

**COVENTRY TOWNSHIP BOARD OF TRUSTEES**  
**Regular Meeting of August 14, 2025**

The Coventry Township Board of Trustees met in regular session on Thursday, August 14, 2025, at 6:00 p.m. in the Coventry Township Community Center, 335 E. Willowview Drive, Coventry Township, Ohio 44319.

**Call to Order:**

Vice Chairman Jeff Houck called the meeting to order and asked Administrator Anna Davis to record the following Trustees present: George Beckham, yes, and Jeff Houck, yes. Two Trustees were recorded as present. Edward Diebold was absent/excused for vacation.

**Pledge of Allegiance**

**Old Business:**

**Approval of Minutes**

250814-01 Jeff Houck made a motion to approve and dispense with the reading of the minutes of the Regular Meeting and Workshop of July 10, 2025. George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

**New Business:**

**Reports by Department Heads**

**Captain Dave McCutcheon, Summit County Sheriff Representative**, reported stats for July as total calls for service at 995, with 6,534 total to date. There were 21 accidents with no injury, three with injury, and seven hit skips in July. There were 28 arrests in July, with 171 this year, to date. Next month, he will introduce new Patrol Lt. Jeff Cooper to replace Lt. Rimidio. He announced that the 7<sup>th</sup> Annual Guns and Hoses Hockey ACBC and K-9 Unit Fundraiser will take place at Center Ice in N. Canton on August 17<sup>th</sup>, if anyone is interested. Tickets are \$10. Also, Faith & Blue will be held in October at Hardesty Park to bring law enforcement and the community together, which is a free event for the public.

**Chuck Hauber, Summit County Engineer Representative**, announced that the Portage Lakes Water Main Extension project is expected to wrap up mid-September. The Storm Water Management District Project – Hinman Ditch Public Hearing is scheduled for October 6<sup>th</sup> at Tallmadge Avenue. TASA Applications for sidewalks will be available September 6<sup>th</sup> and will be due by November 7<sup>th</sup> if the Township wishes to reapply. There was a question on the status of the new radar sign for Portage Lakes Drive, which Lael Stouffer will have installed when work slows down for the Road Department. Mr. Hauber noted that there is an EPA violation that was filed for a grading permit on Dollar Drive.

**Adam Rockich, Fire Chief** reported that the fire department responded to 233 calls for service in July and 1,512 to date. There were 38 instances in the last month where they responded to multiple alarms simultaneously, and they received mutual aid for only 8 of those calls, one of which was a commercial structure fire.

**Personnel – Full-Time Fire Inspector's Position**

Adam Rockich explained that this is a position we used to have, and we need to bring it back to keep businesses and residents safe in the Township.

250814-02 Jeff Houck made a motion to authorize Chief Rockich to fill a Full-Time (40) forty-hour per week Fire Inspector position at his discretion. George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

**Lael Stouffer, Road Superintendent**

**Road Opening Permit Form**

Lael Stouffer explained that this form is being revised to include underground utilities such as the high-speed underground fiber that is coming into the area. Still, it covers all aspects of road openings.

250814-03 Jeff Houck made a motion to approve the revised Road Opening Permit Form as approved by legal counsel. George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

### **Drainage Repairs**

Lael Stouffer explained that these are materials needed to perform drainage repairs within the township's rights-of-way. After exhausting the prior PO, this amount should finish out the year.

250814-04 Jeff Houck made a motion to approve a purchase order in the amount of \$10,000 to Winwater for drainage repair materials and supplies. George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

### **Backfill Material**

Lael Stouffer explained that this supports drainage repairs through the end of the season. Backfill materials (stone, sand, and topsoil) are necessary for road department operations.

250814-05 Jeff Houck made a motion to approve a blanket certificate in the amount of \$10,000 to purchase backfill material needed for road department operations. George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

Jeff Houck commented that if anyone has seen the ongoing work through the Cottage Grove area, the roads look really beautiful. Next year will be fun when the roads where the water line went through are redone.

**Rob Henwood, Zoning Inspector**, reported that he issued eight short-term rental permits and nine zoning permits in the last month. On August 12<sup>th</sup> the BZA heard 4 cases. The next BZA meeting will be on September 8<sup>th</sup>. The next Zoning Commission meeting will be on August 19<sup>th</sup>.

### **Moratorium – Billboards**

Rob Henwood explained that he is requesting a moratorium on permitting any new billboards in the Township. The current zoning code does not permit billboards, which is not legal and has caused a recent lawsuit and subsequent settlement against the Township. This moratorium will allow the Zoning Commission time to revise the current zoning resolution and develop appropriate billboard regulations.

250814-06 Jeff Houck made a motion to approve a Resolution imposing a moratorium on the issuance or granting of applications or permits for billboards in Coventry Township for a period of one year (365 days). George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

### **Anna Davis, Administrator**

### **Community Center Exterior Repairs**

Anna Davis and Jeff Houck explained that the exterior of the Community Center is in need of stucco repair and paint.

250814-07 Jeff Houck made a motion to approve a Blanket Certificate up to \$20,000 for exterior repairs and paint of the Community Center building. George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

### **Clock Tower Roof**

Anna Davis explained Walnut Creek Metals is the vendor we just used for the roof on the new Logan Field House project. They quoted a new roof on the Clock Tower to replace the failing copper roof with a standing seam copper metallic roof, the same material used at Logan, for \$9,288. The Ducks of Portage Lakes have generously offered a donation to help offset that cost. Roof panel quoted is 1 ½ in. high snap lock seam 16" wide panel with striations. This Metal roof comes with a 40-year warranty and a 15-year workmanship warranty. Jeff Houck explained the issues with the existing copper roof and the failed sealant that was applied when it was installed over 25 years ago.

250814-08 Jeff Houck made a motion to approve a purchase order in the amount of \$9,288 to Walnut Creek Metals as quoted for the materials and installation of a 24-gauge Kynar 500 Standing Seam Metal Roof Package for the Clock Tower in Copper Metallic. This will include removal and disposal of the existing roof, installation of GAF Tiger Paw underlayment on existing sheeting, as well as all new trims and flashings. George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

Anna Davis reported that the Field House project at Logan is on schedule and expected to wrap up around the beginning of October.

**Report by the Fiscal Officer:**

David Gissinger advised that the Period-to-date financial reports have been presented to the Board.

250814-09 Jeff Houck made a motion to receive all bills and salaries, warrant numbers 77803 to 77943, as certified by Fiscal Officer, David Gissinger, and subject to audit. (A listing of the warrants will be made a part of these minutes.) George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

**Sick Leave Adjustment – 40 hr/wk Employees:**

250814-10 Jeff Houck made a motion to approve a sick leave adjustment (reduction) by eight (8) hours for the following employees:

Kelly Corbin-Thornton                      Brian Langenek                      Adam Rockich

George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

**Sick Leave Adjustment – 48 hr/wk Employees:**

250814-10 Jeff Houck made a motion to approve a sick leave adjustment (reduction) by ten (10) hours for the following employees:

John Barrickman	Trent Harrell	Scott Reynolds
Tyler Booth	Devon Maavich	William Smart
Robert Brunner	Brian McClellan	Tyler Utley
Jeremy Detsch	Broc Minne`	Rober Wilson
David Gasaway	Johnny Owen	Charles Wygle

George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

**Reports by Trustees:**

George Beckham reported that the third and final food truck event of the week took place this past Monday. It was a successful program and will likely be done again next year. He thanked the Parks Advisory Committee, Josh Randles, Sharon Warner, and Lisa Fouser. For the last TASC meeting, he did a tour of the Summit County Jail, which is a unique place to go. On July 28<sup>th</sup>, the first public hearing for the Hinman Ditch project was held here in this building. The next public hearing is scheduled for October 6th at Summit County Council’s temporary chambers on Tallmadge Avenue, followed by a vote by Summit County Council two weeks later. He went on to mention complaints regarding swimming in unauthorized areas of the lake and advised residents to call the Summit County Sheriff’s Office for enforcement.

Jeff Houck advised that he saw a recent notification from the Summit County Health District regarding mosquito trapping and West Nile Virus. He stated this is something to watch out for. Please use bug spray, watch for standing water, and visit the health department’s website for more information. He would hate to see someone get sick from something preventable. He commented that he has been a trustee for five and a half years now and has learned a lot. It has been enjoyable, and he feels we have accomplished a lot as a team with different grants and the department heads. However, we will face some tough challenges with our finances in the future. He announced that he filed to run for re-election in November.

**Public Comments:**

- Donna Shaffer – 4091 Lake Vista Rd: asked about what can be done to maintain her ditch. She mentioned she was at a previous meeting when Lael was out of town. Lael Stouffer took her contact information and told her he would have his secretary give her a call to set up a meeting so he could come out and take a look at the issue.

**Motion to Adjourn the Regular Meeting:**

Jeff Houck made a motion to adjourn the regular meeting. George Beckham seconded the motion. Roll call: George Beckham, yes, and Jeff Houck, yes. Motion carried 2-0.

There being no further business, the meeting was adjourned at 6:26 p.m.

  
Vice Chairman

  
Fiscal Officer