

RAVENNA TOWNSHIP BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING OF MARCH 31, 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 31, 2026. Trustee Kristi Blazek-Hack called the meeting to order at 7:02 P.M.

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

AUDIENCE

Economic Developer Dennis West gave an update on what has transpired in the past few months. He has had no luck interesting the people who own the property behind the Y to develop their land. He is also not getting any interest with the business owners around the Cotton Corners area or the SR 14/SR 44 area to support the JEDD.

REGULAR BUSINESS

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

A motion by Kristi Blazek-Hack, seconded by Vince Coia to approve the minutes of the Special Meeting of March 11, 2026. R/C: Mr. Coia, abstain; 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 Kristi Blazek-Hack, seconded by Vince Coia to approve payroll warrants for April 3, 2026, in the amount of \$93,766.85 and other warrants in the amount of \$22,703.28 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

OLD BUSINESS **TRUSTEES**

Vince said the Chinn neighborhood had another meeting with the developer and the water resources people, but they did an online meeting. Vince and Ray were notified about the meeting late, so they unable to get connected in time. Hopefully, they will be able to be involved in the next meeting.

FISCAL OFFICER

Gail was absent and Jon reported the following:

The .gov grant requires quarterly reporting. Gail has finished it for the first quarter of 2026.

In regards to the progress of the .gov switchover, approval has been received by Microsoft, but we are still awaiting authorization from DHS/CISA to assign the actual .gov domain. DHS/CISA is currently shut down because of federal funding. We will also need to retain the .com domain for security purposes.

DEPARTMENTAL REPORTS**ROAD DEPARTMENT**

Ray was present and reported the following:

The OTARMA Safety Grant has been submitted (with some help from Abbie). Ray would like to order his signs from Municipal signs. Abbie told him he would have to wait until the grant is actually approved before he orders them.

A motion by Vince Coia, seconded by Kristi Blazek-Hack to authorize Ray to purchase road signage from Municipal Signs in the amount of \$1,000.00 once the OTARMA Safety Grant has been approved. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Ray had multiple designs for a new directional township sign for the township hall lawn. The designs were discussed and Ray came up with an acceptable design that everyone agreed to.

Eagle Eye Roofing inspected the main building and will come up with an estimate for a roof repair.

Portage County has prepared their estimate for the 2026 road project (Westwood, Chadwell Circle, Hallwick).

Drainage pipes at Cotton Corners are being jetted out and culvert replacement will begin shortly. This is in preparation for the 2027 Issue II roadwork.

Ray requested to purchase a new storage system for all the nuts and bolts lying around. Kimble Midwest has a cabinet and a bunch of nuts/bolts/etc. to fill it with. The company comes out and will sort all the old inventory and then will credit back an amount of the purchase. The initial cost is a bit over \$800.00.

A motion by Vince Coia, seconded by Kristi Blazek-Hack to authorize Ray to purchase the nuts and bolt cabinet and inventory from Kimble Midwest. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

The Jeep Patriot has been repaired and it is in good shape now.

GRANDVIEW CEMETERY

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

Mike Soboro continues to work on the tree trimming.

Ray had the Yardworks contract from Levi Wilson. It was previously approved so the trustees reviewed it and signed.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Anthony Battaglia wants to sell propane at his property on Gladys. The trustees said as long as he is following all the necessary regulations, that should not be a problem. Lori said Anthony states that the Township has no authority to regulate him in any way, since propane isn't specifically listed in the zoning book. Lori is working with the township's attorney and he is in contact with Mr. Battaglia.

Catanese Excavating, the contractor used for the demolition of 3145 Wolf Run, did not get a demolition permit from the Building Dept. Randy Randall at the Building Dept is reaching out to the contractor.

Sam Francis has expressed his interest in being an alternate member of the Zoning Commission.

RES #26-046 A motion by Kristi Blazek-Hack, seconded by Vince Coia to appoint Samuel Francis as an alternate board member to the Zoning Commission effective May 1, 2026 after his internship has completed. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Lori provided updates on current court cases and reviewed the most recent permits, violations and compliances. She asked for a resolution to send one of the violations onward to the prosecutor.

RES #26-047 A motion by Kristi Blazek-Hack, seconded by Hank Gibson-Lampley to adopt the following:

WHEREAS, the Township Zoning Inspector has notified the Landowner of 6766 Peck, Parcel #29-323-00-00-028-001 located in Ravenna Township, Portage County, Ohio that the recently erected fence is illegal (no permit taken; panels exceed front yard height regulations) and is in violation of the Township's current Zoning Resolution, Sections: 600.11 B, F. (Previously 610.06 B, F.)

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.

FIRE DEPARTMENT

Fire Chief Abbie Buday was absent but reported the following via telephone:

Twelve members of the Fire Department attended the Youngstown Safety Forces Foundation live burn held on March 31, 2026 to submit towards their ISO training.

Abbie attended the Budgeting for Fire Service Leaders training through the OFCA last Friday. She said it was pretty much a waste of time.

Firefighter Ciptak completed his Fire and Emergency Services Instructor course and passed the state test.

Abbie discussed some Facility training that would be beneficial for improving the ISO ranking of the township. She wants to send 5 people to attend. It would be \$500/ea. and hotel expenses.

A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to approve sending 5 of the firefighters to the Facility Training Conference at the cost of \$500/attendee plus hotel expenses to be paid on the Chase visa. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie will be submitting for new air bag system for 2413 through the Firehouse Subs Grant when it opens on April 7, 2026.

Abbie requested to purchase CPR save pins and reflective inventory stickers for the CPR class.

A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to authorize purchasing CPR save pins and stickers for the Community First Aid class through Job Town Graphics in the amount of \$300.00. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie requested to purchase some Class B uniform items through Levinsons for full time firefighters.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to authorize the purchase of Class B uniform items through Levinsons in the amount of \$250.00. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie requested an increase in the wage rate for recruits to comply with Ohio minimum wage law.

RES #26-048 A motion by Hank Gibson-Lampley, seconded by Vince Coia to increase the wage rate of recruits from \$9.00/hr. to \$11.00/hr. effective immediately. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Caden Kimberlin has not paid his reimbursement payments for the past 3 months. The reminder emails have been sent with no reply from Caden. The trustees told Abbie to go ahead and refer the problem to Chad Murdock.

The Captain's test is scheduled for April 17, 2026.

David Spraggins is requesting a leave of absence until the end of June 2026.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to grant a leave of absence to Dave Spraggins effective immediately until the end of June, 2026. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie requested hiring a couple of part time firefighter applicants.

RES #26-049 A motion by Hank Gibson-Lampley, seconded by Vince Coia to hire Landon Skillton as part time firefighter/EMT pending background, physical and drug testing. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

RES #26-050 A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to hire Miranda Renner as part time recruit at the rate of \$11.00/hr. pending background, physical and drug testing. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie requested a repair on her siren controller in her truck. HKG Enterprise has quoted \$2,310.00 for the modifications and repairs.

A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to approve HKG Enterprise repair the siren controller on the Chief's vehicle for the quoted price of \$2,310.00. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

NEW BUSINESS

TRUSTEES

The people in the city, planning the country's 250 year celebration, has asked if one of the trustees would like to speak at the celebration. It will be held July 11, 2026 from 11:00 am to 3:00 pm. After discussion, Hank said he will try to come up with something.

NDS has requested partial lien releases on two properties. The sale of the two properties should produce \$14,507.75 from the proceeds for the township.

RES #26-051 A motion by Hank Gibson-Lampley, seconded by Vince Coia A motion by Hank Gibson, seconded by Vince Coia to approve and authorize partial lien release for 9129 Maple Grove, Windham, OH 44288 for Portage Housing II project. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

RES #26-052 A motion by Hank Gibson-Lampley, seconded by Vince Coia A motion by Hank Gibson, seconded by Vince Coia to approve and authorize partial lien release for 6309 Bridge St, Ravenna, OH 44266 for Portage Housing II project. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

FISCAL OFFICER

RES #26-053 A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to approve the PO's and BC's listed below

Item	PO#	Amount	Vendor	Purpose	Fund
A	200-2026	\$2,200.00	Chase Card	FESI training on tech cred	Fire
B	201-2026	\$20.00	Chase Card	Fees for the FESI training	Fire
C	202-2026	\$1,000.00	Paradise Car Care	Jeep repairs	General
D	203-2026	\$1,000.00	Chase Card	Supplies for fire dept	Fire
E	204&205	void			
F	206-2026	\$3,000.00	Linde Gas	Oxygen for fire dept	Fire
G	207-2026	\$251.07	Linde Gas	Oxygen for fire dept	Fire
H	208-2026	\$1,000.00	Attorney General	Collection fees	EMS
I	209-2026	\$0.77	BWC	Correct payment for rounding	General
J	210-2026	\$1,363.00	Pfund Sales	2411 vehicle repair	Fire
K	211-2026	\$35.50	PC Clerk of Court	Court costs Messmore case	General
M	212-2026	\$150.00	Blue Line	Uniforms-Mason	Fire
N	213-2026	\$300.00	Chase Card	Uniforms Amz-Mason	Fire
O	214-2026	\$82.00	Blue Line	Uniforms Gemberling	Fire
P	215-2026	\$192.00	Chase Card	Uniforms Amz-Gemberling	Fire
Q	216-2026	\$176.00	Witmer Fire Store	Uniforms Gemberlin	Fire
R	217-2026	\$450.00	Chase Card	Uniforms Amz Collins	Fire
S	218-2026	\$321.00	Chase Card	Uniforms Amz-Buday	Fire
T	219-2026	\$129.00	Blue Line	Uniforms Buday	Fire
U	220-2026	\$450.00	Levinson's	Uniforms Rose	Fire
V	221-2026	\$450.00	Levinson's	Uniforms Crevar	Fire
W	222-2026	\$450.00	Levinson's	Uniforms Swain	Fire
X	223-2026	\$300.00	Chase Card	CPR pins and inventory sticker	Fire

Y	224-2026	\$250.00	Levinson's	Class B for new employees	Fire
Z	225-2026	\$1,000.00	Kimball Midwest	Supplies	Road
AA	226-2026	\$2,000.00	Municipal Signs	Signs	Road
AB	227-2026	\$291.00	Blue Line LTD	Uniforms for Stanley	Fire
AC	228-2026	\$159.00	Witmer Public Safety	Uniforms for Stanley	Fire
AD	229-2026	\$2,310.00	HKG Enterprise	Siren controller	Fire
A	230-2026	\$2,200.00	Chase Card	FESI training on tech cred	Fire

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.

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

A motion by Hank Gibson-Lampley, seconded by Vince Coia to suspend the Regular session at 9:18 pm. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to enter Executive session at 9:19 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, Jon Summers.

Returned to open session at 9:34 pm. No action was taken

ADJOURNMENT

A motion by Hank Gibson-Lampley, seconded by Vince Coia to adjourn the meeting at 9:34 pm. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE