

RAVENNA TOWNSHIP BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING OF SEPTEMBER 2, 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 September 2, 2025. Trustee Vince Coia called the meeting to order at 7:06 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 Vince Coia to approve the minutes of the Regular Meeting of August 19, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to approve the minutes of the Special Meeting of August 21, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

Vince announced the correspondence book was available in the Fiscal Office for public viewing during normal business hours.

A motion by Jim DiPaola, seconded by Vince Coia to approve payroll warrants for September 5, 2025, in the amount of \$89,228.91 and other warrants in the amount of \$29,087.65 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 by Jim DiPaola, seconded by Vince Coia to set the Trustees Special Public Hearing to review the proposed Zoning Code Regulation book September 30, 2025 at 6:30 PM. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

There is a scheduling conflict for use of the meeting room on September 19th between the Blood Drive and fire training. The Red Cross is able to move to either September 12, 16 or 26. The trustees said to have them reschedule to September 12th.

The trustees reviewed the Portage County Solid Waste Plan.

RES #25-171 Vince Coia, seconded by Hank Gibson moved the adoption of the following resolution:

AN ORDINANCE/RESOLUTION TO ADOPT THE SOLID WASTE
MANAGEMENT PLAN FOR THE PORTAGE COUNTY SOLID WASTE
MANAGEMENT DISTRICT

WHEREAS, Ravenna Township is located within the jurisdiction of the Portage County Solid Waste Management District (District).

WHEREAS, the District Policy Committee prepared and adopted a final draft of the Solid Waste Management Plan in accordance with Ohio Revised Code Sections 3734.53, 3734.54 and 3734.55.

WHEREAS, the District provided a copy of the final draft solid waste management plan for ratification to each of the legislative authorities of the District.

WHEREAS, the Board of Trustees of Ravenna Township must decide whether it approves of said draft solid waste management plan within ninety days of receipt of the Final Draft Plan.

NOW, Therefore, Be It Resolved by the Board of Trustees of Ravenna Township

1. The Board of Trustees of Ravenna Township approves the Portage County Solid Waste Management Plan. The Fiscal Officer is hereby directed to send the District a copy of this ordinance/resolution to the attention of Dawn Collins, Director, Portage County Solid Waste Management District, 3588 Mogadore Rd., Kent, OH 44240, dcollins@portageco.com

2. That it is found and determined that all formal actions of this Board of Trustees concerning and relating to the passage of this resolution/ordinance were adopted in an open meeting of this Board of Trustees and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Sections 121.22 of the Ohio Revised Code.

R/C: Vince Coia, Yes; Jim DiPaola, Yes; Hank T. Gibson, Yes. Motion Carried.

Vince discussed the needed streetlight at the intersection of Hayes Rd and SR 14. He received a quote from Ohio Edison for installing a light at SR 14 and Hayes Rd. for under \$2,900. Barring any financial assistance on the install, he still thinks it is worth the cost since it is so dark at that intersection

RES #25-172 A motion by Vince Coia, seconded by Hank Gibson to authorize putting a streetlight up at the intersection of Hayes Rd and SR 14, at a cost (if we don't get any assistance) of \$2,882.26 as was quoted to him on August 20, 2025 by First Energy. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

FISCAL OFFICER

Gail was present and reported the following:

We received several donation checks that Gail asked for a motion to accept.

A motion by Hank Gibson, seconded by Vince Coia to accept the generous donations of \$5,000 from the Fraternal Order of Eagles and \$5,436.62 from the Ravenna Moose Lodge 1234 for the Fire Department. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to accept the generous donation of scrap lumber from Carter Lumber for use by the Fire Department for training purposes. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We received rollback funds from the state of about \$72,000. Gail has moved a total of \$610,000 back to Star Ohio to earn interest.

RES #25-173 A motion by Vince Coia, seconded by Jim DiPaola to authorize the Fiscal Officer to e-sign the opioid settlement of funds just received. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-174 A motion by Vince Coia, seconded by Hank Gibson to approve and accept the EAP Plan through OPEC for all employees of Ravenna Township including part time effective September 2, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Geauga Highway has started the chip and seal project in the McElrath neighborhood.

The road signs for the name change of Beatrice Mitchell Blvd have been installed.

Now that the new building has been completed, Ray asked that the fuel pump switch get remounted so he can tear down the old shed. Kozma Electric has quoted \$2,975.00 to remount the switch.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the re-mounting of the fuel pump switch by Kozma Electric at the quoted price of \$2,975.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Road Crew is getting ready for the annual crack seal work to prepare for winter. The company he uses, DJL has changed names to Crafcro. They quoted \$2,893.80 for 2 skids of material.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of up to 3 skids of crack seal material from Crafcro for the price not to exceed \$4,500.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The trucks preparing the sites for the Phase 6 development of Forest Ridge are destroying Westwood Dr. asphalt. Ray has been getting pictures and video and sending them to the County so they are aware of the situation. So far they have avoided the recently chipped and sealed roads.

GRANDVIEW CEMETERY

There were two burials, two cremations, and two lot sales in the last two weeks.

Eagle Eye Roofing has started the repairs to the roof of the mausoleum.

Juliet Pizzute has two spots in the mausoleum that she will not be using. She would like to donate them to the Kent American Legion for someone in need. Ray asked whether the trustees would like to waive the transfer fee?

A motion by Vince Coia, seconded by Hank Gibson to authorize the waiving of the deed transfer fee for Juliet Pizzute for her donation of 2 spots in the mausoleum to the Kent American Legion. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Jake Daniels came in today and said he is moving his construction materials located at 3149 SR 59 to a new property in another township. He received a BZA application for his fence at 6797 Wall St. He also mentioned that he was approached by someone from the County asking to use 6787 Wall St. to store construction materials for the Chinn sewer project.

Lori is working on another administrative search warrant at 3145 Wolf Run. The Fire Dept entered the property for a well-being check and there are bad smells and animal feces, etc. Jim said she should contact Brett to determine the proper way to proceed in this situation.

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

She requested a resolution for an administrative search warrant.

RES #25-175 A motion by Vince Coia, seconded by Jim DiPaola to adopt the following:

Whereas, pursuant to Ohio Revised Code Section 505.86, the Board has the authority to abate dangerous property conditions under certain circumstances;

Whereas, the Board requires certain governmental departments to inspect the building/structure at 7557 Peck Road, Ravenna Township, Ohio, and report to the Board on its condition given the standards described in Ohio Revised Code Section 505.86;

Whereas, the Board requires an owner and lien search of the real estate at 7557 Peck Road, Ravenna Township, Ohio, to identify the record landowners and legal and equitable lienholders;

Now, therefore, be it resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio, that:

Resolved, that the Township Zoning Inspector is directed to work with legal counsel to obtain an administrative search warrant for the property at 7557 Peck Road and upon obtaining such search warrant the Fiscal Officer is directed to send a letter to the Ravenna Township Fire Department, the Portage County Building Department, and the Portage County Combined General Health District requesting each department to inspect the building/structure at 7557 Peck Road, Ravenna Township, Ohio, and report to this Board on its condition given the applicable standard described in Ohio Revised Code Section 505.86; and it is further

Resolved, that the Fiscal Officer, Gail Pittman is directed to employ, on behalf of the Township, a title company to perform an owner and lien search of the real estate at 7557 Peck Road, Ravenna Township, Ohio, to identify any and all record landowners and legal and equitable lienholders.

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

The Zoning Commission will be meeting Wednesday to go over Regional Planning's edits for the new Zoning Resolution.

Lori found a more economical title search company she would like to use.

RES #25-176 A motion by Jim Dipaola, seconded by Vince Coia to authorize using Timely Searches LLC for property owner and lien searches for the property at 7557 Peck Road. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

The first of three weekends of training have been completed. Vehicle extrication, ladders, and equipment familiarization will follow. A big thank you goes out to Marlboro Towing for donating wrecked vehicles to practice with.

Abbie requested training using the Moose Lodge donation money received on August 5, 2025.

In-house Fire and Emergency Services Instruction will be held starting in September. Four employees want to attend. The cost of the instruction including text book is \$750/ea. It is hosted under the Youngstown Fire Dept Training Center taught by YFD Capt. Courtney Kelly and Fire Chief Buday to help offset the cost. This course is required of all full-time employees.

Additionally, In-House Live Fire Instructor NFPA 1403 will be held here. We have seven employees that want to take this course. The cost per student is \$600.

A motion by Hank Gibson, seconded by Vince Coia to authorize having Firefighters Rose, Vallant, Dix, and Lowery and possibly one additional to attend the In-House Fire and Emergency Services Instruction course at the cost of \$3,750.00. And to authorize Firefighters Rose, Crevar, Myers, Mason, Cook, Vallant, Dix, and possible one additional to attend the In-House Live Fire Instructor MFAP 1403 at the cost of \$4,800.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Firefighters Mason and Swain are requesting to attend Crash Course FIERCE along with the formerly approved Valetta and Sterett. The cost is \$375/ea. and one hotel room not to exceed \$200.

A motion by Hank Gibson, seconded by Jim Dipaola to authorize sending Firefighters Mason and Swain to attend Crash Course FIERCE at the cost of \$750 plus hotel room not to exceed \$200.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

After the training listed and approved above, there is a remaining amount of \$15,433.12 from the Moose donation. Abbie requested the following purchases of equipment:

- 1) A second set of gear for Firefighters Swain, Rose, and Mason and
- 2) Replacement of primary sets of gear for Firefighters Sterrett and Varner

All totals come to \$16,995. Abbie requested approval for \$18,000 to cover any miscellaneous parts needed (e.g. boots, etc.)

A motion by Hank Gibson, seconded by Jim Dipaola to authorize the purchase of \$18,000 of gear as indicated above. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The needed EMS equipment using the EMS reimbursement grant has been ordered but has not been received yet.

Abbie had some equipment that is out of date and unusable and should be disposed.

RES #25-177 A motion by Hank Gibson, seconded by Jim Dipaola to dispose of one out of date helmet and any further gear found to be out of date/not usable through December 31, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The new trade/mandate/overtime policies have been implemented and signed for September 1, 2025.

The power loader failed on #2412's power cot, hydraulic fluid went everywhere. It is being repaired now.

Abbie presented Stryker's 3-year maintenance contract.

RES #25-178 A motion by Hank Gibson, seconded by Vince Coia to authorize the 3-year Procure maintenance contract priced at \$15,537.60 with Stryker to be paid in three annual payments of \$5,3179.20 commencing 9/1/25 through 8/31/28. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

The Dept of Liquor Control sent a letter about the transfer of a liquor license from MACS Convenience Store to the new owner MM CS Services LLC. The trustees had no objection to the transfer.

FISCAL OFFICER

RES #25-179 A motion by Jim DiPaola, seconded by Vince Coia to approve the P.O.s listed below.

Item	PO#	Amount	Vendor	Purpose	Fund
A	333-2025	\$1,200.00	Blue Line Ltd	PT uniform pants	Fire
B	334-2025	\$900.00	Witmer Public	Badges and helmet fronts	Fire
C	335-2025	\$9,000.00	Youngstown SFF	Training sessions	Fire
D	336-2025	\$18,000.00	Phoenix Safety	Gear	Fire
E	337-2025	\$750.00	Crash Course Vil	Training	Fire
F	338-2025	\$200.00	Chase	Hotel for training	Fire
G	339-2025	\$4,500.00	Crafco	Crack seal material	Road
H	340-2025	\$3,000.00	Kozma Electric Inc	Remount fuel pump switch	Road
I	341-2025	\$40.00	Timely Searches	Title searches	General
J	342-2025	\$15,537.60	Stryker Sales Corp	3yr Maint Contract for powercot	Fire

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

A motion by Vince Coia, seconded by Jim Dipaola to approve warrant #26010 for \$40.00 to Timely Searches. 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 Hank Gibson, seconded by Vince Coia to approve and accept the June 2025 and July 2025 bank reconciliations and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-180 A motion by Vince Coia, seconded by Jim Dipaola to determine the cost and owner assessments for the following lighting districts located in Ravenna Township, for the tax year of 2025 with collection in 2026:

- a) Forest Ridge Lighting District, Phase one (1) and two (2)
- b) Forest Ridge Lighting District, Phase three (3) and four (4)
- c) Pine Ridge Lighting District
- d) PMHA Lighting District
- e) The Reserves of Breakneck Creek
- f) Forest Ridge Lighting District Phase five (5) and six (6)

WHEREAS the Board of Trustees of Ravenna Township, in a legally convened meeting, voted to create lighting districts for the above referenced neighborhoods,

WHEREAS the cost of this lighting district was to be assessed to the lot owners of record and,

WHEREAS the electrical power provider, First Energy Corporation, has provided the cost estimate \$6.25/month/100 Watt light,

RESOLVED that the yearly cost will be assessed to the lot owner of record as indicated on the Special Assessment form provided by the Portage County Auditor's Office

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

The galley proofs are available for viewing September 3rd through September 5th at the Board of Elections.

The Auditor of State sent out a bulletin on cybersecurity.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing an investigation of charges against a public employee.

A motion by Jim DiPaola, seconded by Vince Coia to suspend the Regular session at 8:29 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter Executive session at 8:29 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 9:50 pm with no action taken.

ADJOURNMENT

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:50 pm. Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE