

RAVENNA TOWNSHIP BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING OF FEBRUARY 3, 2026

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on February 3, 2026. Trustee Hank Gibson-Lampley called the meeting to order at 7:15 P.M.

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

AUDIENCE

None

REGULAR BUSINESS

A motion by Vince Coia, seconded by Hank Gibson-Lampley to approve the minutes of the Regular Meeting of January 20, 2025. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

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

A motion by Hank Gibson-Lampley, seconded by Vince Coia to approve payroll warrants for February 6, 2026 in the amount of \$95,040.75 and other warrants in the amount of \$10,336.68 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

OLD BUSINESS **TRUSTEES**

Detect Alarm has submitted an estimate for two swipe card door locks.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to authorize installing swipe card access to the meeting room and fire department doors by Detect Alarm for the estimated price of \$4,395.00. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

Vince received a thank you card from Denise Appleby for assistance in the damage claim for the fallen tree.

Vince noted that the NOPEC grant must be submitted by April 30th. Discussion followed regarding repairs, maintenance and improvements to the township buildings.

FISCAL OFFICER

Gail was present and reported the following:

The 2025 year end cash certification has been delivered to the PC auditor's office as required.

The grant for the .gov change process requires attendance at a webinar. Gail asked Abbie to assist and both Abbie and Gail will attend the webinar held on February 12, 2026.

The Star Ohio account earned interest in January in the amount of \$10,979, a yield of 3.84%.

The backflow testing and grease trap cleaning need done for 2026. Hank said he would make some calls.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

The plow frame on the 2014 truck broke (weld on the blade). It has been re-welded.

All the sidewalks have been cleared from the last storm.

Ray is collecting quotes for the spring cleanup. On a related note, Ohio Valley is charging extra for the removal of the old mattresses from the fire department.

Ray asked Lori to send the neighbor a note about fixing their water discharge line that is flooding our meeting room lot. Last summer during the dry spell, the yard stayed swampy.

Ray requested an executive session regarding employee compensation.

GRANDVIEW CEMETERY

There was one burial and one cremation in the past 2 weeks.

The old garage door at the cemetery broke. H&W Doors has ordered a new door but it won't be here for two weeks. Meanwhile, the crew has to raise and lower the door with wrenches.

Mike Soboro will be doing the tree work when the weather is more cooperative.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori asked whether the trustees wanted the blood drive notifications to be placed on the lighted billboard on SR 59. They approved of the idea and Lori said she would get hold of the billboard company.

Lori had a dispute with someone who wants to do an addition onto their business' building. The owners are claiming the back of the building is actually the side and should have a different setback requirement than what Lori says. The trustees agreed with Lori, but said that decision should go through the BZA.

Lori gave updates on the current ongoing court cases.

Lori reviewed the most recent permits, violations and compliances.

The Zoning Commission will meet on March 4, 2026 and Lori will pass out the new Zoning Resolution books.

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

Abbie requested hiring Tylin Dabney as Part Time FF EMT. He has experience with the Poland FD and is looking to attend medic school.

RES #26-013 A motion by Hank Gibson-Lampley, seconded by Vince Coia to hire Tylin Dabney as Part time Firefighter EMT at the rate dictated by the CBA pending the usual background checks and physical. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion Passed.

Firefighter Ciptak requests to attend Fire and Emergency Services Instructor course through Akron University. Cost is \$700.00 which is partially reimbursable through a grant.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to authorize sending Firefighter Alex Ciptak to the Fire and Emergency Services Instructor course at Akron U at the cost

of \$700 and the purchase of the training book from Amazon at the cost of \$78.00. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie requested to purchase 4 helmets and particulate hoods.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to authorize the purchase of 4 helmets and 4 particulate hoods from Phoenix Safety Outfitters at the cost of \$2,240.00 + shipping. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie requested an executive session at the end of the meeting for the purpose of discussing employee hiring, and compensation.

NEW BUSINESS

TRUSTEES

Vince reviewed the file that Jim DiPaola kept on the flagpole inspection and will call the vendor that did the original flagpole repairs to see what can be done to remediate the number of items found through the inspection.

Vince said the Storm Water Task Force is requiring each township send a representative to serve on their committee.

RES #26-014 A motion by Hank Gibson-Lampley, seconded by Vince Coia to appoint Hunter Grimes as the Ravenna Township representative and Ray Taylor as alternate to the Portage County Storm Water Task Force to serve for a one year term to end December 31, 2026. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

RES #26-015 A motion by Hank Gibson-Lampley, seconded by Vince Coia to approve a partial lien release on the parcel #41-057-10-00-122-001 at 9137 Maple Grove Rd., Windham OH, record number 200217191 to allow for the property to be sold and for the township to recover a portion of our NDS loan. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

RES #26-016 A motion by Vince Coia, seconded by Hank Gibson-Lampley to approve and accept the NOPEC 2026 NEC Grant in the amount of \$16,788.00. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

FISCAL OFFICER

RES #26-017 A motion by Hank Gibson-Lampley, seconded by Vince Coia to approve the PO's and BC's listed below

Item	PO#	Amount	Vendor	Purpose	Fund
A	122-2026	\$5,000.00	H&W Door	Garage door replacement	Grandview
B	123-2026	\$300.00	Turnouts	Detergent for gear washer	Fire
C	124-2026	\$1,000.00	MES	Scba masks and glasses kit	Fire
D	125-2026	\$1,500.00	Chase card	Travel and meeting expense	General
E	126-2026	\$500.00	O'Reilly Auto	Parts	Road
F	127-2026	\$61.00	PC Clerk Courts	Court fees for copies	General
G	128-2026	\$4,500.00	Detect Alarm	Swip card access	General
H	129-2026	\$2,600.00	Phoenix Outfitters	Helmets and hoods	Fire
I	130-2026	\$800.00	Chase Card Services	Ciptak class at Akron U	Fire

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

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

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

There is an updated PMHA contact information file in the trustees meeting folder.

Gail requested executive session to discuss a matter required to be kept confidential by Federal law, specifically HIPAA.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing Collective Bargaining Agreement negotiations, employment and compensation.

A motion by Vince Coia, seconded Hank Gibson-Lampley to suspend the Regular session at 9:00 pm. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion Passed.

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

Attendance: Vince Coia, Hank Gibson-Lampley, Gail Pittman, Abbie Buday, Ray Taylor.

Returned to open session at 10:06 pm.

RES #26-018 A motion by Vince Coia, seconded by Hank Gibson-Lampley to increase the uniform allowance for each full time road department employee to \$600/person issued annually in advance in the spring. Each employee is required to return receipts for purchase within 30 days or they will have to pay back the allowance. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES #26-019 A motion by Hank Gibson-Lampley, seconded by Vince Coia to approve a memorandum of understanding with the full time firefighter union to hire one fulltime Firefighter/EMT, employment contingent upon receiving paramedic certification with 12 months.

Abbie requested hiring Jess Hays as Full Time FF EMT. He has experience with the Atwater FD and will finish paramedic training in June. He's also a certified Fire Safety Inspector.

RES #26-020 A motion by Hank Gibson-Lampley, seconded by Vince Coia to hire Jess Hays as Full time Firefighter at the rate of \$21.04/hr contingent on him completing his paramedic within 12 months and pending the usual background checks and physical. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion Passed.

RES #26-021 A motion by Hank Gibson-Lampley, seconded by Vince Coia to send an EMS account to the Attorney General for collection as noted on the paperwork for LifeForce Billing. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

ADJOURNMENT

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

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE