

RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING OF FEBRUARY 4, 2025

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on February 4, 2025. Trustee Vince Coia called the meeting to order at 7:05 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. In the audience was Frank Hairston. Chad Murdock joined about 8:00 PM.

AUDIENCE

Frank Hairston thanked Ray and his crew for their work at the cemetery when he had a loved one pass away. He also thanked Lori and the trustees for getting rid of the couch at the side of the road in the community. He made a request to the trustees to rename a section of Richardson St. from Garfield Rd. to Terrell St to be named the Beatrice Mitchell Blvd after Beatrice Mitchell who was an active and well-respected member of the community.

REGULAR BUSINESS

A motion by Hank Gibson, seconded by Jim DiPaola to approve the minutes of the Regular Meeting of January 21, 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 Hank Gibson, seconded by Vince Coia to approve payroll warrants for February 7, 2025 in the amount of \$80,035.02 and other warrants in the amount of \$110,625.38 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 discussed the JEDD and Economic Development. Dennis is scheduled to be at the March 4, 2025, June 10, 2025, September 2, 2025, and December 9, 2025 meetings.

The refund from HVAC Direct has been received.

RES #25-015 A motion by Vince Coia, seconded by Hank Gibson to dismiss the court case against HVAC Direct because the refund for the heater in the mausoleum has been received. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Vince updated everyone with all the information he had gathered at the Ohio Township Association Winter Conference he attended in Columbus. He also said the residents in the Chinn area will be holding another meeting regarding the sewer project next Thursday. Vince and Ray went to the preconstruction meeting for the Chinn Development sewer project last week.

FISCAL OFFICER

The year end cash certification has been submitted to the county auditor's office and we have received the approved amendment back. The year end tax reporting has been completed and Gail is working on closing the books for the year to generate financial statements.

Gail requested an executive session at the end of the meeting to consult with the attorney regarding on-going litigation, cba negotiations, employee discipline, employee compensation and matters required to be kept confidential due to federal HIPAA law.

There has been a change of legal counsel at the County Prosecutor's office.

Gail has moved back another \$200,000 from the Star Ohio account to pay bills. Hopefully, that will cover two bill cycles.

DEPARTMENTAL REPORTS

ROAD DEPARTMENT

Ray was present and reported the following:

One of the cameras on the trucks has gone bad (the screen). It has a 3-year warranty and Ray is working to get it replaced.

Ray is working on getting quotes for a new truck to replace the 2012 F550.

Everyone really likes the new hotbox from The McLean company. They have used it four times so far and it helps them with doing road patching that will last longer than a quick cold patch. Ray believes it is well worth the cost.

GRANDVIEW CEMETERY

There was one cremation in the past two weeks.

The new mausoleum heater came in and has been installed. It is working well so far.

The mausoleum roof has developed a leak. Ray has Romeo Construction coming out to investigate the leak. The roof is due to be resealed (should be done every 3 to 5 years). Ray said he will have Romeo check out the roofing on the township's main building also to see if that needs resealed too.

ZONING DEPARTMENT

Lori Rotondo was present and reported the following:

Lori asked for a couple of resolutions to send violations to the prosecutor's office.

RES #25-016 A motion by Vince Coia, seconded by Jim DiPaola

WHEREAS, the Township Zoning Inspector has notified the Landowners of 3586 Summit Road, Parcel #29-302-00-00-002-003 located in Ravenna Township, Portage County, Ohio that they are in violation of illegal signs on the premises pursuant to the Township Zoning Resolution 1000.07 (A,B), 1000.08 (H,N) and 1000.15 (B) and

WHEREAS, as of the date of this resolution, the responsible party has 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. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-017 A motion by Vince Coia, seconded by Jim DiPaola

WHEREAS, the Township Zoning Inspector has notified the Landowners of 6833 Infirmary Road, Parcel #29-310-00-00-008-000 located in Ravenna Township, Portage County, Ohio that they are in violation of scrap materials, junk vehicles and machinery on the premises pursuant to the Township Zoning Resolution 610.09 (A,B) and rubbish and sanitation pursuant to the Exterior Property Maintenance Codes 302.1, 307.1 and 307.2. and

WHEREAS, as of the date of this resolution, the responsible party has 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. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Lori reviewed the open court cases and the permits and violations issued recently. She asked for a motion to dismiss a case that has been satisfactorily been handled.

RES #25-018 A motion by Jim DiPaola, seconded by Hank Gibson authorize the Portage County Prosecutor to dismiss court case for 2023CV00956, 3464 &3456 SR 59 as the property owner, Tim Turner, has paid for and received the proper permit on 1/23/25. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-019 A motion by Jim DiPaola, seconded by Vince Coia to authorize the dismissal of court case # 2024CV00074, 6620 Fairfield, as the property is now cleaned up. The house appears vacant and in decay. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

There are no BZA hearings scheduled for February 2025. The Zoning Commission will be meeting on February 5, 2025 to work on language for Chapter 7: PUD section.

Demolition permits have been issued for the structures at 6640 Sumner and 5451 Portage. The demolitions will take place after the snow melts

FIRE DEPARTMENT

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

The annual drug license renewal is due and will cost \$443.50.

Heather requested a motion to purchase some scene lighting to replace some broken lights.

A motion by Hank Gibson, seconded by Vince Coia to authorize the purchase of scene lighting equipment – one from Home Depot at \$449 and one from Hartville Hardware at the cost of \$179. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

#2411 needs a portable radio and Knox Box installed and #2414 has no power to its Knox Box. #2413 and #2414 both need sensors installed for the Plymovent system to work properly. All that work can be done by Marchese.

A motion by Hank Gibson, seconded by Vince Coia to authorize Joe Marchese to perform the necessary work on the fire department vehicles. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Heather has emailed firefighters Higgenbotham, Fabinak and Welch to inquire whether they intend to continue working at the township. She has not received any responses yet. Neither has she heard from Firefighter Phillips yet.

RES #25-020 A motion by Hank Gibson, seconded by Jim DiPaola to terminate the employment of Mason Phillips from Ravenna Township Fire Dept effective immediately. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-021 A motion by Hank Gibson, seconded by Vince Coia to authorize the attorney to pursue the reimbursement costs for training classes from Mason Phillips. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-022 A motion by Hank Gibson, seconded by Vince Coia to terminate the cleaning contract with Turnouts effective immediately since the department has the necessary equipment to clean the uniforms in house. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

NEW BUSINESS

TRUSTEES

Vince said there was a fund raiser for grave markers for veterans. It was well attended and a success.

FISCAL OFFICER

RES #25-023 A motion by Vince Coia, seconded by Jim DiPaola to approve POs as listed:

Item	PO#	Amount	Vendor	Purpose	Fund
A	103-2025	\$1,000.00	Chase Card	Scene lights for fire truck	Fire
B	104-2025	\$4,000.00	Chase Card	Furnace for Mausoleum	Grandview
C	105-2025	\$329.50	PC Clerk of Court	Fees case 2024cv00072	General
D	106-2025	\$591.50	Frank Pavliga	Addl cost for moving building	General
E	107-2025	\$331.60	Vince Coia	Travel exp OTA winter conference	General
F	108-2025	\$450.00	Chase Card	Drug license	EMS
G	109-2025	\$2,000.00	Marchese Communications	Installations	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.

RES #25-024 A motion by Hank Gibson, seconded by Vince Coia to approve and accept the December 2024 bank reconciliation and financial reports as presented by the fiscal officer. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

The trustees reviewed the NOPEC grant award email for 2025 in the amount of \$17,071.00.

RES #25-025 A motion by Vince Coia, seconded by Jim DiPaola to AUTHORIZING ALL ACTIONS NECESSARY TO ACCEPT NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) 2025 ENERGIZED COMMUNITY GRANT

WHEREAS, the Township of Ravenna, Ohio (the “GRANTEE”) is a member of the Northeast Ohio Public Energy Council (“NOPEC”) and is eligible for one or more NOPEC Energized Community Grant(s) for 2025 (“NEC Grant(s)”) as provided for in the NEC Grant Program guidelines; and

WHEREAS, the GRANTEE wishes to enter into a Grant Agreement with NOPEC, Inc. in substantially the form presented to this Board of Trustees to receive one or more NEC Grant(s); and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF RAVENNA TOWNSHIP, COUNTY OF PORTAGE, AND STATE OF OHIO, THAT:

SECTION 1. This Board of Trustees of the GRANTEE (the “Board”) finds and determines that it is in the best interest of the GRANTEE to enter into the Grant Agreement to accept the NEC Grant(s) for 2025, and authorizes the Administrative Assistant to execute the Grant Agreement to accept the NEC Grant(s) funds.

SECTION 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 3. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the GRANTEE; wherefore, this Resolution shall be in full force and effect immediately upon its adoption and approval by the President of the Board of Trustees of the GRANTEE.

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

Old surplus laptops are accumulating in the office. The trustees discussed and decided to allow any employees who are interested to purchase them.

RES #25-026 A motion by Vince Coia, seconded by Jim DiPaola to declare the 5 old zoning laptops to be obsolete and eligible for disposal or sale to interested employees at the cost of \$20/ea.

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 ongoing litigation with the attorney, collective bargaining agreement negotiations, employee discipline and compensation, and matters required to be kept confidential by Federal HIPAA.

A motion by Jim DiPaola, seconded by Vince Coia to suspend the Regular session at 8:24 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 8:24 pm. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Jim DiPaola, Hank Gibson, Gail Pittman, Chad Murdock, Mark Kozak.

Returned to open session at 10:01 pm.

RES #25-027 A motion by Vince Coia, seconded by Jim DiPaola to authorize Chad Murdock to dismiss the case with the City of Ravenna without prejudice. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

RES #25-028 A motion by Hank Gibson, seconded by Jim DiPaola to suspend Firefighter Crevar for 3 days unpaid on February 15, 2025, February 18, 2025, and February 24, 2025. R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ADJOURNMENT

A motion by Vince Coia, seconded by Jim DiPaola to adjourn the meeting at 10:13 pm.
R/C: Mr. Coia, yes; Mr. DiPaola, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIR

TRUSTEE

FISCAL OFFICER

TRUSTEE