

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF SEPTEMBER 16, 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 16, 2025. Trustee Vince Coia called the meeting to order at 7:02 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 Rich Costin, Jason Mack, and Matt Kelly.

AUDIENCE

Rich Costin, from Quail Hill Development Co submitted a streetlighting application for Phase 6 of Forrest Ridge. The developer pays for the installation and the township would be paying for the service and placing the cost on the tax duplicates for each property owner within the district.

Jason Mack was just attending the meeting and had no comments.

Matt Kelly discussed property tax issue and said Columbus really hasn't done very much so far on the issue. Matt thought the valuation should be separated from the property tax and should be limited to a 3% increase. He also talked about increasing the Homestead exemption and increasing the availability of it for disabled veterans. He is very much against the idea of abolishing the property tax as it has been presented because the group circulating the petitions has not offered any alternative to funding local governments and schools.

REGULAR BUSINESS

Approval of minutes for both the Regular Meeting of September 2, 2025 and the Special Meeting of September 4, 2025 were tabled.

A motion by Jim DiPaola, seconded by Vince Coia to approve payroll warrants for September 19, 2025, in the amount of \$66,978.25 and other warrants in the amount of \$37,055.03 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

Hank asked why the Chinn sewer project was stopped. Vince said that the materials are the wrong size and the newspaper misspoke about the billings to residents going out immediately.

Jim said the pad for the new pergola in the park has been poured. Clegg Concrete's quote was about \$800 lower than Layin' It Down so that's who the Main St. group went with. That leaves about \$1,000 of the budget left for putting in benches.

Jim had a meeting this morning with Ravenna City on the JEDD and they are using the same attorney as was used with their JEDD with Rootstown. Legal fees to draft this will be about \$10,000. The first step in the process will be to get petitions signed. If there is 50%+1 signed up, that would fulfill the criteria to qualify for the JEDD.

Jim said he is still waiting to hear back from the engineer on the flagpole examination. We have not received their invoice.

Vince said he went to the latest sewer meeting held by the Chinn Development neighborhood. There was nothing to report from that meeting.

FISCAL OFFICER

Gail was present and reported the following:

Melissa has submitted her resignation letter. Gail asked for a motion to accept.

RES #25-182 A motion by Hank Gibson, seconded by Jim DiPaola to accept the resignation of Melissa Murphy effective September 11, 2025. Additionally, the trustees agree to pay her from the time she turned in her resignation letter on September 9, 2025 to its effective date of September 11, 2025 but not have her return to the township. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail is taking some required Fiscal Officer training in October.

A motion by Hank Gibson, seconded by Vince Coia to approve reimbursement of mileage for Fiscal Officer training on October 23, 2025 to Gail Pittman and authorize payment of the registration fee of \$110.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Dennis West has not been to any 3rd quarter meeting to give the township an update. Jim said he would give Dennis a call.

Gail asked for an executive session to discuss employment and a performance review.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

Geauga Highway has finished the chip and sealing project. The next step is to broom the roads and then stripe them. That should all be completed by the end of this week.

Kozma Electric has been notified regarding moving the fuel pump controls. They said they will be out as soon as the parts are in.

Larry Gill has turned in his letter of resignation. Ray said he will wait until spring to hire a replacement for this part-time position.

RES #25-183 A motion by Vince Coia, seconded by Jim DiPaola to accept the resignation of Larry Gill effective September 4, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We have received the 2026 Township Sign Safety Grant estimated at about \$42,000. Ray sent the email on to Gail to check all the language and then will e-sign when approved.

RES #25-184 A motion by Hank Gibson, seconded by Vince Coia to accept the 2026 Township Sign Safety Grant estimated to be about \$42,000 and authorize e-signature. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray has set up with Crafcro for the crack and seal material and machine to be here at the end of this month.

Ray would like to order a set of carbide extender guards for the new plow. Winter Equipment has them for \$420.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of carbide extender guards for the new snowplow through Winter Equipment at the cost of \$420.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

Eagle Eye Roofing completed the repairs to the roof of the mausoleum. Ray has also sealed the outer seams, so it should be well sealed going forward. The next step is to scrape and repaint the ceiling. Ray asked to rent a lift from Leppo's, with an estimated cost of about \$290/week.

A motion by Vince Coia, seconded by Hank Gibson to authorize the rental of a scissor lift from Leppo's at an estimated cost of \$290.00 for the week. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The American Legion of Kent was notified of the donated lots by Juliet Pizzute.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

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

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

The new scheduling program, ESO, is set to go live October 1, 2025. Abbie has decided to stay with Aladtec for scheduling and working with Jon & Gail on better ways to do payroll.

A motion by Hank Gibson, seconded by Vince Coia to cancel the portion of the ESO contract having to do with scheduling and payroll effective immediately and request a refund of related monies because the implementation has not yet begun. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve and accept the renewal of the 1 year software agreement with Aladtec at the amount of \$3,555.00 to start October 8, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Standard Operating Guidelines are complete. Jim said he would like to recommend an amendment to the SOG to include notification to the appropriate jurisdictional authority whenever a hydrant is used. This is just common courtesy so they are aware of the usage and will not wonder whether there is a leak or something else going on.

RES #25-185 A motion by Hank Gibson, seconded by Vince Coia to accept and approve the SOGs as presented with the noted amendment for notifying authorities when hydrants are used. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Abbie gave an update on the Hoover/SR 59 inspection.

All three training weekends have been completed.

Abbie asked to use the Chief vehicle to attend a live fire training in Youngstown.

A motion by Hank Gibson, seconded by Jim DiPaola to approve the usage of the Chief's vehicle to attend a live fire training event in Youngstown. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS**TRUSTEES**

None

FISCAL OFFICER

RES #25-186 A motion by Vince Coia, seconded by Jim DiPaola to approve the P.O.s listed below.

Item	PO#	Amount	Vendor	Purpose	Fund
A	343-2025	\$1,000.00	Chase Card Services	Supplies	Fire
B	344-2025	\$450.00	Chase Card Services	Uniforms – Collins	Fire
C	345-2025	\$450.00	Chase Card Services	Uniforms – Cook	Fire
D	346-2025	\$450.00	Chase Card Services	Uniforms – Crevar	Fire
E	347-2025	\$510.00	Chase Card Services	Uniforms – Gemberling	Fire
F	348-2025	\$450.00	Chase Card Services	Uniforms – Myers	Fire
G	349-2025	\$450.00	Chase Card Services	Uniforms – Sweitzer	Fire
H	350-2025	\$450.00	Chase Card Services	Uniforms – Vallant	Fire
I	351-2025	\$450.00	Levinsons	Uniforms – Buday	Fire
J	352-2025	\$80.00	Levinsons	Uniforms – Mason	Fire
K	353-2025	\$200.00	Chase Card Services	Uniforms – Birrer	Fire
L	354-2025	\$200.00	Chase Card Services	Uniforms – Dix	Fire
M	355-2025	\$200.00	Villager Bus.Solutions	Uniforms – Fabinak	Fire
N	356-2025	\$200.00	Villager Bus.Solutions	Uniforms – Gissinger	Fire
O	357-2025	\$160.00	Chase Card Services	Uniforms – Hohenberger	Fire
P	358-2025	\$40.00	Villager Bus.Solutions	Uniforms – Hohenberger	Fire
Q	359-2025	\$200.00	Chase Card Services	Uniforms – Kimberlain	Fire
R	360-2025	\$200.00	Villager Bus.Solutions	Uniforms - Lowery	Fire
S	361-2025	\$200.00	Villager Bus.Solutions	Uniforms – Sterrett	Fire
T	362-2025	\$32.00	Villager Bus.Solutions	Uniforms – Valetta	Fire
U	363-2025	\$140.00	Chase Card Services	Uniforms – Valetta	Fire
V	364-2025	\$59.00	Villager Bus.Solutions	Uniforms – Varner	Fire
W	365-2025	\$141.00	Chase Card Services	Uniforms – Varner	Fire
X	366-2025	\$450.00	Witmer Public Safety	Uniforms – Crevar	Fire
Y	367-2025	\$28.00	Chase Card Services	Uniforms – Valetta	Fire
Z	368-2025	\$3,555.00	Aladtec	Schedule renew 10.8.25	Fire
AA	369-2025	\$311.01	Ullman Oil	Fuel	Fire/Road
AB	370-2025	\$60.00	UH Corp Health	Drug testing Road	Road
AC	371-2025	\$5,000.00	Phoenix Safety	Gear, rentals, alterations	Fire
AD	372-225	\$1,000.00	Winter Equip	Blade parts	Road
AE	373-2025	\$500.00	Leppo Equip	Rental	Grandview
AF	374-2025	\$500.00	Sherwin Williams	Paint	Grandview
AG	375-2025	\$8,000.00	Ullman Oil	Fuel	Road
AH	376-2025	\$7,000.00	Ullman Oil	Fuel	Fire
AI	377-2025	\$2,440.80	Ohio Edison	Electric pole for garage	Road
AJ	378-2025	\$750.00	Chase (orig wrong vn)	Crash Course Fierce	Fire
AK	379-2025	\$800.00	Chase Card	Employment advertising	General

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

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

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing employment and an employee performance review.

A motion by Jim DiPaola, seconded by Hank Gibson to suspend the Regular session at 8:44 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to enter Executive session at 8:44 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 10:05 pm.

RES #25-187 A motion by Hank Gibson, seconded by Vince Coia to eliminate the full time Administrative Assistant position effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to advertise for a Part Time Zoning Secretary position effective immediately with a rate of \$16-\$17/hour based on experience and/or training. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 10:08 pm. Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE