

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 19, 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 August 19, 2025. Trustee Vince Coia called the meeting to order at 6:40 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.

AUDIENCE

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of August 5, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Special Meeting of August 7, 2025. R/C: Mr. Coia, yes; 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 August 14, 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 August 22, 2025, in the amount of \$60,400.51 and other warrants in the amount of \$47,443.49 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

Jim said the inspection of the flagpole was done today and it went well. The report will be sent out shortly. The inspector couldn't use the drone to inspect it because of frequency interference with the traffic lights, etc. There's a couple of small issues, but structurally it is doing very well and should last a long time. Jim will try to get the inspector to come to the next meeting to discuss the report and explain what needs addressed.

Jim updated everyone on issues with proceeding with a JEDD. ORC has changed recently. To implement a JEDD now we have to have a written plan that the money would be used for and the commercial businesses that would benefit from the money. The business would have to already be in existence. The plan would be need to be submitted along with the application. The type of infrastructure the JEDD money can be used for already exists for the commercial areas we have, and the areas we want to improve and develop are currently zoned residential and those owners with land aren't currently wanting to sell. So, pursuing a JEDD at this time does not appear to be feasible.

Vince said he attended the Township Association meeting on Saturday in Suffield Twp. They discussed the NOPEC grant that was received by the Meadery in Suffield.

Vince said that the sewer project has finally broke ground. They started on Rose Street.

FISCAL OFFICER

Gail was present and reported the following:

CTMS has given an estimate for the firewall upgrade.

A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the estimate given by CTMS for the Firewall upgrade in the amount of \$1,659.44. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Chris Meduri sent an email regarding additional Opioid settlement cases.

Jim Zuccaro from Summit Insurance sent possible modifications of liability limits and deductibles. The trustees discussed them and decided to stay with the current policy.

Gail has transferred \$200,000 to the Star Ohio account and will move an additional \$600,000.

We received \$13,750 of the NOPEC funds and also \$684 in Opioid settlement proceeds.

The 2nd half tax Real Estate tax funds have been received and deposited.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The road crew finished the repairs to the roads in the McElrath development in preparation for the chip and seal project. Geauga Highway has been notified, awaiting a call back. Mike at Portage County has also been notified so he can line up the inspector.

The Road Crew's next project will be doing the crack sealing in preparation for the coming winter weather.

Ray has the new road signs for the name change ceremony. Ray needs to order new signposts from Municipal Signs. It would cost \$448.75 for twenty-five 6 foot posts.

A motion by Vince Coia, seconded by Hank Gibson to approve the purchase of (25) 6' signposts from Municipal Signs totaling \$448.75. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The 2014 F150 truck's starter went out. It had to be towed by Condors to Sarchione Ford to get repaired.

Ray has selected someone to hire for the open full time road crew position.

RES #25-160 A motion by Vince Coia, seconded by Hank Gibson to hire Dale Monreal as full time Road Crew at the rate of \$19.00/hr. pending drug screening and background checks. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

There were two burials, one cremation, four lot sales and four niche sales in the last two weeks.

Ray had the mowing company skip this week since it has been so hot and dry.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Diane Lee's term has expired and she would like to continue being on the Zoning Commission Board.

RES #25-158 A motion by Jim DiPaola, seconded by Vince Coia to reappoint Diane Lee to a 5-year term on the Zoning Commission Board from August 19, 2025 through August 19, 2030. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Lori requested a resolution to send a violation to the prosecutor for enforcement.

RES #25-159 A motion by Jim DiPaola, seconded by Vince Coia to adopt the following: WHEREAS, the Township Zoning Inspector has notified the Landowners of 5394 Juniper Court, Parcel: 29-364-20-00-019-000 located in Ravenna Township, Portage County, Ohio that they are in violation of a neglected swimming pool without fencing pursuant to the Township Zoning Resolution 610.10 (D) and Exterior Property Maintenance Code regulations 302.1 and 303.1.

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:

Abbie has posted for more part time firefighter/paramedics since two of them have moved up to full time ranks.

Firefighter Welch is now employed with Worthington Fire and out of the area.

A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter Welch effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Abbie requested the trustees hire one of the part time applicants.

RES #25-161 A motion by Hank Gibson, seconded by Jim DiPaola to hire Tessa Dutton as Firefighter/Paramedic at a rate determined by the CBA pending drug and background verifications. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Multiple department members will be participating in the Medina Tunnels to The Towers 5K on September 7, 2025 and the Canton Fire Stair Climb on September 11. All have been given permission to utilize their gear.

All of the fire gear that was ordered has been received.

Proposed new trade policy and overtime/mandate policy were presented and discussed.

RES #25-162 A motion by Hank Gibson, seconded by Jim DiPaola to accept the new Shift Trade Time Policy as presented. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-163 A motion by Hank Gibson, seconded by Jim DiPaola to accept the new Overtime/Mandate policy as presented. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-164 A motion by Hank Gibson, seconded by Jim DiPaola to authorize the Clinical Affiliation Agreement with Youngstown Fire Department Training Center for EMT ride time. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize the TechCred application. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of a second set of gear for Firefighter Crevar. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Abbie requested an executive session to discuss employee discipline and the CBA.

NEW BUSINESS

TRUSTEES

The review of the Solid Waste Management Plan was tabled until the next meeting.

FISCAL OFFICER

RES #25-165 A motion by Vince Coia, seconded by Jim DiPaola to approve the P.O.s listed below.

Item	PO#	Amount	Vendor	Purpose	Fund
A	309-2025	\$500.00	Grainger	Air hose repair	Fire
B	310-2025	\$8,000.00	Allied	Asphalt	Road
C	311-2025	\$750.00	Chase	Crash Course: Gwen, Liz	Fire
D	312-2025	\$250.00	Chase	Hotel bill for crash course	Fire
E	313-2025	\$300.00	Villager	Uniforms Kaitlyn Mason	Fire
F	314-2025	\$200.00	Levinson's	Uniforms Kaitlyn Mason	Fire
G	315-2025	\$320.00	Chase	Uniforms Amazon K Mason	Fire
H	316-2025	\$174.00	Villager	Uniforms Grace Swain	Fire
I	317-2025	\$300.00	Levinson's	Uniforms Grace Swain	Fire
J	318-2025	\$430.00	Chase	Uniforms Amazon G. Swain	Fire
K	319-2025	\$1,000.00	Chase	Supplies	Fire
L	320-2025	\$164.00	Villager	Uniforms Noah Rose	Fire
M	321-2025	\$150.00	Witmer Fire Store	Uniforms Noah Rose	Fire
N	322-2025	\$548.00	Chase Card	Uniforms Amazon Noah Rose	Fire
O	323-2025	\$3,966.79	American Fleet	Fire equipment repairs	Fire
P	324-2025	\$2,000.00	Sutphen	Repairs	Fire
Q	325-2025	\$2,000.00	CTMS	Firewall updates	General
R	326-2025	\$1,000.00	Municipal Signs	Signs and sign posts	Road
S	327-2025	\$130.00	Condor Towing	Tow road dept vehicle	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.

Gail discussed a company called On Demand which does drug testing on request, they come to the facility any time you want.

RES #25-166 A motion by Vince Coia, seconded by Hank Gibson to authorize entering into contract with On Demand to conduct drug testing for the township. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Vince Coia, seconded by Jim DiPaola to suspend the Regular session at 8:20 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, absent. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to enter Executive session at 8:20 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, absent. Motion Passed.

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

Returned to open session at 9:55 pm.

RES #25-167 A motion by Hank Gibson, seconded by Jim DiPaola to authorize termination of employment of Meghan Rhoa 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 10:00 pm. Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE