

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF JANUARY 21, 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 21, 2025. Trustee Vince Coia called the meeting to order at 7:03 P.M.

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.

**AUDIENCE**

None

**REGULAR BUSINESS**

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of December 23, 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 January 7, 2025. 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 Special Meeting of January 16, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, 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 Jim DiPaola, seconded by Vince Coia to approve payroll warrants for January 24, 2025 in the amount of \$58,836.55 and other warrants in the amount of \$72,163.32 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**

The trustees reviewed the dates available that would be good for allowing the Red Cross to do their blood drive in the meeting hall.

**RES #25-011** A motion by Vince Coia, seconded by Jim DiPaola to approve and authorize the Red Cross to conduct their blood drive in the township meeting hall on the following dates in 2025: February 28, May 9, July 18, September 19, and November 14. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince said the county engineers will be holding their meeting this Thursday regarding the Wahoo Ditch cleaning. Ray said he would attend the meeting also.

**FISCAL OFFICER**

Most of the year end payroll taxes are finished and the W-2's will be distributed with the paychecks this week.

Workers Comp true up for 2024 is ready to be filed. It came to \$5,926.00 this time. 2025 is estimated to be short again and will have to be paid next January.

The county auditors sent out all the tax rates and values for all Portage County communities.

## **DEPARTMENTAL REPORTS**

### **ROAD DEPARTMENT**

*Ray was present and reported the following:*

The new hotbox from The McLean Co has come in.

The 2016 Ford seems to have a computer issue, all the dash lighting keeps going out. It will need to go to Sarchione's for repair. It's still usable, but we are keeping it local for now.

Ray distributed his annual report for 2024.

We have used a lot of salt this year and Ray requested an additional PO. Gail said she will add it to the list to be approved tonight.

### **GRANDVIEW CEMETERY**

There were two burials, three cremations and one niche sale in the past two weeks.

HVAC Direct said they are processing the credit for the mausoleum heater. Jon will keep an eye on the credit card for the return. Ray has found the same heater we were supposed to have received at a little bit reduced price at different vendor, so purchase and install of a new heater should be easy. He will make sure it is the proper heater before it comes off the delivery truck.

### **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:*

We are down to 1 Reeves stretcher and Heather requested to purchase an additional one. We had four of them. They are left at the hospitals with the patient when transported. They are supposed to be cleaned and then returned, but when we go to pick them up they are not there and never show up. The trustees said go ahead and purchase another one but asked that Heather find a way to track them. They are \$500 a piece and not a disposable item.

Firefighter Myers is requesting to be paid for going to Instructor class on two days that will be on his shift days. The class is being paid by Bristol Fire Department.

A motion by Hank Gibson, seconded by Vince Coia to authorize Firefighter Myers to be paid on his missed shift days so as to enable him to take Fire Inspector class paid for by Bristol Fire Department. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Firefighter Mason Phillips failed to return phone calls to see if he plans to continue working for the township.

**RES #25-012** A motion by Hank Gibson, seconded by Vince Coia to authorize Chad Murdock to pursue collection of tuition and for failure to report to work. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Gail asked Jon to hold on to Mason Phillips W-2 so that it will get mailed along with the paperwork that will come from Chad.

Firefighter Vallant would like to take Fire Inspector training class. He would need authorization to work (2) 40 hour work weeks.

A motion by Hank Gibson, seconded by Vince Coia to authorize Firefighter to work (2) 40-hour work weeks for Fire Inspector training. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**NEW BUSINESS**  
**TRUSTEES**

Jim has reached out to a company called GPD who has estimated an examination of the flag pole in front of the court house. Their examination is manually up to a point and then by drone for the upper reaches, would cost about \$2,000.00. Gail said after temporary appropriations are closed, she will be able to issue a PO for the work, just get her a W-9. The work won't be done until spring so there is plenty of time.

**FISCAL OFFICER**

**RES #25-013** A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	96-2025	\$1,000.00	Advance Auto	Parts and supplies	Fire
B	97-2025	\$184.80	Christina Arbogast	Court reporter	General
C	98-2025	\$5,926.00	BWC	2024 True up balance Due	Various
D	99-2025	\$50.00	Por Comm Bank	HSA correction 2024	Fire
E	100-2025	\$30,000.00	City of Ravenna	salt	Road
F	101-2025	\$3,000.00	Sarchione Ford	2016 truck repair	Road
G	102-2025	\$1,000.00	Bound Tree	supplies	EMS

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.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing collective bargaining negotiations, employee discipline and compensation, and matters to be kept confidential by Federal Law (HIPAA).

A motion by Vince Coia, seconded by Jim DiPaola to suspend the Regular session at 8:16 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 8:16 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 9:28 pm.

**RES #25-014** A motion by Vince Coia, seconded by Jim DiPaola to authorize disposition of accounts submitted by LifeForce as indicated on the supplemental report. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Jim DiPaola, seconded by Vince Coia to adjourn the meeting at 9:30 pm. R/C: Mr. Coia, yes; Mr. DiPaola, 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