

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF NOVEMBER 26, 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 November 26, 2024. Trustee Jim DiPaola called the meeting to order at 7:07 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola, and Hank T. Gibson, Fiscal Officer Gail Pittman, Acting Fire Chief Heather Sweitzer, Fire Dept. Liaison Mark Kozak, Zoning Inspector Lori Rotondo, Road Superintendent Ray Taylor, and Asst. Fiscal Officer Jon Summers. Audience members present were Mark Guidetti and Firefighter Ben Dyer.

**AUDIENCE**

**REGULAR BUSINESS**

A motion by Jim DiPaola, seconded by Hank Gibson to approve the minutes of the Special Meeting of October 3, 2024. R/C: Mr. Coia, abstain; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Regular Meeting of October 29, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, abstain; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to approve the minutes of the Special Meeting of November 6, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Regular Meeting of November 12, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to approve the minutes of the Special Meeting of November 15, 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 Vince Coia, seconded by Hank Gibson to approve payroll warrants for November 29, 2024, in the amount of \$50,702.12 and other warrants in the amount of \$238,780.53 with warrants over \$1,000.00 being read aloud for approval. R/C: Mr. Coia, yes; Mr. Gibson, yes; Mr. DiPaola, yes. Motion Passed.

Pursuant to R.C 121.22(g)(8) Executive Session was requested for the purpose of discussing 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 Jim DiPaola, seconded by Vince Coia to suspend the Regular session at 7:08 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to enter Executive session at 7:08 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 7:31 pm. No action was taken.

## **OLD BUSINESS**

### **TRUSTEES**

**RES 24-159** A motion by Hank Gibson, seconded by Vince Coia to engage the law firm of Kastner Westman & Wilkins to draft a revised employee handbook at their estimated cost of \$1,900.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to accept the generous donation from the Ravenna Moose Lodge of \$2,688.71 and \$50.00 from their member Mike Coffy for the fire department to be used where there is the greatest need. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES 24-160** A motion by Vince Coia, seconded by Jim DiPaola to approve and accept the Instant Bingo Fundraising Contract with the Loyal Order of Moose #1234 for the 2025 calendar year with honor and gratitude. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES 24-161** A motion by Hank Gibson, seconded by Vince Coia to cancel the contract with Clemans-Nelson effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince said he attended the storm water meeting held on November 19, 2024.

Jim said he, Vince and the county Water resources people met and discussed the new building construction. There was a conflict and we are required to move our new garage building 20 feet from its planned location. The architect and civil engineer and the building department are both involved in fixing the issue. The building department said they will expedite approval of the changes because the changes were unforeseen.

### **FISCAL OFFICER**

**RES 24-194** A motion by Hank Gibson, seconded by Vince Coia to approve and authorize partial lien release for 304 Washington St., Ravenna OH for Portage Housing II project to allow the tenant to purchase the home under their program, with the township receiving \$12,771.00 in proceeds from the sale. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES 24-195** A motion by Jim DiPaola, seconded by Vince Coia to approve and authorize partial lien release for 9060 Maple Grove Rd., Windham OH, for Portage Housing II project to allow the tenant to purchase the home under their program, with the township receiving \$12,771.00 in proceeds from the sale. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Open enrollment is currently in process for the health insurance and Jon is distributing the forms and instructions to eligible employees. Responses are due back by December 12, 2024.

Gail has transferred back \$250,000 from Star Ohio to checking to cover the bills.

## **DEPARTMENTAL REPORTS**

**ROAD DEPARTMENT**

*Ray was present and reported the following:*

The front tires on both the 2012 and 2020 F-550s need replaced. Bob Sumerel has quoted \$756/truck.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of 2 sets of front tires for the 2012 and 2020 F550 trucks from Bob Sumerel at the cost of \$756/truck. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We need to order oil and hydraulic fluid. Advance Auto has them at \$713/drum for the oil and \$462/drum for the hydraulic fluid.

A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of a drum of motor oil and a drum of hydraulic fluid from Advance Auto at the cost of \$1,175.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray is going to start building the fire-resistant room for the cemetery records up in his office. He will need about \$1,700 worth of materials from Carter Lumber.

A couple of the road crew need safety coats for the winter and it was authorized with the approval of the purchase order later in the meeting.

**GRANDVIEW CEMETERY**

In the last two weeks, there was one burial, one cremation and one lot sale.

**ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

The review of the draft zoning fee schedule and discussion was tabled for another meeting.

**RES 24-162** A motion by Vince Coia, seconded by Hank Gibson

WHEREAS, the trustees have filed legal action regarding zoning violations on property at 6863 Infirmary Rd. Case #2023CV00947 and

WHEREAS, as of the date of this resolution, the property owner has not complied with the violation and the court has ruled in our favor.

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

The Board hereby directs the Portage County Prosecutor proceed with a contempt R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES 24-163** A motion by Vince Coia, seconded by Hank Gibson

WHEREAS, the trustees have filed legal action regarding zoning violations on property at 3329 SR 59. Case #2023CV00948 and

WHEREAS, as of the date of this resolution, the property owner has not complied with the violation and the court has ruled in our favor.

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

The Board hereby directs the Portage County Prosecutor proceed with a contempt R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Lori reviewed the current court cases and recently issued permits and violations.

The Zoning Commission will meet January 22, 2025 to work on the language for Chapter 7: PUD.

**FIRE DEPARTMENT**

*Fire Liaison Mark Kozak was present and reported the following:*

A motion by Hank Gibson, seconded by Vince Coia to authorize payment of tuition for Aaron Gissinger to EMT Course for Spring 2025 at the UH EMS Institute for \$1,500.00 under the condition that he sign the standard work agreement. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We will need a PO for fit test calibration at OHD, LLLP and a PO for VASU for a radio repair.

Engine 2413 has been returned from Fyda and the brakes were replaced. Med Unit 2412 needs preventative maintenance at Sarchione and the department will run the loaner ambulance. The Chief’s truck, 2400, also needs preventative maintenance. The heart monitors have both been recalled for BP/Pulse Ox issues. The department is now taking all vitals manually.

A request for two purchase orders was made, one for Graphic Expressions for Township stickers on new ambulance, one for new tire for the UTV. The amount for Graphic Expressions is unknown and so is the vendor and amount for the tire for the UTV. Purchase orders will be placed on the books when that information is received

**NEW BUSINESS**

**TRUSTEES**

None

**FISCAL OFFICER**

**RES #24-164** A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	392-2024	\$800.00	Bica Lock Shop	Lower bay key pad lock	General
B	393-2024	\$1,000.00	Bob Sumerel Tire	Tires for fire vehicle	Fire
C	394-2024	\$750.00	Stryker Sales Corp	Lifepak monitor	Fire
D	395-2024	\$2,500.00	Kastner Westman	Handbook & policy drafting	General
E	396-2024	\$500.00	Sarchione Chev.	2400 prev. maintenance	Fire
F	397-2024	\$2,430.18	Life Force	Sept billing shortfall	EMS
G	398-2024	\$8,000.00	Life Force	Oct-dec billing	EMS
H	399-2024	\$500.00	Montigney’s	Parts and supplies	Road
I	400-2024	\$100.00	Ohio Valley Waste	Rubbish Collection	General
J	401-2024	\$1,700.00	Bob Sumerel Tire	Tires for road	Road
K	402-2024	\$1,300.00	Advance Auto	Oil and hydraulic fluid	Road
L	403-2024	\$2,500.00	Carter Lumber	Supplies for storage room	General
M	404-2024	\$400.00	Chase Card	Menards-winter gear	Road
N	405-2024	\$5,500.00	UH EMS Institute	Strunk -original po wrong	Fire
O	406-2024	\$1,500.00	UH Parma EMS	Kimberlin EMT school	Fire
P	407-2024	\$1,500.00	UH EMS Institute	Gissinger EMT school	Fire

Q	408-2024	\$1,885.92	CTMS	Laptop Kozak	Arpa & Gen
R	409-2024	\$2,500.00	CTMS	Laptop Pittman	General
S	410-2024	\$1,000.00	OHD, LLLP	Fit test	Fire
T	411-2024	\$500.00	VASU	Radio repair	Fire

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

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

A motion by Vince Coia, seconded by Hank Gibson to accept the October 2024 financial reports as presented by the Fiscal Officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES 24-165**

**WHEREAS**, this date, November 26, 2024, Trustee Hank T. Gibson moved the adoption of the following Resolution:

**WHEREAS**, the Township has received a distribution of monies (the “ARPA Funds”) from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

**WHEREAS**, Congress passed the Act effective March 11, 2021; and

**WHEREAS**, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

**WHEREAS**, Section 603(c) generally provides that:

(1) **USE OF FUNDS.** Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024 -

(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or

(D) to make necessary investments in water, sewer, or broadband infrastructure.

**WHEREAS**, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” [The “standard allowance”].

**WHEREAS**, the Rule further observes that:

The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus State and Local Fiscal Recovery Fund’s smallest recipients. This change is intended to promote administrative efficiency and simplify revenue loss calculation for smaller recipients.

**WHEREAS**, the Rule further clarifies that recipients can use:

SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the [Final Rule four-step process]. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise.

**WHEREAS**, some common examples of “government services” expressly recognized by Treasury are as follows:

- **Road building and maintenance, and other infrastructure**
- **Health services**
- **General government administration, staff, and administrative facilities**
- **Environmental remediation**
- **Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)**
- **Maintenance or pay-go funded building infrastructure**
- **Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure**

**WHEREAS**, “Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;” and

**WHEREAS**, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including:

- **Deposit into pension funds**
- **Satisfaction of settlements or judgments**
- **Contributions to financial reserves or “rainy day” funds**

**WHEREAS**, the Board of Trustees has identified a project which, in the judgment of the Board, qualifies as a permitted use of the ARPA Funds, in direct support of governmental services, which consists of the following:

Purchase of a new laptop for the fire department Liaison (the “Project”).

**NOW THEREFORE**, it is hereby RESOLVED by the Board that:

1. The Township elected to use the standard allowance by way of Resolution 22-038, passed April 29, 2022 and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services.

2. The Project is hereby authorized and shall be paid for from the ARPA Funds in the amount of/an amount of \$1,016.72.

3. The Project described herein serves the objectives of the Act by providing services traditionally provided by a government, namely:

- Police protection
- Fire and emergency medical services
- Road repair, maintenance and other transportation and safety services
- Public infrastructure support
- General government administration and administrative facilities
- Land use regulations and enforcement
- Parks and recreational facilities and programs
- Other

4. Accordingly, the Project is in the best interests of the Township and is deemed a priority for the community.

5. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

Trustee Vince Coia seconded the Motion, and thereupon, the roll call votes are as follows:

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

**RES 24-166** A motion by Hank Gibson, seconded by Vince Coia to approve the purchase of laptop for use by the Fiscal Officer Gail Pittman from general funds from CTMS at a cost of \$1,885.92 per quote. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

We received official notification from BWC of acceptance into the Group Retrospective Rating Program effective January 1, 2025.

Jon discussed the copier lease, one ending soon and the new lease presented by ComDoc.

**RES 24-167** A motion by Jim DiPaola, seconded by Vince Coia to approve the exchange of the old copiers for new and the approval of a new 5 year contract lease with ComDoc for copiers in the admin area and fire dept. Replacement of the copier in the meeting room is not authorized.

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 collective bargaining agreement negotiations, and an employment issue.

A motion by Vince Coia, seconded by Hank Gibson to suspend the Regular session at 8:48 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to enter Executive session at 8:48 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

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

Returned to open session at 10:19 pm.

**RES #24-168** A motion by Hank Gibson, seconded by Vince Coia to accept the resignation of Firefighter Darrien Hillman effective December 5, 2024. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Jim DiPaola, seconded by Hank Gibson to adjourn the meeting at 10:21 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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TSTEE