

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF MARCH 19, 2024**

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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 March 19, 2024. Trustee Jim DiPaola called the meeting to order at 7:04 P.M.

Trustee Jim DiPaola swore in Gail Pittman as Fiscal Officer for her term starting April 1, 2024 and running through March 31, 2028.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fire Chief Dave Moore, Fire Liaison Mark Kozak, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor and Assistant Fiscal Officer Jon Summers. Fiscal Officer Gail Pittman was absent. In the audience were Debbie and David Buckeye, Walter Collins, and Teddy Bryant.

**AUDIENCE**

Debbie and David Buckeye came to the meeting to discuss the letter they received from Zoning regarding their building on Summit St. They stated they had been busy the last few years with family issues, but would be working over the next few months to fix up the property. The trustees said they were trying to get older dilapidated structures removed in the township, especially the ones on the edges as you enter the township. There are grants available for this purpose, although in this case it would not work for an older commercial building. The Buckeyes indicated that they were going to repair the building rather than take it down.

Walter Collins and Teddy Bryant said they were from the McElrath neighborhood and were interested in building homes and/or condos on the lots they owned. Jim explained to them about the lot sizes in that area and the need to combine and replat lots to meet current zoning regulations to have buildable lots.

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of March 5, 2024. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to approve payroll warrants for March 22, 2024 in the amount of \$47,833.53 and other warrants in the amount of \$4,527.60 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**

The Inventory Policy presented last meeting was reviewed.

**RES #24-025** A motion by Hank Gibson, seconded by Jim DiPaola to approve the Inventory Policy as presented. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Community Development Block Grant information presented at the last meeting was reviewed. The park sidewalk replacement idea did not appear to qualify for the grant and with limited time before the upcoming city celebration, the trustees decided to just go ahead and do the

project with regular funds. Ray said the quote from Layin' it Down required half the money up front.

A motion by Vince Coia, seconded by Jim DiPaola to authorize Layin' It Down Concrete to replace the sidewalk in the park ASAP and to approve paying Layin' It Down's required ½ down payment with warrant #24743 in the amount of \$2,425.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Jim said the resolution approving the map for the Bisirri properties rezoned on Summit Rd. back in 2022 had never been passed by the trustees.

**RES #24-026** A motion by Jim DiPaola, seconded by Hank Gibson to approve the map change done by the Regional Planning and the Zoning Commission (BZC #2022-002) which rezones parcel #29-363-00-00-048-000 at 3974 Summit Road, Ravenna Township from residential medium density to commercial/residential, combining said area with existing parcel #29-363-00-00-056-002. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

None.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

Ray has prepared a letter of request for estimates on chip and seal projects for the year to Portage County. He is interested in doing the following 10 roads: Bridge, Morgan, Hoover, Cooley, Virginia, Cliff, Winding Creek, Meadowbrook, Creekview, and Marion.

Berming is still being done. So far, they have put down between 300 and 400 tons of material.

We should be receiving a check in the amount of \$2,572.28 for reimbursement of the 2023 road resurfacing project from Quality Inspection Control.

Ray requested executive session at the end of the meeting to discuss employee compensation.

#### **GRANDVIEW CEMETERY**

There was one burial and one niche sale in the past two weeks.

Yardworks provided their new contract for the year which the trustees reviewed.

**RES #24-027** A motion by Vince Coia, seconded by Hank Gibson to accept and approve the contract with Yardworks to mow the Grandview Cemetery at the cost of \$675/mow. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray finally succeeded in contacting Kozma Electric. They told him the generator is in and they are going to pick it up. They will then schedule the installation date. Vince said to be sure to get the new propane tank filled up before the installation date so everything can be tested while they are there.

Vince wondered whether it would be beneficial to do a tire drop off the same day as the spring cleanup? He said Portage County Recycling would take the tires at 50 cents per tire. We could collect the cash or checks made out to the recycling center. Ray's crew would then have to haul all the tires over to the recycling center. Ray said he would be open to that.

A motion by Vince Coia, seconded by Hank Gibson to offer to do a tire drop off the same day as Spring Cleanup, April 27, 2024 from 8:00am until noon, with a limit of 8 automotive tires per customer at the cost of 50 cents per tire, payable in cash or check made out to Portage County Recycling. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

The Fire Chief, Jim and Lori met with the owners of the barn at 5559 McCormick who are interested in converting the barn to an event space. The property owners were given options on how to proceed.

Jim and Lori have a conference call scheduled the next day with Keller Engineering regarding their interest in putting in solar farms in the township.

Lori reviewed the permits and violations issued recently.

### **FIRE DEPARTMENT**

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

The Chief asked for approval to send Firefighter Alec Vallant to fire inspector class.

A motion by Hank Gibson, seconded by Vince Coia to approve sending Firefighter Vallant to fire inspector class at Akron U for \$675.00 and also for the purchase of textbooks at the cost of \$116.00 from Amazon. Alec should work with Jon to purchase the textbook prior to the beginning of the course. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Chief asked for approval for purchasing of truck detailing products and for a detergent pump for the gear washer.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of truck detailing supplies not to exceed \$500 from Professional Detailing Products and a detergent calibration pump from Turnouts for \$900.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The chief has a new applicant that he wanted to hire and discussed the applicant.

**RES #24-028** A motion by Hank Gibson, seconded by Jim DiPaola to hire Carl Bartlett as part-time EMT/Firefighter at the rate of \$17.28/hr. per the CBA contingent upon passage of a physical, drug screen and background check. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Dave requested an executive session at the end of the meeting for a matter of employee compensation.

Dave met with officers and instructors from Kent and Ravenna City to plan live fire training in April. They discussed command procedures, communications, and tactics. There will be departmental trainings twice this month to prepare for the live fire trainings.

Kent's fire chief gave compliments for the performance of our C-shift employees who responded to the apartment fire on Hazen Dr. on Sunday.

### **NEW BUSINESS** **TRUSTEES**

Jim said he met with Dennis West and Dehoff regarding the TIF. Dehoff said he is still interested in pursuing the TIF.

Vince talked with the property owners next to him and they are concerned with the water accumulating on the back part of their properties. Vince said he would speak with the property owner back there and see if they could put in a swale. He asked Ray to look at the ditches there and see if there is anything the township could be doing.

### **FISCAL OFFICER**

**RES #24-029** A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	186-2024	\$2,000.00	MES	Fire extinguisher maint.	General
B	187-2024	\$1,000.00	Southeastern Equip	Parts for Road equipment	Road
C	188-2024	\$1,000.00	Leppo Equip	Parts for Road equipment	Road
D	189-2024	\$850.00	Chase	Carbonite subscription	General
E	190-2024	\$150.00	Treas of Ohio	Volunteer FF Dependency	General
F	191-2024	\$40,500.00	Middlefield Bank	Loan payments	Fire
G	192-2024	\$1,000.00	Levinsons	Class B shirts for FF	Fire
H	193-2024	\$900.00	Turnouts	Install laundry station	Fire
I	194-2024	\$350.00	Stryker	Patient cable	Fire
J	195-2024	\$3,800.00	Aladtec	Fire scheduling software	Fire
K	196-2024	\$800.00	Active 911	911 Notification software	Fire
L	197-2024	\$3,500.00	ESO Solutions	Firehouse software	Fire
M	198-2024	\$800.00	OH Valley Waste	Dumpsters	General
N	199-2024	\$600.00	OH Valley Waste	Dumpster	Grandview
O	200-2024	\$6,000.00	Jordan Levi Wilson	Mowing at cemetery	Grandview
P	201-2024	\$675.00	Univ of Akron	Inspector Class-A. Vallant	Fire
Q	202-2024	\$130.00	Chase visa	Book for inspector class on Amazon	Fire
R	203-2024	\$500.00	Chase visa	Car washing supplies	Fire
S	204-2024	\$4,850.00	Lay It Down Concrete	Sidewalk for the park	General

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

Financial reports were distributed to the Trustees and department heads in Excel format.

A motion by Hank Gibson, seconded by Vince Coia to approve and accept the January 31, 2024 bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to approve and accept the February 29, 2024 bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We will be receiving an additional Opioid settlement check soon in the amount of \$102.66.

Vince asked Ray to look into whether the Public Works grant money could be used for non-paving projects, i.e. for new guard rails on Hommon Rd. Ray said he would talk with the Engineer’s office.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing employment compensation.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:41 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter Executive session at 8:41 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Jon Summers, Ray Taylor, and Dave Moore.

Returned to open session at 9:32 pm.

**RES #24-030** A motion by Vince Coia, seconded by Hank Gibson to approve a 5% pay raise for Hunter Grimes bringing him up to \$19.95/hr. effective March 25, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize Mark Kozak to write for the Safer Grant for three new full-time firefighters. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Jim DiPaola to adjourn the meeting at 7:56 pm. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE