

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF OCTOBER 3, 2023**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on October 3, 2023. Trustee Hank Gibson called the meeting to order at 7:06 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Dave Moore, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. In the audience was Todd Peetz.

**AUDIENCE**

Todd Peetz, chairman of the JEDD Board, said the contract for the JEDD is up for renewal this year. The newer rules for JEDDs are friendlier now than they were previously, so the board has voted to disband and restart as a new board. They are looking at getting an area that is undeveloped and to develop it within the JEDD. The Board is recommending that the township and city move forward with the new JEDD. The old board had 2 representatives from the city, 2 representatives from the township, and they got together and selected a fifth member. The new board will be the Mayor from the city and a Trustee from the township. Those two will select two more, then all four will select a fifth who will be the chairman. The original resolution from 2013 will need to be rescinded once the attorney provides the proper language.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of September 19, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to approve the minutes of the Special Meeting of September 27, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Hank announced the correspondence book was available in the Fiscal Office for public viewing during normal business hours.

A motion by Jim DiPaola, seconded by Vince Coia to approve payroll warrants for October 6, 2023 in the amount of \$61,987.33 and other warrants in the amount of \$65,070.28 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**  
**TRUSTEES**

Regional Planning has sent a couple of sets of plans for replats. The first set is for Sublots 156, 157 and 1158 of McElrath Park Extension on Sumner and Terrill St, Lot 12 D. The PCRPP meeting for this replat is scheduled for October 11, 2023. The Trustees reviewed the plans and had no objections.

The second set of plans are for Sublots 1-9 and 32-34 in Block 3 in the East Park Heights Allotment on East Main and Hazel St., Lot 23 SD in Ravenna Township and Lot 20 SD in the City of Ravenna. The PCRPP meeting for this replat is scheduled for November 8, 2023. The Trustees reviewed and had no objections.

A home from the Portage Homes III project and a home from the Portage Housing II project are in the process of the tenants exercising their purchase options. NDS has requested that the township execute partial lien releases to enable these properties to be sold. The township will receive \$16,358.24 in total from these properties.

**RES 23-172** A motion by Hank Gibson, seconded by Vince Coia to approve the partial lien release for the property at 312 Washington St., Ravenna Ohio 44266 and parcel #31-349-04-00-166-001 so that it may be sold to the tenant. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES 23-173** A motion by Hank Gibson, seconded by Jim DiPaola to approve the partial lien release for the property at 6748 Garfield Rd., Ravenna Ohio 44266 parcel #29-311-20-00-132-001 so that it may be sold to the tenant. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince said he could come in Wednesday morning to sign the lien releases and have Melissa notarize them.

Hank asked Ray whether everything is ready for the road dedication in the Skeels allotment on Saturday. Ray said yes, the county is making the signs.

### **FISCAL OFFICER**

None.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

The door window on the excavator broke. A new one through South Eastern Equipment is \$614 plus shipping.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of the new door window for the excavator from South Eastern Equipment at the cost of \$614 + shipping. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The road crew should be finishing up the crack sealing this week.

#### **GRANDVIEW CEMETERY**

There was one burial and four cremations in the past two weeks.

The stamped concrete around the columbariums have been poured. They still need to put the sealing coat on them. When that has been completed, Ray will do the landscaping around them.

#### **ZONING DEPARTMENT**

*Zoning Inspector Lori Rotondo was present and reported the following:*

The BZA will be holding 2 hearings on October 11, 2023, one for having 2 separate businesses on the same property at 3097 SR 59, and the other also for adding Sunday church services at 3336 Summit Rd. Also, the sign setback variance at 7686 Peck Rd that was tabled at the last meeting may or may not be discussed.

Lori went over the court cases that the attorney has been working on.

**RES 23-174** A motion by Hank Gibson, seconded by Jim DiPaola, based upon advice of counsel, to withdraw case # 2023CV00490. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The trustees reviewed the list of approved permits and the violations issued in the past two weeks.

## **FIRE DEPARTMENT**

*Fire Chief Dave Moore was present and reported the following:*

Dave asked the trustees to sign the MOUs for wage adjustments for both the full and part time firefighters.

**RES # 23-175** A motion by Hank Gibson, seconded by Jim DiPaola to approve and accept the MOU dated October 3, 2023 with full time union IAFF for wage adjustment and modification of benefits to modify the contract for the period January 1, 2022 through December 31, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 23-176** A motion by Hank Gibson, seconded by Jim DiPaola to approve and accept the MOU dated October 3, 2023 with part time union RTFFA for wage adjustment to modify the contract for the period January 1, 2023 through December 31, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

Firefighters McCarthy and Coleman never responded to the calls or certified letters sent regarding their long-term absences.

**RES # 23-177** A motion by Hank Gibson, seconded by Vince Coia to accept the resignations of Firefighters McCarthy and Coleman effectively immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

Ladder testing was completed today. Pump testing is scheduled for October 19, 2023 and 20, 2023 in Mantua.

The annual software renewals for scheduling and for emergency reporting are both due.

The towing bill for F&S for the truck to Sutphen last April was still open, Sutphen never paid them even though they had been given a credit from FYDA. We've chosen to go ahead and pay the bill and will get Sutphen to give us the credit.

Unit #2413 had an air leak which Doug in the Road Department fixed. Ray and Doug also strung new air lines in the fire bays using the lift from the cemetery. Dave wanted to extend his appreciation to the Road Department for their help.

Unit #2417 needs a heavier suspension since the water pump and hose was added. The replacement parts will run about \$800 along with \$150 in labor.

Unit #2412 is back from Klaben and will be run first out for a couple of weeks.

Three upcoming grants were discussed – the Firefighter Exposure to Environmental Elements Grant (FEEEG), the BWC Safety Intervention Grant, and the ARPA Retention Grant.

**RES # 23-178** A motion by Hank Gibson, seconded by Vince Coia to authorize Mark Kozak to electronically sign and submit the Firefighter Exposure to Environmental Elements Grant (FEEEG) Program on behalf of the Board of Trustees and designate him as the authority to oversee the carrying out of the employer responsibilities for two years after BWC issues the grant check or until the Board of Trustees authorizes a successor, whichever comes first. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 23-179** A motion by Hank Gibson, seconded by Vince Coia to authorize Mark Kozak to write for the BWC Safety Intervention Grant on behalf of Ravenna Township. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 23-180** A motion by Hank Gibson, seconded by Jim DiPaola to approve and accept the ARPA Retention Grant and authorize payments according to schedule submitted and grant terms within 30 days of receipt of funds. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

**NEW BUSINESS**  
**TRUSTEES**

Vince noted that Mark McEwen, husband of JoAnn McEwen who sits on the Board of Zoning Appeals, has passed away.

**FISCAL OFFICER**

**RES # 23-181** A motion by Hank Gibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	359-2023	\$1,000.00	Lowe's	Parts to repair bathroom	General
B	360-2023	\$1,000.00	Southeastern Eqpt	Replace window for excavator	Road
C	361-2023	\$150.00	Moto Tech	Labor on UTV suspension	Fire
D	362-2023	\$325.00	Ian Kolmer	Ladder testing	Fire
E	363-2023	\$800.00	Chase Card	Parts for UTV Suspension	Fire
F	364-2023	\$500.00	D&T PM Truck	Pump testing	Fire
G	365-2023	\$3,555.00	Aladtec	Scheduling software	Fire
H	366-2023	\$3,085.00	ESO Solutions	Firehouse software	Fire
I	367-2023	\$675.00	F&S Towing	Tow bill	Fire
J	368-2023	\$1,000.00	Chase card	Repair supplies for bathroom	General

R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize warrant #24349 in the amount of \$675.00 to F&S Automotive for an outstanding towing invoice. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

Financial reports will be sent to the Trustees and department heads in Excel format.

We have received the following funds:

- a. Fire loss proceeds for 7575 SR 44 in the amount of \$13,453.72
- b. Portage II interest of \$2,696.00
- c. Zoning attorney fees in the amount of \$281.80

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing information required to be kept confidential by Federal HIPAA law and to discuss employee compensation.

A motion by Hank Gibson, seconded by Jim DiPaola to suspend Regular session at 9:07 pm.  
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to enter into Executive session at 9:07 pm.  
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Gail Pittman.

Returned to open session at 9:56 pm.

**RES # 23-182** A motion by Hank Gibson, seconded by Vince Coia to authorize wage increases as follows:

- a) \$1.50/hour effective immediately for Jon Summers based on longevity
- b) \$1.50/hour effective immediately for Ray Taylor based on longevity
- c) \$0.50/hour effective immediately for Lori Rotondo based on end of 6-month probation.

R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 23-183** A motion by Jim DiPaola, seconded by Vince Coia to write off item # 48 as bad debt in the Attorney General section of the EMS Disposition Report submitted by Life Force Billing and to turn over the remainder of the list to the Attorney General for collections. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 10:02 pm.  
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

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TRUSTEE