

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF NOVEMBER 25, 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 25, 2025. Trustee Vince Coia called the meeting to order at 7:04 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 Kristi Blazek-Hack, Trustee-Elect.

AUDIENCE

No comments from the audience.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of November 10, 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 28, 2025, in the amount of \$56,865.00 and other warrants in the amount of \$43,846.52 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

A motion by Jim DiPaola, seconded by Hank Gibson to approve reimbursement of expenses of attendance at the 2026 Winter Conference for any current trustee and the incoming trustee, Kristi Blazek-Hack, and for the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Jim said the city wants to meet with the attorney and trustees regarding the JEDD. The petitions have gone out to all the business owners. Jim will try to co-ordinate a date for the meeting.

FISCAL OFFICER

Gail was present and reported the following:

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of swipe card printer and supplies at a cost of approximately \$1,500.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail gave an update on the TIF. The trustees said they will move forward with the modifications to the TIF as long as the legal fees are covered.

Gail said the NOPEC funds available are currently at \$28,759.86 with \$0 expiring this month. Funds received in 2025 amounted to \$19,167.40 and funds awarded were \$17,071.00.

\$100,000 in funds were brought back from Star Ohio to Chase to cover current needs. \$5,000 was transferred to the Flagpole maintenance fund as was previously approved.

RES #25-219 A motion by Hank Gibson, seconded by Vince Coia to rescind Resolution #25-216 because it is unnecessary. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail asked for a motion to accept the EMS Grant proceeds from the State of Ohio.

A motion by Jim DiPaola, seconded by Vince Coia to accept EMS Grant proceeds from the State of Ohio in the amount of \$3,434.83. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Leaf bags are still getting picked up and maintenance on equipment continues.

Westwood Dr. repairs are done. The developer fixed what they tore up and will fix the curbs in the spring.

Ray requested to be allowed to order a winter coat and some shirts for the new full time worker. He found the best prices at Blue Line Ltd.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of a winter coat and work shirts from Blue Line Ltd. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The loft storage area has been completed in the new building. Freeing up the floor space has made quite an improvement.

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

GRANDVIEW CEMETERY

There were two burials and four lot sales in the last two weeks.

The propane tank has been filled for winter.

Mowing at the cemetery is over for the year

Leaf removal is still being done.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori gave updates on the current ongoing court cases.

Lori reviewed the most recent permits and violations and compliances.

Battaglia Construction is interested in purchasing the township owned building on Cleveland Rd. He would like to go look inside the building. Ray told her to let Battaglia know to contact him after he returns from vacation and Ray will show him the building. The trustees said they still have several steps to complete before that property would be put up for bid (appraisal, lot division, etc).

Lori has received a quote from Catanese Excavating for the demolition of 3145 Wolf Run. She is still waiting for a quote from Bisirri Excavating.

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

Abbie has an applicant that she recommends hiring.

RES #25-220 A motion by Hank Gibson, seconded by Jim DiPaola to authorize hiring Patrick Holcomb 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.

Abbie requested a purchase for Bound Tree for medical supplies to last until spring 2026.

A motion by Jim DiPaola, seconded by Vince Coia to authorize the purchase of medical supplies in the amount of \$3,000.00 from Bound Tree Medical. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Citizens First Fire Training for vehicle extraction held on November 23, 2025 was well attended. Firefighters from Stow, Perry, Canal Fulton and Wadsworth were present. Thanks go out to Marlboro Towing for the donation of 10 vehicles to practice on. The Citizens First Fire Training will be having through the lock and forcible entry training in February.

Mr. Hairston inquired about CPR/First Aid training for the younger members of his community. The training cards usually cost between \$15 - \$30 each. Abbie is working with UH to see if they will donate the cards. Equipment will have to be upgraded to make this training available. The training would take place in 2026 and will report back when she has more information.

Abbie requested executive session for Collective Bargaining and employee discipline.

NEW BUSINESS

TRUSTEES

Hank mentioned the need for new chairs in the meeting room. All of the current chairs have worn spots on the arms and seats where the cover is torn off. Gail did some research and there is a chair made by HON that has fabric seats and harder arm cushions where the chairs are much more durable. The black Friday sale price being about \$362/chair. Ray said all of the chairs in the Road dept lunchroom are worn in the same manner.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of 16 chairs on amazon at a cost of about \$362/chair. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The annual holiday luncheon was discussed and the date for it this year was set for December 18th at 11:30 AM.

Vince said the Township be hosting the Portage County Township Association meeting in August, 2026 at the Ravenna Elks.

Gail asked if the trustees wanted to add a special meeting at the end of this year to pay any last minute bills? A Special Meeting was set for December 30, 2025 at noon.

FISCAL OFFICER

RES #25-221 A motion by Vince Coia, seconded by Jim DiPaola to approve the P.O.s listed below

Item	PO#	Amount	Vendor	Purpose	Fund
A	424-2025	\$1,500.00	Chase Card	Access card printer and supplies	General

B	425-2025	\$339.50	PC Clerk of Court	Court costs 2024cv00748 D Watkins	General
C	426-2025	\$1,500.00	Daywalt (Coia)	Saw blades	Fire
D	427-2025	\$92.00	Villager	Uniforms Spraggins	Fire
E	428-2025	\$408.00	Chase	Uniforms az Spraggins	Fire
F	429-2025	\$550.00	MES	Fire hose	Fire
G	430-2025	\$535.00	D&T PM Truck	Annual pump test	Fire
H	431-2025	\$400.00	Blue Line	Uniforms (beanies for all)	Fire
I	432-2025	\$2,000.00	MES	Airpack service testing	Fire
J	433-2025	\$500.00	Blue Line	Safety shirts and coats	Road
K	434-2025	\$17,350.00	Catanese Exc.	Demo 3145 Wolf Run	General
L	435-2025	\$3,000.00	Bound Tree	Medical supplies	Fire
M	436-2025	\$1,500.00	CTMS	Laptop for Kristi	General
N	437-2025	\$6,000.00	Chase Card	Chairs	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.

A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the October bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of a new laptop and related software subscriptions for Kristi Blazek-Hack from CTMS at a cost of \$1,313.99 plus subscriptions. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of a new laptop and related software subscriptions for Abbie from CTMS at a cost of \$1,313.99 plus subscriptions. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We are receiving a refund from Ohio Insurance in the amount of \$2,886.93 for overbilling in 2025. Gail had them look back into 2024, but that year has been billed correctly.

Gail requested executive session to discuss employee compensation.

A motion by Hank Gibson, seconded by Jim DiPaola to declare the old chairs in the meeting room and lunchroom as surplus and can be disposed of. 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, employee discipline, and employee compensation.

A motion by Vince Coia, seconded by Jim DiPaola to suspend the Regular session at 8:54 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 8:55 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, Mark Kozak.

Returned to open session at 10:13 pm.

RES #25-222 A motion by Hank Gibson, seconded by Vince Coia to place Firefighters Amy Hohenberger and Grant Holcomb on involuntary leave effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 10:14 pm. Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE