

RAVENNA TOWNSHIP BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING OF MARCH 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 March 3, 2026. Trustee Hank Gibson-Lampley called the meeting to order at 7:01 P.M.

Roll call showed the following present: Trustees Vince Coia, Kristi Blazek-Hack and Hank Gibson-Lampley, 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 were James Armstrong, Frank Hairston, Jen Davis and Tamara Hunter, and a few members of the Fire Department.

AUDIENCE

James Armstrong, the new Deputy County Prosecutor assigned to the townships, introduced himself.

Jen Davis, from NDS, is working with Tamara Hunter from Townhall II. They both discussed the opening of Tommy's Place. NDS owns the building and Townhall II will be operating Tommy's Place. It is a shelter with 8 permanent beds. The building is ready to go and they're in the process of hiring staff. They discussed the current building occupancy status with the trustees and the fire chief and said they're applying for a temporary increase of occupancy to use the building as a warming center.

The fire department gave a demonstration of the new laryngoscope that was just purchased.

REGULAR BUSINESS

A motion by Kristi Blazek-Hack, seconded by Vince Coia to approve the minutes of the Regular Meeting of February 17, 2026. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to approve the minutes of the Special Meeting of February 20, 2026. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

A motion by Vince Coia, seconded by Kristi Blazek-Hack to approve the minutes of the Special Meeting of February 23, 2026. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, 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 March 6, 2026 in the amount of \$87,630.01 and other warrants in the amount of \$24,947.31 with warrants over \$1,000.00 being read aloud for approval, and an electronic payment for bank fees in the amount of \$95.00 from January 2026. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

OLD BUSINESS

TRUSTEES

RES #26-032 A motion by Vince Coia, seconded by Kristi Blazek-Hack to certify the Ohio Department of Transportation that the Ravenna Township Road Miles are 26.986 as of December 31, 2025. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Vince talked with Dave Saltsman regarding the swipe cards and card reader for the Meeting Room entry door.

Vince also said that he is still having difficulty getting a response from anyone to work on the flag pole.

Hank said he is working on the annexation survey. He will reach out to Jim DiPaola for help on filling that out.

FISCAL OFFICER

Gail was present and reported the following:

RES #26-031 A motion by Hank Gibson-Lampley, seconded by Vince Coia to approve the 2026 permanent appropriations for 2026 as listed :

Fund Number	Fund Name	Amount
1000	General Fund	\$ 1,600,000.00
2011	Motor Vehicle License Tax	125,000.00
2021	Gasoline Tax	220,000.00
2031	Road and Bridge	1,150,000.00
2041	Cemetery-Grandview	200,000.00
2111	Fire Department	1,700,000.00
2281	Ambulance and Emergency	450,000.00
2282	EMS Levy	390,000.00
2401	Special Assessment PMHA	1,800.00
2402	Special Assessment Pine	3,000.00
2403	Special Assessment Forest	8,000.00
2404	Special Assessment Forest 3 & 4	5,000.00
2405	Special Assessment Breakneck Creek	5,000.00
2406	Special Assessment Forest 5 & 6	2,500.00
2901	Misc. Special Revenue FEMA	13,627.15
2902	Misc. Special Revenue Flagpole Maint.	40,000.00
2905	OneOhio Opioid Settlement	3,000.00
4401	Public Works	-
4901	Misc. Capital Projects	500,000.00
4951	Flagpole Bequest Fund	1,800.00
9002	Fire Loss Fund - Agency	-
	Total	\$ 6,418,727.15

R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Gail said we are good to move forward on switching everything over to the .gov using the reimbursable grant. It is an 80/20 grant. The total cost will be about \$9,500 with our responsibility being about \$1,900.

Some of our computers are out of date and need upgrades. To do that, we have to increase the memory on these older machines. The memory is quite expensive currently, and we would still be working with older machines. CTMS has some new machines that they purchased before the prices increased. Gail asked the trustees to purchase 4 of these laptops, which will have Windows 11, along with the docking stations and subscriptions for Microsoft 365.

A motion by Vince Coia, seconded by Kristi Blazek-Hack to approve the purchase of 4 Lenovo laptops and docking stations from CTMS for the price of about \$6,500 which will include installation and subscriptions to Microsoft 365. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Gail brought back \$150,000 from Star Ohio. Interest for February was \$9,300 and the yield was 3.8%.

RES #26-033 A motion by Hank Gibson-Lampley, seconded by Vince Coia to direct the township Fiscal Officer to certify to the Portage County Auditor the total cost incurred in removing the public nuisance building at 3145 Wolf Run, to place such costs as a lien against such property.

Whereas, R.C. 505.86(F) provides that the total cost of removing buildings or other structures that have been declared insecure, unsafe, structurally defective, or unfit for human habitation, when approved by this Board, shall be paid out of the Township general fund from moneys not otherwise appropriated; and

Whereas, R.C. 505.86(F)(1) provides that the total cost may be collected by the Board having the Township fiscal officer certify the total costs, together with a proper description of the lands, to the Portage County auditor, who shall place the costs upon the tax duplicate;

Whereas, the Board, having entered into a contract with Catanese Excavating to remove the building currently owned by Andrew Pauk Kramer, at 3145 Wolf Run, Westwood Village Condo Phase 1, Ravenna Township, Portage County, Ohio, PPN 29-341-00-00-079-011, as more fully described in attached and incorporated **Exhibit A** (the "Property"), found in Resolution #25-233 to be a public nuisance (the "Building"), and the work being completed to the satisfaction of the Board, directs that the total costs of such removal be certified to the Portage County auditor for collection; and

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

Section 1. The Board finds that the contract cost, together with the expenses shown in the attached and incorporated **Exhibit B**, for the removal of the Building and associated costs, totals \$17,350.00 (the "Costs").

Section 2. The Costs are to be a lien upon the Property from and after the date of entry by the Portage County auditor.

Section 3. Therefore, it is ordered that the Costs be certified to the Portage County auditor to be placed by him upon the tax duplicate of the Property and collected as other taxes are collected, and once collected, the Costs shall be returned to the Township and placed in its general fund.

Section 4. Exhibit A is a correct description of the Property from which the Building was removed and caused the Costs to be incurred.

Section 5: All formal actions of the Board relating to the adoption of this Resolution, and all deliberations of the Board leading to such action, were in meetings and hearings open to the public as required by R.C. 519.12.

Section 6: 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.

R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

Southeastern Equipment picked up the backhoe to repair the outrigger arm.

There is a culvert pipe on the corner of Summit Rd and Willa Rd that needs replaced. Ray isn't certain whether that is our responsibility or the county's. He will contact them to find out and then will handle that if it is the townships. Ray is also planning on applying for Issue II monies next year to redo those roads around the Cotton Corners area and will need to replace culverts this summer in preparation for that work. In light of all that, Marlboro Supply is having their annual sale this Friday where you can get a good discount on materials so Ray is going to order culvert pipes this week to get the discount.

Ray discussed the spring cleanup and the dumpster quotes he received.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to approve setting the date for the annual spring cleanup as Saturday, April 25, 2026 from 8:00 – noon and to have Bud's Dumpsters drop off 6 containers behind the township hall at the cost of \$555/dumpster. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Ray reported the light outside of the meeting light going out all of the time to First Energy. He also said the light has never been turned on to the light pole installed at SR 14 and Hayes Rd. It is always dark when he plows that area.

The city wants us to purchase salt from ODOT from here on. We can still store it at the city. Ray needs to talk with ODOT to get that all set up, but will need to have all that figured out by May 2nd.

Dale Monreal has completed his probationary period February 25, 2026.

A motion by Vince Coia, seconded by Kristi Blazek-Hack to approve increasing Dale Monreal's pay rate by 3% per hour effective with this next pay cycle. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

GRANDVIEW CEMETERY

There were two burials in the past 2 weeks.

H&W Doors installed the new door. It works very well now.

Mike Soboro began the tree work at the cemetery and has 4 oaks completed so far.

Levi Wilson gave Ray his new mowing contract. Prices have increased to \$800/mow.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to authorize Levi Wilson to continue mowing the cemetery for the township at the rate of \$800/mow. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori inquired about paying the board members who attended the Training and Dinner held on February 25, 2026 in Kent, along with their parking.

A motion by Kristi Blazek-Hack, seconded by Hank Gibson-Lampley to approve paying any board members who attended the Training and Dinner held in Kent on February 25, 2026 the normal meeting pay amount along with \$4/ea. for parking. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Lori gave updates on current court cases and asked for resolutions to send a couple of violations on to the attorneys.

RES #26-034 A motion by Kristi Blazek-Hack, seconded by Vince Coia to adopt the following :

WHEREAS, the trustees have filed legal action regarding zoning violations on property at 3142 Summit Road; Case #2024cv00743

WHEREAS, as of the date of this resolution, the property owner has not complied with the violation and the court has ruled in our favor.

NOW THEREFORE, be it Resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio that:

The Board hereby directs the Portage County Prosecutor to proceed with a motion for contempt.

R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

RES #26-035 A motion by Vince Coia, seconded by Kristi Blazek-Hack moved the adoption of the following resolution:

WHEREAS, the Township Zoning Inspector has notified the Landowner of 6816 Cleveland Road, Parcel #29-310-00-00-023-000 located in Ravenna Township, Portage County, Ohio that the shipping container parked on the property is illegal and in violation of the Township's current Zoning Resolution, Sections: 600.03 A, D 7, 610.14 (previously 605.D4, 610.09.)

WHEREAS, as of the date of this resolution, the responsible parties 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; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Lori reviewed the most recent permits, violations and compliances.

The BZA will meet for a hearing for a side setback variance on an accessory structure at 7300 Infirmary on March 11, 2026.

The Zoning Commission will be meeting on March 4, 2026.

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

Part time FF/EMT Tylin Dabney submitted a letter of resignation.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to accept the resignation of Tylin Dabney effective immediately. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie had a few training requests.

RES #26-036 A motion by Hank Gibson-Lampley, seconded by Vince Coia to authorize sending FF/EMT Valetta to attend paramedic class at UH Portage at the cost of \$5,500. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

RES #26-037 A motion by Hank Gibson-Lampley, seconded by Vince Coia to authorize sending FF/EMT Puchajda to attend paramedic class at UH Portage at the cost of \$5,500. R/C: Mr. Coia, yes; Mr. Gibson-Lampley, yes. Motion passed.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to authorize sending Firefighters Swain, Crevar and Chief Buday to Youngstown Fire Department's Rope Ops and Rope Tech class to be held in April at the cost of \$450/each; and to send Firefighter Swain to their Swift Water Rescue at the cost of \$450.00. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Chief Buday purchased a new desk for herself and asked that her old one be given to the Road Dept.

Abbie asked to be authorized to write for the International Fire Dogs application.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to authorize Chief Buday to write for the International Fire Dogs application. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

We will soon be down to one Captain in the fire department. Abbie asked for authorization to start preparation for the next Captain's test.

A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to authorize Chief Buday to begin preparations for the next Captain's testing. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to accept the donation from the Ravenna Moose Lodge in the amount of \$4,975.75 with much gratitude. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie requested executive session to discuss employee discipline.

NEW BUSINESS**TRUSTEES**

Vince said he will be out of town all next week.

FISCAL OFFICER

RES #26-038 A motion by Vince Coia, seconded by Hank Gibson-Lampley to approve the PO's and BC's listed below

Item	PO#	Amount	Vendor	Purpose	Fund
A	143-2026	\$250.00	Alpha Background	Background check zoning	General

B	144-2026	\$250.00	UH Corp Health	Drug test zoning	General
C	145-2026	\$4,000.00	Chase	Service charges	General
D	146-2026	\$450.00	Blue Line	Uniforms Kemp	Fire
E	147-2026	\$6,500.00	CTMS	Computers	Gen, Road
F	148-2026	\$7,500.00	CTMS	.gov migration work	General
G	149-2026	\$250.00	Advan	.gov migration work	General
H	150-2026	\$1,000.00	Print & Sign Exp	Business card new email	General
I	151-2026	\$5,000.00	Marlboro Supply	Road repair materials	Road
J	152-2026	\$500.00	Sarchione Ford	Repairs	Road
K	153-2026	\$6,000.00	Bud's Dumpsters	Dumpster containers	General

R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

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

A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to approve and accept the January 2026 bank reconciliation and financial reports as presented by the fiscal officer. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing employee discipline.

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

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

Attendance: Vince Coia, Kristi Blazek-Hack, Hank Gibson-Lampley, Gail Pittman, Abbie Buday, Mark Kozak.

Returned to open session at 9:42 pm.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to place Alec Vallant on paid administrative leave effective March 2, 2026. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Kristi Blazek-Hack to adjourn the meeting at 9:43 pm. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE