

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF NOVEMBER 10, 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 November 10, 2025. Trustee Vince Coia called the meeting to order at 7:03 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, and Asst. Fiscal Officer Jon Summers. Fire Dept. Liaison Mark Kozak was absent.

In the audience were Harry Muir, Darrell Williams, and Denise Appleby.

AUDIENCE

Lt Muir from said the Sheriff's office is trying to reach out to all the townships and attend at least one meeting per month at each. He gave some stats for Ravenna Township for October – 370 calls for service, 24 criminal cases, etc. The call volume has gone up this year, Ravenna, Rootstown and Franklin Townships having the greatest number of calls (they are also the most populous).

Darrell Williams said the roads in his neighborhood have really improved and gave his thanks to Ray and the Road Department. He asked whether the township removes old structures? He has an old trailer on his property that he would like to take down. Lori took down his information and said she would get in touch with the Land Bank and see if there was anything they might be able to do to help.

Denise Appleby is VP on the HOA Board for Westwood Village. She saw that the Cramer home has been condemned and wanted to know what will happen with the house. A discussion about how to progress with the demolition followed and who has to pay for the demolition. Usually the homeowner pays directly or the township pays and the costs are put on the property as a lien to be collected with taxes. However, this is a condo and the homeowner does not own the land. The question remains who is responsible for the costs if the homeowner can't pay? The trustees said they would reach out to their legal counsel for guidance.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of October 28, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Hank Gibson, seconded by Vince Coia to approve payroll warrants for November 14, 2025, in the amount of \$88,753.29 and other warrants in the amount of \$64,600.91 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 asked Jim if he heard from the company who did the inspection of the flagpole. Jim said no, not yet. Vince said he attended a short meeting with the residents of the Chinn

development about the sewer project. The sewer line will have to move slightly to accommodate the gas line in the area.

FISCAL OFFICER

Gail was present and reported the following:

CTMS said the remote backup will be \$370.00/month which is under the \$500 that the trustees had been comfortable with, so Gail has sent the authorization in to begin.

Detect Alarm gave an estimate of \$4,295.00 to install card swiping readers on 3 doors. The trustees asked whether the cards can be used as ID badges also. Gail said she would ask.

A motion by Hank Gibson, seconded by Jim DiPaola to approve Detect Alarm install card swiping readers on 3 man doors of the main building at the cost of \$4,295.00 plus whatever cost to upgrade to picture ID cards. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail asked for a motion to allow her to transfer money from the general fund to the flagpole maintenance fund.

A motion by Hank Gibson, seconded by Vince Coia to authorize the annual transfer of \$5,000.00 from the General Fund#1000 to the Flagpole Maintenance Fund #2902. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Life Force sent an email regarding EMS rates. They recommended no change in the rates at this time.

The interest yield at Star Ohio has decreased 0.25% in October. The interest earned in the General Fund was \$12,100 for the month of October.

Ohio Insurance raid the renewal for Medical Mutual has increased 23.7%. Gail has not heard about the stop gap insurance from Loomis, whether it had increased or not.

RES #25-210 A motion by Vince Coia, seconded by Hank Gibson to approve the renewal of the Medical Mutual insurance at the increased rate of 23.7% for 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-211 A motion by Vince Coia, seconded by Hank Gibson to approve that the HSA payments remain the same for 2026 as they are currently in 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:

The trucks are ready for the winter plow season. The road crew will be performing maintenance on the associated winter equipment. We need to order a filter and fluid for the Western plow unit from Quality Truck. Vince noted that Coia's in Rootstown has the parts for that since they sell Western Plows and to compare the pricing.

Leaf bags are still getting picked up and will be until the snows stick to the ground.

Ray will be on vacation from November 28, 2025 through December 7, 2025. He will be out of state and Hunter will be handling everything.

GRANDVIEW CEMETERY

There was one burial, two cremations and four lot sales in the last two weeks.

Ray has finished 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 looks very nice.

Mowing at the cemetery is over for the year. Leaf pickup will continue there as needed.

The Natcher family has donated a 5-1/2 foot wooden cross for the mausoleum.

A motion by Vince Coia, seconded by Jim DiPaola to accept the kind donation by the Natcher family of a wooden cross to hang in the mausoleum. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori attended the certified Public Records Training on November 4, 2025.

Joanne McEwen's BZA term ended November 1, 2025. She has expressed the desire to continue being on the BZA.

RES #25-212 A motion by Jim DiPaola, seconded by Vince Coia to appoint Joanne McEwen to the 5 year term on the BZA beginning November 1, 2025 and ending October 31, 2030. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Lori asked whether her volunteer could get access to the Zoning drive on the server to help doing the work Lori is giving him. The trustees discussed it and decided Sam should be a paid employee because he is doing more than just regular intern work and will have access to the township records on the server.

RES #25-213 A motion by Jim DiPaola, seconded by Vince Coia to hire Sam Francis as a Zoning Clerk at the rate of \$11.00/hour effective November 10, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Lori gave updates on the current ongoing court cases.

Lori reviewed the most recent permits and violations and compliances.

The next Zoning Commission meeting will be Wednesday, November 12, 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:

Abbie has an applicant that she highly recommends to hire.

RES #25-214 A motion by Hank Gibson, seconded by Jim DiPaola to authorize hiring Juliana Moyer as PT FF/EMT at the rate dictated by the CBA conditional on passage of physical, drug and background checks. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Squad # 2412 is back from the shop and back in service.

The fit test machine has been returned and the Chief and FF Crevar will be testing the department.

The Citizens First Fire Training for vehicle extraction will be held on November 23, 2025 in the back lot. 10 cars have been donated by Marlboro Towing. Ray asked if they could put tarps down or something to help with the glass cleanup.

Abbie requested executive session for Collective Bargaining and employee discipline.

NEW BUSINESS**TRUSTEES**

Sibley Mart has submitted for a liquor permit at their new place on SR59. The trustees said they have no objections.

Vince will be attending the OTA Winter Conference & the Township Association meeting.

FISCAL OFFICER

RES #25-215 A motion by Vince Coia, seconded by Jim DiPaola to approve the P.O.s listed below

Item	PO#	Amount	Vendor	Purpose	Fund
A	416-2025	\$2,500.00	Brandon Heating	Repairs to road furnace	General
B	417-2025	\$2,300.00	Klaben Ford	Repairs	Fire
C	418-2025	\$250.00	Timely Searches	Title search	General
D	419-2025	\$400.00	Portage Com Bank	HSA funding	Road
E	420-2025	\$1,075.00	Portage Com Bank	HSA funding	Fire
F	421-2025	\$4,500.00	Detect Alarm	Door access control system	General
G	422-2025	\$500.00	Quality Truck	Plow parts	Road
H	423-2025	\$10,000.00	City of Ravenna	Salt for roads	Road

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.

RES #25-216 A motion by Vince Coia, seconded by Jim DiPaola to adjust the revenue budget in Fund 2282, decreasing revenue by \$260.59 from \$290,479.00 to \$290,218.41. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to accept the generous donation of \$500.00 from the Tractor Supply to 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 donation of \$55.63 from Gail Pittman for candy for trunk or treat and the Balloon A Fair. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the September bank reconciliation and financial reports as presented by the Fiscal Officer. 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 Jim DiPaola, seconded by Hank Gibson 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 Jim DiPaola, 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.

Returned to open session at 9:29 pm.

RES #25-217 A motion by Hank Gibson, seconded by Jim DiPaola to authorize three unpaid 24 hour shift suspension for Firefighter Jason Myers. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-218 A motion by Vince Coia, seconded by Jim DiPaola to approve the Ravenna Township Employee Handbook as drafted. 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 9:31 pm. Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE