

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF OCTOBER 28, 2025**

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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 7:02 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 was Firefighter Ben Dyer.

**AUDIENCE**

Ben Dyer, representative of the part time firefighter's union, gave the union's formal Intent to Negotiate notification for the next contract period to the Board of Trustees.

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of September 30, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, abstain; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of October 9, 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 Regular Meeting of October 14, 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 October 17, 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 payroll warrants for October 31, 2025, in the amount of \$59,299.60 and other warrants in the amount of \$58,180.92 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**

Vince said after comparing the City/Township JEDD contract to the Ravenna/Rootstown contract, he found that it was not the same as the Economic Developer had stated at the last meeting. The trustees discussed the differences and how to proceed.

Vince met with Water Resources regarding the sewer project. It is running behind and with winter coming, it probably will not really get going until spring 2026.

**FISCAL OFFICER**

*Gail was present and reported the following:*

We received notification from BWC for estimated annual premium for 2026 for a total due of \$34,237.00. By department it is: General \$4,808; Fire \$24,222; Road \$4,535; Grandview \$275; Zoning \$397. Gail said it is based on an estimated payroll cost that is understated, so the

adjustment to actual will make the cost higher. The price is 24% higher than last year's, much of the increase due to the increase in wages.

We received a \$5,200 check from the PC Engineer for a refund of inspector costs on the chip and seal project that was unused.

We need a new backup solution for the file server. CTMS has estimated the cost to be between \$300.00-\$950.00 per month for cloud storage/backup monitoring/and continuity of service. They need to do more analysis to arrive at the actual cost per month. She expects to receive that information within the next couple of days. Gail asked the trustees to approve a monthly amount so this can move forward as soon as the estimate comes in if it is within the range.

A motion by Vince Coia, seconded by Jim DiPaola to authorize CTMS to authorize a monthly subscription plan for a backup service with CTMS not to exceed \$500.00/month. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail attended the October 24, 2025 Fiscal Officer Training hosted by the Auditor of State.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

Both the 2014 and the 2020 trucks need rear tires replaced. Bob Sumeral quoted \$1,638.40 for replacing the 8 tires. The 2020 truck also needs the leaf spring replaced as well. Bob Sumeral said they can do that for \$300-\$400.

A motion by Vince Coia, seconded by Jim DiPaola to approve Bob Sumeral to replace 8 tires on the 2014 and 2020 Ford trucks at the cost of \$1,638.40. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to approve Bob Sumeral to replace a leaf spring on the 2020 Ford at the cost of \$300-400.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray would like to get the loft storage in the new building built. He estimates that it will cost about \$1,000 and has a PO request for Carter Lumber in the list for tonight.

We do not have any replacement flags for the flagpole. Ray is going to order a couple of the big ones. There is already a purchase order for that on the books.

It is time for the annual boot allowance for the Road Crew.

A motion by Vince Coia, seconded by Jim DiPaola to approve the annual allowances for the road crew to purchase their shoes/boots at \$150.00 per person. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray requested that the Road Department be allowed to use their Veteran's Day holiday hours on the Friday after Thanksgiving.

A motion by Vince Coia, seconded by Jim DiPaola to approve switching Veteran's Day holiday hours with the Friday after Thanksgiving. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The two toilets in the Road Dept are not functioning well anymore. Ray requested to have them replaced with two power flush ones. There is a PO in the list for Chase Card for this.

Gail asked whether Ray had seen the flyer from the BWC that she emailed him on chainsaw training. He said he did and would like to send 1 or 2 of the Road Crew to the free training. The

trustees discussed whether the fire department should also attend the training. Abbie said she thought that was a good idea.

A motion by Vince Coia, seconded by Jim DiPaola to approve sending 1-2 of the Road Crew and someone from the Fire Department to the free BWC chainsaw training. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **GRANDVIEW CEMETERY**

There were five cremations in the last two weeks.

Ray has done the maintenance on the mausoleum heater and will have the propane filled before winter. The heater is working well. He also installed a beam as a mantel above the heater and it really looks nice.

Mowing at the cemetery is just about over for the year.

### **ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

Lori gave updates on the current ongoing court cases. She asked the trustees for resolutions for a couple of violations and demolitions.

**RES #25-202** A motion by Jim DiPaola, seconded by Vince Coia 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 6817 Sumner St., Ravenna Township, Ohio, and report to the Board on its condition given the standards described in Ohio Revised Code Section 505.86

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 6817 Sumner St., Ravenna, Township, Ohio, 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 6817 Sumner St., 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 6817 Sumner St., Ravenna, Township, Ohio, to identify all record landowners and legal and equitable lienholders.

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

**RES #25-203** A motion by Jim DiPaola, seconded by Vince Coia 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 6658 Henderson Rd., Ravenna Township, Ohio, and report to the Board on its condition given the standards described in Ohio Revised Code Section 505.86

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 6658 Henderson Rd., Ravenna Township, Ohio 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 6658 Henderson Rd., 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 6658 Henderson Rd., Ravenna Township, Ohio, to identify all record landowners and legal and equitable lienholders.

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

**RES #25-204** A motion by Jim DiPaola, seconded by Vince Coia to adopt the following:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 3149 SR 59, Parcel 29-344-00-00-005-000 located in Ravenna Township, Portage County, Ohio that they are in violation of the storage of construction materials pursuant to the Township Zoning Resolution Section 610.11.

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.

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.

**RES #25-205** A motion by Jim DiPaola, seconded by Hank Gibson to adopt the following:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 6797 Wall Street, Parcel 29-309-00-00-006-000 located in Ravenna Township, Portage County, Ohio that they are in violation of an unpermitted fence and using this residential lot for commercial purposes pursuant to the Township Zoning Resolution Sections 501.02 (A1) and 610.06 (B).

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.

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 most recent permits and violations and compliances.

The next Zoning Commission meeting will be Wednesday, November 5, 2025 at 6:00 PM. Todd Peetz will present the final draft of the Land Use Plan.

## **FIRE DEPARTMENT**

*Fire Chief Abbie Buday was present and reported the following:*

Firefighter Dix has requested a six-month leave of absence for medical reasons.

**RES #25-206** A motion by Hank Gibson, seconded by Vince Coia to authorize a leave of absence for Firefighter Matt Dix from October 27, 2025 through April 27, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Heffley is requesting a waiver of the minimum hours rule as he is working full time through a probationary period elsewhere and is unavailable much of the time right now.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize a waiver of minimum hours rule for Firefighter Heffley as he works through his probationary period at his new full-time job. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The repayment plan for Caden Kimberlin has been signed and first payment is due November 1, 2025.

Abbie requested to purchase a desktop scanner for the Chief's office.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of a desktop scanner for use in the Fire Chief's office from Amazon at the cost of \$419.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The fit test machine has been sent out for calibration.

The gas monitors need fixed or replaced.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize sending the gas monitors to MES for repair at the estimated cost of \$1,000.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We will be hosting a Citizens First Fire Training for vehicle extraction on November 23, 2025 in the back lot.

Abbie requested executive session for Collective Bargaining and employee discipline.

Abbie noted that some people have ordered their own coats from Levinsons but Levinsons has erroneously billed the township. She asked Gail and Jon to be aware and not pay those bills.

## **NEW BUSINESS**

### **TRUSTEES**

**RES #25-207** A motion by Vince Coia, seconded by Hank Gibson to approve and accept the service agreements with Ohio Valley Waste Service for dumpsters at the Spring St and Grandview locations at the same size and rate that we have been paying. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-208** A motion by Vince Coia, seconded by Hank Gibson to approve and accept the charity donation agreement with the Loyal Order of the Moose #1234 to accept donations for the calendar year 2026, with gratitude. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **FISCAL OFFICER**

**RES #25-209** A motion by Vince Coia, seconded by Jim DiPaola to approve the P.O.s listed below (\*gap of POs 393-397 were approved at the October 17<sup>th</sup> Special Meeting).

Item	PO#	Amount	Vendor	Purpose	Fund
A	391-2025	\$4,800.00	NAPA Auto Parts	Toolbox	Road
B	392-2025	\$2,000.00	Klaben Ford	Maint on Jeep	General
C*	398-2025	\$1,557.99	Henry Gibson	To fix payroll withholdings	General
D	399-2025	\$745.20	Active 911	1 year scheduling subscription	Fire
E	400-2025	\$800.00	CTMS	IT support	EMS
F	401-2025	\$200.00	CTMS	IT Support	Grandview
G	402-2025	\$800.00	Daywalt (Coia)	Repairs and parts	Road
H	BC 10-	\$1557.99	Blanket cert	To fix payroll withholding	General
I	403-2025	\$200.00	Villager	Uniforms – John Stanley	Fire
J	404-2025	\$2,500.00	Bob Sumerel Tire	Tires	Road
K	405-2025	\$1,000.00	Carter Lumber	Building supplies	Road
L	406-2025	\$500.00	Quality Truck	Plow filters	Road
M	407-2025	\$500.00	Acorn LPG	Propane for mausoleum heater	Grandview
N	408-2025	\$150.00	Ray Taylor	Boot allowance	Road
O	409-2025	\$150.00	Hunter Grimes	Boot allowance	Road
P	410-2025	\$150.00	Doug Maggard	Boot allowance	Road
Q	411-2025	\$150.00	Dale Monreal	Boot allowance	Road
R	412-2025	\$2,000.00	Chase	Replace toilets, light by gas pump	Road
S	413-2025	\$2,500.00	Advance Auto	Parts and supplies	Road
T	414-2025	\$34,237.00	B. Workers Comp	2026 estimated premium	various
U	415-2025	\$1,000.00	MES	Gas monitor repair	Fire

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 authorize sending the gas monitors to MES for repair at the estimated cost of \$1,000.00. 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 collective bargaining agreement negotiations and employee discipline.

A motion by Vince Coia, seconded by Jim DiPaola to suspend the Regular session at 8:38 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 8:38 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 and Mark Kozak.

Returned to open session at 9:22 pm. No action was taken.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:33 pm. Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

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TRUSTEE