

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING OF AUGUST 14, 2025**

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The Ravenna Township Board of Trustees met in Special Session at the Ravenna Township Trustee’s Meeting Room, 6145 Spring Street, Ravenna, Ohio, on August 14, 2025. Trustee Vince Coia called the meeting to order at 6:39 PM.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman and Fire Dept. Liaison Mark Kozak

The purpose of the special meeting is to discuss the draft employee handbook.

The Board of Trustees has engaged a local law firm to draft an updated employee handbook for Ravenna Township. They went through the draft document, page by page and made any changes they deemed necessary. When getting to a good stopping point, they paused editing to be completed at a later date/time.

**ADJOURNMENT**

A motion was made by Vince Coia, seconded by Jim DiPaola to adjourn the special meeting at 8:38 PM pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
TRUSTEE