

# **RAVENNA TOWNSHIP BOARD OF TRUSTEES**

## **MINUTES OF REGULAR MEETING OF MAY 13, 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 May 13, 2025. Trustee Vince Coia called the meeting to order at 7:03 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 Jim and Bernie Lighton and Doug McGee.

### **AUDIENCE**

Jim and Bernie Lighton came to inquire about the township policy for sidewalks. Jim DiPaola said there is generally no policy unless there is a planned development. Bernie showed Jim a plan development approval that stated that any lot, even if empty, the owner must put in a sidewalk. Several unsold lots in their development do not have sidewalks. The Lightons were also concerned with vehicle parking and motor scooters in the neighborhood.

Doug McGee updated the trustees on the senior development that he wants to put on his property on SR 59.

### **REGULAR BUSINESS**

The motion to approve the minutes of the Regular Meeting of April 29, 2025 was tabled until the next meeting.

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Special Meeting of April 30, 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 Special Meeting of May 1, 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 Vince Coia, seconded by Hank Gibson to approve payroll warrants for May 16, 2025, in the amount of \$54,402.19 and other warrants in the amount of \$202,000.08 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 updated the Board about the lightning strike on the new building and the change order needed for installing the electric components.

Vince checked with Todd Peetz about the grant applied for with the sewer project. He forwarded the information on to the Chinn Development group. They asked to get a letter of support and the spokesperson for the neighborhood wrote a letter explaining the necessity of the support letter.

Vince checked with Ohio Edison about the cost for a streetlight at Hayes and SR 14. They said it would cost \$2,487.67. Hank said we should look to see if there might be a way to split the cost with the county or state since they're the ones who moved the road. In any event, the light needs installed, it is very dark at that intersection.

**FISCAL OFFICER**

*Gail was present and reported the following:*

Nothing.

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

*Ray was present and reported the following:*

The radio in the new truck has been installed. Graphic Expressions will be lettering the truck later in the week.

The 2012 truck on GovDeals.com sold for \$33,056.00. The buyer will be coming Thursday to pick it up.

The Engineers would like a resolution so they could make up the bid books for the McElrath Development road project. They would like to advertise May 23, 2025 and May 30, 2025 with a bid opening on June 10, 2025.

**RES #25-089** A motion was made by Vince Coia, seconded by Hank Gibson to authorize the Portage County Engineer's Office to prepare a bid book for the Chip and Seal Project in the McElrath Development with advertising on May 23, 2025 and May 30, 2025 and bid opening on June 10, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray has the estimates for insulating the new storage building. USA Insulation quoted \$27,912 and Koala Insulation quoted \$26,040. Both quotes are for 3" foam and have a layer of fire retardant.

A motion by Vince Coia, seconded by Jim DiPaola to approve Koala Insulation to install the 3" foam insulation with fire retardant at the quoted price of \$26,040.00 to be done later in the summer when the roof can be stripped and dried properly. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray requested an executive session to discuss employee compensation.

**GRANDVIEW CEMETERY**

One niche has been sold in the last two weeks.

Ray needs to purchase mulch. The place in Rootstown that he normally goes to has gone out of business. He would like to purchase from Blackhorse Landscape Supply on SR 59. They quoted him \$35/yard and we will need about 40 yards of it.

The High School volunteer workday is this Friday May 16, 2025 so he will have them spread the mulch around the cemetery. The Young Marines will be out on Thursday the May 22, 2025 at 6:00 PM to place the memorial flags. All volunteers are welcome to join.

**ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

Kathy Frank says she would like to be appointed as a full-time Zoning Commission member.

**RES #25-090** A motion was made by Jim DiPaola, seconded by Vince Coia to appoint Kathy Frank as a full-time Zoning Commission member for a five year term, commencing May 1,

2025 and ending on April 30, 2030. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes.  
Motion Passed.

The Wetshtein's BZA hearing has been re-scheduled to July 9, 2025.

The mini storage facility at 5378 Prospect has been delayed due to an error by the bank. The zoning permit has been extended to June 2, 2026 and the construction will need to be completed by that date.

Lori reviewed the pending court cases, violations and case compliance.

The BZA will be meeting May 14, 2025 to hear a variance request to add two single-family homes to the 5650 Prospect St project.

The preliminary final draft of the updated Zoning Resolution was sent to Regional Planning on May 8, 2025.

### **FIRE DEPARTMENT**

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

Joshua Strunk would like to attend Firefighter II school at the Auburn Career Center from June 9, 2025 through August 1, 2025. The total cost of the class is \$4,920.00 but he has applied for a scholarship of \$1,565.00 and is waiting for final approval. He can also use our gear which will save an additional costs.

**RES #25-091** A motion by Hank Gibson, seconded by Jim DiPaola to authorize sending Joshua Strunk to Firefighter II school at Auburn Career Center from June 9, 2025 through August 1, 2025 at the cost to the township of \$3,355.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Heather would like to have the carpets cleaned in the fire area. She has a quote of \$545.00 from Excel Carpet Cleaners in Kent to do the carpets and clean the tiles in the showers. The trustees asked that she also include the other areas of the township building at the same time.

A motion by Hank Gibson, seconded by Vince Coia to approve having Excel Carpet Cleaners clean the township carpets and clean and seal the shower tiles and also clean the carpet in the administrative/zoning area. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Cadin Kimberlin passed his state Firefighter II class and his certification will be active May 14, 2025. Heather asked to move him up to part time Firefighter II/Basic EMT.

**RES #25-092** A motion by Hank Gibson, seconded by Vince Coia to move Cadin Kimberlin to Firefighter II/Basic EMT with a payrate of \$16.75/hour until he comes off of probation on June 1, 2025, then move him to the payrate of \$17.02/hour. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-093** A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Dylan Keba effective May 12, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Jim updated the board regarding the information he collected on window coverings for the meeting room.

**FISCAL OFFICER**

**RES #25-094** 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	BC9-2025	\$5,000.00	None (BC)	Meetings of bza and zc	General
B	213-2025	\$30.00	Jeffrey Gaynor	BZA meeting	General
C	214-2025	\$30.00	Remy Arness	BZA meeting	General
D	215-2025	\$30.00	Joann McEwen	BZA meeting	General
E	216-2025	\$30.00	Gary Long	BZA meeting	General
F	217-2025	\$30.00	Claire Moore	BZA meeting	General
G	218-2025	\$30.00	Kerry Hollender	BZA meeting	General
H	219-2025	\$90.00	Beverley Kibler	Zoning Comm. meetings	General
I	220-2025	\$90.00	Krist Blazek-Hack	Zoning Comm. meetings	General
J	221-2025	\$60.00	Eric Courtney	Zoning Comm. meetings	General
K	222-2025	\$90.00	Lida S Faltisco	Zoning Comm. meetings	General
L	223-2025	\$90.00	Diane B. Lee	Zoning Comm. meetings	General
M	224-2025	\$60.00	Kathryn P. Frank	Zoning Comm. meetings	General
N	225-2025	\$2,600.00	Govdeals	Auction fees for truck	Road
O	226-2025	\$505.00	Hummel	Change order 002	General
P	227-2025	\$2,000.00	Bound Tree Med	EMS Supplies	EMS Levy
Q	228-2025	\$2,000.00	Blackhorse Landscape Supply	Mulch	Grandview
R	229-2025	\$26,040.00	Koala Insulation	Insulation	General
S	230-2025	\$1,500.00	Chase Card	Carpet cleaned	General
T	231-2025	\$3,355.00	Auburn Career Center	Strunk – Firefighter II	Fire
U	232-2025	\$1,500.00	Randolph Home Furnishings	Window coverings	General

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.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of employee compensation and investigation of charges.

A motion by Vince Coia, seconded by Jim DiPaola to suspend the Regular session at 8:47 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to enter Executive session at 8:47 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 9:35 pm.

**RES #25-095** A motion by Vince Coia, seconded by Jim DiPaola to increase Doug Maggard’s pay rate by \$2.00/hour because he has passed his CDL class effective May 14, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-096** A motion by Vince Coia, seconded by Jim DiPaola to promote Hunter Grimes to Assistant Road Superintendent and increase his hourly pay by \$2.00/hour effective May 14, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to accept the grievance hearing recommendation for Keith Gemberling and allow him to use the two days already off for his 2-day suspension. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-097** A motion by Vince Coia, seconded by Jim DiPaola to approve and authorize the Change Order Request 002 for the Ravenna Township Storage Building for the electric work and parts in the amount of \$505.00. 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 9:50 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