

# **RAVENNA TOWNSHIP BOARD OF TRUSTEES**

## **MINUTES OF REGULAR MEETING OF APRIL 1, 2025**

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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 April 1, 2025. Trustee Vince Coia called the meeting to order at 7:02 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Acting Fire Chief Heather Sweitzer, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, Administrative Assistant Melissa Murphy and Fire Dept. Liaison Mark Kozak, absent, Fiscal Officer Gail Pittman, absent. In the audience were Brian & Aimee Breiding, Jason & Sandy Lane, Marissa Devantier, Todd Peetz, and Sam Francis.

### **AUDIENCE**

Brian & Aimee Breiding attended to meet with Trustees to get clarification on their Zoning violation letter they received, as well as an explanation as to why their fence permit was granted, revoked, then granted a second time. This home is a rental property. They provided Lori and the Board of Trustees with pictures of the current condition of this property that were taken two weeks ago. They were inquiring about what else needed to be done to comply. After reviewing the pictures, the Board asked that they have their tenants keep the children's toys, etc. in the rear yard and keep a little tidier on a regular basis.

Jason & Sandy Lane attended the meeting to discuss the four outstanding zoning violations that they previously filed a complaint against the residents next door to their home. Lori advised them that only one of the five complaints was put into a resolution and it was filed at the Prosecutor's office in December 2022. The Board informed them that they will have Lori send a violation letter that will address all the violations including spotlight on the accessory structure that shines into their windows, the unpermitted shed size & setback, the privacy fence erected facing the incorrect direction, and the weeds growing between the chain-link and wooden privacy face.

Marissa Devantier with the Portager explained to the Board of Trustees that The Portager received a grant from the State of Ohio to visit local government public meetings to gather information to inform the community.

**RES #25-061** A motion by Vince Coia, seconded by Hank T. Gibson to approve Main Street Ravenna to move forward with the pergola project at Ravenna Township's Pocket Park using the grant funds as submitted to Trustees. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of March 18, 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 Jim DiPaola to approve payroll warrants for April 4, 2025, in the amount of \$84,037.60 and other warrants in the amount of \$173,841.90 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**

Jim submitted an application with Ohio Edison for the electric service for the new Township storage building, according to the contractor, floor should be poured towards the end of the week.

Vince received information from the Prosecutors' office regarding the upkeep of the fence line issue between Mr. Hayes & Mr. Young, they can handle everything moving forward.

**RES #25-062** A motion was made by Vince Coia, seconded by Hank T. Gibson to approve the Prosecutor's office to move forward with the fence line case between Mr. Hayes & Mr. Young. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**FISCAL OFFICER**

*Melissa Murphy presented the following report for Gail:*

Attorney Mark Guidetti has forwarded the complete and signed TIF resolution to the appropriate state and local government departments on behalf of the Township.

We were billed for court costs on zoning case 2023CV00956. The resident has brought the property in compliance, so the Trustees agreed to drop the case. The clerk of courts is charging the Township for the court costs. Gail notified the Prosecutor's office and Brett is reaching out to the magistrate and should let her know in about a week as to whether the township is responsible for this or not. In the motion that was filed, he requested that the defendant be held responsible for the court costs. It appears that the Magistrate did not think that the language expressed that sentiment, and as a result, the clerk of courts billed the township for the court costs of \$373.50.

The first funding of the tax revenue has been received, and the report was available to Trustees for viewing. Gail transferred \$225,000 to Star for savings to earn interest and will transfer more this week in installments while keeping a limited amount in our operating bank accounts.

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

*Ray was present and reported the following:*

The new truck build is coming along quickly, they are about halfway completed, and they advised it should be completed in another month or so.

A motion was made by Vince Coia, seconded by Jim DiPaola to authorize the purchase of four tires for the F150 from Bob Sumerel for the cost of \$924.48. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion was made by Vince Coia, seconded by Hank T. Gibson to authorize a \$150.00 clothing allowance for each Road Dept. employee to be paid in a reimbursing purchase order. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion was made by Vince Coia, seconded by Hank T. Gibson to authorize the purchase of two pallets of bagged concrete to repair catch basins, from Quick Crete Corp in the amount of \$730.70. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray is still reviewing applications for full-time service worker. Several have been received and he has it narrowed down to 3 with Class A CDLs.

**GRANDVIEW CEMETERY**

There were two burials and five cremations in the past two weeks.

There was one grave lot sale, and 6-niche sales in the past two weeks.

Ray is still working to obtain quotes to repair the leaking mausoleum roof.

After several complaints, a letter was sent to a grave owner in the Islamic section that has decorations exceeding the Townships maintenance rules. The grave owner was given till April 18, 2025 to clean grave off or the Township Road Dept. will clean it off and dispose of the decorations.

**RES # 25-063** A motion was made by Vince Coia, seconded by Hank T. Gibson to approve the new format of the cemetery rules & regulations as presented. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

Lori advised the Board that there were 2 permits given and 1 violation letter sent in the past two weeks. She also gave updates on current cases that are in court.

Intern Sam Francis was in attendance to meet the Board of Trustees and discuss his interest in an unpaid internship with the Township to work and learn in the Zoning Dept.

**RES #25-064** A motion was made by Vince Coia, seconded by Hank T. Gibson to accept the terms & conditions of the unpaid internship MOU for Sam Francis as presented. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**FIRE DEPARTMENT**

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

A motion was made by Hank T. Gibson, seconded by Jim DiPaola to authorize the purchase to have preventive maintenance done on units 2413 & 2414 at Fyda Freightliner in the amount of \$4,000.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion was made by Hank T. Gibson, seconded by Jim DiPaola to authorize the purchase of brakes & alignment work to be completed on unit 2411 at Sarchione Ford in the amount of \$2,000.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion was made by Hank T. Gibson, seconded by Jim DiPaola to authorize the repair of portable radios from Vasu in the amount \$667.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion was made by Hank T. Gibson, seconded by Jim DiPaola to authorize the calibration of the Fit Tester from OHD in the amount of \$860.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion was made by Vince Coia, seconded by Hank T. Gibson to authorize the purchase of 8 buckets of F500 foam from advanced Eco Systems in the amount of \$1,478.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion was made by Hank T. Gibson, seconded by Jim DiPaola to authorize the purchase of 3 replacement batteries for the Lifepak 1000 AED's from Stryker in the amount of \$1,521.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

On March 28, 2025, a tech was on station and repaired the fuse issue/door locking issue on unit 2412. A seat belt retractor replacement has been ordered and will be replaced when it arrives.

Unit 2412 LP15 is failing its user tests and shows that service is needed, an AED has been moved to unit 2412, and service has been requested.

An Executive Session was requested for personnel issue related to employee discipline.

### **NEW BUSINESS**

#### **TRUSTEES**

Jim asked Melissa to place John Henkle's name on the website under Fire Chief section, as he was the Fire Chief from 1995-1996.

Vince advised that the sewer project in the Chin development is underway, and all the trees have been removed that were necessary to move forward.

Vince asked Melissa to place a reminder in all employees' paychecks regarding the Township Drug and Alcohol policy that went into effect February 18, 2025.

#### **FISCAL OFFICER**

**RES #25-065** A motion was made by Vince Coia, seconded by Hank T. Gibson to approve the P.O.s listed below. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Item	PO#	Amount	Vendor	Purpose	Fund
A	166-2025	\$450.00	Chase Card	Uniforms Sweitzer	Fire
B	167-2025	\$450.00	Chase Card	Uniforms Cook	Fire
C	168-2025	\$450.00	Chase Card	Uniforms Myers	Fire
D	169-2025	\$450.00	Chase Card	Uniforms Crevar	Fire
E	170-2025	\$450.00	Levinsons	Uniforms Vallant	Fire
F	171-2025	\$450.00	Levinsons	Uniforms Frawley	Fire
G	172-2025	\$450.00	James R Collins	Uniform reimbursement	Fire
H	173-2025	\$2,000.00	Advance Auto	Parts and supplies	Road
I	174-2025	\$500.00	Laad Sign	Front door sign	General
J	175-2025	\$1,000.00	Bob Sumerel Tire	Tires for road truck	Road
K	176-2025	\$1,000.00	Quikrete	Concrete	Road
L	177-2025	\$150.00	Ray Taylor	Uniforms	Road
M	178-2025	\$150.00	Hunter Grimes	Uniforms	Road
N	179-2025	\$150.00	Doug Maggard	Uniforms	Road
O	180-2025	\$150.00	Larry Gill	Uniforms	Road
P	181-2025	\$4,000.00	Fyda Freightliner	PM 2413,2014	Fire
Q	182-2025	\$2,000.00	Sarchione Ford	PM 2411 and brakes	Fire
R	183-2025	\$700.00	Vasu	Radio repair	Fire
S	184-2025	\$900.00	OHD LLP	Calibrate fit tester	Fire
T	185-2025	\$1,700.00	Stryker	Batteries for Lifepak	Fire
U	186-2025	\$2,000.00	Adv. Eco Sys	Fire suppression foam	Fire
V	187-2025	\$500.00	Vasu	Radio repairs, additional	Fire

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

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

A motion by Jim DiPaola, seconded by Vince Coia to suspend the Regular session at 8:33 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 8:33 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Captain Heather Sweitzer.

Returned to open session at 8:56 pm.

**RES #25-066** A motion was made by Vince Coia, seconded by Hank T. Gibson regarding Lt. Keith Gemberling as follows:

Lieutenant Keith Gemberling needed to renew his State of Ohio Paramedic, Firefighter 2, Fire and Emergency Services Instructor 2, and Fire Safety Inspector certifications by 03-27-2025. On 03-31-2025 Trustee Hank T. Gibson was informed that Lt. Gemberling failed to renew his certifications prior to his expiration date and is currently listed as Inactive on the State of Ohio Emergency Medical Services website for all of his certifications. Lieutenant Gemberling was scheduled to be on shift today, 04-01-2025. On an emergency basis, Trustee Gibson immediately placed Lieutenant Gemberling on unpaid Administrative Leave on 03-31-2025 because Lieutenant Gemberling cannot function as a Firefight, Paramedic, Instructor, or Inspector without valid certifications. He will remain on Unpaid Administrative Leave until his certifications, which are job requirement, are reinstated by the state of Ohio. Lieutenant Gemberling must provide physical documentation that all cards have been reinstated to the Board prior to returning to work. Ravenna Township Board of Trustees ratify this action tonight, 04-01-2025 at the regularly scheduled Board of Trustees meeting. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **ADJOURNMENT**

A motion by Vince Coia, seconded by Hank T. Gibson to adjourn the meeting at 9:01 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

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FISCAL OFFICER

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TRUSTEE