

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF OCTOBER 14, 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 October 14, 2025. Trustee Vince Coia called the meeting to order at 7:00 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fire Chief Abbie Buday, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, and Asst. Fiscal Officer Jon Summers. Fiscal Officer Gail Pittman and Fire Dept. Liaison Mark Kozak were absent.

In the audience was Dennis West.

AUDIENCE

Economic Developer Dennis West gave the trustees a quarterly update. There was a large food manufacturing company checking out spots in the township, but that whole project did not materialize. In fact, the company is pulling out of the state entirely. One positive from that whole analysis was a group called Team Neo that has been made aware of what our area has to offer and they have national exposure. They seem to be interested in the area on Lake Rockwell Rd but would need to bring in water, sewer and electric. The area of SR 14 and SR 44 has someone interested but that developer isn't being too forward about what they are wanting to put in, probably another gas station and convenience mart. Dennis discussed the JEDD next and laid out the steps necessary to set it up. Chad was supposed to have a draft contract sent out. Jim said he had a copy and would forward it on to the others. First step was to get preliminary funding established for legal work and then a seed fund set up. Whatever the township put into the seed fund, the city would match. The JEDD Board would then need to be set up, the township and city each would put someone on that board. Then a representative for the businesses and one for the employees would be added, and finally a chairman would be added. Then ordinances would be needed to pass levies to establish the income and net revenue taxes.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of September 2, 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 September 4, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, abstain; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of September 16, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Special Meeting of September 18, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, abstain. Motion Passed.

Approval of minutes for the Regular Meeting of September 30th and the Special Meeting of October 9th were tabled.

A motion by Vince Coia, seconded by Jim DiPaola to approve payroll warrants for October 17, 2025, in the amount of \$48,891.12 and other warrants in the amount of \$170,586.99 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 pergola in the park is up and looks good. There are flower boxes here that need to be placed up there. The person from Main Street Ravenna who got the grant for the pergola and the flower boxes has moved on, so nobody there knows much about it and we seem to have inherited their work.

The Red Cross requested the use of the meeting room on certain Fridays in 2026 for the blood drive. The trustees reviewed the dates and thought there should be no problems.

A motion by Vince Coia, seconded by Jim DiPaola to tentatively approve the Red Cross to reserve the meeting building for certain Fridays in 2026 to hold their blood drives. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to mirror the city and hold Trick or Treat on Saturday, October 25, 2025 from 3:00 PM – 5:00 PM. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The subject of the flagpole repairs was brought up. There are no urgent repairs needed, but there were small issues needing some attention and a company to do the repairs needs to be found. The trustees decided that they would get that lined up for spring of 2026.

FISCAL OFFICER

Gail was absent:

None.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The Chip and Seal project is completed. The original contract had an error in the pricing and the County Engineer advised us to correct the PO amount.

RES #25-198 A motion by Hank Gibson, seconded by Vince Coia to approve and accept modification of the chip and seal bid contract with Geauga Highway on the advice of the Portage County Engineer for math tabulation error increasing the cost by \$5,994.60 and authorizing a purchase order for that amount. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray asked to get the trucks undercoated again before winter. Cardinal Autowerks quoted \$1,443.00 to do all the Road vehicles. The Fire Department does not want theirs done this year.

A motion by Vince Coia, seconded by Hank Gibson to approve having Cardinal Autowerks undercoat the Road vehicles at the quoted price of \$1,443.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The tools are getting spread out between the old garage and the new building. Ray requested the purchase of a new tool storage box to hold the tools for the new building. NAPA has a 50% off price for a nice toolbox.

A motion by Vince Coia, seconded by Hank Gibson to approve purchase of a new tool box from NAPA at the quoted price of \$4,738.74. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The last chipping will be done next week (week of October 20, 2025). Leaf bag pickup will continue until the snow comes. The trustees asked to have that information be added to the website. Abbie said she would handle that.

The Jeep needs to go to the dealer for the noisy A/C and heater blower. Jon said he would let Gail know so she can open a PO for Klaben.

GRANDVIEW CEMETERY

There was one niche sale in the last two weeks.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Kelly Ratliff at 3141 Bent Oak Trail wants to purchase part of the Grandview Cemetery property to extend her lot. Her house is actually in Rootstown Township. The trustees said they have no interest in breaking up the cemetery property to start selling it off. It is needed for future expansion of the cemetery.

The Health Department and the Fire Department have both examined the property at 7557 Peck Rd and have condemned the building because of a crumbling foundation.

Lori asked for a resolution to forward a violation to the County Prosecutor.

RES #25-199 A motion by Jim DiPaola, seconded by Vince Coia to approve the following:
WHEREAS, the trustees have filed legal action regarding zoning violations on a property at 2890 Brady Lake Road, Case #2024CV00749

WHEREAS, as of the date of this resolution, the property owner has not complied with the violation and the court has ruled in our favor.

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 proceed with a contempt
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Lori reviewed the most recent permits and violations and compliances.

All 5 of the cases reviewed by the BZA at their meeting of October 8, 2025 were approved. Jim noted that even though the BZA approved the property at 2588 to be used commercially, that doesn't approve the property owner to use the existing building. The building department and EPA would still need to give their blessing on it, and most likely they will say it needs to be removed.

Lori said the Zoning Commission will meet Wednesday, November 5, 2025 when Todd Peetz will present the final draft of the Land Use Plan. Jim questioned why Todd was presenting to the Zoning Commission, he should be going before the Land Use Committee. Lori said that Todd had told her to mail all those Land Use Plans to the Zoning Commission. Jim said he would call Todd.

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

Abbie reviewed the September monthly activity report.

The ESO program went live October 1, 2025. Daily activity with the program is going fine, but she is still tweaking other parts of the program.

The plans for the trunk or treat are coming along. She has 20 trunks registered so far.

The annual ladder testing has been completed and the annual hose testing is still underway. Annual pump testing is being scheduled with MSFD.

There have been a couple of dispatch issues between Kent and PCSO. Those are being looked into with Chief Samels.

The MARCS grant has been submitted.

The FESI class is complete. We have a lot more instructors and live fire instructors now.

Abbie requested to attend training in Allegheny County, PA for thermal imaging and live fire on October 24, 2025. The training is free of charge, so she was just requesting the use of the Chief vehicle for the transportation and to use the training days as work days.

A motion by Hank Gibson, seconded by Jim DiPaola to permit Chief Buday to use the Chief Vehicle for transportation to the free Allegheny County PA Live Fire and Thermal Imaging training and to permit her to use those hours as paid work hours.

Abbie will be out of the office October 15, 2025 and October 16, 2025 for teaching OFA Poland Twp PD.

Firefighter Cook would like to do some training next year. The course is \$75.00 and the topic is rope operations technician level, the lodging fee will be about \$400. It will be held at the Ohio Fire Academy. Abbie said she wasn't requesting the PO yet since it is for next year, but she needs to have permission to register him now.

A motion by Hank Gibson, seconded by Jim DiPaola to approve registering Firefighter Cook for a training course for rope operations technician level in 2026 which will cost \$75.00 for the course and approximately \$400.00 for the lodging at the Ohio Fire Academy. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

The Portage Park District is trying to acquire the property around Crystal Lake and is looking for a letter of support from the trustees for the grant application. The trustees were hesitant and wanted to do some research as to how much of the township has already been given over to the park system and how much property tax reduction has been incurred already. They would like Christine Craycroft to come to one of the trustee's meetings coming up and discuss it.

FISCAL OFFICER

RES #25-200 A motion by Vince Coia, seconded by Jim DiPaola to approve the P.O.s listed below.

Item	PO#	Amount	Vendor	Purpose	Fund
A	384-2025	\$3,000.00	Crafco, Inc	Road materials	Road
B	385-2025	\$1,000.00	Dominics Tree	Tree trimming on the road	Road
C	386-2025	\$800.00	The Aerial Guy	Ladder testing	Fire
D	387-2025	\$5,994.60	Geauga Highway	Add'l cost of bid	Road

E	388-2025	\$1,500.00	Cardinal Autowerks	Fluid Film	Road
F	389-2025	\$500.00	F&S Automotive	Towing	Fire
G	390-2025	\$13,750.00	Brandon Heating & Air	HVAC unit for FD roof	General

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.

ADJOURNMENT

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 8:55 pm. Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE