

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JULY 9, 2024**

---

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on July 9, 2024. Trustee Jim DiPaola called the meeting to order at 7:10 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Dave Moore, Fire Liaison Mark Kozak, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, and Assistant Fiscal Officer Jon Summers. In the audience were Kevin Straubhaar and Mark Guidetti.

**AUDIENCE**

Mr. Straubhaar, of 4553 Hayes Rd, said he was here regarding a letter dated June 17, 2024 from the Zoning Inspector. He said he repeatedly gets violation letters. His land is agricultural, he has a letter dated April 23, 1997 and it states that fact. He believes he is getting hassled. Lori said she was responding to a complaint of high grass. Mr. Straubhaar said he grows and sells native plants and seeds; this is not high grass. Lori explained that she is a new inspector and if the violation was issued in error, she apologizes and will correct the situation.

Pursuant to R.C. 1211.22(G)(8) to consider confidential information directly related to specific business strategy or personal financial statements of a request for economic development assistance provided or administered pursuant to sections 5709.40 to .43, 5709.73 to .75 of the Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, as executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with an economic development project, a motion by Hank Gibson, seconded by Jim DiPaola to suspend Regular session at 7:18 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 7:18 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 8:05 pm. No action was taken.

**REGULAR BUSINESS**

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Budget Meeting of June 25, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of June 25, 2024. R/C: Mr. Coia, yes; 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 Hank Gibson, seconded by Vince Coia to approve payroll warrants for July 12, 2024 in the amount of \$85,284.95 and other warrants in the amount of \$70,593.39 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 asked Jim about the map for the Chinn Development. Jim said it should be ready tomorrow.

Hank asked for an update on the computer virus that was on one of the computers. Gail said the CTMS has fixed it and she is working at finding a program that will enhance training for everyone regarding computer viruses.

Jim said that Wesley Electric is putting the township on their schedule in a couple of weeks to take care of all the NOPEC electrical projects needing done. Gail asked for the estimate so that she could get a PO on the books.

Jim and the Fire Chief met with the city to coordinate with the Octane Nights program that will be held August 7, 2024. Another meeting is set for the 22<sup>nd</sup>.

**FISCAL OFFICER**

Melissa has done a very good job cleaning up the records room and moving all the old boxes out from the downstairs offices up to the records room. She has sorted out a lot of reusable supplies and has a list of things that are basically junk that needs to be disposed of.

**RES #24-087** A motion by Hank Gibson, seconded by Vince Coia to declare the list of old small equipment stored in the records room as obsolete and allow it all to be disposed of properly. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The 2022/2023 audit qualifies for AUP vs. a full audit, and that option has been approved. The auditors' office will pick up the records on July 11, 2024 and take it all back to their offices in Marietta to finish up the AUP.

**RES #24-088** A motion by Hank Gibson, seconded by Vince Coia to approve expenditure of fire loss funds in the amount of \$1,120.00 to Laurie Webb for property at 6364 Wall St. The Fire Chief and Zoning Inspector have both inspected and submitted notices that the property is now in compliance. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The latest water and sewer bills received today have tripled from the previous month. The next meter reading is scheduled for tomorrow, so Jon will call in the morning to talk with them and figure out what is going on. Meanwhile, Ray will inspect the property and see if he can find any causes. Jim told Jon that if he doesn't get anywhere with them, let him know and he would go up and speak with somebody.

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

*Ray was present and reported the following:*

Ray and Vince attended a pre-construction meeting for the upcoming chip and seal project. They thought it went very well, the county letting the contractor know they will be closely watched based on previous projects that were done in the county in the past. Everyone seemed to be on the same page.

The road crew had to replace a culvert on Highland. It was a bigger concrete culvert and Ray was able to get one from the county quickly, then replace the county's inventory the next day. The pipe is more expensive than the standard ones we usually deal with.

The 2020 F550 had to have the 2 tie rod ends and linkages replaced. Ray found it odd that it happened on the newer truck, the older trucks haven't had that problem. He thought they must have switched to cheaper parts on the 2020 model.

The crew will be going into the Chinn Development to do some road repairs and culvert replacements to carry the residents through until the upcoming sewer project is completed.

The road sweeper needs new brushes. It takes 42 of them at \$21.40 each,

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase of new brush wheels for the road sweeper from Leppo's at the approximate price of \$898.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

### **GRANDVIEW CEMETERY**

There was one burial, two cremations and one pet burial in the past two weeks.

A V.A. marker was damaged by the mowers. Ray ordered another one from the V.A. and there should be no charge for the replacement. The marker did a bit of damage to the mower though.

The city said they will be continuing the salt contract this year, but will be adding a maintenance fee to cover the upkeep costs of the scales. Ray has not seen the new contract.

### **ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

Lori requested a resolution to forward a violation to the attorney.

**RES #24-089** A motion by Vince Coia, seconded by Jim DiPaola:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 6627 Sumner (5 parcels), Parcel #s: 29-312-12-00-078-000, 29-312-12-00-077-000, 29-312-12-00-079-000, 29-312-12-00-080-000, 29-312-12-00-081-000 in Ravenna Township, Portage County, Ohio that they are in violation of junk vehicles, sanitation, rubbish and debris at the premises. Pursuant to Township Exterior Property Maintenance Codes 302.1, 307.1 and 307.2 and Zoning Code 605.00 A, D4.

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Exterior Property Code:

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

1. The Board hereby directs the Township Attorney to take whatever legal action he deems necessary against the above responsible parties to cause compliance with the Township zoning code, including, but not limited to the filing of a civil complaint and the settlement of such cause.
2. The Board hereby directs the Township Zoning Inspector to assist in such efforts as required by the Township Attorney.

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

The BZA met on July 10, 2024. They tabled the variance request for a freestanding sign at 3499 SR 59 and approved the other two variance requests.

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

**FIRE DEPARTMENT**

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

Dave requested approval for several purchases

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of Lucas batteries from Stryker at the cost of \$1,850.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of 30 gallons of F-500 Encapsulating Firefighting Agent from Advanced ECO Systems at the cost of \$1,200.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of a flashlight bank charger from Fire Force for the cost of \$400.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of tool and ladder markings from LAAD at the cost of \$250.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Dave requested an executive session to discuss emergency response protocol and employee compensation.

The active threat exercise was held today at KSU. Five of our members attended and it went well. Portage County EMA will be giving our department active threat training in September.

There will be training in the house at Happy Trails Farm at 5623 New Milford Rd this month. The focus of the training will be with the new thermal imaging cameras.

The chief requested approval to send a firefighter to fire school.

**RES #24-090** A motion by Hank Gibson, seconded by Jim DiPaola to approve sending Firefighter Alex Varner to fire school at Akron University starting in August at the cost of \$4,500.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**NEW BUSINESS**

**TRUSTEES**

None.

**FISCAL OFFICER**

**RES #24-091** A motion by HankGibson, seconded by Vince Coia to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	286-2024	\$2,000.00	Chad Murdock	Legal for zoning	General
B	287-2024	\$1,000.00	Sarchione Ford	Parts for road vehicle	Road
C	288-2024	\$10,000.00	Allied	Asphalt	Road
D	289-2024	\$135.56	City of Ravenna	Water	General
E	290-2024	\$2,000.00	City of Ravenna	Water	General
F	291-2024	\$3,000.00	PC Water Resource	Sewer	General
G	292-2024	\$1,900.00	Stryker	Lucas batteries	Fire
H	293-2024	\$1,200.00	Advanced ECO	Encapsulating agent	Fire
I	294-2024	\$400.00	Fire Force	Flashlight bank charger	Fire

J	295-2024	\$250.00	LAAD Graphic Design	Tool and ladder marking	Fire
K	296-2024	\$4,500.00	University of Akron	Fire school for Alex Varner	Fire

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

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

**RES #24-092** A motion by Vince Coia, seconded by Hank Gibson to approve and accept the June 2024 bank reconciliation and financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing compensation and security arrangements & emergency response protocol.

A motion by Vince Coia, seconded by Hank Gibson to suspend Regular session at 9:56 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to enter Executive session at 9:56 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 10:17 pm.

**RES #24-093** A motion by Vince Coia, seconded by Jim DiPaola to approve the contract and authorize electrical work by Wesley Electric for \$30,000 to be reimbursed by the NOPEC Grants. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Jim DiPaola to approve PO 297-2024 for \$30,000 to Wesley Electric from the General fund. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #24-094** A motion by Jim DiPaola, seconded by Hank Gibson to authorize a 24 hour negative adjustment to James Crevar’s vacation accrual to pay back the township for 24 hours holiday over accrual at the beginning of the current year. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 10:22pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
TRUSTEE

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

\_\_\_\_\_  
TRUSTEE