

# **RAVENNA TOWNSHIP BOARD OF TRUSTEES**

## **MINUTES OF REGULAR MEETING OF MAY 28, 2024**

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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 May 28, 2024. Trustee Jim DiPaola called the meeting to order at 7:04 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, and Assistant Fiscal Officer Jon Summers. Fire Chief Dave Moore was absent and Captain Heather Sweitzer sat in for him until Fire Liaison Mark Kozak arrived. In the audience were residents Jonathan Takau and Eric Hellekson.

### **AUDIENCE**

Jonathan Takau is a resident who is interested in purchasing the old Buckeye Dance property. He gave a short presentation of his business ideas to use the property for. He discussed the disrepair of the property and the current litigations regarding the disrepair. His background is in light manufacturing and would have low impact on the neighborhood as far as noise and traffic. He is currently negotiating the purchase of the property and understands he will have to bring all this before the BZA, but just wanted to introduce the ideas to the Trustees.

### **REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Special Meeting of May 2, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of May 14, 2024. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

A motion by Vince Coia, seconded by Jim DiPaola to approve payroll warrants for May 31, 2024 in the amount of \$46,454.94 and other warrants in the amount of \$26,595.77 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 said he spoke with a resident of the Chinn Development regarding the upcoming sewer project, rehashing the same cost concerns previously discussed. Vince said Mr. Kennedy has reached out to local and state representatives in support of the residents and Vince suggested that the trustees also put together a letter to send out to our government representatives in support of the residents. There has been no news yet about the appeal the residents have filed with the Commissioners.

### **FISCAL OFFICER**

The massive report for the Medicare Ground Ambulance Cost was filed last Friday. Hopefully, we will not have to do that report again for a long time.

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

*Ray was present and reported the following:*

The bids for the chip and seal project were reviewed by the engineers and the Geauga Highway was incorrect and was adjusted \$30 higher, bringing their bid to \$129,075.66. They are still the low bidder. The PC Engineer's office and the PC Prosecutor have both reviewed and signed off on the bids. The PC Engineer's office recommended accepting the bid from Geauga Highway.

**RES #24-061** A motion by Vince Coia, seconded by Hank Gibson to approve and accept the 2024 Chip and Seal Road Project bid from Geauga Highway in the amount of \$129,075.66. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The Trustees asked Ray to discuss with the Engineers office about hiring an inspector to oversee the chip and seal work as it is done.

About 290 tires were collected and removed from Terrill St. After that was completed, the residents have brought up at least another 100 tires and have left them along side of the road. Frank Hairston is calling again to see what we can do. The trustees said at this point, Frank should be calling Dawn at the recycling center and working directly with her to see if they are still willing to work with him to remove the remaining tires.

The Road Crew have been doing brush pick up and roadside mowing, and will now be going out to do road repairs on the roads to be chip and sealed.

**GRANDVIEW CEMETERY**

There were two burials and one cremation in the past two weeks.

Ray thanked the Young Marines and everyone else that came out to help place the flags for the veterans for Memorial Day.

Kozma Electric came out and installed the new generator, breaker box and lights/switches in the Mausoleum. Everything works great. The next step is to order the heater for the mausoleum.

A motion by Vince Coia, seconded by Hank Gibson to purchase a heater through HVAC Direct at the cost of \$3,125.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Frank Mounts quoted \$2,450.00 to enclose the generator area with fencing. Beal Fence quoted \$4,750.00.

A motion by Vince Coia, seconded by Hank Gibson to authorize Frank Mounts to install security fencing around the generator for the amount of \$2,450.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The benches around the columbariums have been placed. Ray said one of the benches is slightly off level, but they're going to come out to adjust it.

The mowing company hit one of the private benches in the cemetery and broke it. The mowing company's insurance is going to replace the whole bench.

**ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

Letters for the high grass violations and lien searches have been done for properties at 6444 Genevieve and 6364 Roselawn. The next step is to post the notices on the properties and in the

paper, but Lori needs to set the dates with the Road Crew. The dates need to be included in the postings. Ray said just let him know what dates she wanted and, weather permitting, he will have his guys out there to mow.

Lori reviewed the permits and violations issued recently and gave updates on older ones.

Larry Loftin paid the \$320 in court fees on the violations at 6535 Cleveland Rd. All the issues in the violation have been addressed and taken care of. Lori asked the trustees for a resolution to dismiss the case.

**RES #24-062** A motion by Vince Coia, seconded by Hank Gibson to dismiss the court case for #2024CV00191 for 6535 Cleveland Rd because all issues have been brought into compliance. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #24-063** A motion by Jim DiPaola, seconded by Vince Coia to approve and accept the nuisance abatement agreement with the Land Bank for 6640 Sumner Rd. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #24-064** A motion by Jim DiPaola, seconded by Vince Coia to approve and accept the nuisance abatement agreement with the Land Bank for 5451 Portage St. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

## **FIRE DEPARTMENT**

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

Firefighter Mitchell has not responded to the certified mail after the part-time roster audit. Please accept this as his formal resignation.

**RES #24-065** A motion by Hank Gibson, seconded by Vince Coia to accept the lack of communication from Firefighter Bryan Mitchell through email and certified mail as his formal resignation from the Ravenna Township Fire Dept. effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Chief Moore has a quote from Wash This to power wash all the brick, retaining walls and concrete pads at the estimated price of \$1,600.00. Gail said the Chief needs to provide the necessary information on Wash This to add them as a vendor in our system.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize Wash This to power wash the exterior of the building, the retaining walls and concrete pads at the estimated price of \$1,600.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The hot water heater is not putting out any hot water.

A motion by Hank Gibson, seconded by Vince Coia to authorize Bilotto Plumbing to come repair the hot water heater in the fire department. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Dave requested an executive session at the end of the meeting to discuss employee compensation.

## **NEW BUSINESS**

### **TRUSTEES**

NOPEC sent Vince their 2023 Annual Report. Vince gave it to Jon to file away.

Vince received a call from a resident on Red Brush Rd and Brady Lake with water drainage and culvert problems.

Hank went to the township meeting at the Portage County Engineers where they discussed opioids, the state wanting to take over zoning and trying to get the bidding process to be totally online, among other things.

**FISCAL OFFICER**

**RES #24-066** A motion by Jim DiPaola, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	258-2024	\$500.00	Acorn LPG	Propane	Road
B	259-2024	\$52.77	Staples	Batteries for fire dept	Fire
C	260-2024	\$500.00	Staples	Supplies	Fire
D	261-2024	\$257.00	H&W Door Co	Garage door repair	Road
E	262-2024	\$2,000.00	Chase	Office supplies, postage, etc.	General
F	263-2024	\$15,000.00	Allied Corporation	Asphalt	Road
G	264-2024	\$2,450.00	Frank Mounts	Security fence	Grandview
H	265-2024	\$3,400.00	Chase Card	Heater	Grandview
I	266-2024	\$129,075.66	Geauga Highway	Chip & Seal	Road
J	267-2024	\$1,200.00	Clemans Nelson	Legal	General
K	268-2024	\$2,500.00	Bilottos Plumbing	Repairs	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.

Life Force is requesting to purge old A/R accounts that have been turned over to collections. These accounts are worked by the Attorney General and Capital Recovery. Any payments received would be reinstated.

**RES #24-067** A motion by Jim DiPaola, seconded by Vince Coia to authorize Life Force to purge A/R accounts turned over to collection as listed on the reports submitted by Life Force. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to approve warrant #24915 in the amount of \$2,450.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Hank is going to ask Dave to gather statistical information about non-transporters so that the trustees can make an informed decision about billing for them.

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

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 9:01 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter Executive session at 9:01 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 9:08 pm.

**RES #24-068** A motion by Hank Gibson, seconded by Vince Coia to allow Zach Heffley to credit up to 130 hours of sick time from Mantua Fire District upon their Fiscal Officer’s certification of his accumulated hours. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #24-069** A motion by Hank Gibson, seconded by Jim DiPaola to approve the MOU for Zach Heffley which sets his first year payrate at \$19.07/hour. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 9:16pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

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FISCAL OFFICER

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TRUSTEE