

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF OCTOBER 29, 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 October 29, 2024. Trustee Vince Coia called the meeting to order at 7:08 P.M.

Roll call showed the following present: Trustees Vince Coia, and Hank Gibson, Fiscal Officer Gail Pittman, Fire Chief Dave Moore, Fire Dept. Liaison Mark Kozak, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, and Assistant Fiscal Officer Jon Summers. Trustee Jim DiPaola was absent. In the audience was Frank Pavliga and Rob Swauger.

**BID OPENING**

The Trustees opened the bids that had been submitted for the rebid of the township's storage garage. The bids were as follows:

- 1) Metis Construction bid \$388,581
- 2) Hummel Construction bid \$379,000 (apparent low bidder)
- 3) R2K Contracting bid \$387,510

The bids will be sent tot the county prosecutor's office for review and the bid will be awarded at a future date.

**AUDIENCE**

No comments.

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of October 1, 2024. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The approval of the minutes of the Special Meeting of October 3, 2024 was tabled.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of October 15, 2024. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Vince 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 November 1, 2024, in the amount of \$78,925.19 and other warrants in the amount of \$22,453.66 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS**

**TRUSTEES**

None

**FISCAL OFFICER**

Gail asked whether there had been any decisions regarding zoning or cemetery rates at the last couple of meetings; and no decisions had been made. She asked Lori to review the spreadsheet Melissa had created with comparable communities and bring any recommendations to the next meeting.

Gail has found the necessary information on HVAC Direct for the attorney to proceed with a suit if the trustees were interested in pursuing the heater problem at the mausoleum. The trustees said they were very interested in pursuing that.

**RES #24-140** A motion by Vince Coia, seconded by Hank Gibson to authorize Chad Murdock to proceed with legal action to HVAC Direct aka Brock Air Products, Inc to either get a refund or a replacement propane heater for Grandview Cemetery as was ordered. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The audit has been completed and the state has released the final report. One of the issues mentioned was the necessity of updating the employee handbook to make sure certain policies are included. The trustees asked Gail to review her schedule and determine when to set up meeting dates and times for this purpose.

There has been no further movement on the TIF according to the attorney for the township.

Gail said she will need to pull some money back from the Star Ohio account soon to maintain the proper cushions in the checking accounts.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

The brush chipping is done for the year. The crew will continue to pick up the leaf bags until the snow flies.

It is time of the year for the boot allowances.

A motion by Vince Coia, seconded by Hank Gibson to authorize the annual boot allowance in the amount of \$150.00 per road employee (full-time and part-time). R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Ray asked whether a couple of the employee's boot allowance could be in a check before the purchase of the boots and they return a receipt quickly? That would help employees with a cash flow need with their purchases.

A motion by Vince Coia, seconded by Hank Gibson to require the road crew employees to reimburse any unspent boot allowance money in a timely manner. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

The estimate from Cardinal Autowerks to fluid film all the township vehicles came in at \$2,498.25. Gail said one of the fire pickup trucks was not on the list. She estimates it would add an additional \$120 to the original estimate.

A motion by Vince Coia, seconded by Hank Gibson to authorize Cardinal Autowerks to fluid film all of the township vehicles. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

### **GRANDVIEW CEMETERY**

There were two burials and two cremations in the past two weeks.

### **ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

Lori reviewed the current court cases and recently issued permits and violations. She had one violation that needed a resolution.

**RES #24-141** A motion by Vince Coia, seconded by Hank Gibson to adopt the following:

WHEREAS, the Township Zoning Inspector has notified the Landowners of 6206 Gladys Street, Parcels #29-325-20-00-152-000 and 29-325-20-00-151-000 located in Ravenna Township, Portage County, Ohio that they are in violation of scrap material and debris on the premises pursuant to the Township Zoning Resolution 605.00 (D4) and rubbish and sanitation pursuant to the 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 Resolution:

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. Gibson, yes. Motion Passed.

### **FIRE DEPARTMENT**

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

Howell Rescue Systems called regarding coming to do the preventative maintenance on the extrication equipment. Whomever answered the phone told them to come anytime, which they did, but it never got proper advance approval. The maintenance was necessary because we have been having issues with it not working properly. We should be receiving a service agreement proposal which will include some savings.

A motion by Hank Gibson, seconded by Vince Coia to approve Howell Rescue Systems to perform the preventative maintenance on the extrication equipment at the estimated cost of \$1,085.00. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Gail asked Jon to let her know when the invoice comes in for the service so she could put in a T&N PO.

The State Patrol had a safety meeting to review the Balloon A-Fair activity. It looks like the Balloon A-Fair has outgrown the Sun Beau property. Because they have not received a confirmation of use of the property for next year, they are currently searching for another place to hold the event. The most likely location will be the county fairgrounds in Randolph, but that is speculation at this point.

The ODOT is considering a SR 59 crosswalk addition and other safety recommendations for the area in front of Walmart.

Dave will be out of the office from November 6, 2024 through December 4, 2024. He will be reachable by cell and email.

Dave requested an executive meeting at the end to discuss CBA negotiations.

The loaner squad from Lifeline is supposed to be here tomorrow. The new squad is scheduled to arrive late November or early December.

Both trucks #2413 and #2414 are scheduled to go to FYDA for safety checks. #2413 has an oil leak and air dryer needing replaced.

**NEW BUSINESS**  
**TRUSTEES**

Portage County Regional Planning notified the township of a replat for Eva Simms at 6311 Roselawn Ave. The trustees reviewed it and had no objections.

There will be a ribbon cutting ceremony at King Kennedy Center Thursday at 1:00 pm.

The Health Department has a new Health Commissioner, Becky Lehman.

There will be another resident meeting regarding the Chinn Dev. sewer project on November 2, 2024 at the Nazarene Church.

**FISCAL OFFICER**

**RES #24-142** A motion by Vince Coia, seconded by Hank Gibson to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	371-2024	\$27,503.00	BWC	2025 advance premium	various
B	372-2024	\$3,200.00	Card. Autowerks	Fluid film	Various
C	373-2024	\$600.00	CTMS	IT	Grandview
D	374-2024	\$2,000.00	Chase	Service charges	General
E	375-2024	\$500.00	WL Tucker	Supplies	Road
F	376-2024	800.00	Gannett	Advertising	General
G	377-2024	\$150.00	Ray Taylor	Boot Allowance	Road
H	378-2024	\$150.00	Doug Dillon	Boot Allowance	Road
I	379-2024	\$150.00	Hunter Grimes	Boot Allowance	Road
J	380-2024	\$150.00	Doug Maggard	Boot Allowance	Road
K	381-2024	\$150.00	Larry Gill	Boot Allowance	Road

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

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

Gail had Fiscal Officer training in Twinsburg. There is a change for 2025 in the single audit threshold of receiving \$1 million dollars in Federal aid. You can now use regulatory accounting basis for those townships needing a single audit.

Gail is working with CTMS to come up with plans to comply with cybersecurity policies requiring multi-factor authentication.

UAN will be sending out a new computer and printer in February, 2025.

Frank Harman has provided the health insurance renewal information. There will be a 13% increase in the Medical Mutual portion, a 0% increase in the Loomis portion, which will be a net increase of 11% overall. This is comparable to increases in other communities.

**RES #24-143** A motion by Vince Coia, seconded by Hank Gibson to approve the medical insurance plan for 2025 as presented by Frank Harman including keeping current HSA funding in place and employee contributions both at current rates. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Melissa requested to use her Veteran’s Day holiday the day after Thanksgiving like the road crew does.

A motion by Vince Coia, seconded by Hank to approve both the road crew and Melissa to swap the Veteran Day holiday with the day after Thanksgiving workday. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**RES #24-144** A motion by Hank Gibson, seconded by Vince Coia to accept and approve the September 2024 bank reconciliation as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing collective bargaining agreement negotiations.

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

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

Attendance: Vince Coia, Hank Gibson, Gail Pittman, Dave Moore, and Mark Kozak.  
Returned to open session at 9:36 pm. No action was taken.

**ADJOURNMENT**

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 9:37 pm. R/C: Mr. Coia, 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