

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF DECEMBER 23, 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 December 23, 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-Lampley, Fiscal Officer Gail Pittman, Fire Chief Abbie Buday, Zoning Inspector Lori Rotondo, Zoning Intern Sam Francis, Road Superintendent Ray Taylor, Fire Dept. Liaison Mark Kozak, and Asst. Fiscal Officer Jon Summers.

In the audience was Amy Reichlin from PC Regional Planning and Olivia Pilon from the PC Land Bank.

AUDIENCE

Amy Reichlin asked whether there were any questions regarding the draft Land Use Plan presented at the last Trustee's meeting. Vince said he had looked over the website and thought it all looked fine.

Olivia Pilon from the Land Bank said there were two additional opportunities for demolitions if the township had other properties slated for demolition. The Trustees questioned whether the one on Wolf Run discussed in the public hearing would qualify? Olivia said since there was a mortgage held on that one, it would not qualify. The Trustees said they would work on coming up with a couple more properties so that we could fully use the grant opportunity.

REGULAR BUSINESS

A motion by Hank Gibson-Lampley, seconded by Vince to approve the minutes of the Regular Meeting of November 25, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Hank Gibson-Lampley, seconded by Jim DiPaola to table the approval of the minutes of the Regular Meeting of December 9, 2025. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

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

A motion by Jim DiPaola, seconded by Hank Gibson-Lampley to approve payroll warrants for December 26, 2025, in the amount of \$55,141.05 and other warrants in the amount of \$52,995.58 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

OLD BUSINESS
TRUSTEES

Vince received an email from Karl Butterworth in Village Estates about sewage on his property. Vince suggested he contact the Health Department.

Vince asked Jon to follow up with First Energy regarding the streetlight installation at Hayes and SR14. As of now, it still has not been installed.

FISCAL OFFICER

Gail was present and reported the following:

The award for the .gov transfer grant applied for in 2023 has been awarded.

RES #25-228 A motion by Vince Coia, seconded by Hank Gibson-Lampley to approve and accept the .gov Transfer Grant. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES #25-229 A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the Nopec Grant for \$1,500.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

The new Employee Handbook has been printed and distributed.

Maple Grove sent their first invoice for 2026 in the amount of \$177,663.47. Our portion percentage increased a bit, although the total bill was reduced a little from this past year..

Zoning court case #2024CV00748 with Donald Watkins has been reopened. We paid \$339.50 in court costs. Brett has now said we should throw the old invoice out and not pay it. Since we've already paid it, Gail has asked if we can file to have the defendant reimburse the township for court costs.

The new door swipe card system is live. Gail asked whether the trustees would want to do the same system for the meeting room door and inside entry door in the fire department? They said yes, Gail will get an estimate.

The new server backup system is now live too.

Gail noted that Dennis West missed his 4th Quarter 2025 update report to the Township.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

The 2025 Sign Grant materials have begun to arrive. To date, we have received 175 signposts and all the accompanying nuts/bolts/washers. None of the signs are in yet though.

The Road Crew has been doing the six-month sign inspections and repairs.

Ray is building shelves in the new building in preparation for the incoming signs from the sign grant.

GRANDVIEW CEMETERY

There were 2 burials and 1 cremation in the past 2 weeks. One of the burials was a no charge since it was for a baby less than 1 year old.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori said the BZA approved the appeal for a taller fence and change of use for property located at 6797 Wall St. She asked that the trustees rescind the resolution sending them to court.

A motion by Jim DiPaola, seconded by Vince Coia to rescind Resolution # 25-205. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

The BZA also approved the other two variance requests at the December 10, 2025 meeting. Lori was on vacation, but Sam and Jim were both present and moderated. There will be a hearing on January 14, 2026 for someone requesting to put in a gas station and mini-mart at 3359 SR 59.

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

Abbie requested hiring Kari Frank as part time firefighter/paramedic.

RES #25-230 A motion by Hank Gibson-Lampley, seconded by Jim DiPaola to hire Kari Frank as Part Time Firefighter/Paramedic at the rate determined by the CBA and pending the usual physical, background and drug screenings. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

Vehicle #2414 is having pump issues and is out of service. Sutphen is working on it. It also has some minor cosmetic damage due to a backing incident on December 20, 2025.

The cybersecurity training is in process, as is the ethics training.

The awards program is going well, nominations have been received and are being reviewed.

The ID cards for the new door access are being handed out and the new employee handbooks are being distributed.

There was a non-reporting issue with the state reporting since the ESO transfer. The issue has been remedied and reporting is current.

The 2026 Fire Dept Equipment Grant application has been submitted. Notifications will be made in the spring.

Chad has sent a letter to ESO requesting a refund. He will file with the court if he doesn't get anywhere.

Abbie requested executive session for collective bargaining negotiations and employee discipline and promotion.

NEW BUSINESS**TRUSTEES**

The Department of Commerce has sent notice of an application for a liquor license for 14 Xpress Mini Mart. The trustees said they have no issues or objections.

Judge Paula Giulitto requested to use the meeting room on various days. She gave a list of dates to Hank and 3 of the 5 days are already scheduled for use for our regular meetings. Hank said he would email the Judge and let her know the dates are not available.

RES #25-231 Jim DiPaola moved the adoption of the following resolution:

Whereas, on December 23, 2025, the Board held a public hearing on the recommended text amendments to the Ravenna Township Zoning Resolution certified to it by the Ravenna Township Zoning Commission on September 3, 2025, and within 20 days of such public hearing, the Board adopted such amendments by this Resolution; and

Whereas, such amendments shall become effective in 30 days after this date (unless subject to referendum as provided in R.C. 519.12); and

NOW, THEREFORE, be it resolved by the Board that:

Section 1. The Ravenna Township Zoning Resolution last amended by the Board on February 12, 2019, as shown in attached and incorporated **Exhibit A**, is hereby amended as shown in attached and incorporated **Exhibit B**, which version shall be the Ravenna Township Zoning Resolution effective on the date this Resolution becomes effective.

Section 2. The Zoning Department is directed to cause a copy of Exhibit B, the Ravenna Township Zoning Resolution, to be recorded with the Portage County Recorder and posted as such on the Ravenna Township website.

Section 3: All formal actions of the Board relating to the adoption of this Resolution, and all deliberations of the Board and the Ravenna Township Zoning Commission leading to such action, were in meetings and hearings open to the public as required by R.C. 519.12.

Section 4: This Resolution shall take effect, and the Ravenna Township Zoning Resolution, Exhibit B, shall be in full force from and after the earliest date allowed by law.

Hank Gibson-Lampley seconded the motion, and the roll was called on the question of its adoption. The vote was as follows: R/C: Vince Coia, Yes; Jim DiPaola, Yes; Hank T. Gibson-Lampley, Yes. Motion Carried.

RES #25-232 A motion by Jim DiPaola, seconded by Hank Gibson-Lampley to approve the Zoning Land Use Plan as presented by the Portage County Regional Planning Commission. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES #25-233 A motion by Jim DiPaola, seconded by Vince Coia ordering the removal of the structure located at **3145 Wolf Run**, permanent parcel number **29-341-00-00-079-011** in the Township of Ravenna, Portage County, Ohio, owner of record being **Andrew Paul Kramer**.

- Whereas,** Section 505.86 of the Ohio Revised Code provides that a board of township trustees may provide for the removal, repair, or securing of buildings or structures that have been declared insecure, unsafe, or structurally defective.
- Whereas,** a structure situated upon the real property located at **3145 Wolf Run** in Ravenna Township, Portage County, is insecure, unsafe, and/or structurally defective.
- Whereas,** the Ravenna Township Board of Trustees has previously requested the Portage County Building Department, Health Department and the Ravenna Township Fire department to perform inspections upon this structure located upon the real property to determine whether such structure is insecure, unsafe, and/or structurally defective.
- Whereas,** this matter has come before the Ravenna Township Board of Trustees (“Board”) for a Hearing to determine whether this structure situated upon a parcel of land in the Township of Portage County, Ohio with a permanent parcel number of **29-341-00-00-079-011** and with an address of **3145 Wolf Run** (“Real Property”) is an insecure, unsafe or structurally defective structure pursuant to Ohio Revised Code Section 505.86
- Whereas,** inspection reports have been submitted to the Board and made part of the Township record in this matter.
- Whereas,** the Portage County Building Department has determined that the structure located upon the real property is a structurally defective building, which needs to be removed.
- Whereas,** the Portage County Health Department has determined that the structure located upon the real property is a structurally defective building, which needs to be removed.
- Whereas,** the Ravenna Township Fire Department has determined that the structure located upon the real property is a structurally defective building, which needs to be removed.
- Whereas,** neither the record owner(s) of the Real Property, nor any lien holders thereof, presented sufficient evidence that would support a finding that said premises and structure located thereon did not constitute a structure that is insecure, unsafe and/or structurally defective.

- Resolved,** that the Board has determined that the present condition of the premises and structure located upon the Real Property are a public nuisance, creates a dangerous situation, and that the structure is within the parameters of an insecure, unsafe and/or structurally defective structure pursuant to R.C. 505.86.
- Resolved,** that the Board hereby orders that the building described in the attached inspection report(s) be removed pursuant to R.C. 505.86 (“Structure”)
- Resolved,** **that the Board hereby orders that the Structure located upon the Real Property shall be removed by the 31 day of December, 2025 and if this Structure is not removed within such time, the Board may cause the Structure to be removed at any time thereafter that is convenient to the Board and at the expense and cost of the owner(s) of the Real Property in accordance with R.C. 505.86 and this Resolution.**
- Resolved,** that the Board may obtain proposals from contractors for the removal of this Structure.
- Resolved,** in the event that the owners of the real property do not remove the Structure by the date provided above, and this Board subsequently exercises its statutory right to remove such structure pursuant to R.C. 505.86, the Board will move to take steps to collect its total costs for removing the structure by directing the Township Fiscal Officer to certify the total costs, together with a proper description of the lands to the County Auditor who shall place the costs upon the tax duplicate, with said costs being a lien upon the Real Property from and after the date of entry, with such costs to be collected as other taxes and returned to the Ravenna Township General Fund.
- Resolved,** that the Fiscal Officer is directed to serve, by certified mail, return receipt requested, a true copy of this Resolution on the owners and lien holders identified in the lien search.

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

RES #25-234 A motion by Jim DiPaola, seconded by Vince Coia ordering the removal of the structure located at **6817 Sumner**, permanent parcel numbers **29-311-11-00-020-000, 29-311-11-00-019-000** in the Township of Ravenna, Portage County, Ohio, owner of record being **Isaac Dukes**.

- Whereas,** Section 505.86 of the Ohio Revised Code provides that a board of township trustees may provide for the removal, repair, or securing of buildings or structures that have been declared insecure, unsafe, or structurally defective.
- Whereas,** a structure situated upon the real property located at **6817 Sumner** in Ravenna Township, Portage County, is insecure, unsafe, and/or structurally defective.
- Whereas,** the Ravenna Township Board of Trustees has previously requested the Portage County Building Department, Health Department and the Ravenna Township Fire department to perform inspections upon this structure located upon the real property to determine whether such structure is insecure, unsafe, and/or structurally defective.
- Whereas,** this matter has come before the Ravenna Township Board of Trustees (“Board”) for a Hearing to determine whether this structure situated upon a parcel of land in the Township of Portage County, Ohio with a permanent parcel numbers of **29-311-11-00-020-000, 29-311-11-00-019-000** and with an address of **6817 Sumner** (“Real Property”) is an insecure, unsafe or structurally defective structure pursuant to Ohio Revised Code Section 505.86

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- Whereas,** inspection reports have been submitted to the Board and made part of the Township record in this matter.
- Whereas,** the Portage County Building Department has determined that the structure located upon the real property is a structurally defective building, which needs to be removed.
- Whereas,** the Portage County Health Department has determined that the structure located upon the real property is a structurally defective building, which needs to be removed.
- Whereas,** the Ravenna Township Fire Department has determined that the structure located upon the real property is a structurally defective building, which needs to be removed.
- Whereas,** neither the record owner(s) of the Real Property, nor any lien holders thereof, presented sufficient evidence that would support a finding that said premises and structure located thereon did not constitute a structure that is insecure, unsafe and/or structurally defective.
- Resolved,** that the Board has determined that the present condition of the premises and structure located upon the Real Property are a public nuisance, creates a dangerous situation, and that the structure is within the parameters of an insecure, unsafe and/or structurally defective structure pursuant to R.C. 505.86.
- Resolved,** that the Board hereby orders that the building described in the attached inspection report(s) be removed pursuant to R.C. 505.86 (“Structure”)
- Resolved,** **that the Board hereby orders that the Structure located upon the Real Property shall be removed by the 31 day of December, 2025 and if this Structure is not removed within such time, the Board may cause the Structure to be removed at any time thereafter that is convenient to the Board and at the expense and cost of the owner(s) of the Real Property in accordance with R.C. 505.86 and this Resolution.**
- Resolved,** that the Board may obtain proposals from contractors for the removal of this Structure.
- Resolved,** in the event that the owners of the real property do not remove the Structure by the date provided above, and this Board subsequently exercises its statutory right to remove such structure pursuant to R.C. 505.86, the Board will move to take steps to collect its total costs for removing the structure by directing the Township Fiscal Officer to certify the total costs, together with a proper description of the lands to the County Auditor who shall place the costs upon the tax duplicate, with said costs being a lien upon the Real Property from and after the date of entry, with such costs to be collected as other taxes and returned to the Ravenna Township General Fund.
- Resolved,** that the Fiscal Officer is directed to serve, by certified mail, return receipt requested, a true copy of this Resolution on the owners and lien holders identified in the lien search.

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

RES #25-235 A motion by Jim DiPaola, seconded by Vince Coia to accept the bid from Catanese for \$17,350.00 for the demolition of 3145 Wolf Run. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to approve the PO to Catanese for \$17,350.00 for the demolition of 3145 Wolf Run. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

FISCAL OFFICER

RES #25-236 A motion by Vince Coia, seconded by Jim DiPaola to approve the P.O.s listed below

| Item | PO# | Amount | Vendor | Purpose | Fund |
|------|----------|------------|----------------|---------------------------|----------|
| A | 446-2025 | \$1,125.00 | Howell Rescue | Extrication equip pm | Fire |
| B | 447-2025 | \$1,770.67 | Ohio Ins. | Health ins | Fire |
| C | 448-2025 | \$1,626.00 | Ohio Ins. | Health ins | EMS Levy |
| D | 449-2025 | \$1,181.87 | Ohio Edison | Streetlights | General |
| E | 450-2025 | \$1,171.84 | Enbridge | Natural Gas | General |
| F | 451-2025 | \$3,915.07 | Geauga Highway | Balance of paving project | Road |
| G | 452-2025 | \$3,911.17 | American Fleet | 2412 repairs | Fire |

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

Financial reports were distributed in excel format to the department heads and Trustees.

Review of the health insurance waiver vs. premium shows that the township saved \$288,604.98 by offering the waiver and not having to pay the full health insurance premiums.

Life Force is requesting automatic authorization to forward accounts to collections rather than having the trustees review and authorize them one at a time. The trustees discussed the request and decided that they do not want to automatically send accounts, they want to continue to review them individually and approve them.

Gail said Chase has sent an invoice for the safe deposit box. She said it costs \$60/year and hasn't been used in several years. She requested the trustees close the box and empty the contents.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to close the Chase safe deposit box. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

Gail suggested the trustees consider an announcement clarifying the township drug policy in light of the federal classification change for marijuana.

Gail requested executive session to discuss employee compensation and matters required to be kept confidential according to Federal law, specifically HIPAA.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to approve and accept the November 2025 bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

Gail suggested that Hunters desktop computer be replaced. It is very old and updating it is not an option. The trustees asked her to get an estimate.

RES # 25-237 A motion by Vince Coia, seconded by Jim DiPaola to approve the annual salary method with monthly payments for the Trustees for 2026 and semi-monthly payments for the Fiscal Officer for 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-238 A motion by Vince Coia, seconded by Jim DiPaola to extend the normal insurance policies and related benefits including the health savings account to the Trustees and Fiscal Officer for 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-239 A motion by Jim DiPaola, seconded by Hank Gibson-Lampley to authorize reimbursement of mileage and normal travel expenses including meals and lodging, as appropriate,

for officers and employees whose travel is authorized by the trustees or ORC during the 2026 calendar year. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to require written requisitions approved by the Department Head, Trustee and Fiscal Officer prior to ordering or purchasing of parts, tools, equipment and supplies in the amount of \$100.00-\$499.99, unless part of a current PO or BC made by the Road, Fire/EMS or Zoning departments previously approved effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to require all purchases over \$499.00 must have an assigned PO before the item is ordered or purchased, except for emergency repair, parts and labor up to \$999.99 effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to require that all requisitions and purchase order requests must be submitted to the Fiscal Officer for certification of funds prior to presentation to the Trustees for approval effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to set Regular Blanket Certificate limits at \$5,000.00 effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-240 PROCUREMENT POLICY FOR 2026

Be It Resolved by the Township Trustees of Ravenna Township

WHEREAS, this date, December 23, 2025, Trustee Hank Gibson-Lampley moved the adoption of the following Resolution effective January 1, 2026:

WHEREAS, the Township has received a distribution of monies (the “ARPA Funds”) from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, expenditure of ARPA funds is subject to the federal Uniform Guidance requirements set forth in 2 C.F.R. 200; and

WHEREAS, the Township is a non-Federal entity under the definition set forth in 2 C.F.R. § 200.1; and

WHEREAS, 2 C.F.R. 200.318 requires all recipients of federal funds to maintain documented procurement standards and policies; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(ii), a non-Federal entity may award micro-purchases without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents that the non-Federal entity files accordingly; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(iii), a non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a non-Federal entity may self-certify on an annual basis a micro-purchase threshold not to exceed \$50,000 and maintain documentation

to be made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation, which, for public institutions, may be a “higher threshold consistent with State law”; and

WHEREAS, under Ohio law, Townships are required to conduct competitive bidding purchases and contracts if such purchases and contracts exceed the following threshold:

1. Purchase of materials, machinery, and tools to be used in constructing, maintaining and repairing roads and culverts, where the amount involved exceeds \$77,250. R.C. 5549.21.
2. Contracts for the maintenance or repair of roads, where the amount involved exceeds \$105,000. The board must advertise once, not later than two weeks prior to the letting of the contract, in a newspaper of general circulation in the township. The award must be to the lowest responsible bidder. R.C. 5575.01.
3. Contracts for the construction and erection of a memorial building or monument when the amount involved exceeds \$77,250. R.C. 511.12(B).
4. Contracts for equipment for fire protection, mechanical resuscitation, underwater rescue and recovery, and communication estimated to exceed \$77,250. R.C. 505.37 and 505.376.
5. Contracts for street lighting systems where the cost exceeds \$77,250. R.C. 515.01.
6. Contracts for street lighting improvements where the cost exceeds \$77,250. The board shall accept the lowest and best bid, if the successful bidder meets the requirements of section 153.54 of the Revised Code. The board may reject all bids. R.C. 515.07.
7. Contracts for building modifications for energy savings pursuant to R.C. 505.264, where the estimated cost exceeds \$77,250 (with certain exceptions). Award must be to the lowest and best bidder in accordance with the provisions of R.C. 307.86 to 307.92.
8. Contracts for private sewage collection tiles where the cost exceeds \$77,250. R.C. 521.05. The successful bidder must meet the requirements of R.C. 153.54.

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(iv), the Township desires to adopt higher micro-purchase thresholds than those identified in 2 C.F.R. §§200.67, 200.321(a), and 48 C.F.R. § 2.101.

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. In compliance with the Uniform Guidance, and specifically 2 C.F.R. 200.318, the Township adopts the attached Uniform Guidance Procurement Policy to be used for all expenditures of ARPA funds, and any other applicable Federal funds. The Township adopts the applicable thresholds allowed under State of Ohio law for all other purchases.
2. In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of Ohio law, the Township hereby self-certifies the following micro-purchase thresholds, each of which is a “higher threshold consistent with State law” under 2 C.F.R. §200.320(a)(1)(iv)(C) for the reasons set forth in the recitals to this resolution:
 - A. \$50,000 for the purchase of materials, machinery and tools to be used in constructing, maintaining and repairing roads and culverts;
 - B. \$50,000 for contracts for the maintenance or repair of roads;
 - C. \$50,000 for contracts for the construction and erection of a memorial building or monument;

D. \$50,000 for contracts for equipment for fire protection, mechanical resuscitation, underwater rescue and recovery, and communication;

E. \$50,000 for contracts for street lighting systems;

F. \$50,000 for contracts for street lighting improvements;

G. \$50,000 for contracts for building modifications for energy savings, subjects to the exceptions set forth in R.C. 307.86 to 307.92; and

H. \$50,000 for contracts for private sewage collection tiles.

2. The self-certification made herein shall be effective as of the date hereof and shall be applicable until the end of the 2026 fiscal year of the Township, but shall not be applicable to Federal financial assistance awards issued prior to January 1, 2026 including ARPA funds.

3. In the event that the Township receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the Township shall comply with the more restrictive threshold when expending such funds.

4. The Township shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.

Trustee Vince Coia seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to require all accounting warrants over \$1,000.00 to be read in a public meeting prior to approval effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to authorize the Fiscal Officer to transfer funds and set up advances as needed between checking, savings, investment accounts and township funds for investment purposes and to maintain adequate account balances in all funds for 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to require two Trustee’s signatures along with the Fiscal Officer’s signature on all warrants effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the Fiscal Officer to pay expenditures electronically when it is determined to be more efficient effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Hank Gibson-Lampley, seconded by Jim DiPaola to designate GovDeals.com online auction as the preferred mechanism for sale of surplus goods throughout the year. GovDeals.com shall establish its general terms and conditions and the number of days for bidding shall be no less than ten (10) calendar days effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

The Fiscal Officer expressed the need to have spending authority in place for January 1, 2026 and requested approval of the following temporary appropriations for 2026.

RES # 25-241 A motion by Vince Coia, seconded by Jim DiPaola to approve the following temporary appropriations for 2026

| <i>Fund #</i> | <i>Name</i> | <i>2025 Temporary Appropriation</i> | <i>2026 Temporary Appropriation</i> |
|---------------|-------------|-------------------------------------|-------------------------------------|
| 1000 | General | \$750,000.00 | 750,000.00 |
| 2011 | MVL Tax | 40,000.00 | 40,000.00 |

| | | | |
|------|---------------------------|-----------------------|-----------------------|
| 2021 | Gasoline Tax | 40,000.00 | 60,000.00 |
| 2031 | Road and Bridge | 500,000.00 | 500,000.00 |
| 2041 | Cemetery | 75,000.00 | 75,000.00 |
| 2111 | Fire | 450,000.00 | 450,000.00 |
| 2273 | ARPA | 0 | |
| 2281 | Ambulance and EMS | 225,000.00 | 120,000.00 |
| 2282 | EMS Levy | 100,000.00 | 80,000.00 |
| 2401 | Lighting Dist | | 1,000.00 |
| 2402 | Lighting Dist | | 1,500.00 |
| 2403 | Lighting Dist | | 4,000.00 |
| 2404 | Lighting Dist | | 3,000.00 |
| 2405 | Lighting Dist | | 3,000.00 |
| 2406 | Lighting Dist | | 2,000.00 |
| 2902 | Flagpole Maintenance | 25,000.00 | 25,000.00, |
| 2905 | OneOhio Opioid Settlement | | 1,500.00 |
| 4901 | Misc. Capital Projects | 300,000.00 | 300,000.00 |
| | Total | \$2,505,500.00 | \$2,416,000.00 |

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

RES # 25-242 A motion by Vince Coia, seconded by Jim DiPaola to authorize posting notification of regular, special, and emergency meetings on the official website of Ravenna Township in advance of the meeting notifying the public of the time, place, and purpose of the meeting. Zoning meetings and other news publications are still required to be advertised in the local newspaper, but should also be posted on the township website. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of collective bargaining agreement negotiations and employment.

A motion by Vince Coia, seconded Jim DiPaola to suspend the Regular session at 9:01 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

A motion by Vince Coia, seconded Hank Gibson-Lampley to enter Executive session at 9:01 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson-Lampley, Gail Pittman, Abbie Buday. Returned to open session at 10:10 pm.

RES # 25-243 A motion by Hank Gibson-Lampley, seconded by Jim DiPaola to terminate the employment of Grant Holcomb effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-244 A motion by Jim DiPaola, seconded by Vince Coia to terminate the employment of Amy Hohenberger effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-245 A motion by Jim DiPaola, seconded by Vince Coia to approve and accept the negotiated contract with RTFFA effective January 1, 2026 through December 31, 2028. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-246 A motion by Vince Coia, seconded by Jim DiPaola to rehire all Full time Firefighters effective January 1, 2026 in accordance with the Collective Bargaining Agreement (CBA) and MOUs in effect through December 31, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-247 A motion by Vince Coia, seconded by Jim DiPaola to rehire all Part Time Firefighters in accordance with new Collective Bargaining Agreement (CBA) and MOUs in effect through December 31, 2025 and negotiated as of January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-248 A motion by Vince Coia, seconded by Jim DiPaola to rehire Ray Taylor, Road Supervisor, at the rate of \$2,322.51/bi-weekly salary for Road; plus \$160.00/bi-weekly salary for Sexton; plus \$25.00 per bi weekly pay stipend for cell phone, an increase of \$72.31 bi-weekly for Road (3.0%) effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-249 A motion by Vince Coia, seconded by Jim DiPaola to rehire Hunter Grimes, Assistant Road Supervisor, at the pay rate of \$23.23/hour; an increase of \$0.68/hour (3%) effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-250 A motion by Vince Coia, seconded by Jim DiPaola to rehire Doug Maggard, Road Crew, at the pay rate of \$20.63/hour; an increase of \$0.60/hour (3.0%) effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-251 A motion by Vince Coia, seconded by Jim DiPaola to rehire Dale Monreal, Road Crew, at the pay rate of \$19.00/hour; with no increase until he completes his probationary period. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-252 A motion by Vince Coia, seconded by Jim DiPaola to rehire Jackie Rhone, Zoning and Administrative Clerk, at the pay rate of \$16.00/hour; with no increase until she completes her probationary period. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-253 A motion by Vince Coia, seconded by Jim DiPaola to rehire Lori Rotondo, Zoning Inspector, at the pay rate of \$19.50/hour; an increase of \$0.57/hour (3.0%) effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-254 A motion by Vince Coia, seconded by Jim DiPaola to rehire Sam Francis, Zoning Intern, at the pay rate of \$11.00/hour; with no increase until he completes his probationary period. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 24-255 A motion by Vince Coia, seconded by Jim DiPaola to rehire Jon Summers, Assistant Fiscal Officer, at the pay rate of \$24.61/hour; an increase of \$0.72/hour (3.0%) effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-256 A motion by Vince Coia, seconded by Jim DiPaola to rehire Mark Kozak, Fire Dept. Liaison, at the pay rate of \$1,548.61/bi-weekly salary; an increase of \$45.11 bi-weekly salary (3.0%) plus \$25.00 per bi weekly pay stipend for cell phone effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES # 25-257 A motion by Vince Coia, seconded by Jim DiPaola to rehire Abbie Buday, Fire Chief, at the pay rate of \$3,192.31/bi-weekly salary; an increase of \$307.69 bi-weekly salary

plus \$25.00 per bi weekly pay stipend for cell phone effective January 1, 2026. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES #25-258 A motion by Vince Coia, seconded by Hank Gibson-Lampley to approve the disposition of accounts as noted on the list presented by LifeForce. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson-Lampley to adjourn the meeting at 10:26 pm. Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson-Lampley, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE