

## **RAVENNA TOWNSHIP BOARD OF TRUSTEES**

### **MINUTES OF REGULAR MEETING OF AUGUST 5, 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 August 5, 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, Fire Chief Abbie Buday, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, Fire Dept. Liaison Mark Kozak and Asst. Fiscal Officer Jon Summers.

In the audience were Jim Zuccaro from Summit Insurance; Residents Josh & Tonya Thorne, and Jane Allman.

#### **AUDIENCE**

Jim Zuccaro from Summit Insurance discussed the latest quote for the township's annual property insurance coverage through OTARMA. The township has over \$7.5M in property and has over \$5M for liability coverage. There's been a significant increase in the premium this year, 29%. OTARMA has raised their rates, eliminated the loyalty credit, and we have the new building added on this year. The trustees asked for some analysis of changes in deductibles, etc.

Josh & Tonya Thorne reside at 5933 Lakewood Rd. They purchased the property and moved there last fall. Last December they were clearing brush and burning it when the fire department came out and told them it was illegal to burn at that time of the year, they had to wait until July. In July when they were burning, they got cited by the EPA for burning too close to the neighbors. They own 37 acres, were burning 980 feet from the nearest dwelling (supposed to be 1000 feet). They are confused, feeling like the township and state are bullying them and they don't understand why. Neighbors down the street have big bonfires and nobody's harassing them. They're just trying to make their place look nice. They've got a creek running through their property that people keep throwing trash into, why doesn't the township or EPA work on those problems instead of harassing them about a little fire? The trustees gave them phone numbers to the County Engineer and the Health Dept to try and help with the trash dumping. The trustees said they just go by the state regulations on the open fire laws, they don't have the authority to change those. They suggested the Thorne's just file for the burning permit from the EPA, maybe move the fire further back from the road and make sure they are past the 1000 foot mark from occupied buildings.

Jane Allman came to see what all goes on in the bi-weekly meetings. She discussed a homeless lady that is up by Walmart with her dog. She is not causing any trouble and she would like to help her. The trustees gave her several numbers to call at different local organizations that might be of help.

#### **REGULAR BUSINESS**

A motion by Jim DiPaola, seconded by Hank Gibson to approve the minutes of the Special Meeting of July 8, 2025. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Hank Gibson to approve the minutes of the Regular Meeting of July 8, 2025. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of July 16, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, abstain; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of July 22, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

A motion by Jim DiPaola, seconded by Hank Gibson to approve the minutes of the Special Meeting of July 25, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of July 31, 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 August 8, 2025, in the amount of \$93,812.63; one payroll warrant for 7/11/25 Ohio tax that was paid and mistakenly no on list in the amount of \$2,897.57 and other warrants in the amount of \$171,615.75 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**

A motion to approve and accept the property insurance renewal from OTARMA for the period 08/20/25 to 08/20/26 as presented. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The trustees reviewed the updated information for the indigent burial application from Wood Kortright Borkoski funeral home from a few meetings ago.

A motion by Vince Coia, seconded by Jim DiPaola to approve the indigent burial application as presented by Wood-Kortright-Borkoski Funeral Home. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-151** A motion by Jim DiPaola, seconded by Hank Gibson to adopt the following:  
**WHEREAS**, on the 22<sup>nd</sup> day of July, 2025, the board of trustees passed a resolution declaring the necessity, for the purpose described in RC 5705.19(A), to levy a renewal tax in excess of the ten-mill limitation at a rate of 3.5 mills for each one dollar of taxable value, and on the 23<sup>nd</sup> of July, 2025 certified said resolution to the Portage County Auditor;

**WHEREAS**, the Portage County Auditor has certified to the board of trustees that the dollar amount of revenue that would be generated by the 3.5 mill renewal levy during the first year will be \$268,977 based on the current tax valuation of the Township of Ravenna of \$230,968,500 which amounts to \$31.00 for each \$100,000 of the county auditor's appraised value: and

**RESOLVED**, by the board of trustees, with at least two-thirds of all members elected thereto concurring desires to proceed and certify the following language to the Board of Elections, Portage County, Ohio, for placement on the ballot of November 4, 2025:

A renewal levy of 3.5 mills, "for current expenses of the subdivision, except that the total levy for current expenses of a detention facility district or district organized under section 2151.65 of the Revised Code shall not exceed two mills and that the total levy for current expenses of a combined district organized under sections 2151.65 and 2152.41 of the Revised Code shall not

exceed four mills;” that the county auditor estimates will collect \$268,977 annually, at a rate not exceeding 3.5 mills for \$1 of taxable value, which amounts to \$31 for each \$100,000 of the county auditor’s appraised value, for 5 years, commencing in 2026 and first due in 2027.

**RESOLVED**, that the levy be placed upon the tax list commencing in 2026 and first due in calendar year 2027 in compliance with Ohio Revised Code section 5705.34 if approved by a majority of the electors of Ravenna Township, in its entirety.

**RESOLVED**, the question of such renewal tax levy shall be submitted to the electors of the Ravenna Township in its entirety at the election to be held therein on November 4, 2025 and;

**RESOLVED**, that the Fiscal Officer be and is direct to maintain a copy of this resolution in the for inspection by the public;

**RESOLVED**, that the Township Fiscal Officer is hereby directed to certify, not less than 90 days prior the general election, to the Board of Elections, Portage County, Ohio, a copy of the resolution of necessity dated July 22, 2025 along with a copy of this resolution to proceed, together with the certification on the Portage County Auditor, and notify the board of elections to cause notice of the election on the question of levying the tax to be given as required by law.

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

**RES #25-152** A motion by Vince Coia, seconded by Jim DiPaola to amend resolution #25-150 to correct type of total hours from 1600 to 1976. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The trustees discussed and rescheduled the date for the work session meeting to August 14, 2025 at 6:30 PM.

The County Commissioners passed a resolution to officially change the name of a portion of Richardson St in Ravenna Township to Beatrice Mitchell Blvd.

The sewer project has not yet started.

### **FISCAL OFFICER**

*Gail was present and reported the following:*

**RES #25-153** A motion by Hank Gibson, seconded by Jim DiPaola to accept the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We received the Local Government funds estimate for 2026. It is \$76,036.00.

Gail transferred another \$250,000 to Chase from Star Ohio. The Star Ohio yields were at 4.46% for the past month and interest received was \$13,793, of which \$11,431 went into the General Fund.

The Ravenna Moose has donated \$23,993.12 to the Fire Department.

A motion by Vince Coia, seconded by Hank Gibson to accept the generous donation of \$23,993.12 from the Ravenna Moose #1234 for the Fire Department. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We received NOPEC grant proceeds of \$1,291.00 on July 24, 2025.

A motion by Vince Coia, seconded by Hank Gibson to authorize the Township’s participation in the Purdue Direct Settlement as part of the opioid settlement and authorize the

Fiscal Officer to respond in the affirmative. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Dept. of Commerce has sent their annual letter explaining the Trustees' rights to make objections of retail liquor permits. The deadline to respond is September 2, 2025.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

The road crew is still working on repairs to the roads in the McElrath development in preparation for the project. They should be finishing up by the end of the week.

The fire proof safety cabinet is in place. The Fire Inspector has inspected and passed the Road Department now.

Ray is still collecting and reviewing applications for the full-time position

The signs for the Beatrice Mitchell Blvd road name change have been made. It cost a total of \$172.00.

The 2020 F550 3 strobe flashers quit working. Quality Truck replaced the flashers free of charge since they were still under warranty.

The wall in the new building to section off a storage area for the Fire Dept has been completed. Bollards have been placed at the doors for safety.

The County Sheriff has asked to borrow safety barrels again for Octane Night.

A motion by Vince Coia, seconded by Hank Gibson to authorize Ray to loan barrels to the Portage County Sheriff's Office for use at Octane Night event. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

First Energy is going to be having electric work done at the end of the month that will be affecting several of the roads (Spring/Hill area). They will be redoing the roads, chip and sealing them, when they have finished with the electric work.

### **GRANDVIEW CEMETERY**

There were three cremations, one burial, and two lot sales in the last two weeks.

Eagle Eye will be starting the mausoleum roof repairs somewhere between August 25, 2025 and September 1, 2025 weather permitting.

### **ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

Certified mail has gone up to \$10.44 per letter.

Lori's intern started yesterday. He is filing documents into the address cabinets and accompanied her on inspections. He will be working 9:00 – 11:30 on Mondays and Thursdays through May 2026.

Lori requested a violation be forwarded to the county prosecutor.

**RES #25-154** A motion by Hank Gibson, seconded by Vince Coia to adopt the following:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 3240 Menough, Parcel: 29-343-00-00-064-000 located in Ravenna Township, Portage County, Ohio that they are in violation of overgrown grass and weeds and sanitation pursuant to Township Exterior Property Maintenance Code regulations 302.1, 302.4, 307.1 and 307.2.

WHEREAS, as of the date of this resolution, the parties responsible have not complied with previous notices and continue to violate the Township Exterior Property Maintenance Codes:

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. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

### **FIRE DEPARTMENT**

*Fire Chief Abbie Buday was present and reported the following:*

The new full-time employees will be starting the week of August 10, 2025.

Engine #2414 is out of service with a battery switch issue. Sutphen is waiting on parts to repair it.

Abbie requested sending 4 personnel to attend Howland Training Center's Fire Symposium on September 19, 2025. Cost is \$75 per person.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize sending Chief Buday, Firefighters Crevar, Kimberlin and Vallant to the Howland Training Center's Fire Symposium on September 19, 2025 at the cost of \$75/person.

Abbie requested to use of her vehicle to attend two female firefighters meetings in August. These are free to attend but are in Canton and Nimishillin.

**RES #25-155** A motion by Hank Gibson, seconded by Jim DiPaola to authorize the use of #2400 to transport Abbie to two free Female Firefighters of Ohio training sessions, one on August 12, 2025 and the other on August 21, 2025 and all future training opportunities currently held at Nimishillin FD Station 3. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Abbie requested overtime be paid to Lt. Frawley to attend ICS 400 training on December 8-9, 2025 at the Portage County EMA. The training itself is free.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize 16 hours of overtime be paid to Lt Frawley on December 8-9, 2025 to attend ICS 400 training at the Portage Co EMA. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize Chief Buday, Firefighters Valletta and Sterrett to attend Crash Course FIERCE November 14, 2025 in Dayton. Abbie will attend free as an instructor, the other two at the cost of \$375/ea., using #2400 as transportation and hotel cost of \$210 plus fees. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Fire Dept will be hosting training days August 30, 2025, September 6 and 13, 2025 for part time/probationary and new hires to include extrication, RIT, rescue drags, ladders, pump ops and hose advancement.

All radios have been authenticated through MARCs requirements. The missing radio has been found and there are three bad batteries needing replaced.

There was discussions about past practice with radios. The trustees have never required an employee to expend personal funds to purchase a radio for use on their job at Ravenna Township. There have been two employees that purchased a personal radio and chose to use it on their job, Jason Myers and Amy Hohenberger. The trustees agreed to pay MARCs charges for Jason's radio and Amy chose to use a portion of her uniform allowance to cover her MARCs charges. At no time did the Board of Trustees authorize payment of maintenance costs for their personal radios.

We have 5 expired helmets, 15 turnout coats and 13 turnout pants which have been declared surplus. Abbie would like to donate them to Choffin Career and Technical Center High School Academy.

A motion by Hank Gibson, seconded by Vince Coia to authorize donating surplus equipment (5 helmets, 15 coats and 13 pants) to the Choffin Career and Technical Center High School Academy. R/C: Mr. Coia, yes; Mr. DiPaola, (on break no vote); Mr. Gibson, yes. Motion Passed.

There's a pair of gloves that are no longer usable. Jason Myers cut the new gloves because he did not like the fit. Abbie requested they be removed from inventory because they are now unsafe to use

A motion by Hank Gibson, seconded by Vince Coia to declare one pair of structure gloves as surplus and to be removed from inventory and destroyed. R/C: Mr. Coia, yes; Mr. DiPaola, (on break); Mr. Gibson, yes. Motion Passed.

Abbie requested an executive session to discuss employee discipline.

## **NEW BUSINESS**

### **TRUSTEES**

The sewer project has yet to begin.

## **FISCAL OFFICER**

**RES #25-156** A motion by Hank Gibson, seconded by Vince Coia to approve the P.O.s listed below.

| Item | PO#      | Amount      | Vendor          | Purpose                      | Fund    |
|------|----------|-------------|-----------------|------------------------------|---------|
| A    | 297-2025 | \$8,000.00  | UH Corp Health  | Physicals for new FTFF       | Fire    |
| B    | 298-2025 | \$2,000.00  | Chase visa      | Postage & ofc supplies       | General |
| C    | 299-2025 | \$1,000.00  | VASU            | Radio repairs                | Fire    |
| D    | 300-2025 | \$250.00    | Levinsons       | Uniform repairs              | Fire    |
| E    | 301-2025 | \$1,000.00  | Sutphen         | Vehicle repairs              | Fire    |
| F    | 302-2025 | \$2,571.00  | Kastner Westman | Legal fees                   | General |
| G    | 303-2025 | \$5,000.00  | Kastner Westman | Legal fees                   | General |
| H    | 304-2025 | \$1,000.00  | Wood Kortright  | Indigent burial              | General |
| I    | 305-2025 | \$33,303.00 | OTARMA          | Insurance for 2025/2026      | Various |
| J    | 306-2025 | \$660.00    | Advan           | Website hosting for 1 year   | General |
| K    | 307-2025 | \$982.00    | OTARMA          | Add'l Ins for new garage     | Road    |
| L    | 308-2025 | \$172.00    | PC Engineer     | Road signs Beatrice Mitchell | 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.

As part of the Ohio 2026 budget that was passed June 30, 2025 there are new cybersecurity rules that apply to all local government jurisdictions. If you are required to be audited by the State, then you are subject to the new rules. The first to apply to us are reporting rules for breaches and they take effect Sept 30, 2025. The next are specific security plans that must be put in place by July 1, 2026.

Ohio Edison is updating their contact list. Hank said he would be the primary contact.

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

A motion by Hank Gibson, seconded by Jim DiPaola to suspend the Regular session at 9:29 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Hank Gibson to enter Executive session at 9:29 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 10:57 pm.

**RES #25-157** A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of William Muster effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The trustees received a letter from the full time union about qualifications for physical agility standards and address their issues in writing.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize Abbie to make changes in Active 911 according to discussion in executive session. 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 11:05 pm. Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE