

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JANUARY 7, 2025**

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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 January 7, 2025.

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

Fiscal Officer Gail Pittman declared the Chair vacant and open for nominations at 7:10PM.

A motion by Hank Gibson, seconded by Jim DiPaola to nominate Vince Coia as Chair. Vince Coia accepted. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to nominate Hank Gibson as Vice-Chair. Hank Gibson accepted. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Jim DiPaola to keep department responsibilities the same as prior year: Fire department to Hank Gibson; Road department and Grandview to Vince Coia; Zoning to Jim DiPaola. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank Gibson, yes. Motion Passed.

Trustee Chair Vince Coia then commenced with regular business.

**BOARD APPOINTMENTS**

**RES #25-001** A motion by Vince Coia, seconded by Hank Gibson to appoint Jim DiPaola to the JEDD Board for a two-year term beginning January 1, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-002** A motion by Hank Gibson, seconded by Vince Coia to appoint Jim DiPaola, Jon Summers, James Collins, Matt Dix and Heather Sweitzer as the 2025 Volunteer Firefighters' Dependents Fund board members. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-003** A motion by Vince Coia, seconded by Hank Gibson to appoint Jim DiPaola to Portage County Regional Planning for a two-year term beginning January 1, 2025 with Lori Rotondo as Alternate. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**RES #25-004** A motion by Jim DiPaola, seconded by Vince Coia to appoint Hank Gibson to the Cemetery Union Board for a two-year term beginning January 1, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**AUDIENCE**

None

**REGULAR BUSINESS**

Approval of the minutes from the Regular Meeting of December 23, 2024 was tabled until the next meeting.

Vince 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 January 10, 2025 in the amount of \$80,026.67 and other warrants in the amount of \$9,924.61 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 the Marchinn development residents had another sewer project meeting. The county officials were there to answer questions and add additional information regarding costs, grants and funding opportunities.

The PC Engineers and attorney for the trailer park up the street would like to use the meeting room on January 23, 2024 for a meeting regarding the Wahoo Ditch.

The Red Cross has requested the use of the meeting room for a blood drive. They would need to have access for it every 56 days. The trustees discussed it and thought it was a worthwhile cause and asked that Melissa figure out whether she could find days that would fit the blood drive's needs and the trustees will act on the request at the next meeting.

### **FISCAL OFFICER**

None.

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

*Ray was present and reported the following:*

We have used 162 tons of salt so far this season. In this last storm we had one breakdown when a hydraulic hose blew, but that got repaired quickly and they used the International truck while the other truck was down. Sidewalks are getting cleared as well.

All the new security cameras have been installed, though 2 of them need some adjustments.

Ray had several quotes for asphalt hot boxes. He and the trustees discussed the quotes and options. They asked Ray to research a "claw" piece of equipment to attach to the back of a truck to pick up heavy leaf bags

**RES #25-005** A motion by Vince Coia, seconded by Hank Gibson to authorize the purchase of an asphalt hot box from McLean at the quoted price of \$42,368.00. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Ray is still working on his 2024 year-end report.

### **GRANDVIEW CEMETERY**

There was one burial in the past two weeks. He has several on the calendar for this week.

HVAC Direct still has not credited the return of the charge from the mausoleum heater yet. The attorney will be notified.

### **ZONING DEPARTMENT**

*Lori Rotondo was present and reported the following:*

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

There are no BZA hearings scheduled for January 2025.

### **FIRE DEPARTMENT**

*Acting Fire Chief Heather Sweitzer was present and reported the following:*

Heather presented the new 3 year dispatch contract through the Portage County Sheriff's Office. All of the language from the prior contract has remained the same, the annual fee remains the same through the contract, and this term is 3 years January 1, 2025 through December 31, 2027. The prior contract was for January 1, 2023 through December 31, 2024.

**RES #25-006** A motion by Hank Gibson, seconded by Vince Coia to approve and authorize the 3 year Dispatch Agreement for January 1, 2025 through December 31, 2027 at the same annual cost as prior contract as presented. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Vince Coia, seconded by Hank Gibson to authorize warrant # 25467 in the amount of \$27,769.77 to the Portage County Treasurer for dispatch fees for the first six months of 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The stove hood needs replaced in the kitchen for the Fire department.

A motion by Hank Gibson, seconded by Jim DiPaola to authorize the purchase of a replacement hood in the amount of \$637.00 from Home Depot. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

## **NEW BUSINESS**

### **TRUSTEES**

**RES #25-007** A motion by Vince Coia, seconded by Jim DiPaola to certify the 26.986 road mileage for Ravenna Township for 2025 to the Portage County Engineers. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince said he will be going to the Winter Conference Meeting being held on January 30<sup>th</sup>.

### **FISCAL OFFICER**

**RES #25-008** A motion by Vince Coia, seconded by Jim DiPaola to approve purchase orders 1-95 (#93 voided) as listed on the supplemental report. 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. Gail has moved \$250,000 back from Star Ohio to cover operating expenses.

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

A motion by Hank Gibson, seconded by Jim DiPaola to suspend the Regular session at 8:54 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to enter Executive session at 8:54 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 9:52 pm.

**RES #25-009** A motion by Vince Coia, seconded by Jim DiPaola to adopt the following part time recruit rates effective immediately:

- 1) with no training = \$12.00/hour;
- 2) EMT Basic or Firefighter = \$14.00/hour;
- 3) Paramedic only, no Fire Training = \$16.00/hour.

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

**RES #25-010** A motion by Jim DiPaola, seconded by Vince Coia to authorize setting existing recruits to the new scale if their current rate is less. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

A motion by Jim DiPaola, seconded by Vince Coia to authorize warrant #25468 in the amount of \$5,720.00 to Portage County Water Resources for sewer tap in fees for the new building. 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 9:05 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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TRUSTEE