

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF APRIL 29, 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 April 29, 2025. Trustee Vince Coia called the meeting to order at 7:05 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, Fire Dept. Liaison Mark Kozak and Asst. Fiscal Officer Jon Summers. In the audience were Jason and Sandy Lane and Nick Cherevko.

AUDIENCE

Jason and Sandy Lane were following up on a zoning violation that had been sent to their neighbor. Vince said the zoning code states the owner of the fence is supposed to maintain the fence. If they can't, the fence should be removed. The Lanes said they didn't want their neighbor to come on their property to maintain the fence and said that their neighbor threatened harm to their dog. They also complained about the 2 foot high pile of feces the neighbor has. Mr. Lane said he is tired of sitting on his back deck and looking at the mess and wanted to know where things stand with the two fences. The trustees said as long as it is maintained, the two fences will remain. The other issue about the building set backs are going before the BZA, their neighbor is filing for a variance. The Lanes and other neighbors will be notified when the case will be discussed and anybody can go and express their concerns. The decision of the BZA can be appealed within 30 days of the hearing and then it would go to the courts.

Nick Cherevko from Eagle Eye Roofing came to show the trustees the product he recommends to be used to fix the roof of the mausoleum. It was a flexible PVC sheet that the wildlife can't penetrate. He and the trustees discussed the benefits of the PVC over other options such as rubber or the foam style currently installed. He explained the process of installing this style over a concrete substrate and suggested the trustees wait until late June or through July to get a good week of hot weather with no rain.

REGULAR BUSINESS

A motion by Jim DiPaola, seconded by Hank Gibson to approve the minutes of the Regular Meeting of April 1, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of April 15, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Special Meeting of April 23, 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 Jim DiPaola, seconded by Vince Coia to approve payroll warrants for May 2, 2025, in the amount of \$81,732.74 and other warrants in the amount of \$125,120.33 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**

RES #25-076 A motion was made by Hank Gibson, seconded by Jim DiPaola to require all hourly employees sign their time card and/or initial by their name on the daily time sheet for the firefighters confirming that their hours worked are truthful and accurate. The Fiscal Officer is not authorized to pay the hours to the employee unless or until they are confirmed by the employee and authorized by their supervisor. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Portage County Engineer is requesting a resolution from the trustees regarding vacating the area for the Blake Ave paper road extension.

RES #25-077 A motion was made by Vince Coia, seconded by Jim DiPaola to vacate the non-dedicated portion of road on the west side of Blake Ave. in the McElrath development. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Jim said the architect is recommending a change order to install snow bars on the metal roof of the new storage building to prevent the snow from sliding off and damaging the gutters or harming someone below. Everyone was surprised that those weren't automatically included in the installation of the roof.

RES #25-078 A motion was made by Vince Coia, seconded by Jim DiPaola to authorize the change order on the Ravenna Township Storage Building 24-0199 for snow bars on the roof of the new building at a cost of \$1,403.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Gail was present and reported the following:

The annual ARPA grant report for the 12 months ended March 31, 2025 was filed on April 28, 2025.

The Clerk of Courts sent a bill that we are responsible for on a recent zoning court case because of the way the County Prosecutor wrote up the paperwork. There was a discussion comparing the costs of using outside counsel to the cost of errors from the Prosecutor's office and how they impact the residents of the township.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The new truck has been completed and just came in today. Quality Truck Body was fast and did very good work.

Spring clean up went well and we filled all the boxes. Ray had borrowed another backhoe from Rootstown and we had two groups working, so it was very efficient this year. Howard Dukes and his son Isaac both showed up and volunteered their help. The additional box for tires was filled to the max. Vince said he suspected that a couple of the people were construction companies and we need to work on the language of the notices next year to eliminate them.

We need to set up a service call with Mitchel Communications to put in the radio in the new truck. It will cost \$248.30.

A motion by Vince Coia, seconded by Hank Gibson to authorize Mitchell Communication to install a radio in the new road truck at the cost of \$248.30. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We also need to have Graphic Design do the lettering on the truck. That will cost \$185.00.

A motion by Vince Coia, seconded by Jim DiPaola to authorize Graphic Designs to letter the new road truck at the cost of \$185.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray would like to purchase the spring work shirts from The Villager this year. It will cost \$330.00 for 25 shirts.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 25 work shirts for the road crew from The Villager at the cost of \$330.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray has received two more quotes for foam insulation in the new building. USA Insulation is quoting \$18,123.00 for 2" or \$27,412.00 for 3". Koala Insulation is quoting \$26,040.00 for 2" but it includes spraying it with fire retardant. The USA quote doesn't mention the fire retardant. The trustees asked Ray to contact them and clarify specific things we discussed.

The City of Ravenna has sent out their 2025/2026 salt contract already. It is at the same price as last year, \$51.10/ton, which includes the 10% surcharge for maintaining their scales.

RES #25-079 A motion was made by Vince Coia, seconded by Jim DiPaola to approve and accept the 2025/26 Salt Contract with the City of Ravenna at the price of \$46.45/ton + 10% surcharge to maintain the scales. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-080 A motion was made by Vince Coia, seconded by Hank Gibson to declare the 2012 Ford F550 truck with the salt auger/spinner and plow as surplus and to place the truck & equipment on GovDeals.com for sale. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

None

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori sent an official letter to the Wetshtein's at 3158 Menough outlining the steps necessary to take care of the maintenance/repair of the double fences and the eradication of weeds between the fences along with a variance application for the shed that is too close to the property line.

Brett notified Lori that there is a new ORC Section 519.99 regarding penalties that he will be able to apply to new cases.

Lori asked the trustees for a couple of resolutions to file contempt charges:

RES #25-081 A motion was made by Vince Coia, seconded by Hank Gibson

WHEREAS, the trustees have filed legal action regarding zoning violations on a property at 5486 Fairhill, Case #2024CV00826

WHEREAS, as of the date of this resolution, the property owner has not complied with the violation and the court has ruled in our favor.

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

- 1. The Board hereby directs the Portage County Prosecutor to proceed with contempt charges**

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

RES #25-082 A motion was made by Vince Coia, seconded by Hank Gibson

WHEREAS, the trustees have filed legal action regarding zoning violations on a property at 2820 Brady Lake Road, Case #2024CV00828

WHEREAS, as of the date of this resolution, the property owner has not complied with the violation and the court has ruled in our favor.

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

- 1. The Board hereby directs the Portage County Prosecutor to proceed with contempt charges**

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

Lori reviewed the pending court cases.

FIRE DEPARTMENT

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

Heather requested to purchase a hose nozzle from Witmer Public Safety for \$830 and a Fire Cloak EV Car Fire Blanket for \$1404.00. OTARMA grant will cover \$1,000 of the purchases.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of a hose nozzle and car fire blanket from Witmer Public Safety for the total cost of \$2,233.59. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Anthony Bennardo has submitted his letter of resignation.

RES #25-083 A motion was made by Hank Gibson, seconded by Jim DiPaola to accept the resignation of part time firefighter Anthony Bennardo effective May 9, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Heather spoke about two fire fighter applicants that she has reviewed with Hank and requested the trustees to hire them.

RES #25-084 A motion was made by Hank Gibson, seconded by Jim DiPaola to hire Max Newkirk and William Muster as part time firefighters pending passing the drug and physical tests and the background checks at the pay rate according to the CBA. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Heather gave an update on fire inspections.

Heather requested an executive session at the end to discuss employee discipline and compensation.

NEW BUSINESS

TRUSTEES

Mike Lewis, our township PARTA representative, has a term ending June 30, 2025. He has stated that he would like to continue as the township's representative.

RES #25-085 A motion was made by Vince Coia, seconded by Hank Gibson to reappoint Mike Lewis to the PARTA Board effective July 1, 2025 for a 3-year term ending June 30, 2028. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

RES #25-086 A motion was made by Vince Coia, seconded by Jim DiPaola to approve the P.O.s listed below.

| Item | PO# | Amount | Vendor | Purpose | Fund |
|------|----------|-------------|--------------------|-------------------------------|----------------|
| A | 199-2025 | \$34,000.00 | PC Regional Plan. | Comp Land Use Plan & fees | General |
| B | 200-2025 | \$2,000.00 | MES Service Co | Air pack repair | Fire |
| C | 201-2025 | \$600.01 | MES Service Co | Annual inspection & fire ext. | Fire |
| D | 202-2025 | \$900.24 | Shelly materials | Limestone | Grandview |
| E | 203-2025 | \$913.51 | Southeaster Equip | Repairs to equipment | Road |
| F | 204-2025 | \$373.50 | PC Clerk of Courts | Court costs 2023cv00956 | General/zoning |
| G | 205-2025 | \$300.00 | Mitchell Comm | Radio for new truck | Road |
| H | 206-2025 | \$800.00 | Laad/Graphic Des. | Lettering for new truck | Road |
| I | 207-2025 | \$600.00 | Villager | Work shirts for road dept | Road |
| J | 208-2025 | \$1,000.00 | Falls Flag | Flags | General |
| K | 209-2025 | \$2,400.00 | Witmer/Fire Store | Nozzle, fire blanket | Fire |
| L | 210-2025 | \$1,085.00 | Howell Rescue | Extrication equip PM | Fire |
| M | 211-2025 | \$5,000.00 | Allied Corp | Asphalt | Road |
| | | | | | |

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

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

A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the March 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.

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

A motion by Jim DiPaola, seconded by Hank Gibson to suspend the Regular session at 9:00 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 Executive session at 9:00 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 9:44 pm. No action was taken.

ADJOURNMENT

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 9:48 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE