

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF SEPTEMBER 30, 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 30, 2025. Trustee Vince Coia called the meeting to order at 7:06 P.M.

Roll call showed the following present: Trustees Vince Coia 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. Trustee Jim DiPaola was absent.

In the audience was Jason Mack.

AUDIENCE

Jason Mack was just here to observe.

REGULAR BUSINESS

Approval of minutes for the Regular Meetings of September 2nd and the 16th, and Special Meetings of September 4th and September 18th were tabled.

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for October 3, 2025, in the amount of \$91,488.86 and other warrants in the amount of \$30,605.84 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

OLD BUSINESS
TRUSTEES

RES #25-190 A motion by Vince Coia, seconded by Hank Gibson to authorize the installation of a new streetlight at Hayes Rd and State Route 14. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The contract for the new streetlight at Hayes & SR 14 was signed and submitted.

Vince said the staging area for the sewer project will be next to the scrap yard on Wall St.

FISCAL OFFICER

Gail was present and reported the following:

Direct Energy contract has expired and they sent a quote of \$7.19/MCF for a 48-month fixed rate.

RES #25-191 A motion by Vince Coia, seconded by Hank Gibson to approve the 48-month fixed rate at \$7.19/MCF from Direct Energy and authorize Jon to call and set it up. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

BWC has sent a letter formally accepting the township into the Group-Retro Rating at January 1, 2026.

The township is required to have a cybersecurity policy passed by the end of September. Gail has one written up and the implementation and training stated within must be completed by June 30, 2026. The trustees reviewed the policy.

RES #25-192 A motion by Vince Coia, seconded by Hank Gibson to approve and adopt the following Cybersecurity Policy

WHEREAS, the State of Ohio has implemented Ohio Revised Code §9.64, enacted in HB 96 (136th G.A.), requiring all local governments and jurisdictions to establish a cybersecurity policy by September 30, 2025; and

WHEREAS, the purpose of this requirement is to strengthen protections of public data, information systems, and technology resources from cybersecurity threats and risks; and

WHEREAS, Ravenna Township recognizes the importance of safeguarding sensitive and confidential information entrusted to Ravenna Township; and

WHEREAS, a draft Cybersecurity Policy has been prepared and reviewed by staff and is recommended for adoption as a framework for compliance with Ohio Revised Code §9.64 and HB 96; and

WHEREAS, the policy provides guidance on access control, system security, data protection, incident response, training, and vendor management, while requiring consultation with IT professionals and legal counsel for implementation and customization;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ravenna Township, Portage County, Ohio, that:

1. The attached **Cybersecurity Policy** is hereby adopted as the official policy of Ravenna Township.
2. This policy shall take effect immediately, with adoption required by **September 30, 2025**, and implementation of technical and training requirements no later than **June 30, 2026**, as provided by the Ohio Auditor of State.
3. The Board of Trustees shall distribute the adopted policy to all township departments, employees, and relevant contractors, and to ensure compliance in partnership with IT providers and legal counsel.
4. This resolution shall be in full force and effect upon its passage and adoption by the Ravenna Township Board of Trustees.

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

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The Chip and Seal project is completed. It looks great and Garfield/Hopkins has been blocked off once again.

Kozma Electric has completed the moving of the fuel pump controls to the new building.

The road crew has begun the crack sealing today. Ray thinks they can do about 14 of the roads.

GRANDVIEW CEMETERY

There were 2 burials in the last two weeks.

The repairs on the inside ceiling of the mausoleum are complete. Ray passed around pictures of the before and after of the project. It all looked great and there are no more leaks.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori asked about the status of hiring a new front desk person. Gail said the job has been advertised and there are several applicants to interview. Lori asked if she could sit in on the interviews. That idea was approved and Lori was told to go ahead and set up the interviews based on when one or the other of the trustees are available to attend.

Lori said the scanning project is still ongoing. Sam continues to prep the files for scanning. Gail asked Lori to have Sam start doing the scanning also.

The Jeep Patriot needs new wiper blades and said the blower for the A/C and heater is making loud grinding noises. Ray said he would have his guys look at it and get it serviced as needed.

Lori reviewed the pending court cases and asked for two new resolutions to send on to the attorney.

RES #25-193 A motion by Vince Coia, seconded by Hank Gibson to approve the following: WHEREAS, the Township Zoning Inspector has notified the Landowners of 4931 Highland Ave., Parcel 29-325-20-00-075-000 located in Ravenna Township, Portage County, Ohio that they are in violation of parking and storage of vehicles, scrap, and trash pursuant to the Township Zoning Resolution's regulations: 605.00 A (D4) and 610.09 A; and Exterior Property Maintenance Code regulations: 302.1, 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 Zoning Resolution and the 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. Gibson, yes. Motion Passed.

RES #25-194 A motion by Vince Coia, seconded by Hank Gibson to approve the following: WHEREAS, the Township Zoning Inspector has notified the Landowners of 7286 SR 14, Parcel 29-204-10-00-001-000 located in Ravenna Township, Portage County, Ohio that they are in violation of using a residential lot for storage pursuant to the Township Zoning Resolution 501.02 A.

WHEREAS, as of the date of this resolution, the parties responsible have not complied with previous notices and continue to violate the Township Zoning Resolution and the 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. Gibson, yes. Motion Passed.

Lori reviewed the most recent permits and violations and compliances.

There are 5 hearings scheduled for the BZA at their meeting on October 8, 2025.

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.

The Building Dept wants the building at Hoover and SR 59 cited through the Fire Code.

The FESI class for Lowery, Rose, and Vallant is ongoing. They should be able to pass the testing on October 2, 2025.

The 1403 class will start on October 8, 2025 for Cook, Crevar, Myers, Mason, Spraggins, Lowery, Rose and Vallant.

We will be receiving donations from Walmart, Marcs, and Dumas for the Trunk or Treat event.

Firefighter Kimberlin has submitted his resignation.

A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter Caden Kimberlin effective immediately and to authorize Chief Buday to present the reimbursement payment plan for the tuition of the classes he took. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Dutton has also submitted her resignation.

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

The fuel log has been updated to eliminate the paper log. Everyone will now use their smartphone and QR code to log the fuel dispensations.

Abbie requested an executive session to discuss employment in the fire department.

NEW BUSINESS

TRUSTEES

The Land Bank has submitted for funding for Brownfield Remediation & Building Demo Program again.

FISCAL OFFICER

RES #25-195 A motion by Vince Coia, seconded by Hank Gibson to approve the P.O.s listed below.

Item	PO#	Amount	Vendor	Purpose	Fund
A	380-2025	\$1,500.00	Chase	Trunk or treat event	General
B	381-2025	\$1,000.00	Linde	Oxygen for Fire Dept	Fire
C	382-2025	\$2,900.00	Ohio Edison Company	Streetlight at Hayes/SR14	General
D	383-2025	\$500.00	Haasz Automall	Maint on Jeep	General

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

Financial reports will be 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 employee promotion.

A motion by Vince Coia, seconded by Hank Gibson to suspend the Regular session at 8:22 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter Executive session at 8:22 pm. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Hank Gibson, Gail Pittman, Abbie Buday, Mark Kozak.

Returned to open session at 9:04 pm with no action taken.

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