

RAVENNA TOWNSHIP BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING OF JULY 8, 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 July 8, 2025. Trustee Hank Gibson called the meeting to order at 7:14 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 and Asst. Fiscal Officer Jon Summers. Trustee Vince Coia and Fire Dept. Liaison Mark Kozak were absent.

In the audience were Christina West and Paul Moskun from the Ravenna City Council, both also sitting on the Maple Grove Cemetery Board.

Hank noted the passing of Vince Coia's wife, Suzanne Coia and asked for a moment of silence in memory of her and for the Coia family.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of June 24, 2025. R/C: 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 July 3, 2025. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Hank 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 July 11, 2025, in the amount of \$89,768.36 and other warrants in the amount of \$95,167.84 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS **TRUSTEES**

RES #25-129 A motion by Hank Gibson, seconded by Jim DiPaola to approve and authorize the 2026 Tax Budget for Ravenna Township as presented by the Fiscal Officer. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Gail was present and reported the following:

Gail transferred back \$150,000 into the Chase account from Star Ohio. The interest for June was \$13,967.73, and of that \$11,560 was eligible to increase the General fund. The 30-day yield on that Star account is 4.45%. She is trying to keep about \$100,000 in the general checking and the remaining amount in Star.

The water bill for the 6115 building for the period 5/10/25 – 6/10/25 is high again (37 cu ft.) Recent bills have been running 19, 24 and 16 cu ft. Abbie is investigating a possible cause.

The invoice for real estate taxes is still listed on the County's website and is to be removed. The Auditor's office did not record our exemption for the 6145 Spring St. property. We should be expecting a refund of what we paid for the 2023 property taxes (about \$4,000).

We received a thank you letter from the King Kennedy Center for the contribution to the building of the center's restrooms.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

The County Engineer has approved the awarding of the bid to Geauga Highway for the chip and seal project.

RES #25-130 A motion by Jim DiPaola, seconded by Hank Gibson to approve and accept the bid from Geauga Highway in the amount of \$122,090.00 for the 2025 Chip and Seal Project in the McElrath Development. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-131 A motion by Jim DiPaola, seconded by Hank Gibson to approve and accept the quote from the Portage County Engineer in the amount of \$7,796.00 to provide an inspector for the 2025 chip and seal project in the McElrath Development. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The road crew is still working on repairs to the roads in the McElrath development in preparation for the chip and seal project.

Most of the equipment has been moved from the old building on Cleveland Rd into the new storage building.

All of the Road Dept. employees have taken the CPR training class. Ray thanked Abbie for teaching it.

The preconstruction meeting for the 2025 Chip and Seal Project is set for July 9, 2025 at 1:00 PM.

GRANDVIEW CEMETERY

There were three cremations and one niche sale in the last two weeks. Hank asked how many niches have been sold. Ray said about half of them. We will have to budget for building a couple more columbariums soon. In our plans, additional columbariums would be added once 75% of the current niche's were sold.

The trustees reviewed the latest roofing proposal from Eagle Eye Roofing for the mausoleum. The rubberized roof was only about \$3,000 different from the PVC roofing quote.

RES #25-132 A motion by Jim DiPaola, seconded by Hank Gibson to approve and accept the revised quote from Eagle Eye Roofing to replace the roof on the mausoleum with the PVC roofing at the quoted price of \$38,700.00. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

The Health Department has declared 2884 Brady Lake (2024CV00748) a public nuisance.

Lori received a complaint on the vacant property on the corner of Lovers Lane and Henderson. Overgrown shrubs are impairing the line of sight for drivers. Ray said that property is on the county maintained road and Lori should forward the complaint to them.

Lori will be attending the OTA webinar next week – Engaging Residents in the Zoning Process.

Lori reviewed the pending court cases, violations and case compliance. She asked for a motion to dismiss one of the court cases as the property owner has cleaned up their lot.

RES #25-133 A motion by Hank Gibson, seconded by Jim DiPaola to authorize the dismissal of 2025CV00403, 3859 Hopkinson since the property owner has cleaned up the lot. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Lori asked for resolutions to send to the prosecutor for enforcement.

RES #25-134 A motion by Jim DiPaola, seconded by Hank Gibson

WHEREAS, the Township Zoning Inspector has notified the Landowners of 6658 Henderson, Parcels: 29-312-11-00-081-000, 29-312-11-00-080-000, 29-312-11-00-079-000, 29-312-11-00-078-000, 29-312-11-00-077-000 located in Ravenna Township, Portage County, Ohio that they are in violation of scrap material and junk vehicles on the premises pursuant to the Township Zoning Resolution 605.00 (A, D2,4) and rubbish and sanitation pursuant to the Exterior Property Maintenance Codes 302.1, 307.1 and 307.2. and

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning Resolution:

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 take whatever legal action he deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.
2. The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Portage County Prosecutor.

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

RES #25-135 A motion by Jim DiPaola, seconded by Hank Gibson

WHEREAS, the Township Zoning Inspector has notified the Landowners of 7546 Infirmary Rd., parcel: 29-117-00-00-004-000 located in Ravenna Township, Portage County, Ohio that they are in violation of junk vehicles and exterior property maintenance codes pursuant to Township Zoning Resolution regulation 605.00 D (4) and Exterior Property Maintenance Code regulations 302.1, 307.1 and 307.2. and

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning Resolution:

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 take whatever legal action he deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.
2. The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Portage County Prosecutor.

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

RES #25-136 A motion by Jim DiPaola, seconded by Hank Gibson

WHEREAS, the Township Zoning Inspector has notified the Landowners of 7582 Infirmary Rd., parcel: 29-104-00-00-007-000 located in Ravenna Township, Portage County, Ohio that they

are in violation of junk vehicles and exterior property maintenance codes pursuant to Township Zoning Resolution regulations 605.00 D (4), 610.09 (A) and Exterior Property Maintenance Code regulations 302.1, 307.1 and 307.2 and

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning Resolution:

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 take whatever legal action he deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.
2. The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Portage County Prosecutor.

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

The BZA will be meeting tomorrow, July 9th to hear an appeal for an illegal shed.

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

Abbie gave the Trustees a summary of the June activity.

The fire department does not have a spare 2-1/2" hose and valve and needs one. MES has one for \$2,254.00.

All known issues on the apparatus at the time of the new Chief's hiring have been repaired.

The structural gear approved at the last meeting has been ordered and some pieces have already arrived. The remainder of the gear will be ordered as the employees are available for sizing.

The open full-time positions have been posted with a deadline of July 18, 2025 to apply. and Abbie is planning to set up interviews for the week following July 18, 2025.

Firefighter Birrer has requested a leave of absence. He has a new full-time job at Warren City Fire Department and wants to give that his full attention for now.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the leave of absence request for Firefighter Jon Birrer beginning July 21, 2025 and ending September 30, 2025. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The CPR/first aid training for township employees has been completed.

Harassment training is in progress by all fire department employees. All personnel files are being updated and verified with current certifications.

Abbie requested some computer equipment to enable her to work remotely.

A motion by Jim DiPaola, seconded by Hank Gibson to authorize the purchase of 2 monitors and one docking station from Amazon for the price of \$701.29 to enable the Fire Chief to work remotely as needed. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Current Aladtec software was discussed and compared to the new ESO software.

RES #25-137 A motion by Hank T. Gibson, seconded by Jim DiPaola to approve and accept the quote from ESO Software for one year fire department software package as presented in the amount of \$8,944.20. R/C: Jim DiPaola, Yes; Hank T. Gibson, Yes. Motion Carried.

Abbie requested an executive session to discuss employee discipline.

NEW BUSINESS **TRUSTEES**

Hank spoke about Maple Grove Cemetery. At the last meeting it was suggested that Rick Hawksley look at what the needed repairs and improvements to the Chapel would cost. Those total costs are estimated at approximately \$430,000. Peggy DiPaola volunteered to help with fundraising efforts and would create a 501(c)(3) corporation. The roof repair is the most critical of the issues and the estimate comes in at about \$120,000 (the primary material is slate). The windows are in good condition and only need to be removed and restored. To make it handicapped accessible, the floor will need to be raised. To keep the chapel from deteriorating, consistent temperature levels are needed, so electric work and HVAC will need to be installed. Restoring the Chapel to it's original condition is the goal and they will look for grants and corporate donations.

FISCAL OFFICER

RES #25-138 A motion was made by Jim DiPaola, seconded by Hank Gibson to approve the P.O.s listed below.

Item	PO#	Amount	Vendor	Purpose	Fund
A	261-2025	\$7,796.00	PC Engineer	Construction Inspector	Road
B	262-2025	\$122,090.00	Geauga Highway	Chip and Seal Project	Road
C	263-2025	\$1,000.00	Daywalt (Coia Sales)	Parts and repairs	Road
D	264-2025	\$2,500.00	Sutphen	Fire engine repairs	Fire
E	265-2025	\$2,000.00	Sarchione Ford	Vehicle repairs	Road
F	266-2025	\$1,813.00	B Workers Comp	Group retro 2021 policy	All
	267&268		Approved prev. mtg		
G	269-2025	\$250.00	Sarchione Chevy	Repairs	Fire
H	270-2025	\$2,000.00	Sarchione Ford	Repairs	Road
I	271-2025	\$1,000.00	Carter Lumber	Materials	Road
J	272-2025	\$2,500.00	MES Service Co	Hose and valve	Fire
K	273-2025	\$500.00	Alpha Background	Background checks	Fire
L	274-2025	\$7,000.00	Charter Comm	Internet and phone	General
M	275-2025	\$250.00	Clearwater Systems	Water	Road
N	276-2025	\$1,000.00	Chad Murdock	Legal – general	General
O	277-2025	\$1,400.00	Chad Murdock	Legal – zoning	General
P	278-2025	\$34,800.00	Eagle Eye Roof	Mausoleum roof	Grandview
Q	279-2025	\$725.00	Chase Bank	Fire Chief computer equip.	Fire
R	280-2025	\$3,900.00	Eagle Eye Roofing	Mausoleum roof	Grandview
S	281-2025	\$8,944.00	ESO Software	Software	Fire

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

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

RES #25-139 A motion by Hank Gibson, seconded by Jim DiPaola to approve and accept the bank reconciliation and financial reports for May 2025 as presented by the Fiscal Officer. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Jim DiPaola, seconded by Hank Gibson to suspend the Regular session at 8:32 pm. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Hank Gibson to enter Executive session at 8:32 pm. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Jim DiPaola, Hank Gibson, Gail Pittman and Abbie Buday.

Returned to open session at 9:17 pm.

RES #25-140 A motion by Hank Gibson, seconded by Jim DiPaola to rescind **Res # 25-121** for the job offer to Jeff Virden based on his background check. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Jim DiPaola, seconded by Hank Gibson to adjourn the meeting at 9:17 pm. R/C: Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE