

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF OCTOBER 17, 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 October 17, 2023. Trustee Hank Gibson called the meeting to order at 7:03 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Dave Moore, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, Fire Liaison Mark Kozak and Assistant Fiscal Officer Jon Summers. In the audience were residents from the Forest Ridge neighborhood, Dennis West and Bob DeHoff.

**AUDIENCE**

Michael Wisnewski said that the neighborhood had heard that the developer of Forest Ridge was going to be present at the meeting and rumors were that the phase 6 area was going to be in the Parade of Homes. Bob DeHoff, developer of Forest Ridge said that the rumors were wrong, he was in attendance tonight to discuss developing phase 6 using Tax Increment Financing (TIF). Bob said that the costs of developing the lots have increased significantly, especially in the last 3 years. He feels the best option available to finishing the development is using a TIF and is hoping he could interest the township joining him in the venture. His company has done this with other townships in the area. He quoted prices of existing building lots in other developments and said with the prices currently being charged to develop new lots, he couldn't compete without doing the TIF. He proposed a 75% TIF being split 50/50 between the developer and the township. He gave the example of how it works: if they build a \$300K house that includes the lot price, for 10 years 75% of the increase in real estate taxes due to increased value of the improvements would be set aside to go to the TIF and that money would be split between the developer and the township. The developer uses it to reimburse himself for the costs of improving the lot and the township uses their funds for maintenance of that road. Jim said the extension the developer has been given to complete Phase 6 of the development expires at the end of this year, so either they will need to file for an additional extension or let it expire. The residents asked Bob that if the TIF wasn't agreed to the extension expires, what would happen with the lots? Bob said probably nothing, the undeveloped lots would just sit there. The residents asked about the unsold lots in the previous phases, they weren't being maintained. Jim said that if the developer asked for an additional extension, the zoning board could make the extension conditional to the maintenance of all the lots. The residents said that doesn't mean much since they've been after him for years to take care of the existing ones.

Bob said there is another issue to bring up – legal, survey and engineering costs. His company would be paying for all of that. Hank asked Bob when he would be looking to move on all of this if the TIF is agreed on? Bob said as soon as possible, probably March or April with lots being ready by September.

Dennis West, the local Economic Development Director, was present and spoke further on TIFs. He said on a typical commercial tax abatement, the schools lose out, they aren't made whole. It is the responsibility of the developer and the municipality to make the school whole. With a residential TIF, the schools aren't losing out. The 25% left of a 75% TIF is slated to cover the schools. The purpose of the TIF is for the township to be reimbursed for the development of the lots. A municipality could issue bonds. In theory, the purchasers of the bonds get the revenue from the TIF and the revenue should be higher than the cost of the bonds.

**REGULAR BUSINESS**

The approval of the minutes of the Regular Meeting of October 3, 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 Vince Coia, seconded by Hank Gibson to approve payroll warrants for October 20, 2023 in the amount of \$45,845.69 and other warrants in the amount of \$31,656.79 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**

Vince spoke about the road dedication held the previous weekend and said it went very well.

Jim said he received the resolution language for dissolving the current JEDD and our legal has approved. We should have everything at the next meeting to approve it.

**FISCAL OFFICER**

Gail read a thank you card received from Mrs. Betty Sims for her dedication certificate.

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

*Ray was present and reported the following:*

Some of the flashers on the dump truck need replaced. Ray wants to replace them with green ones like the ones used on ODOT trucks for better visibility. NAPA has quoted him \$54.86 per flasher, he would need 10 of them. All total, the cost should be under \$600.00.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of 10 green flashers and pigtailed for use on the road vehicles from NAPA at the cost not to exceed \$600.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray has a quote from Cardinal Autowerks to get all the trucks fluid sprayed to protect them from the winter salt. Cardinal quoted \$1,260.00 and would come to the township building to do it.

A motion by Vince Coia, seconded by Hank Gibson to approve Cardinal Autowerks spray all the Road Department vehicles at the price of \$1,260.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The 2014 F150 needs a new headlight. Ray will get the light from Sarchione Ford for \$220.00

The last day of brush chipping will be October 30, 2023. The road crew will continue picking up leaf bags until the snow begins.

Ray discussed the price that the Trustees would like to get out of the Kubota tractor that is going to be put on GovDeals.com.

**GRANDVIEW CEMETERY**

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

The road crew is currently concentrating on leaf pick up at the cemetery.  
The stamped concrete around the columnbariums came out very nice.

### **ZONING DEPARTMENT**

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

The BZA met for 2 hearings on October 11, 2023, and approved the two conditional use applications. The BZA will meet again on November 8, 2023 to hear an application by Haasz Performance Center to park excess car inventory on the premises parking lot.

Lori went over the court cases that the attorney has been working on, the list of permits issued and the issues that have come into compliance. She asked whether the trustees were wanting to go forward on the two demolitions through the Land Bank?

**RES 23-184** A motion by Jim DiPaola, seconded by Hank Gibson,

Whereas, pursuant to Ohio Revised Code Section 505.86, the Board has the authority to abate dangerous property conditions under certain circumstances;

Whereas, the Board requires an owner and lien search of the real estate at 5451 Portage St., Ravenna Township, Ohio, to identify the record landowners and legal and equitable lienholders;

Now, therefore, be it resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio, that the Township Zoning Inspector is directed to work with legal counsel to obtain an administrative search warrant for the property at 5451 Portage St. and upon obtaining such search warrant the Fiscal Officer is directed to send a letter to the Ravenna Township Fire Department, the Portage County Building Department, and the Portage County Combined General Health District requesting each department to inspect the building/structure at 5451 Portage St., Ravenna Township, Ohio, and report to this Board on its condition given the applicable standard described in Ohio Revised Code Section 505.86; and it is further

Resolved, that the Fiscal Officer, Gail Pittman is directed to employ, on behalf of the Township, a title company to perform an owner and lien search of the real estate at 5451 Portage St., Ravenna Township, Ohio to identify any and all record landowners and legal and equitable lienholders. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES 23-185** A motion by Jim DiPaola, seconded by Hank Gibson,

Whereas, pursuant to Ohio Revised Code Section 505.86, the Board has the authority to abate dangerous property conditions under certain circumstances;

Whereas, the Board requires an owner and lien search of the real estate at 6640 Sumner St., Ravenna Township, Ohio, to identify the record landowners and legal and equitable lienholders;

Now, therefore, be it resolved by the Board of Trustees of Ravenna Township, Portage County, Ohio, that the Township Zoning Inspector is directed to work with legal counsel to obtain an administrative search warrant for the property at 6640 Sumner St. and upon obtaining such search warrant the Fiscal Officer is directed to send a letter to the Ravenna Township Fire Department, the Portage County Building Department, and the Portage County Combined General Health District requesting each department to inspect the building/structure

at 6640 Sumner St., Ravenna Township, Ohio, and report to this Board on its condition given the applicable standard described in Ohio Revised Code Section 505.86; and it is further

Resolved, that the Fiscal Officer, Gail Pittman is directed to employ, on behalf of the Township, a title company to perform an owner and lien search of the real estate at 6640 Sumner St., Ravenna Township, Ohio to identify any and all record landowners and legal and equitable lienholders. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**FIRE DEPARTMENT**

*Fire Chief Dave Moore was present and reported the following:*

Firefighters Robert Hawk never responded to the calls or certified letters sent regarding his long-term absence.

**RES # 23-186** A motion by Hank Gibson, seconded by Jim DiPaola to accept the resignation of Firefighter Hawk effectively immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

The Chief requested that the Fire Dept. vehicles get fluid sprayed the same time as the Road Dept. vehicles. It would cost an additional \$1,800.00.

A motion by Hank Gibson, seconded by Jim DiPaola to approve Cardinal Autowerks spray all the Fire Department vehicles at the price of \$1,800.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Units #2413 and #2414 will go for pump testing next week at Mantua Fire Dept.

Unit #2417’s new suspension has been installed and has greatly improved its capabilities.

Mark asked for an executive session at the end of the meeting to discuss compensation through the Recruitment and Retention Grant.

Mark discussed the next levy. He hasn’t heard from the prosecutor yet, but there will be no May election next year. It will be on March 19, 2024, so all the work needs to be finished by December 20, 2023 to get on that March ballot.

**NEW BUSINESS**

**TRUSTEES**

Somebody requested to have a job fair flyer put up on the website.

A motion by Vince Coia, seconded by Jim DiPaola to have the job fair flyer placed on the township website. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince mentioned the dumping on Cliff Drive again. Ray said he would get it cleaned up and figure out who owns that lot, maybe get a “No Dumping” sign put up.

There will be a NOPEC meeting held in Twinsburg on November 14, 2023.

**FISCAL OFFICER**

**RES # 23-187** A motion by Hank Gibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	369-2023	\$600.00	Active 911	Subscription	Fire
B	370-2023	\$775.50	H&W Door	Emergency door repair	Road

C	371-2023	\$1,800.00	Cardinal Autowerks	Fluid film for FD vehicles	Fire
D	372-2023	\$1,300.00	Cardinal Autowerks	Fluid film for Road vehicles	Road
E	373-2023	\$500.00	Gannett Ohio	Advertising	General
F	374-2023	\$500.00	Gannett Ohio	Advertising – zoning	General
G	375-2023	\$1,000.00	NAPA Auto parts	Parts	Road
H	376-2023	\$150.00	Cardinal Autowerks	Fluid film for Jeep	General
I	377-2023	\$800.00	AMS Title Agency	Title searches	General

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

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

Gail will be attending the AOS Fiscal Officer training in Twinsburg on October 24, 2023. She requested approval for lunch and travel expenses. The registration is on the township credit card.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize reimbursement for Gail Pittman for travel and lunch expenses at the AOS Fiscal Officer training held in Twinsburg on October 24, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail requested executive session to discuss information required to be kept confidential by HIPAA and for compensation.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing information required to be kept confidential by Federal HIPAA law and for employee compensation.

A motion by Hank Gibson, seconded by Jim DiPaola to suspend Regular session at 9:12 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 Executive session at 9:12 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Gail Pittman, Mark Kozak.

Returned to open session at 9:45 pm.

**RES # 23-188** A motion by Jim DiPaola, seconded by Vince Coia to authorize approve and accept the Ohio Emergency Management Agency Grant Agreement. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 23-189** A motion by Vince Coia, seconded by Jim DiPaola to authorize sending the accounts submitted by Life Force Billing over to collections. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed.

**RES # 23-190** A motion by Hank Gibson, seconded by Vince Coia to approve and accept the revised employment agreement with Mark Kozak with effective date of November 20, 2023. R/C: Mr. Coia, yes; Mr. DiPaola, yes; and Mr. Gibson, yes. Motion Passed

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 10:00 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