GUILFORD TOWNSHIP TRUSTEES
SPECIAL WORK SESSION MEETING MINUTES
April 15, 2025

The Board of Guilford Township Trustees, Medina County, Ohio, met for a work session meeting to discuss the township road maintenance garage addition on April 15, 2025 at 7:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, Jerry Winkler, and Fiscal Officer, Ray Ruprecht.

Also present were Michael Colonna, Ed McCall, Katie McCall, Andy Liston, Scott Phillips, and Shannon Colonna.

WORK SESSION

The purpose of the work session was to discuss the township road maintenance garage addition.

Andy shared some plans of the proposed addition with Ed McCall and Katie McCall.

Ed said that there may be special considerations if the building is over 5,000 square feet, like requiring a sprinkler system.

The existing building that they are looking at adding on to does not have water or electricity, so they would be adding that. Ed will need to check some of the requirements related to drains, a sloped floor, the pitch of the roof, the maximum size for S1 storage.

They may be able to modify the floor plan a little bit to give them what they need. They need to consider the maximum depth that they would need (for the truck with the trailer attached). The proposed square footage is 5,688. They would be increasing the load a good amount, and a structural engineer would need to make sure the existing posts are sufficient.

There was some discussion about Ohio Revised Code and the requirements for hiring an architect. He said they might be looking at a $500,000 project, and the architect fees will be more than $25,000 and they would need to do an RFP. They would need to collect qualifications from interested parties and score them to determine who they hired. Their fee is sometimes around 8%.

Since they need to do an RFP, they are probably at least a month out from hiring an architect. Once they hire an architect, it would probably take around 6 weeks to have plans to put out to bid.

Andy provided the original blueprints from when the garage was built in 2010 for review. The footers are 24 inches in diameter, and it was based on 1,500 pounds per square foot.

Ed said that they should try to provide their best guess about how large the building would be, utilities and type of construction when they do the RFP. They do not need to have floor plans. Once they hire an architect, the architect will work with them to understand the requirements, a structural engineer will be involved, and they will come up with the building plans.

GUILFORD TOWNSHIP TRUSTEES
MEETING MINUTES
April 15, 2025

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on April 15, 2025 at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, Jerry Winkler, and Fiscal Officer, Ray Ruprecht.

Also present were Michael Colonna, Tammy Johnson, Scott Philips, Mayor Carter, Jeff Kersey, Brian Cyphert, Andy Liston, Julie Carr, and Shannon Colonna

APPROVAL OF MINUTES

Jerry Winkler **moved** to approve the regular meeting minutes of March 31, 2025. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

DEPARTMENT REPORTS

Fire-EMS Department (Brian Cyphert)

2025 INCIDENT COUNT YEAR TO DATE	
Type	**# Incidents**
EMS	158
Fire/Other	82
TOTAL	240

	Year to date:
FIRE INSPECTIONS	49

- Note that at this time last year, they were at 193 incidents.
- They are still working with Dollar General on compliance.

Announcements

- Major fire in Medina on Sunday 4/6/2025. That ended up being a fatality.
- C-Shift, including Lt Banks, Danny LoParo, and Reid Black, responded to a house in the village for a possible heart attack. A village resident soon collapsed with cardiac arrest. The crew performed flawlessly and revived the resident who is doing well at home.
- Would like to declare 12 unserviceable and unusable computers along with miscellaneous keyboards and equipment as disposable. They are no longer functional and will be wiped of all sensitive information.

Training

- The Seville-Guilford Fire Department proudly hosted the "Day of Search" training over the past two days, featuring top-tier instruction from Brothers In Battle, LLC and Fire Nuggets. With over 50 firefighters in attendance, representing more than 20 fire departments from across the region, the event was a powerful example of brotherhood and dedication within the fire service.
- Gene asked where they were on fire lanes. They need to work on some language for the ordinance to designate all dead-end roads with parking enforcement.

Road Supervisor (Andy Liston)

- Cleaned some road ditches under a force account totaling $2,053.85
- Would like to schedule tree trimmers to come in three times this year
- Ongoing issue with road signs being stolen
- Stone has been delivered for upcoming road projects
- Presented the speed sign report for Rawiga Road - within a week there were 591 cars coming out of the road.
- Requesting approval to close Good Road from Hubbard Valley to Blake during the day on April 23 and 24 for culvert replacement.
- Requesting approval to purchase a broom attachment for the new loader in the amount of $5,000.
- Requesting approval to rent a skid steer and attachments to do some road grinding, cost not to exceed $3,500.
- Road contracts are ready for signature.

APPROVAL OF DITCH CLEANING EXPENSE

Motion by Gene Morris, seconded by Bob Rohrer to approve the force account expense of $2,053.85 for cleaning road ditches on Guilford Road.
Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

APPROVAL OF TREE TRIMMING SCHEDULE

Motion by Bob Rohrer, seconded by Jerry Winkler to authorize scheduling TMS tree trimmers to service township roads three times in 2025.
Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

APPROVAL TO CLOSE GOOD ROAD FOR CULVERT REPLACEMENT

Motion by Jerry Winkler, seconded by Bob Rohrer to approve closing Good Road on April 23 and 24, 2025, for culvert replacement work between Hubbard Valley and Blake Road.
Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

APPROVAL TO PURCHASE BROOM ATTACHMENT

Motion by Bob Rohrer, seconded by Gene Morris to approve the purchase of a broom attachment for the new loader in the amount of $5,000.
Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

APPROVAL TO RENT SKID STEER FOR ROAD GRINDING

Motion by Jerry Winkler, seconded by Gene Morris to approve renting a skid steer and necessary attachments for road grinding, not to exceed $3,500.
Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- Guilford Township Trustees, Zoning Commission and Board of Zoning Appeals joint meeting to discuss Guilford Township Zoning on April 17, 2025 at 7:00 p.m. at the Guilford Township Hall.
- The Zoning Commission met on April 10 for their regular meeting. They reviewed feedback from the Medina County Planning Commission regarding the Comprehensive Development Plan (CDP) and agreed to incorporate a few small changes. Overall, the plan is progressing well, and the next step will be to schedule a public meeting.

- The Commission also completed its review of proposed changes to the conditionally permitted uses section. Shannon will be finalizing the updated language in preparation for formal approval and submission.

- In addition, Shannon will begin work on the organizational updates to the zoning resolution. The Commission has also started reviewing sign regulations, with the goal of ensuring consistency across all sections.

- The Board of Zoning Appeals (BZA) has a variance hearing scheduled for Thursday, April 24 at 7:00 PM.

- BZA alternate - there was consensus that Michael - BZA Chair could contact the person to do an initial interview.

Zoning Inspector (Julie Carr)

- There were 11 applications in March, and total income for the month was $1,419.20. This included two variances, some lot split, barns pole barns, an accessory building and an ag exempt building.

- Seville Gardens wants to install a large maintenance building. There was some discussion about the fee because this is a commercial property. She will also need to present this to the Zoning Commission if this change is substantial enough to require another site review.

- Received an email today about a lot split that was applied for four years ago and approved but never submitted.

- Received complaints about the Morgan property. Junk is starting to pile up again, and the trustees can have that cleaned up again since it is still within one year. There was consensus that she could send a warning letter with a short notice.

- The baseball business will not accept the injunction letter from the Township or Clerk of Courts. Nathan now needs to file with the Clerk of Courts and regular mail has been sent. Nathan is also going to send a copy of the letter directly to their lawyer.

- Asked for direction on pursuing the Hubbard Road property. Once she starts the next part of the process, they should be prepared to do the cleanup again. There is consensus that they need to continue to make the effort to clean up properties.

- Showed a property that is putting in a new house, and was requesting to put a pool that would not be behind the house. Confirmed that her interpretation of the rules was correct, and they are all on the same page.

- Gene noticed an addition on a barn on Guilford. It would be ag exempt, but he will send her the address to make sure she is aware.

- There is a neighbor dispute about a fence on Greenwich.

River Styx Cemetery/**Mound Hill Cemetery** (Jeff Kersey)

- Things are going well.

- Wendel and Darla Payn donated a roller for them to use, and they are almost done rolling.

- Was contacted by Zach Arnold. He was upset because some family stones had been damaged. He would like to put some cameras up in the trees so that he would be contacted immediately. There is consensus that he can install a camera.

- Bob heard from the company about the columbarium again. They still have some time to think about this because the show special is good until August. Concrete would be an additional cost.

Trustees Reports

Bob Rohrer

- Bob attended a meeting in Seville.
- Bob looked at the columbarium at the Montville Cemetery.

Gene Morris

- One phone call about the Stories from the grave event. They would like to do that September 20, with a rain date of September 27.

APPROVAL OF STORIES FROM THE GRAVE EVENT

Motion by Bob Rohrer, seconded by Gene Morris to approve hosting the Stories from the Grave event on September 20, with a rain date of September 27.
Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Contacted the prosecutor's office regarding the employment of a public employee
- Reviewed the regular and special meeting minutes
- Talked to the Zoning Inspector about a new communications tower in the township
- Attended the Zoning Commission meeting.

Jerry Winkler

- Attended special meeting.
- Reviewed emails.
- Submitted resignation as Trustee effective at the end of the month. He has started a new position in Wayne County.
- Gene added that Bob and Gene have 30 days from the effective date (April 30) to agree on a replacement. If they cannot agree, it will go to people who signed the petition for Jerry to be trustee. There will be two seats to be filled at the election in November.

Comments from the Public

- Mayor Carter thanked Jerry for his service.

Old Business

- Employee handbook
- Township garage addition- Met with McCall Architecture tonight. Gene thinks they should advertise for the RFP per the advice. They will need to come up with a list of requirements, and will try to do that for the next meeting.
- McCaman Bowling Supplies & Hardwood Floor Refinishing quote was $4,910.40 to recoat the township hall floor. There was a second quote to sand and apply a topcoat for $9,820.80. Ron may need to work with some of the rentals to make sure this is scheduled.

APPROVAL OF HARDWOOD FLOOR REFINISHING QUOTE

Motion by Bob Rohrer, seconded by Gene Morris to approve McCaman Bowling Supplies & Hardwood Floor Refinishing quote of $9,820.80 for township hall floor.
Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

New Business

- Judge Susana Lewis to give the annual report for Wadsworth Municipal Court at the May 20th meeting.
- Resolution 2025-03 Authorizing Participation in the ODOT Road Salt Contracts Awarded in 2025

RESOLUTION 2025-03
AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2025

Jerry Winkler offered the following resolution and moved adoption of same which was duly seconded by Bob Rohrer.

WHEREAS, the Guilford Township, Medina County, Ohio (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon of award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and

b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and

c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees that each party hereto shall be responsible for liability associated with that party's own errors, actions, and failures to act.

d. The Political Subdivision's electronic order of 300 tons for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically **submitted** salt quantities from its awarded salt supplier during the contract's effective period; and

f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and

g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 2, **by 5:00 p.m**. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

Roll call: Rohrer – yes, Morris-yes, Winkler-yes.

- Supplemental Appropriation Transfers:
  - $1,500.00 to (1000-110-315) Election Expenses from (1000-760-740) Machinery, Equipment &
  - Furniture).
  - $2000.00 to (1000-110-314) Tax Collection Fees from (1000-760-740) Machinery, Equipment & Furniture).
  - $6,200.00 to (2031-330-314) Tax Collection Fees from (2031-760-750) Motor Vehicles
  - $9,600.00 to (2111-220-314) Tax Collection Fees from (2111-760-740) Machinery, Equipment & Furniture).
  - $3,000.00 to (2141-330-314) Tax Collection Fees) from (2141-760-750) Motor Vehicles
  - $9,000.00 to (2281-230-314) Tax Collection Fees) from (2281-760-740) Machinery, Equipment & Furniture).
  - $300.00 to (9001-781-314) Tax Collection Fees from (9001-781-710) Land

APPROVAL OF SUPPLEMENTAL APPROPRIATION TRANSFERS

Motion by Jerry Winkler, seconded by Gene Morris to approve Supplemental Appropriation Transfers of $1,500.00 to (1000-110-315) Election Expenses from (1000-760-740) Machinery, Equipment & Furniture), $2000.00 to (1000-110-314) Tax Collection Fees from (1000-760-740) Machinery, Equipment & Furniture), $6,200.00 to (2031-330-314) Tax Collection Fees from (2031-760-750) Motor Vehicles, $9,600.00 to (2111-220-314) Tax Collection Fees from (2111-760-740) Machinery, Equipment & Furniture), $3,000.00 to (2141-330-314) Tax Collection Fees) from (2141-760-750) Motor Vehicles, $9,000.00 to (2281-230-314) Tax Collection Fees) from (2281-760-740) Machinery, Equipment & Furniture), and $300.00 to (9001-781-314) Tax Collection Fees from (9001-781-710) Land

Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Resolution 2025-04 The Disposal of Not Needed, Obsolete and Equipment of No Value

RESOLUTION 2025-04
The Disposal of Not Needed, Obsolete and Equipment of No Value

Bob Rohrer offered the following resolution and moved the adoption of same which was seconded by Gene Morris.

WHEREAS, in accordance of ORC 505.10(7) the Guilford Township Trustees have determined there is township personal property not needed for public use, is obsolete and has no value; and

WHEREAS, the Guilford Township Trustees have determined that township personal property of 13 computers, miscellaneous monitors, keyboards and electrical equipment to be not needed, unserviceable and obsolete ; and

THEREFORE, BE IT RESOLVED, the Board of Guilford Township Trustees approve of the disposal of 13 computers, miscellaneous monitors, keyboards and electrical equipment to be not needed, unserviceable and obsolete ; and

Roll call vote: Rohrer-Yes, Morris- Yes, Winkler-Yes

Signing of the Warrants

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of $111,775.05**.** Bob Rohrer seconded the motion. Roll call: Morris –yes, Rohrer – yes, Winkler – yes.

- Gene confirmed that the machinery that was sold has been paid to the Township. Selling with Farnsworth worked well.

- Gene asked Jerry about the status of the welcome letter. He will send that again tomorrow.

Executive Session

Gene Morris **moved** to go into executive session at 9:25 P.M. to consider the appointment of a public employee and Ray Ruprecht. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

Bob Rohrer **moved** to come out of the executive session at 9:36 P.M. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

There were no decisions made after coming out of executive session by the trustees

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes. The meeting adjourned at 9:37 P.M.

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Bob Rohrer Gene Morris

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Jerry Winkler Ray Ruprecht