

**RAVENNA TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING OF APRIL 18, 2023**

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The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on April 18, 2023. Trustee Hank Gibson called the meeting to order at 7:02 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola, and Hank Gibson, Zoning Inspector Lori Rotondo, Fire Liaison Mark Kozak, Road Superintendent Ray Taylor, Administrative Assistant Melissa Murphy, and Assistant Fiscal Officer Jon Summers. Fiscal Officer Gail Pittman and Fire Chief Dave Moore were absent. In the audience were Laura Hebert, Candi Lukat, Bill Wisniewski, Connie Bennett, and Matt Kelly.

**AUDIENCE**

Laura Hebert, Superintendent of the Ravenna City Schools, spoke about the State of the Schools, touching on their strategic plan, their improvement audit, ODE report card, staffing and enrollment, etc. She introduced Candi Lukat who gave a quick synopsis on the need for a 6.9 mil levy on the ballot in the upcoming election for May 2, 2023. Connie Bennett and Bill Wisniewski both spoke on the need for the community to support the levy.

**REGULAR BUSINESS**

The motion to approve the minutes from the previous Regular Meeting on April 4, 2023 was tabled until the next meeting.

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

A motion by Jim DiPaola, seconded by Vince Coia to approve payroll warrants for April 21, 2023 in the amount of \$41,316.44 and other warrants in the amount of \$62,463.66 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:  
TRUSTEES**

The fire damaged structure at 3388-3390 SR 59 has been demolished and cleaned up, as certified by both the Zoning Inspector and the Fire Chief.

**RES # 23-073** A motion by Vince Coia, seconded by Hank Gibson to authorize the release of funds being held for Robert Cady in the amount of \$35,009.00 for the fire loss claim dated July 4, 2022 at 3388-3389 State Route 59. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince talked about the property analysis the township had done for the Cleveland Rd property and a short discussion of what to do with the property followed.

Melissa presented the write-ups she had done for the two Raven Award nominations the Trustees wanted to submit for the township.

**FISCAL OFFICER**

None

**DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Ray was present and reported the following:*

There are two applicants for the part time position that Ray will be interviewing.

Jason Lovejoy has submitted his resignation. His last day will be April 28, 2023.

**RES # 23-074** A motion by Vince Coia, seconded by Hank Gibson to accept the resignation of Jason Lovejoy effective April 29, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray will start looking for another full-time service worker.

The sewer jet on order is now about half completed and is on track for a May arrival.

The road crew attended a 3-hour Work Zone Traffic Control Safety Training class on April 12, 2023.

Spring clean-up is scheduled for this Saturday, April 22, 2023 from 8:00 am until noon.

Vince, Hank, Jim and Melissa all said they would be there to help.

**GRANDVIEW CEMETERY**

There was one burial in the past two weeks.

Ray asked to be allowed to open an account at Blackhorse Landscaping for supplies needed at Grandview. Vince said there are currently some unresolved zoning issues with that company and at this point would not think it prudent to be actively supporting the establishment.

There is another couple that had purchased spots from the previous owners in the mausoleum they did not build. These people now have a burial need. The trustees said to go ahead and offer them two plots as we have done in the past.

A motion by Vince Coia, seconded by Hank Gibson to authorize offering two burial plots to Ken Arnold for the burial of Charles and Flora Arnold as replacement for the non-existent mausoleum spots purchased by them from the previous cemetery owners. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ZONING DEPARTMENT**

*Zoning Inspector Lori Rotondo was present and reported the following:*

Lori said she is working with both Jim and Melissa on learning the different aspects and responsibilities of the position of Zoning Inspector. She inspected the clean-up of the fire loss property with Jim and certified it for the Fiscal Officer. She created a couple of zoning certificates for mylar drawings approving property splits, is learning the filing and scanning systems, the iWorQ's program, studying the township codes and regulations, etc.

She has received two complaints and will work with Jim to learn the violation letter process. Jim said he will be available on Thursday to drive around the township with her.

Melissa said she had two resolutions needing done to move previous violations onward to the prosecutor's office.

**RES # 23-075** A motion by Vince Coia, seconded by Jim DiPaola to forward violation #2023-005, Parcel # 23-344-00-00-022-000, 3329 SR 59 to the Portage County Prosecutor's office for enforcement. The property has inoperable, unlicensed vehicles, car parts, fire damaged accessory structure and rubbish scattered about. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES # 23-076** A motion by Jim DiPaola, seconded by Hank Gibson to forward violation #2023-004, Parcel # 23-307-00-00-013-000, 3464 SR 59 to the Portage County Prosecutor’s office for enforcement. The property is in violation of erecting a commercial structure without obtaining a zoning permit. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**FIRE DEPARTMENT**

*Fire Chief Dave Moore was absent; Mark Kozak reported the following:*

We received a \$2,900 State Fire Marshall grant that needs to be accepted.

**RES # 23-077** A motion by Hank Gibson, seconded by Jim DiPaola to accept the \$2,900.00 State Fire Marshall grant. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Mark requested an executive session at the end of the meeting to discuss personnel dismissal.

**NEW BUSINESS**

**TRUSTEES**

A motion by Vince Coia, seconded by Jim DiPaola to approve the support for the county HAZMAT Response and the Urban Search and Rescue, and approve the invoices received. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince said he received a complaint from a resident in a duplex on Summit Rd. regarding a neighbor setting up a shooting range. It is right next door to him, right near the elementary school, and doesn’t seem to be a very smart thing to have there. The zoning commission needs to look into and address the situation.

Jim said he has located and will be contacting two different companies to do the flagpole inspection.

**FISCAL OFFICER**

**RES # 23-078** A motion by Hank Gibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	240-2023	\$260.00	Kozma Electric	Repairs	General
B	241-2023	\$300.00	Ryan Poland	Appraisal	General
C	242-2023	\$1,745.00	Northwest Oh Eq	Lightbar for Chief truck	Fire
D	243-2023	\$145.00	OTARMA	Coverage for mower for last yr	Road
E	244-2023	\$517.56	Sutphen	Add’l repairs for fire engine	Fire
F	245-2023	\$8550.00	Kimtek	UTV skid unit	FEMA & Fire
G	246-2023	\$2100.00	Fire Force	Forcible entry tools for UTV	FEMA & Fire

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

Financial reports were sent to the Trustees and department heads in Excel format.

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

A motion by Hank Gibson, seconded by Jim DiPaola to suspend Regular session at 8:34 pm.  
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to enter into Executive session at 8:34 pm.  
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Mark Kozak, Jon Summers.

Returned to open session at 8:47 pm.

No action was taken.

**ADJOURNMENT**

A motion by Jim DiPaola, seconded by Hank Gibson to adjourn the meeting at 8:47 pm.

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

ATTEST:

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CHAIR

\_\_\_\_\_  
TRUSTEE

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

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TRUSTEE