

# **RAVENNA TOWNSHIP BOARD OF TRUSTEES**

## **MINUTES OF REGULAR MEETING OF MARCH 18, 2025**

---

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 18, 2025. Trustee Vince Coia called the meeting to order at 7:04 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman, Acting Fire Chief Heather Sweitzer, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, Assistant Fiscal Officer Jon Summers and Fire Dept. Liaison Mark Kozak. In the audience were Terry Seeberger, Isaac Dukes, Bob DeHoff, Mark Guidetti.

### **AUDIENCE**

Mark Guidetti, Terry Seeberger and Bob DeHoff were all here regarding the TIF for the Forest Ridge Development. Mark gave highlights of the TIF and the work that has happened up until this point.

**RES #25-046** A motion by Vince Coia, seconded by Hank Gibson to establish the Forest Ridge, Non-School Tax Increment Finance (TIF) District authorizing financing of public infrastructure improvements under Sections 5709.40 & 5709.73, Et. Seq., of the Ohio Revised Code

**WHEREAS**, Ravenna Township (the "Township"), desires to encourage the creation or preservation of commercial and residential development and employment opportunities and facilitate the construction of public infrastructure improvements within the unincorporated portion of the Township through this Resolution involving the Quail Hill – Forest Ridge Development Company ("Forest Ridge Development") for development of certain unimproved land within the Township limits, within a development known as Forest Ridge; and

**WHEREAS**, due to the economic climate in the United States of America, and Portage County, Ohio, and the very local need for new residential development, and rising construction and material costs, Forest Ridge Development is seeking a public-private partnership with the Township in order to complete the aforesaid development; and

**WHEREAS**, the Township believes that the aforesaid development and improvements herein will create employment opportunities and new residences within the Township; and

**WHEREAS**, the Township and other public agencies assisting the Township will need and require funds not presently available in order to fund construction of public infrastructure improvements deemed necessary to facilitate residential development at the unimproved land that is the subject of this Resolution; and

**WHEREAS**, the Township desires to establish a tax increment financing ("TIF") area pursuant to Section 5709.73(B) of the Ohio Revised Code for the unimproved land that is the subject of this Resolution, to be known as The Forest Ridge TIF; and further pursuant to the requirements for an incentive district under Section 5709.40(A)(5)(f) of the Ohio Revised Code; and

**WHEREAS**, The Forest Ridge TIF shall include the entirety of certain parcels of real property located in the Township known presently as Portage County

tax parcels #29-342-00-00-019-162, #29-342-00-00-019-163; #29-342-00-00-019-164; #29-342-00-00-019-165; #29-342-00-00-019-177; #29-342-00-00-019-170; #29-342-00-00-019-171; #29-342-00-00-019-176; #29-342-00-00-019-178; and #29-342-00-00-019-188, as identified and depicted in “**Exhibit A**” (Parcel List & Map) attached hereto and incorporated herein by reference, said inclusion within The Forest Ridge TIF not to be affected by any future subdivision of land within The Forest Ridge TIF (said real property may referred to herein as the “TIF Parcels,” even if later sub-divided); and

**WHEREAS**, the TIF Parcels are presently owned by Forest Ridge Development, and this owner desires to develop the TIF Parcels and supports the purpose sought in this Resolution; and

**WHEREAS**, the TIF parcels are proposed to be developed as residential, as part of an incentive TIF district; and

**WHEREAS**, this Board of Trustees has approved an economic development plan for the proposed incentive TIF district, prepared by McGee & Associates, Inc., and pursuant to the certification provided by GBC Design, Inc., a civil engineering firm retained by the Board of Trustees, determining and advising the Board that the current public infrastructure in place is inadequate for the economic development of the Forest Ridge TIF Parcels and Incentive District, all pursuant to Section 5709.40(A)(5)(f) of the Revised Code, as is made applicable to the Township pursuant to Section 5709.73; and

**WHEREAS**, all of the TIF Parcels are within a single contiguous district, and

**WHEREAS**, this Resolution shall establish The Forest Ridge TIF and provides for a one hundred percent (100 %) exemption from **non-school** real property taxation on all residential development on the TIF Parcels for a period of not more than thirty (30) years (said development hereinafter “Improvements”). Annual service payments in lieu of taxes will be made with respect to new private development (the Improvements) on the TIF Parcels, said service payments being ultimately deposited into the TIF fund established pursuant to this Resolution to be used to reimburse costs for the public infrastructure improvements benefiting the TIF Parcels; and

**WHEREAS**, the aforesaid public infrastructure improvements are described in “**Exhibit B**” (“Public Infrastructure Improvements”) attached hereto and incorporated herein by reference, are for a public purpose, and will directly benefit the TIF Parcels, and the Township desires that they be constructed; and

**WHEREAS**, the new development to occur in The Forest Ridge TIF, being the Improvements herein, are a public purpose and should be partially exempt from real property taxation as provided for in this Resolution; and

**WHEREAS**, Sections 5709.73, et. seq., of the Ohio Revised Code (collectively, the “TIF Statutes”) authorize the legislative authority of a township, by

resolution, to declare improvement to certain parcels of real property located within the unincorporated portion of a township to be a public purpose and exempt from taxation, require the owner of each parcel to make service payments in lieu of taxes, provide for the distribution of the applicable portion of such service payments to the township, establish a township public improvement tax increment equivalent fund for the deposit of such service payments and specify public infrastructure improvements made, to be made or in the process of being made that directly benefit, or that once made will directly benefit, those parcels; and

**WHEREAS**, this Board of Trustees has determined that it is necessary and appropriate and in the best interest of the Township to create The Forest Ridge TIF, to exempt from non-school taxation one hundred percent (100%) of the improvement to each TIF Parcel as permitted and provided in Section 5709.73(B) of the Ohio Revised Code for up to thirty (30) years (the “TIF Exemption”), with said thirty (30) year term to commence upon the specific incremental increase in taxes as a result of building(s) and other taxable improvements being assessed for a particular TIF Parcel, and to simultaneously direct and require the current and future owner(s) of each TIF Parcel (each such owner individually, an “Owner,” and collectively, the “Owners”) to make annual Service Payments (as later defined in Section 3 of this Resolution) in lieu of real property tax payments, in the same amount as they would have made real property tax payments except for the exemption provided by this Resolution; provided that the TIF Exemption and the obligation to make Service Payments are subject and subordinate to any tax exemption applicable to an improvement pursuant to Section 140.08 or Sections 5709.12 and 5709.121 or under Sections 3735.65 through 3735.70 or 5709.61 through 5709.69 of the Ohio Revised Code; and

**WHEREAS**, pursuant to Section 5709.75 of the Ohio Revised Code, this Board of Trustees has determined to establish a township public improvement tax increment equivalent fund in which there shall be deposited the remaining Service Payments distributed to the Township as provided herein; and

**WHEREAS**, notice of this proposed Resolution has been delivered to the Board of Education of the Ravenna City School District and the Maplewood Career Center (“School District”) in accordance with and within the time period prescribed in Section 5709.83 of the Ohio Revised Code; and

**WHEREAS**, this Board of Trustees will be authorized to enter into a tax increment financing cooperative disbursement agreement with Forest Ridge Development, whereby Forest Ridge Development and Ravenna Township may be able to obtain reimbursement or payment for their expenditures on Public Infrastructure Improvements in or benefiting The Forest Ridge TIF.

**WHEREAS**, the Township has determined that an amount of the annual Service Payments, as defined below, equal to the amount of the taxes that would have been payable to the School District if the Improvements had not been exempted

from taxations pursuant to this Resolution shall be paid to the School District, as required by Section 5709.73 of the Revised Code;

**WHEREAS**, no funding is required for this legislation. The Township is, among other things, foregoing certain real property tax revenue that it would have received with respect to development on the TIF Parcels except as provided in Section 4 of this Resolution. A portion of the Service Payments will be used to reimburse Forest Ridge Development for Public Infrastructure Improvements benefiting the TIF Parcels until Forest Ridge Development is fully reimbursed pursuant to the terms of the TIF Agreement, and thereafter for such purposes as may be approved by this Board.

**NOW, THEREFORE, BE IT RESOLVED** by the Trustees of Ravenna Township, County of Portage and State of Ohio, that:

**Section 1.**     Declaration of Public Purpose. The increase in assessed value of the TIF Parcels subsequent to the effective date of this Resolution resulting from residential development thereon (the Improvements) are declared by this Board of Trustees to be a public purpose, and the Public Infrastructure Improvements listed in Exhibit B are declared to be for the benefit of the Improvements and thus a public purpose of the Township, under Ohio Revised Code, Secs. 5709.73, et. seq.

**Section 2.**     Authorization of Tax Exemption. Pursuant to and in accordance with the provisions of Section 5709.73(B) of the Ohio Revised Code, this Board of Trustees hereby finds and determines that one hundred percent (100%) of the increase in assessed value of each TIF Parcels subsequent to the effective date of this Resolution shall be exempt from non-school taxation for a period commencing with the first tax year that begins after the effective date of this Resolution and in which an Improvement first appears on the tax list and duplicate of real property and ending on the earlier of (a) a thirty (30) year term to commence upon the specific incremental increase in taxes as a result of building(s) and other taxable improvements being assessed for a particular TIF Parcel or (b) the date on which the Township can no longer require service payments in lieu of taxes, all in accordance with the requirements of the TIF Statutes. This Resolution allows for the TIF Exemption to commence in different tax years on a parcel-by-parcel basis, with a separate TIF Exemption term specified for each TIF Parcel.

The TIF Exemption granted pursuant to this Section 2 and the payment obligations established pursuant to Section 3 of this Resolution are subject and subordinate to any tax exemption applicable to the Improvement pursuant to Section 140.08 or Sections 5709.12 and 5709.121 or under Sections 3735.65 through 3735.70 or 5709.61 through 5709.69 of the Ohio Revised Code.

**Section 3.**     Service Payments and Property Tax Rollback Payments. Subject to any tax exemption applicable to the Improvement pursuant to Section 5709.12 or under Sections 3735.65 through 3735.70 or 5709.61 through 5709.69 of the Ohio Revised Code, and pursuant to Section 5709.42 of the Ohio Revised Code,

this Board of Trustees hereby directs and requires the Owner of each TIF Parcel it owns to make annual Service Payments (as defined herein) in lieu of taxes with respect to the Improvement allocable thereto to the Portage County Treasurer (the "County Treasurer") on or before the final dates for payment of real property taxes. Each service payment in lieu of taxes, including any penalties and interest at the then current rate established under Sections 323.121(B)(1) and 5703.47 of the Ohio Revised Code (collectively, the "Service Payments"), shall be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and payable against the Improvement if it were not exempt from taxation pursuant to Section 2 of this Resolution. The Service Payments, and any other payments with respect to each Improvement that are received by the County Treasurer in connection with the reduction required by Sections 319.302, 321.24, 323.152 and 323.156 of the Ohio Revised Code, as the same may be amended from time to time, or any successor provisions thereto as the same may be amended from time to time (the "Property Tax Rollback Payments"), shall be allocated and distributed in accordance with Section 5 of this Resolution. This Board of Trustees further hereby authorizes and directs appropriate officers of the Township to make such arrangements as are necessary and proper for collection of the Service Payments from the Owners, including the preparation and filing of any necessary exemption applications.

The Service Payments are defined as one hundred percent (100 %) of the specific incremental increase in real estate non-school taxes that would be assessable and due as a result of building(s) and other taxable improvements, upon a TIF Parcel, in the absence of this Resolution. More specifically, pursuant to R.C. § 5709.42(B), the County Treasurer shall distribute the portion of the service payments to the School District (Ravenna School District and Maplewood Career Center) in an amount equal to the property tax payments the School District would have received from the portion of the improvements exempted from taxation had the improvements not been exempted.

**Section 4.** **Tax Increment Equivalent Fund.** This Board of Trustees hereby establishes, pursuant to and in accordance with the provisions of Section 5709.43 of the Ohio Revised Code, The Forest Ridge Public Improvement Tax Increment Equivalent Fund (the "TIF Fund"). The County Treasurer shall distribute the Service Payments and Property Tax Rollback Payments collected from the TIF Parcels pursuant to this Resolution and the TIF Statutes. That TIF Fund shall be maintained in the custody of the Township and shall receive the distributions to be made to the Township pursuant to this Resolution. Those Service Payments and Property Tax Rollback Payments received by the Township with respect to the Improvement of each TIF Parcel and so deposited pursuant to Sections 5709.42 and 5709.43 of the Ohio Revised Code shall be used solely for the purposes authorized in the TIF Statutes and this Resolution. The TIF Fund shall remain in existence so long

as such Service Payments and Property Tax Rollback Payments are collected and used for the aforesaid purposes, after which time the TIF Fund shall be dissolved and any surplus funds remaining therein transferred to the Township's General Fund.

**Section 5.**     Distribution of Funds. Pursuant to the TIF Statutes, the County Treasurer is requested to distribute the Service Payments and the Property Tax Rollback Payments to the Township, either by payment to the Township or by reimbursing such party as may be authorized by the tax increment financing cooperative development agreement, for those costs. All distributions required under this Section 5 are requested to be made at the same time and in the same manner as real property tax distributions.

**Section 6.**     Public Infrastructure Improvements. This Board of Trustees hereby designates the Public Infrastructure Improvements described in "Exhibit B," and any other public infrastructure improvements hereafter designated by resolution as public infrastructure improvements to be made or in the process of being made that directly benefit, or that once made will directly benefit, the TIF Parcels.

**Section 7.**     Further Authorizations. This Board of Trustees ratifies the delivery of the notice of this Resolution to the School District and hereby authorizes and directs the Township Fiscal Officer or other appropriate officers of the Township to make such arrangements as are necessary and proper to assist in collection from the Owners of the Service Payments. The Board of Trustees further authorizes the Chairman of the Township Board of Trustees, or the Township Fiscal Officer, to execute such other agreements, including the Tax Increment Financing and Cooperative Disbursement Agreement attached hereto as Exhibit "C" and incorporated herein by reference, and instruments in a form approved by the Township's legal counsel, and to take all actions necessary to implement this Resolution, all as being in the best interest of or not substantially adverse to the Township, and which are not inconsistent with this Resolution.

**Section 8.**     Filings with Ohio Department of Development. Pursuant to Section 5709.73(I) of the Ohio Revised Code, the Township Fiscal Officer is hereby directed to deliver a copy of this Resolution to the Director of Development of the State of Ohio within fifteen (15) days after its effective date. Further, on or before March 31 of each year the exemption set forth in Section 2 of this Resolution remains in effect, the Township Fiscal Officer or other authorized officer of the Township shall prepare and submit to the Director of Development of the State of Ohio the status report required under Section 5709.73(I) of the Ohio Revised Code.

**Section 9.**     Tax Incentive Review Council. The Tax Incentive Review Council, as may be applicable, shall review annually all exemptions from taxation resulting from the declarations set forth in this Resolution in accordance with Section 5709.85 of the Revised Code.

**Section 10.**    The reimbursement obligation to Forest Ridge Development shall be pursuant to the TIF Agreement (the "Reimbursement Obligation") and payable solely from service payments deposited into the TIF Fund, except those required to be paid to the School

District or the Township. No other funds are pledged for the payment of the Reimbursement Obligation, and neither Forest Ridge Development nor any other beneficiary of the Reimbursement Obligation has a right to have taxes levied for the payment of the Reimbursement Obligation. All money hereafter deposited in that TIF Fund except money required to be paid to the School District or the Township, or as otherwise designated, is hereby appropriated to pay the Reimbursement Obligation as set forth in the TIF Agreement, and the Fiscal Officer is hereby authorized to make payments in satisfaction of the Reimbursement Obligation to Forest Ridge Development or its designee in accordance with the TIF Agreement.

**Section 11.** Open Meeting Law Compliance. All formal actions of this Board of Trustees concerning and relating to the adoption of this Resolution, and all deliberations thereon that resulted in such formal actions, were taken in meetings open to the public, in compliance with all applicable law.

**Section 12.** Effective Date. This Resolution shall take effect and be in full force immediately upon its adoption by this Board of Trustees, or at the earliest time authorized by law.

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

Isaac Dukes wants to build a house in the McElrath neighborhood but has trouble accessing the property that he has purchased. It is along a “paper road”. He and the trustees discussed his options (i.e. build a road, vacate the paper road, etc.). Jim said he would look up the exact steps needed to vacate the road, along with other options and get back with Isaac.

## **REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of March 4, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince 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 21, 2025, in the amount of \$55,649.25 and other warrants in the amount of \$93,121.55 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**

Vince said the residents of the Chinn Development had questions at the last meeting regarding the sewer project which he emailed to the Water Resources. The estimates for the project were based upon bathrooms being on the first floor. Many of the residents had bathrooms in the basement, would they need grinder pumps installed to pump them to the sewer? Most likely they would need grinder pumps. They are inquiring how much additional expense would that be.

**RES #25-047** A motion by Hank Gibson, seconded by Vince Coia to request Todd Peetz from PC Regional Planning apply for Community Project Funding for the Chinn Development sewer project. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-048** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the agreement with GPD Group for inspection of the historical flagpole in the center of town. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

Gail requested an executive session at the end of the meeting to discuss a matter of employee compensation and regarding employment and hiring.

**RES #25-049** A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the agreement with Sedgewick for third party administration of BWC claims for the upcoming policy period. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

The new truck has been taken to Quality Truck Body. They should have it for 3 to 6 months for the build out.

The 2016 F550 has a broke wire in the electrical harness. Doug is working to repair it.

The exhaust fan motor in the Road area needs replaced. Grainger has a replacement motor for \$527.72.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of a new exhaust motor from Grainger in the amount of \$527.72. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Doug Dillon has submitted his retirement notification with his last day of work to be on April 30, 2025.

A motion by Vince Coia, seconded by Jim DiPaola to regretfully accept Doug Dillon's retirement with last day work being April 30, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray requested that they start looking for a full-time replacement.

A motion by Vince Coia, seconded by Jim DiPaola to authorize running an ad on Indeed for a new full-time Road Crew position. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Doug Maggard has passed his CDL permit and would like to take up the offer of having the township pay for his CDL license. NEO Truck Driving out by Lake Milton offers a course for a CDL B license for \$4,492.00. Ray would like for him to be able to start the class session for April 14, 2025 and it will last 2-1/2 weeks.

**RES #25-050** A motion by Vince Coia, seconded by Jim DiPaola to authorize sending Doug Maggard to the CDL B class offered by NEO Truck Driving Training starting April 14, 2025 at the cost of \$4,492.00 providing Doug sign an agreement to repay the training on a pro-rated scale should he not work here for 2 full years after receiving his license. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **GRANDVIEW CEMETERY**

There was one burial and one cremation in the past two weeks.



The Road Crew has finished the two entrance islands at the cemetery.

The roofing people came in with several quotes on the mausoleum roof repair. There were several options that ranged from repairing the holes the birds pecked into the foam, to adding foam to pitch the roof, to building a permanent pitched roof. Ray thinks a patching job won't solve the issue with the birds. He would recommend the permanent pitched roof, preferring a metal roof rather than shingles. The trustees asked him to get a couple more estimates on a permanent pitched roof and also to get estimates for the Spring St building because we have similar roofing problems there.

### **ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

Jeff Gaynor has sent a resignation letter from the Board of Zoning Appeals. Kerry Hollender is the alternate on the board and has agreed to fill the position.

A motion by Jim DiPaola, seconded by Vince Coia to accept the resignation of Jeff Gaynor from the Township Board of Zoning Appeals effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-051** A motion by Jim DiPaola, seconded by Vince Coia to appoint Kerry Hollender to fill the vacant seat on the Board of Zoning Appeals for a full 5 year term commencing immediately and ending April 1, 2030. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A high school student has inquired about internship opportunities with the township. He is interested specifically in the Zoning Dept. The trustees asked Lori to contact him and get more information, let him know any internship would be unpaid, etc.

Lori let the trustees know of the issues she was having with the Prosecutor's Office and them not responding to emails or complaint letters not being written. She has spoken with Tom McCarty and he told her he is not experienced with Zoning issues, nor with working with magistrates, so there will be a learning curve. He is relying on getting direction from Brett.

Lori asked for a resolutions to send two of her cases to the attorneys.

**RES #25-052** A motion by Vince Coia, seconded by Jim DiPaola to adopt the following:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 3859 Hopkinson Avenue, Parcels #29-311-11-00-172-000 and 29-311-11-00-173-000 located in Ravenna Township, Portage County, Ohio that they are in violation of an illegal camper and garbage on the premises pursuant to the Township Zoning Resolution 610.09 (A) and Exterior Property Maintenance Codes 302.1, 307.1 307.2.

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning Resolution:

NOW THEREFORE, be it Resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio that:

The Board hereby directs the Portage County Prosecutor to take whatever legal action he deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.

The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Portage County Prosecutor.

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

**RES #25-053** A motion by Vince Coia, seconded by Jim DiPaola to adopt the following:

WHEREAS, the Township Zoning Inspector has notified the occupants of 7577 Peck Road, Parcel #29-108-00-00-001-001 in Ravenna Township, Portage County, Ohio that they are in violation of junk vehicles on the premises pursuant to Township Zoning Resolution code 610.09 (A, B1, 2a-e.)

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning Code:

NOW THEREFORE, be it Resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio that:

1. The Board hereby directs the Township Attorney to take whatever legal action he deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.

2. The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Township Attorney.

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

Lori requested a delay in sending a resolution passed at the last meeting to the attorney for a court case due to a phone call she had with the property owner asking for a June 15 deadline. The trustees agreed to wait.

**RES #25-054** A motion by Vince Coia, seconded by Jim DiPaola to rescind Res # 25-043 due to progress being made with the property owner. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Lori reviewed the permits and violations issued recently.

The duplex variance request heard at the March 12, 2025 BZA meeting was conditionally approved.

## **FIRE DEPARTMENT**

*Acting Fire Chief Heather Sweitzer was present and reported the following:*

Firefighter Jacob Cellura has submitted his resignation with his last work shift being March 26<sup>th</sup>, 2025.

A motion by Hank Gibson, seconded by Jim DiPaola to accept the resignation of Firefighter Cellura effective March 27, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Nathan Fabinak has made no attempt to contact Heather regarding his work status. He has not worked since October.

**RES #25-055** A motion by Hank Gibson, seconded by Jim DiPaola to terminate the employment of Nathan Fabinak effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Heather requested the hiring of Noah Rose as PT Firefighter. His application was reviewed and discussed by the trustees.

**RES #25-056** A motion by Hank Gibson, seconded by Jim DiPaola to authorize hiring Noah Rose as part time Firefighter contingent upon passage of drug, physical and background checks at a

rate defined by the Collective Bargaining Agreement. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

There has been no response from Derek Shaffer in regards to the issues with the newly remounted squad.

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

None

### **FISCAL OFFICER**

**RES #25-057** A motion by Vince Coia, seconded by Jim DiPaola to approve POs #123-2025 through 165-2025 as listed on the supplemental report. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola approve and accept the February 2025 bank reconciliation and financial reports as presented by the Fiscal Officer. 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 Jim DiPaola, seconded by Vince Coia to approve warrant #25590 for \$320.00 to the Portage County Clerk of Court. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-058** A motion by Hank Gibson, seconded by Jim DiPaola to accept the Full Time Collective Bargaining Agreement which covers March 23, 2025 through December 31, 2027 as agreed upon. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Vince Coia, seconded by Hank Gibson to suspend the Regular session at 9:01 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter Executive session at 9:01 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 9:38 pm.

**RES #25-059** A motion by Jim DiPaola, seconded by Vince Coia to adopt a new vacation leave policy for non-CBA employees effective January 1, 2025 and authorize the Fiscal Officer to adjust leave time back to January 1, 2025 to comply with the new policy. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-060** A motion by Hank Gibson, seconded by Vince Coia to authorize the placement of an ad for a Full Time Fire Chief. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 10:03 pm.  
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
TRUSTEE

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

\_\_\_\_\_  
TRUSTEE