of road department equipment in the amount of \$6,300.00. Edward Diebold seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

Rob Henwood, Zoning Inspector reported that he has issued 13 permits in the last month. The Board of Zoning Appeals met on the 10th and will meet again on January 7th. The deadline is December 17th. The Zoning Commission will meet on December 17th and then on again on January 21st.

Board of Zoning Appeals – Member Appointment

Rob Henwood explained that regular member Kevin Kimmel has decided to step down from his seat at the beginning of this year.

241212-12 Jeff Houck made a motion to appoint alternate member Sean Fremon to fill the seat of regular member for the unexpired term ending December 31, 2027, replacing former member Kevin Kimmel. Edward Diebold seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

Anna Davis, Administrator thanked the volunteers, vendors, sponsors and staff for their help in pulling off the Clock Tower Lighting Event. She stated she is looking forward to planning for next year.

Report by the Fiscal Officer:

David Gissinger wished everyone a Merry Christmas and advised that the period-to-date financial reports have been presented to the Board.

241212-13 Edward Diebold made a motion to receive all bills and salaries, warrant numbers 77082 to 77179 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: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

Budgetary – Logan Field House

Edward Diebold explained that the funding for this project is from Federal ARPA funds from COVID that we are finally putting to work. We have contracted with RBS Construction and should be breaking ground over the winter. Jeff Houck commented that we wanted to put the money into something that would last.

241212-14 Jeff Houck made a motion to approve a Blanket Certificate in the amount of \$1,137,588.13 for the Logan Field House project. Edward Diebold seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

Budgetary – Light Up the Clock Tower Event

Edward Diebold explained that we need to cover expenses not paid for by sponsorships. We are still waiting on a few checks that have been sent in the mail.

241212-15 Edward Diebold made a motion to approve a Blanket Certificate in the amount of \$5,000 to cover remaining expenses associated with the Light Up the Clock Tower Event. Jeff Houck seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

2025 Temporary Appropriations

241212-16 Edward Diebold made a motion to approve the 2025 Temporary Appropriation Resolution. Jeff Houck seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

These are effective January 1, 2025, to cover routine operating expenses and payroll.

Reports by Trustees:

Edward Diebold thanked all involved with the Clock Tower event. He stated he is proud of what we accomplished with a short time period. He stated he was sorry about the fireworks, the boat tried to bust up the ice but ended up with a hole in it and sank. The pole tree looks fabulous. We will have meetings at the beginning of the year to start planning for next year's event to make it even better. He stated that this year will be his 18th year as a Kiwanis Santa, which is just another amazingly cool thing this community does. He wished everyone a Merry Christmas and a Happy New Year.

Jeff Houck thanked Adam Rockich, and Anna Davis along with the IAFF Negotiating Committee for working through contract negotiations. Adam Rockich prepared and helped us get through some contentious issues. He thanked all for the Clock Tower event and wished everyone happy holidays.

Motion to Adjourn the Meeting:

Jeff Houck made a motion to adjourn the Regular Meeting. Edward Diebold seconded the motion. Roll call: Edward Diebold, yes; and Jeff Houck, yes. Motion carried 2-0.

There being no further business the meeting was adjourned at 7:30 p.m.


Chairman


Fiscal Officer