

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF AUGUST 20, 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 August 20, 2024. Trustee Jim DiPaola called the meeting to order at 7:09 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, and Assistant Fiscal Officer Jon Summers. In the audience was David Buckeye.

REGULAR BUSINESS

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of August 6, 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 August 23, 2024 in the amount of \$54,277.48 and other warrants in the amount of \$135,339.50 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

AUDIENCE

No comments.

OLD BUSINESS
TRUSTEES

Hank asked Mark at the Maple Grove Cemetery to get additional quotes for the tree work that they are going to do. They seem to use the same contractor all of the time.

Jim said he meets with Dennis West, the Economic Director, next week and will see about getting him to attend a meeting.

Vince said the Chinn Development residents are having another meeting Saturday regarding the sewer project. The bidding deadline for the project has been extended a couple of weeks. He also said there is a meeting with elected officials at NEOMED in two weeks to discuss infrastructure in the county as a whole.

Vince attended the Township Association dinner. They spoke about the NOPEC pace program and Kellie at Jobs and Family Services talked about her department.

Jim has not heard anything regarding the auditor's property value meeting. He went to the ribbon cutting ceremony for the Historical Society. The work Hummel has done really made everything look nice. It was well attended.

FISCAL OFFICER

The VFW donation that the trustees accepted back on July 23, 2024 went to the Part Time Fire Department Union because of how the check was payable, not to the Fire Department. The motion to accept it was unnecessary because it did not come in to the township treasury.

The insurance policy renewal is ready and starts today, August 20, 2024. The premium is \$26,574.63, which is a 14% increase over the prior year. Gail said with the increase in valuation of township owned property and additional equipment, it is a reasonable increase.

RES #24-106 A motion by Jim DiPaola, seconded by Vince Coia to approve and accept the Insurance policy as presented by OTARMA for the year beginning August 20, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The water bill came in at \$42 for the meeting room and \$92 for the main building; and they look back to normal amounts. We have not yet heard about the sewer bill.

The Budget Commission has determined the necessary tax amounts and rates. Gail asked for a resolution to authorize and accept the tax rates and amounts.

RES #24-107 A motion by Jim DiPaola, seconded by Vince Coia to approve and accept the amounts and rates as determined and presented by the Budget Commission and authorize the necessary tax levies and certifying them to the County Auditor for 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail has not heard anything further regarding the TIF. She noted that the invoices received so far total \$3,840.00, which all have been sent to DeHoff.

Gail gave a budget review of the revenue and where the funds are looking to be at year end. She made a request to transfer money to the Capital Fund to set money aside for future capital purchases.

RES #24-108 A motion by Hank Gibson, seconded by Vince Coia to authorize the transfer of \$150,000.00 from the General Fund #1000 to the Misc. Capital Projects Fund #4901 to save for future capital needs. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #24-109 A motion by Hank Gibson, seconded by Jim DiPaola to authorize the transfer of \$5,000.00 from the General Fund #1000 to the Flag Pole fund. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We have not received an invoice from Wesley Electric for the changing of light switches using the NOPEC grant funds. The light at the end of the building is still flashing. We need to get the invoice soon to be able to use it against the NOPEC grant before it expires.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

We are waiting on the final numbers for the chip and seal project. Ray said it was coming in about \$3,800.00 higher than quoted, but we are still way below the second bid price.

The windshield in the 2014 F150 is cracked and needs replaced. Stow Glass quoted \$285.00 and Haasz Collision Center is at \$384.00. Gail said Jon will check with the insurance as to whether that is worthwhile to go that route.

The repairs in the Chinn Development are done. It should last long enough until the sewer project tears everything up.

Howard Dukes has notified Ray that his last day of work will be August 29, 2024 and has submitted his resignation. Howard has been a good employee and he wished to fully retire. Ray requested to advertise on Indeed.com for a replacement for that position.

RES #24-110 A motion by Vince Coia, seconded by Jim DiPaola to accept the resignation of Howard Dukes as part time road worker effective August 29, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to authorize the placement of an ad on Indeed.com for the position of Part Time Road Worker. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The city has sent the Salt Agreement Contract for this next winter activity. The cost per ton of the salt will remain the same as last year, but they are adding a 10% charge for the maintenance of the scales.

RES #24-111 A motion by Vince Coia, seconded by Jim DiPaola to accept the 2024/2025 Ravenna City Salt contract at the cost of \$46.45/ton with a 10% additional charge for scale maintenance. There is no minimum nor maximum purchase required. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

GRANDVIEW CEMETERY

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

Layin' It Down Concrete has completed the new sidewalks. Ray is now ready to build the heater room running off the mausoleum. He estimates that he will need about \$850.00 for material costs from Carter Lumber.

A motion by Vince Coia, seconded by Jim DiPaola to authorize the purchase materials in the amount of \$850 00from Carter Lumber for the purpose of building the heater room onto the mausoleum. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince asked if the odor in the mausoleum has dissipated yet. Ray said yes, since the weather has gotten cooler, he has not smelled it at all. He is hopeful that mitigation efforts by Wood Kortright Funeral Home have worked and that it doesn't start back up on hot days.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori had several cases she requested to send to the prosecutor for further enforcement.

RES #24-112 A motion by Jim DiPaola, seconded by Vince Coia:

WHEREAS, the Township Zoning Inspector has notified the Landowner of 3142 Summit Road, Parcel #29-341-00-00-018 in Ravenna Township, Portage County, Ohio that they are in violation of sanitation, front yard debris and an unlawful carport at the premises. Pursuant to Township Exterior Property Maintenance Code 302.1 and Township Zoning Codes: 502.06 (A) and 610.03 (1,7).

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning and 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 Portage County Prosecutor 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 Portage County Prosecutor.

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

RES #24-113 A motion by Vince Coia, seconded by Jim DiPaola:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 2884 Brady Lake, Parcels #29-352-00-00-014-000 and #29-356-00-00-001-000 in Ravenna Township, Portage County, Ohio that they are in violation of tall grass/weeds, sanitation, rubbish and garbage, and a junk vehicle on the premises. Pursuant to Township Zoning Resolution Codes 605 D (4) and Exterior Property Maintenance Codes 302.1, 302.4, 307.1 and 307.2

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning and 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 Portage County Prosecutor 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 Portage County Prosecutor.

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

RES #24-114 A motion by Vince Coia, seconded by Jim DiPaola:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 7229 and 7213 St. Rt. 14, Parcel 29-204-00-00-007-000 in Ravenna Township, Portage County, Ohio that they are in violation of junk vehicles, collection of scrap, rubbish, garbage and sanitation. Pursuant to Township Zoning Code 605.00 (D4), 610.09 (A,B) and Township Exterior Property Maintenance Codes 302.1, 307.1 and 307.2.

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning and 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 Portage County Prosecutor 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 Portage County Prosecutor.

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

RES #24-115 A motion by Jim DiPaola, seconded by Hank Gibson:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 2890 Brady Lake, Parcels #29-352-00-00-013-000 in Ravenna Township, Portage County, Ohio that they are in

violation of tall grass/weeds, sanitation, rubbish and garbage on the premises. Pursuant to Township Exterior Property Maintenance Codes 302.1, 302.4, 307.1 and 307.2

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning and 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 Portage County Prosecutor 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 Portage County Prosecutor.

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

A motion by Jim DiPaola, seconded by Vince Coia to dismiss **RES #24-089** from July 9, 2024 because the violation is partially mitigated. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #24-116 A motion by Vince Coia, seconded by Jim DiPaola:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 6627 Sumner (5 parcels): 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. Pursuant to Township Zoning Code 610.09 (A,B).

WHEREAS, as of the date of this resolution, the responsible parties have not complied with previous notices and continue to violate the Township Zoning and 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 Portage County Prosecutor 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 Portage County Prosecutor.

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

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:

Octane Nights went well. It did not seem to be as crowded as last year because crowd and traffic control was more organized.

Dave said he was going to have full staffing (4 people) at the station for the Balloon A Fair weekend with an additional 2 people on Friday and Sunday, and an additional 4 on Saturday. He will be asking Kent for help also. UH will also be on hand.

The chief asked for authorization for several purchases:

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of 4 replacement batteries for extrication tools from Howell Rescue Systems in the amount 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 miscellaneous fire equipment from Witmer Public Safety at the cost of \$1,500.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 2 fire helmets from Fire Force in the amount of \$900.00. 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 discipline.

Unit #2411 was picked up by Lifeline and driven to Iowa for the remounting process. It will take approximately 90 days for completion. A loner unit will be coming before the Balloon A Fair.

Sutphen will be in to work on #2414 for a leaking pump and #2413 for a replacement of an air auto eject.

NEW BUSINESS

TRUSTEES

Portage County Regional Planning sent correspondence regarding the replat of 6329 Roselawn Ave. The trustees reviewed it and had no objections.

FISCAL OFFICER

RES #24-117 A motion by Hank Gibson, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	323-2024	\$1,300.00	Villager Bus. Sol	PT uniform allowance	Fire
B	324-2024	\$3,000.00	Witmer Fire Store	PT uniform allowance	Fire
C	325-2024	\$26,574.63	OTARMA	Property Ins	Various
D	326-2024	\$178.00	Alpha Background	Background checks	Fire
E	327-2024	\$1,000.00	Alpha Background	Background checks	Fire
F	328-2024	\$1,200.00	Carter Lumber Pro	Materials	Grandview
G	329-2024	\$500.00	Stow Glass & Mirror	Replace window Rays truck	Road
H	330-2024	\$1,500.00	Chase Card	Employment ad on Indeed	Road
I	331-2024	\$1,200.00	Howell Rescue Sys	Batteries	Fire
J	332-2024	\$1,500.00	Witmer Pub Safety	Helmet shields	Fire
K	333-2024	\$900.00	Fire Force	2 fire helmets	Fire
L	334-2024	\$150.00	Oh Dept Commerce	Frawley training lodging	Fire

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.

We received the 2nd half real estate tax funding in the amount of \$708K. The check was picked up August 15, 2024 at the auditor’s office so that we would not have to transfer back from savings in order to pay bills.

We received 2 more payments from the opioid settlement totaling \$2,191.59. The fund balance as of today in this fund is \$3,302.80.

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

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 8:28 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 8:28 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

Returned to open session at 9:12 pm.

RES #24-118 A motion by Hank Gibson, seconded by Jim DiPaola to accept the resignation of Anthony Rothgery as of August 9, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Hank Gibson, seconded by Jim DiPaola to adjourn the meeting at 9:14 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE