

# **RAVENNA TOWNSHIP BOARD OF TRUSTEES**

## **MINUTES OF REGULAR MEETING OF JUNE 9, 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 June 9, 2026. Trustee Hank Gibson 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, Fiscal Officer Gail Pittman, Acting Zoning Inspector Jim DiPaola, and Road Superintendent Ray Taylor, Asst. Fiscal Officer Jon Summers. Fire Chief Abbie Buday was absent. Gene Brown and Johnny Saxton were in the audience.

### **AUDIENCE**

Gene Brown, a Program Manager for Family and Community Services, asked the trustees for their support for his reading program for the summer for the local children. His goal is to keep the children reading over the summer, so their reading skills stay fresh and prepares them for the new school year. His program is one of 200 similar programs. He currently has 70 students enrolled with a goal of enrolling more than 100.

### **BID OPENING**

There was only one bid submitted for the replacement of the roofs on the main township building. 5K Commercial Roofing submitted a bid in the amount of \$259,864.00.

### **REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson-Lampley to approve the minutes of the Regular Meeting of May 26, 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 Hank Gibson-Lampley to approve payroll warrants for June 12, 2026, in the amount of \$92,975.88 and other warrants in the amount of \$23,898.27 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 went to the Chinn residents' sewer meeting to stay updated and answer any questions they might have had. Vince and Ray attended the progress meeting today with Water Resources. Debbie Sunderland at the Historical Society has asked if a fire truck could attend their 75<sup>th</sup> Anniversary on June 27, 2026?

### **FISCAL OFFICER**

*Gail was present and reported the following:*

The schools have requested a change to the Forest Ridge TIF. There are several steps needed done before the trustees can pass an amended resolution.

A motion by Vince Coia, seconded by Hank Gibson-Lampley, to authorize notifications be mailed out and a public hearing be scheduled for July 21, 2026 at 6:30 PM regarding the changes

requested by the schools on the Forest Ridge TIF. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Ray and Gail met with Chad regarding the small claims case. A hearing is set for July 17, 2026 at 8:45 AM that both Gail and Ray will attend.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

The roadside mower is in need of new blades. Mo-trim has them in stock at the cost of \$632.00.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to authorize the purchase of new blades for the roadside mower through Mo-trim at the cost of \$632.00. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Culvert replacement work is being done on Harding Ave. The road crew replaced 40 feet of 12" pipe today at Harding & Glady St. and will be replacing another section tomorrow at Harding and Ferndale St.

### **GRANDVIEW CEMETERY**

There were three burials and six cremations in the past two weeks.

Ray discussed pricing on additional columbarium for the cemetery.

A motion by Vince Coia, seconded by Kristi Blazek-Hack to authorize the purchase of (2) 72 niche hexagonal columbarium's from Portage Marble and Granite at the cost of \$29,538.00/ea. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

### **ZONING DEPARTMENT**

*Jim DiPaola was present and reported the following:*

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

The next Zoning Commission meeting will be held on July 1, 2026.

### **FIRE DEPARTMENT**

*Fire Chief Abbie Buday was absent but called in and reported the following:*

The training weekends in May all went well. There was a structure fire call during one of them which resulted in a 15 person response to the fire.

Abbie presented the May monthly activity report.

A motion by Hank Gibson-Lampley, seconded by Kristi Blazek-Hack to accept the OFESF/Enbridge Community Safety/Paramedicine Grant which will cover the cost of the OFC Officer Development Conference costs for Chief Buday and Captain Collins and also 80 CO detectors to distribute to the community. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Abbie needs to purchase calibration gas for setting all their gas meters.

A motion by Vince Coia, seconded by Hank Gibson-Lampley to purchase calibration gas from MES in the amount of \$1,130.90. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

**RES # 26-085** A motion by Vince Coia, seconded by Kristi Blazek-Hack to adopt the following:

**WHEREAS**, in order to properly protect the health, safety and welfare of the inhabitants of the Township, this Board finds it necessary and advisable to adopt a standard code pertaining to fire, fire hazards and fire prevention; and

**WHEREAS**, it is the intent of this Board to adopt, pursuant to O.R.C. 505.373, the 2025 Ohio Fire Code in its entirety, including all appendices as a local fire code;

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Ravenna Township that:

**SECTION 1:** That pursuant to O.R.C. 505.373 the Board hereby adopts the 2025 Ohio Fire Code in its entirety, including all appendices, as the standard code pertaining to fire, fire hazards and fire prevention in the Township. A complete copy of the code, including all appendices, is attached to and incorporated into this resolution.

The 2025 Ohio Fire Code is based on the *International Fire Code*® (2021 Edition) as amended by the State Fire Marshal of Ohio. The Ohio Fire Code is designed to be compatible with the portions of the Ohio Building Code that are based upon the International Building Code (2021). The Ohio Fire Code is also compatible to all of the international codes published by the International Code Council (“ICC”), including the International Building Code, International Fuel Gas Code, International Mechanical Code – many of which have been specifically adopted for use in Ohio. As the Ohio Fire Code is based on the International Fire Code (2021 Edition) and it is enforceable by local fire officials, it also encourages statewide consistency in the application of its provisions.

**SECTION 2:** That all other Resolutions in conflict herewith are hereby repealed.

**SECTION 3:** That nothing in this resolution or in the 2025 Ohio Fire Code, including all appendices, hereby adopted shall be construed to affect any suit or proceeding pending in any court, or any rights acquired or liability incurred, or any cause of action acquired or existing, prior to the enactment of this Resolution. However, all such prior actions are expressly subject to any code in effect at the time the cause of action arose.

**SECTION 4:** That the Fiscal Officer is directed to:

**A.** Maintain a complete copy of the 2025 Ohio Fire Code in its entirety, including all appendices, on file in the office of the Township for inspection by the public;

**B.** Make copies of the 2025 Ohio Fire Code in its entirety, including all appendices, available for distribution to the public at cost;

**C.** Certify and deliver a copy of this resolution, together with a complete copy of the 2025 Ohio Fire Code in its entirety, including all appendices, to the Portage County Law Library, 203 W. Main Street, Ravenna, Ohio 44266; and

**D.** Post notice of adoption of the Ravenna Township Local Fire Code in its entirety, including all appendices, in at least five conspicuous places in the Township for at least 30 days as listed below:

Ravenna Township Fire Department Station 24, 6115 S. Spring St., Ravenna, Ohio.  
Ravenna Township Trustee's Building, 6145 S. Spring St., Ravenna, Ohio.  
Ravenna Township Administration Offices, 6115 S. Spring St., Ravenna, Ohio.  
Ravenna Township Road Department, 6115 S. Spring St., Ravenna, Ohio.  
Ravenna Township Road Department Storage Building, 6115 S. Spring St., Ravenna, Ohio.

and also cause such notice to be published in a newspaper of general circulation in the Township once a week for three consecutive weeks. The notice shall clearly identify the Code and state its purpose, and state that complete copies of the Ravenna Township Fire Code in its entirety, including all appendices, are on file with the Township and the Portage County Law Library for inspection by the public, and that the Fiscal Officer has copies available for distribution to the public at cost.

**SECTION 5:** The Ravenna Township Local Fire Code in its entirety, including all appendices, shall become effective and apply throughout the Township on June 10, 2026 or on the 31st day following the day the above notice is first posted in the Township, whichever is later.

**SECTION 6:** That the Fire Code, as adopted herein, shall be referred to as the "Ravenna Township Local Fire Code."

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 authorize paying \$2,200 for Alex Varner's Phase 1 paramedic training (vendor to be determined). 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 authorize \$150.00 supply allowance on Amazon for the Portage County Fair board. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

## **NEW BUSINESS**

### **TRUSTEES**

Vince attended the Chamber's Raven's award dinner held on June 3<sup>rd</sup>. It was a nice event.

## **FISCAL OFFICER**

**RES #26-086** 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    | 309-2026 | \$150.00   | Chase Card         | Ohio Fire Code 2025 pdf | Fire    |
| B    | 310-2026 | \$600.00   | Levinsons          | Uniform stock           | Fire    |
| C    | 311-2026 | \$171.35   | AT&T               | Cell phone              | Fire    |
| D    | 312-2026 | \$2,000.00 | AT&T               | Cell phone              | Fire    |
| E    | 313-2026 | \$150.00   | Chase              | Fair board supplies     | General |
| F    | 314-2026 | Void       |                    |                         |         |
| G    | 315-2026 | \$55.00    | PC Fire Chief Assn | Dues                    | Fire    |

---

|   |          |             |                          |                           |           |
|---|----------|-------------|--------------------------|---------------------------|-----------|
| H | 316-2026 | \$218.87    | Levinsons                | Uniform stock             | Fire      |
| I | 317-2026 | \$2,000.00  | Attorney General         | Collection fees           | EMS       |
| J | 318-2026 | \$2,000.00  | Fire Recovery            | Crash billing fees        | EMS       |
| K | 319-2026 | \$700.00    | Mo-Trim Inc              | Mower blades              | Road      |
| L | 320-2026 | \$2,000.00  | UH Corp Health           | Drug screen and physicals | Fire      |
| M | 321-2026 | \$3,000.00  | Advan Design             | Website redesign          | General   |
| N | 322-2026 | \$1,200.00  | MES                      | Calibration gas           | Fire      |
| O | 323-2026 | \$59,076.00 | Portage Marble & Granite | 2 columbarium's           | 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.

NOPEC has sent out their annual report for 2025.

Advan has sent their website redesign proposal.

A motion by Hank Gibson-Lampley, seconded by Vince Coia to authorize Advan to redesign the township's website as presented in their proposal. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

Gail requested executive session to discuss employee compensation.

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

A motion by Vince Coia, seconded by Hank Gibson-Lampley to suspend the Regular session at 8:48 pm. 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 enter Executive session at 8:48 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, and Jim DiPaola.

Returned to open session at 9:36 pm.

**RES #26-087** A motion by Kristi Blazek-Hack, seconded by Vince Coia to hire Rachel Baker for Zoning Secretary at the rate of \$18.00/hour subject to drug screen and background check, effective immediately. 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 and accept the Bingo Fundraising contract with the Loyal Order of the Moose #1234 effective immediately. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

**RES #26-088** A motion by Vince Coia, seconded by Kristi Blazek-Hack to increase Jamie McCoy's hourly rate to \$19.00/hr .effective June 10, 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 9:37 pm. R/C: Mr. Coia, yes; Mrs. Blazek-Hack, yes; Mr. Gibson-Lampley, yes. Motion passed.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
TRUSTEE