

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF MAY 27, 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 27, 2025. Trustee Vince Coia called the meeting to order at 7:15 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, and Admin Assistant Melissa Murphy. In the audience were residents Tammy Toy and Isaac Dukes.

**AUDIENCE**

Tammy is from Winding Creek and came to speak about her concerns regarding the large 2-story home that is being built next to her property. This house is on an odd, shaped lot, at a significant higher elevation than hers, and she feels it because of the elevation that it is creating at large amount of storm water, rainwater and erosion to the rear of her property. She has reached out to the contractor, and the builder with her concerns and they said they are doing everything right. The Board of Trustees advised Tammy to contact Eric with the Portage County Soil & Water Department and ask him to meet at the site, and a Trustee would be more than happy to meet with them to see what they can come up with as a remedy for her concerns.

Issac Dukes came to look for solutions. Issac was informed by Portage County that the road he asked to be vacated cannot be vacated due to landlock issues with smaller properties in the area. He mentioned a possible "collapse" theory that was used in previous years in another Township, as well as he is in the process of purchasing 6817 Sumner and is interested in demolishing the dilapidated house and building a new single-family dwelling in the rear of that parcel. He asked Trustees if he would be able to use/tie into the same utilities, the Trustees directed him to contact the utility companies for that answer.

**REGULAR BUSINESS**

A motion by Hank T. Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of April 29, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to approve the minutes of the Regular meeting of May 13, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank T. Gibson, seconded by Jim DiPaola to approve the minutes of the Special Meeting of May 21, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to approve payroll warrants for May 30, 2025, in the amount of \$65,039.87 and other warrants in the amount of \$18,779.43 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 Trustees received notification from the Portage County Engineer that vacating an area of Blake Ave. that they previously approved on April 29, 2025, would create a landlock for 7-8 other parcels and, as a result, the Portage County Engineer would recommend to the Portage County Commissioners that they not approve the vacation.

A motion was made by Jim DiPaola, seconded by Vince Coia to rescind Resolution #25-077 regarding the road vacation from the April 29, 2025, meeting. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed

**RES #25-098** A Motion by Hank T. Gibson, seconded by Jim DiPaola to adopt the following:

A Resolution declaring the need to place a temporary moratorium for one year on applying to and the Ravenna Township zoning department issuing zoning permits, variances, or conditional use permits for storage units, storage facilities, storage pods, self-storage establishments, car washes, billboards, and scrapyards, and their appurtenant activities within Ravenna Township.

Whereas, R.C. 519.02 authorizes a township board of trustees to zone to promote the public health and safety and, in certain instances, public convenience, comfort, prosperity, and general welfare, and, as such, supports a temporary moratorium on issuing zoning permits for specific uses under study (see 2003 OAG No. 03-024);

Whereas, the Township desires to evaluate the public health, safety, convenience, comfort, prosperity, and general welfare concerns and the use and impact of additional storage units, storage facilities, storage pods, self-storage establishments, car washes, billboards, and scrapyards, and their appurtenant activities (“Uses”) within the Township;

Whereas, the Township needs time to study the Uses and develop and implement possible regulations regarding their use, location, setback, and operation within the Township;

Whereas, a temporary moratorium on applying for and issuing zoning permits or variances relative to the Uses for one year will allow time for the Township to make such a study and adopt any appropriate regulations, ensuring the general public health, safety, and welfare of its residents;

Whereas, this Resolution places a one-year moratorium on any application for and on the Township zoning department (zoning inspector and board of zoning appeals) issuing any permit or variance for any of the Uses for one year from the effective date of this Resolution;

NOW, THEREFORE, be it resolved by the Township’s Board of Trustees (the “Board”) that:

**Section 1:** The Board imposes a one-year moratorium on applying for, issuing, or processing zoning permits, variances or conditional use permits on the Uses so that the Township may study and determine, through the procedure outline in R.C. 519.12, whether zoning regulations or additional regulations are necessary regarding the Uses to promote and protect the public health, safety, and welfare of its residents.

**Section 2:** On the effective date of this Resolution, no zoning permits or variances shall be issued or granted for the Uses, and the Township will not accept any zoning application for the Uses for one year. The Board reserves the right to extend this moratorium if necessary.

**Section 3:** To limit the duration of this moratorium, the Board requests that the Zoning Commission immediately begin studying and reviewing the Uses in relation to the Township’s

comprehensive plan and other applicable polices and considerations to recommend regulations and provisions regarding the Uses as an amendment to the Zoning Resolution.

Section 4: Because some of the Uses are permitted or conditionally permitted under the existing Zoning Resolution (for example, car washes, C-R District, Section 504.02.B.5.a), the Board certifies the provisions relating to this moratorium to the Zoning Commission for a recommendation amending the Zoning Resolution to effect this temporary moratorium relating to any of the Uses, as required under R.C. 519.12. After review, the Board requests such a recommendation from the Zoning Commission to be set for immediate hearing before the Board.

Section 5: All formal actions of the Board relating to the adoption of this Resolution, and all deliberations of the Board leading to such action, were in meetings open to the public as required by law.

Section 6: This Resolution shall take effect and be in full force from and after the earliest date allowed by law.

R/C: Vince Coia, Yes; Jim DiPaola, Yes; Hank T. Gibson, Yes. Motion Carried.

Adopted this 27th day of May 2025.

### **FISCAL OFFICER**

*Gail was present and reported the following:*

An email was received from OTARMA regarding a site visit. All contact information was forwarded to Ray to schedule the walk through.

Gail reminded the Board of Trustees, the next meeting, June 10, 2025, will be the meeting we open the Bids for the Chip & Seal project.

### **DEPARTMENTAL REPORTS**

#### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

The new truck lettering has been completed by Graphic Expressions.

Bid books are in the office for the 2025 Chip & Seal Project.

Ray requested to purchase 8 concrete cylinders at Menards to install outside of the new storage building, Gail requested 4 to be placed in front of admin doors. The Service department will install all 12 concrete cylinders. The Board of Trustees approved this purchase of \$132.00.

Ray will be placing limestone around the new building as well.

#### **GRANDVIEW CEMETERY**

One burial and four cremations since last meeting.

There was follow up discussion about the need to make a decision on supplier for the roof replacement on the mausoleum because we need to get on the chosen contractor's schedule so that the roof gets replaced at the optimal time for success and is completed as soon as possible.

**RES #25-099** A motion was made by Vince Coia, seconded by Hank T. Gibson to authorize Eagle Eye Roofing to complete the roof replacement on the Mausoleum as presented to the Board in the amount of \$26,840.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray was very thankful and expressed his gratitude for all the help he received at the cemetery placing the flags on grave sites for Memorial Day.

**ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

A complete list of court cases was presented to the Trustees electronically.

Four violation letters have been mailed since the last meeting.

The Board of Zoning Appeals approved a variance with conditions, for two single family homes to be built in the rear of 5650 Prospect Street, Ravenna, Ohio. Acting Chief Heather Sweitzer voiced her concerns regarding the egress for the emergency units, as upon inspection there is not much room for the engines to turn around if needed and the fire hydrant is in front the existing dwellings which will pose an issue getting hoses to the new dwelling in the rear of the property. Jim DiPaola is going to review the site plan and speak with PMHA, the property owners.

**RES #25-100** A motion by Vince Coia, seconded by Jim Dipaola to authorize compensation to all BZA & ZC members for one meeting who attend the seminar at NEOMED June 14, 2025 as sponsored by the Portage County Prosecutor, 9:00am-12:00pm. 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:*

**RES #25-101** A motion by Hank T. Gibson, seconded by Vince Coia to approve the agreement with Pro Air Midwest LLC for the NFPA Compliant Service Agreement, for the term of one year, in the amount of \$1,474.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank T. Gibson, seconded by Jim DiPaola to authorized overtime pay for the personnel attending the ACLS/PALS/BLS classes on June 28, 2025 & June 29, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

2414 went to Fyda for PM May 27, 2025 and when it returns, 2413 will go into Fyda.

2417 is having battery issues again and it needs to be taken into the shop.

Heather requested an executive session to discuss an employee discipline issue.

**NEW BUSINESS**

**TRUSTEES**

None

**FISCAL OFFICER**

**RES #25-102** A motion was made by Vince Coia, seconded by Hank T. Gibson to approve the P.O.s listed below.

Item	PO#	Amount	Vendor	Purpose	Fund
A	233-2025	\$480.50	VASU Comm	Radio repairs	Fire
B	234-2025	\$279.00	Wesley Electric	Mtg rm generator maint	General
C	235-2025	\$1,309.99	Chase	PT Uniforms Amazon	Fire
D	236-2025	\$347.21	Witmer Fire Store	PT Uniforms	Fire
E	237-2025	\$10,000.00	Allied Corp	Road repair materials	Road
F	238-2025	\$2,000.00	Shelly Materials	Limestone for new building	General
G	239-2025	\$1,474.00	ProAir Midwest	Service agreement 1 yr	Fire
H	240-2025	\$1,100.00	Chase Visa	Parts at Kussmaul	Fire

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 discussing employee discipline, employee compensation, and to discuss a matter required to be kept confidential by Federal Law, specifically HIPAA.

A motion by Vince Coia, seconded by Jim DiPaola to suspend the Regular session at 9:04 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 9:04 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 Heather Sweitzer.

Returned to open session at 9:58pm.

Action from executive session:

**RES #25-103** A motion made by Vince Coia, seconded by Hank Gibson to send Life Force dispositions as presented to Attorney General. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-104** A motion made by Jim Dipaola, seconded by Hank T. Gibson to appoint Abigail Buday to the position of Fire Chief on the condition of pending passing a drug test and physical. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Jim Dipaola, seconded by Vince Coia to adjourn the meeting at 10:13 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