

RAVENNA TOWNSHIP BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING OF JUNE 24, 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 June 24, 2025. Trustee Hank Gibson called the meeting to order at 7:05 P.M.

Roll call showed the following present: Trustees Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Abbie Buday, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, Fire Dept. Liaison Mark Kozak and Asst. Fiscal Officer Jon Summers. Trustee Vince Coia joined the meeting about 7:20 PM.

In the audience were Frank Hairston, Liz Yaw, Nick Cherevko and Mary Benedict.

AUDIENCE

Frank Hairston was following up on his request on behalf of the McElrath community for a portion of Richardson St. to be name the Beatrice Mitchell Blvd from Garfield Rd to Terrell St. He talked about a special dedication ceremony they want to hold in August because her family will be in town. Frank also spoke about his concern with SB1 and the planned cuts the State is proposing to the Counties and Townships.

Liz Yaw said she was attending to observe the meeting and be informed. She did not have anything to speak on with the Board.

Nick Cherevko from Eagle Eye Roofing was attending at the request of the Board to answer questions the Board had regarding his updated quote on the Grandview mausoleum roof. Hank asked him about the increase in cost and stated that it seemed excessive. Nick apologized for the increase and explained that when he provided the original quote, he had not taken core samples. Later when they did take core samples of the mausoleum roof, the concrete was much wetter than anticipated, the glued installation to the flat roof that he had quoted would not work. The roof would need a pitch to shed the water. He proposed an alternative installation that would pitch the roof and use a rubber sheet instead of the PVC he had quoted earlier. The trustees asked him about using rubber rather than PVC as he had recommended previously. Nick said with the pitch, the rubber would hold up just as well as the PVC. The cost to pitch the roof would increase the quoted price by \$4,000 and the warranty on the rubber roof would be the same as the PVC roof.

Mary Benedict stated that they wanted to block a portion of the road in the Skeels development for a family reunion on July 4, 2025 from 3 PM to 8 PM. She said there will be children running everywhere so closing the street is a safety concern.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of June 10, 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 June 27, 2025, in the amount of \$57,320.25 and other warrants in the amount of \$23,072.09 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

Hank told Jim he did a good job on the new blinds in the meeting room. They look nice and work well blocking the morning sun.

Jim said we received the occupancy permit for the new storage building. Gail asked Jon to contact the insurance company to make sure that it is on the policy. Jim said the lightning rod installation is being installed next.

Vince said the ODOT got back to the county engineer about the Hayes Rd crash data and they have determined that the accident level doesn't warrant a streetlight. Therefore, ODOT will not help to pay for a streetlight there.

Vince spoke to a Chinn allotment resident inquiring about the costs of the sewer project. They were considering purchasing a home there. Vince updated them on the situation.

FISCAL OFFICER

Gail was present and reported the following:

Our website has been updated to include the Economic Development dashboard as prepared by Dennis West. Advan from Stow, our website developer, added this at no charge to the Township.

RES #25-115 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the modified sick pay policy with an effective date of January 1, 2025 as drafted by legal counsel. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-116 A motion by Hank Gibson, seconded by Jim DiPaola to accept and authorize accrued sick leave hours for Abbie Buday from Liberty Township totaling 458.18 hours to be carried into her accrued leave and used prior to any sick leave accrual from Ravenna Township. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail requested the budget hearing meeting be held before the next regular meeting.

A motion by Vince Coia, seconded by Jim DiPaola to set the 2026 Budget Hearing to be held July 8, 2025 at 6:30 pm just before the Regular Meeting. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail will be pulling back some money from the Star Ohio investment account to cover the next payroll and payments.

The risk management consultant was here June 20, 2025 and met with Ray, Abbie and Gail. He will be sending a list of recommendations. One of them was having all employees take annual sexual harassment training.

A motion by Vince Coia, seconded by Jim DiPaola to require all township employees to complete a sexual harassment training seminar by July 25, 2025 and return the certificate or sign in sheet of group attendance to the fiscal office. 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 County Engineer's office has not given their approval of the bids yet for the chip and seal project. We will have to wait until the next meeting to award the bid.

Koala Insulation has begun installation in the new storage building. It will take several days to complete.

The road crew are beginning the repairs around the McElrath development for when the chip and seal project gets awarded.

GRANDVIEW CEMETERY

There were three cremations in the last two weeks.

An insurance company sent a check to us to cover the repairs to a stone damaged by the mowers at the cemetery. The check is made out to Grandview Cemetery and not Ravenna Township. The payment stub states the payment resolves all issues with the claim. The township does not own the damaged stone that sits on a plot that is owned by the owner of the stone. Gail spoke to the prosecutor and our position is that the insurance company should remit to the owner and work with the owner to resolve the claim to the owner's satisfaction and not the township. The prosecutor said he will write a letter on behalf of the township.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori reviewed the pending court cases, violations and case compliance. She is getting quite a few high grass complaints.

The BZA met June 11, 2025 and approved a variance request to build an oversized pole barn at 3532 Hommon Rd. The next BZA Hearing will be held on July 9, 2025 for a variance on a shed at 3158 Menough Rd.

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

The siren on Unit #2412 has stopped working. Abbie has ordered a replacement from Amazon and it will be installed by Joe Marchese.

Sutphen has repaired the air auto ejects in both #2413 and #2414. Abbie is scheduling service to repair the emergency lighting and calibrate the foam system.

Abbie has completed the review of the needed turnout gear and listed the needed gear. She broke it down between the immediate needs (\$20,280.00) and the upcoming needs (\$16,995) along with helmet fronts that come in at \$550.00.

Motion by Hank T. Gibson, seconded by Jim DiPaola to authorize the purchase of turnout gear as presented by the Fire Chief. R/C: Vince Coia, Yes; Jim DiPaola, Yes; Hank T. Gibson, Yes. Motion Carried.

The Department will be participating in a trial with UH along with Ravenna City, Kent, Lane Life Trans and Howland Fire Dept focusing on change the way monthly EMS continuing education is delivered. It will be a hybrid approach with in-person CE delivered quarterly.

The onboarding process for new hires has been updated and will be distributed to any employee hired after today.

Abbie had a list of obsolete equipment and clothing. She requested authorization to dispose of it.

RES #25-117 A motion by Hank Gibson, seconded by Jim DiPaola to declare the list of equipment and clothing presented by the Fire Chief as obsolete and authorize its disposal. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Cook requests to attend the open water divers course hosted by Portage County Water Rescue Team. The cost is \$450.00 and the days are yet to be determined. The trustees tabled the request until further information can be presented.

Abbie requested that she be allowed to attend the NASA Glenn Security Day. It is free but will be during the normal work week. The keynote speaker will be the Battalion Chief of NYFD during September 11, 2001. He will be discussing lessons in vigilance and complacency.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize Chief Buday to attend NASA Glenn Security Day using the township vehicle for transportation. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Abbie said she will be out of the office on Wednesday for live fire training. She can be reached by cell phone.

Firefighter Carl Bartlett has submitted a resignation letter. He has been hired full time at Cuyahoga Falls.

RES #25-118 A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter Carl Bartlett effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Adams requests a leave of absence beginning July 18, 2025 through the end of December 2025. He will be joining the US Army Reserves and will be gone for Basic Training and AIT. He has presented his military orders.

RES #25-119 A motion by Hank Gibson, seconded by Vince Coia to authorize the leave of absence of Firefighter Carter Adams from July 18, 2025 through December 31, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Abbie presented three EMT candidates that she would like to hire.

RES #25-120 A motion by Hank Gibson, seconded by Vince Coia to hire Meghan Rhoa as PR FF/EMT at the rate dictated by CBA pending the passage of background check/physical/drug screen. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-121 A motion by Hank Gibson, seconded by Vince Coia to hire Jeff Virden as PR FF/EMT at the rate dictated by CBA pending the passage of background check/physical/drug screen. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-122 A motion by Hank Gibson, seconded by Jim DiPaola to hire Isaac Puchajda as PR FF/EMT at the rate dictated by CBA pending the passage of background check/physical/drug screen. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Abbie requested executive session to discuss employee discipline.

NEW BUSINESS

TRUSTEES

Vince spoke with a resident about flooding at the Orchard Trailer Park. They have had severe flooding. The road is not a township road, but Vince is concerned about the Fire and EMS vehicles having access during the flooding times or in winter when it will all be frozen. Vince has reached out to the Soil and Water Dept because the drainage area appears to have a crushed drain pipe.

Vince asked about the Land Use Meeting set for this Thursday. The community seems to know what it is all about. Jim said it is a meeting being held by Regional Planning and led by Todd Peetz. The purpose is to discussing the land use plan for Ravenna Township and get input from the township residents on uses and improvements they would like to see in the township. It will be Thursday from 6:00 PM – 8:00 PM.

An indigent burial application was discussed and tabled until more information on proof of indigency can be obtained.

FISCAL OFFICER

RES #25-123 A motion was made by Hank Gibson, seconded by Jim DiPaola to approve the P.O.s listed below.

Item	PO#	Amount	Vendor	Purpose	Fund
A	248-2025	\$500.00	Bica's Lock Shop	Change locks	General
B	249-2025	\$300.00	Print and Sign Exp	Bus cards and name plaque	Fire
C	250-2025	\$1,100.00	Fyda	Repairs 2414	Fire
D	251-2025	\$2,000.00	Fyda	Repairs	Fire
E	252-2025	\$500.00	Staples	Chair	Fire
F	253-2025	\$250.00	Carter Lumber	Training supplies	Fire
G	254-2025	\$1,650.00	iWorq Systems	Zoning software	General
H	255-2025	\$2,500.00	Sutphen Corp	Fire engine repairs	Fire
I	256-2025	\$500.00	Bilottos Plumbing	Backflow testing & any repairs	General
J	257-2025	\$3,000.00	Fire Recovery	Fees crash billing	EMS
K	258-2025	\$39,000.00	Phoenix Safety	Fire Gear sets	Fire
L	259-2025	\$2,000.00	Brandon Heating	Repairs	General
M	260-2025	\$550.00	Witmer Pub Safety	Helmet fronts	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.

A motion by Jim DiPaola, seconded by Vince Coia to approve and accept the April 2025 financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Jon will be on vacation from June 30, 2025 through July 3, 2025.

Gail requested an executive session to discuss employee compensation.

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

A motion by Vince Coia, seconded by Hank Gibson 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, Abbie Buday and Mark Kozak.

Returned to open session at 9:10 pm.

RES #25-124 A motion by Vince Coia, seconded by Jim DiPaola to authorize payout of sick pay to any retiree that qualifies under the new sick pay policy. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-125 A motion by Hank Gibson, seconded by Jim DiPaola to place Firefighter Michael Welch on involuntary leave of absence effective immediately. 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 9:13 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE