

RAVENNA TOWNSHIP BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING OF MAY 12, 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 May 12, 2026. Trustee Hank Gibson called the meeting to order at 7:04 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, Interim Zoning Inspector Jim DiPaola, Road Superintendent Ray Taylor, and Asst. Fiscal Officer Jon Summers.

AUDIENCE

None

REGULAR BUSINESS

A motion by Vince Coia, seconded by Kristi Blazek-Hack to approve the minutes of the Special Meeting of April 21, 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 Regular Meeting of April 28, 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 Vince Coia, seconded by Kristi Blazek-Hack to approve payroll warrants for May 15, 2026, in the amount of \$46,830.93 and other warrants in the amount of \$106,177.32 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**

A motion by Vince Coia, seconded by Kristi Blazek-Hack to rescind authorization for the roof repairs approved at the April 28, 2026 meeting because the project must go through the bid process. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to place the roof replacement project out for bid and authorize advertisement on May 15th and 22nd, 2026 with bids to be opened on June 9, 2026 at 7:00 PM with work to be completed by August 15, 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 declare old equipment (HP Printer, monitor, keyboard, mouse) originally issued to Mark Kozak in 2020 obsolete and authorize their disposal. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Vince said he and Abbie went to the tree dedication at the Historical Society and had a pleasant time. On May 1, 2026 he and Gail participated in the CPR training done by the Fire Dept. It was well presented but had low turnout. On May 2, 2026 he went to the Chinn resident sewer meeting. And on May 12, 2026 he and Ray went to the Water Dept meeting.

Kristi said the new Asst Prosecutor, James Armstrong, sent the information regarding the moratorium on transient housing. The trustees reviewed the moratorium and had a discussion.

RES #26-068 A motion by Kristi Blazek-Hack, seconded by Hank Gibson-Lampley to adopt the following:

WHEREAS, how to best care for individuals who are temporarily homeless, while maintaining the health and safety of our community is an issue for many communities; and

WHEREAS, concerns have arisen, due to the number of homeless individuals that may need to be served at a given time, on where in the township would be the appropriate locations for such transient shelters and, despite the residential nature of the service, whether transient shelters and organizations that run said shelters are a commercial operation; and

NOW THEREFORE BE IT HEREBY RESOLVED by Ravenna Township Board of Trustees, Portage County, Ohio to place a six (6) month moratorium on the operation/location of any new transient shelters in Ravenna Township to allow time to assess impacts on health, safety, utilities and infrastructure of the community.

BE IT FURTHER RESOLVED by the Ravenna Township Board of Trustees to consider adding a dedicated section on transient shelters to the Ravenna Township Zoning Code during the moratorium to fully and completely address the issue.

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

FISCAL OFFICER

Gail was present and reported the following:

Gail discussed how the server kept going down last week. CTMS came out and said it was a bank of bad memory. They said they could replace the bad portion for about \$85. They also noted that the server is going to be at it's end of life in March of 2027. Gail said she would start the process of pricing out the new server replacement for next year.

Gail talked to our insurance agent about the neutral position we are filling and it is better to have them as an employee rather than independent contractor.

The switchover to .gov has been moved to the morning of May 22, 2026.

We received a BWC Group Retro refund in the amount of \$3,460 for the policy year 2024. We also got some NDS money for the latest lien release. The County sent a check in the amount of \$40,365.60 which came as a refund from the real estate appraisal fund. We had a similar check issued in 2018, and that one was about \$59,000.

Gail said a resolution needed to terminate Sam Francis as an employee since his internship has ended.

RES #26-069 A motion by Kristi Blazek-Hack, seconded by Vince Coia to terminate the employment of Sam Francis effective April 28, 2026 because his internship ended. Sam is now on the Zoning Commission, his appointment beginning when his internship ended. 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:

The catch basin at Hidden Brook Dr has been repaired.

Sign repairs and the installation of new signs throughout the township has begun. The Black Horse area is completed and looks very good at night; the reflective tape really makes things pop.

There is a clogged culvert up on Harding Ave. A large tree limb is lodged in the pipe. Ray is not sure how it got in there but is working on a way to remove it.

Now that the asphalt plants have opened again, the Road Crew has been able to use hot mix on the Dawley Rd repairs again. Hopefully that will stay put better than the cold patch they had to use over the winter.

Ray said he would like to hire Logan Klonaris as the part time employee.

RES #26-070 A motion by Vince Coia, seconded by Hank Gibson-Lampley to hire Logan Klonaris as part time Road Worker pending a clean background check and drug screen at the rate of \$16.00/hour. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

GRANDVIEW CEMETERY

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

The focus is on preparing the cemetery for Memorial Day. Flags will be placed on May 21, 2026 at 6:00 PM, all volunteers are welcome to help. The high school volunteers will be out this Friday from 9:00 – 1:00 to help mulch around the trees and beds.

Mike Soboro was removing the two dead trees and grinding the stumps earlier today.

ZONING DEPARTMENT

Jim DiPaola was present and reported the following:

The Assistant Prosecutor is asking that a certain property be declared a public nuisance to help solve a flooding issue.

RES #26-071 A motion by Hank Gibson-Lampley, seconded by Vince Coia to declare the property located at 4787 Hayes Road, permanent parcel number 29-328-00-00-011-000 in the Township of Ravenna, Portage County, Ohio, a public nuisance constituting a safety hazard due to water surrounding the fire hydrant located on the property, and directing the matter to the Portage County Prosecutor.

WHEREAS, the property located at 4787 Hayes Road, Parcel #29-328-00-00-011-000, Ravenna Township, Portage County, Ohio presents a safety hazard due to water surrounding and inundating the fire hydrant located on the property, thereby impeding access to and use of said fire hydrant by emergency personnel; and

WHEREAS, such conditions constitute a public nuisance that poses a risk to the health, safety, and welfare of the residents of Ravenna Township; and

WHEREAS, the responsible parties have been notified of this condition and have not taken sufficient action to remedy the safety hazard; and

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

1. The Board hereby declares the property located at 4787 Hayes Road, Parcel #29-328-00-00-011-000, Ravenna Township, Ohio, to be a public nuisance due to the standing water surrounding the fire hydrant on the property, which constitutes a safety hazard.

2. The Board hereby directs the Portage County Prosecutor to take whatever legal action he deems necessary against the above responsible parties to cause mitigation of the safety hazard and abatement of the public nuisance, including, but not limited to the filing of a civil complaint and the settlement of such cause.

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

Jim reviewed the permits issued, violation letters sent and case compliances.

The Zoning Commission met on Wednesday, May 6, 2026 to review the current Zoning Resolution and discussed Data Centers. The next meeting will be held on June 3, 2026 at 6:00 pm.

There will be two hearings before the BZA on May 13, 2026.

RES #26-072 A motion by Kristi Blazek-Hack, seconded by Vince Coia to hire Jose Nogales as Zoning Inspector pending a clean background check and drug screen at the rate of \$19.00/hour. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

FIRE DEPARTMENT

Fire Chief Abbie Buday was present and reported the following:

Abbie requested the hiring of two more part-time firefighters.

RES #26-073 A motion by Hank Gibson-Lampley, seconded by Vince Coia to hire Andrew Ciptak as part time Firefighter/Paramedic pending passage of clean background check and drug screen at the rate determined by the CBA. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

RES #26-074 A motion by Hank Gibson-Lampley, seconded by Vince Coia to hire Antonio Fabela-Carmona as part time Firefighter/EMT pending passage of clean background check and drug screen at the rate determined by the CBA. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Firefighters Birrer and Dyer have completed the Fire and Emergency Services Instructor training.

Abbie noted the training schedule for the next two weeks. She requested that she and Captain Collins attend the Ohio Fire Chief's Officer Development Conference to be held in July.

A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to authorize Chief Buday and Captain Collins attend the Ohio Fire Chief's Officer Development Conference to be held in Columbus on July 13-16 at the cost of \$600/ea. and hotel at the government rate (est \$150/night). R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Crew will be participating in the PMHA Community Resource Fair on May 30, 2026 after training at the Ravenna Elks.

Abbie reviewed the April monthly activity.

NEW BUSINESS

TRUSTEES

Kristi said she is working on a project with the Health Dept and asked Ray about being able to paint a portion of a specific road for pedestrians. Ray said all of our roads are rather skinny and wouldn't have the width enough to dedicate to a walking lane, but he would talk with the County to see what the requirements would be.

FISCAL OFFICER

RES #26-075 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	274-2026	\$400.00	Chase Card	Uniforms Amz. Cook	Fire
B	275-2026	\$250.00	UH Corp Health	Drug testing	Road
C	276-2026	\$300.00	Alpha Background	Background checks	Road
D	277-2026	\$500.00	Alpha Background	Background checks	Fire
E	278-2026	\$5,740.81	ESO Solutions	Software renewal 7.22.2026	Fire
F	279-2026	\$4,000.00	Aladtec	Scheduling software renewal	Fire
G	280-2026	\$800.00	Active 911	Alert software renewal	Fire
H	281-2026	\$3,000.00	Enbridge Gas	Gas	General
I	282-2026	\$137.55	Airgas	Supplies	Road
J	283-2026	\$1,500.00	Airgas	Supplies	Road
K	284-2026	\$1,800.00	IWorq Systems	Zoning software	General zone
L	285-2026	\$39,000.00	Middlefield Bank	Loan payment	Fire
M	286-2026	\$28,000.00	PC Treasurer	Dispatch last half 2026	EMS Levy
N	287-2026	\$109.40	Carter Lumber	Supplies	Road
O	288-2026	\$500.00	Carter Lumber	Supplies	Road
P	289-2026	\$190.00	Chad Murdock	Legal fees zoning	General zone
Q	290-2026	\$2,000.00	Chad Murdock	Legal fees zoning	General zone
R	291-2026	\$3,500.00	De Lage	Main copier fees	General
S	292-2026	\$1,000.00	UH EMS Inst.	Anatomy & Phy class Valetta	Fire
T	293-2026	\$1,000.00	UH EMS Inst.	Anatomy & Phy class Puchajda	Fire
U	294-2026	\$2,000.00	Chase	Officer class Buday & Collins	Fire
V	295-2026	\$600.00	Alpha Background	Background checks	Fire
W	296-2026	\$3,200.00	Jordan Levi Wilson	Mowing	Grandview
X	297-2026	\$16,500.00	Jordan Levi Wilson	Mowing	Grandview
Y	298-2026	\$200.00	Denny Dillon	Dirt	Grandview

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 Kristi Blazek-Hack, seconded by Vince Coia to approve and accept the Bank Reconciliations and Financial Reports for the months of February, March and April 2026 as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to approve the following electronic payments: Chase Bank fees at \$95.00 on 3/31/2026; Enbridge Gas at \$954.60 on 4/7/26; and Enbridge Gas at \$214.55 on 4/7/26. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

The State Auditor sent an Advisory Memo regarding creating a policy to address credit card convenience fees. They sent another Memo stating that the deadline for website compliance for ADA has been pushed out to April 26, 2028 for public entities with populations less than 50,000.

The Portage County Auditor sent out the Estimated Resources for 2027 in the amount of \$2,423,617. That is \$1,997.00 less than the 2026 estimate of \$2,425,614.

Gail requested executive session to discuss matters 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 matters required to be kept confidential by Federal law.

A motion by Kristi Blazek-Hack, seconded by Vince Coia to suspend the Regular session at 8:53 pm. 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 enter Executive session at 8:53 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, and Gail Pittman.
Returned to open session at 9:25 pm.

RES #26-076 A motion by Vince Coia, seconded by Kristi Blazek-Hack to send accounts to collections as recommended by LifeForce on the supplemental report. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

RES #26-077 A motion by Kristi Blazek-Hack, seconded by Hank Gibson-Lampley to write off the account as recommended by LifeForce. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson-Lampley to adjourn the meeting at 9:25 pm. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE