

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
April 2, 2024**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on April 2, 2024 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 Andy Liston, Chief Cyphert, Ron Scuderi, Michael Colonna, and Shannon Colonna

Approval of Minutes

Gene Morris **moved** to approve the regular meeting minutes of March 19, 2024. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Swearing in of Ray Ruprecht

Gene Morris performs the swearing in on Ray Ruprecht as Guilford Township Fiscal Officer. Ray accepts all responsibilities and duties of the position.

Department Reports

Fire-EMS Department (Brian Cyphert)

2024 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	89
Fire/Other	64
TOTAL	153

Year to date:	
FIRE INSPECTIONS	18 (with 2 scheduled)

Building/Grounds/Maintenance

- The Internet security and maintenance contract with Jon Strong is up for renewal. They are looking for two additional access points that will allow a better signal for the increased training and wireless work we do. All the CAD and reporting on the iPads operate off the network in the station when in- house.

Apparatus/Equipment

- Brakes on squads and oil changes are due as part of routine maintenance. Lt. Kantorik is handling this.
- The cot battery went bad, and this was a \$2,187.60 repair.

Announcements

- Solar Eclipse on the 8th and they are expecting an increase in traffic and the number of people in town. We will have six on duty to staff both squads and the engine/UTV. There will be grant money available for reimbursement specific to this time period.

Training

- Search and Rescue training downtown in the old BOPA building on 4/4/24.
- The Cleveland Clinic held its trauma simulation training at our station with great attendance. They also completed Pediatric Advanced Life Support renewals.
- All members were fit tested (requirement to wear SCBA masks into dangerous environments)

Funding Requests

- IT contract \$3,487.31.
- IT Upgrades \$3,767.63 can be invoiced as work is being done. This includes a new printer/copier/fax \$649.99 Business all in one laser.

Approval of Technology Engineering Group LLC Invoices and New Printer/Copier/Fax

Jerry Winkler **moved** to approve the purchase of the three-year contract for \$3,487.31 and upgrades for \$3,767.63 from Technology Engineering Group LLC and a new printer/copier/fax for \$649.99. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- The tornado sirens were tested, and an issue was found with the siren in Seville. Every siren in the Fire District should now be operational.

Road Supervisor (Andy Liston)

- Worked at River Styx cemetery on tree removal spots.
- Fix some berms from a rainstorm.
- Mowed township hall yard.
- Andy would like approval to complete a project on Blake west of River Styx. The creek is starting to eat away at the road, and he would like to line the road with concrete to protect the road. He has some concrete at his house he is willing to donate for this project. He will also reach out to the park to make sure they are okay with this work being done.
- Andy provided the road contracts for signatures.

Approval to Accept Donation of Concrete from Andy Liston

Jerry Winkler **moved** to accept the donation of concrete slab and chunks from Andy Liston for the road project on Blake Road. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The regular Zoning Commission meeting that is scheduled for next week is going to be cancelled. The Zoning Commission will try to make up this meeting because there is a lot in progress.
- Montville Township hosted some training for BZA members yesterday. Michael Colonna and Seth Whitney attended the training. Shannon spoke with Michael and reviewed the presentation, and it sounds like this was a very valuable training opportunity. The training provided some important information based on recent appeals. One thing that stood out was that the BZA should not just be listing the Duncan Factors; they really should be using them to articulate the reason a variance is denied.

- Michael provided some additional information that he noted from the training:
 - The BZA does not have the authority to revoke a conditional use permit. It is up to the Zoning Inspector and the Trustees to bring something that is out of compliance into compliance.
 - Only people present at a hearing and directly impacted can appeal a decision of the BZA.
 - BZA members need to provide one or two reasons to support their reasoning for each of the Duncan factors.
 - The BZA should be focused on facts – they are not there to provide opinions or suggestions.
 - They can use executive privilege to meet with an attorney, but they need to provide reasons if a decision was made.
 - Alternate members do not have the right to vote unless a regular member is absent.
 - Precedent does not have much precedent unless there is overwhelming evidence.
 - The Comprehensive Plan is used to form new zoning rules, and if there are questions, the courts will want to see that regulations are in alignment.
 - The BZA has no authority when it comes to conditional use permits. The Zoning Regulations must specifically state if the BZA can add additional conditions.
 - If there is an appeal, the Zoning Inspector may need their own attorney.
 - There is talk about removing zoning from Townships and this is gaining some traction at the state level. Ray added that the Ohio Township Association is opposing this.

Zoning Inspector (Julie Carr)

- Julie is not present and provided the zoning report by email.
- Julie emailed Heidi twice asking for the documents to send the official removal letter for the Seville Rd (junk) property. She is working on it.
- The baseball business on Rawiga Road has not sent in a BZA conditional use application, even after Julie spoke with their attorney. She would like to confirm if she should proceed with a cease-and-desist letter.

Approval of Cease-and-Desist on Rawiga Road Baseball Business

Bob Rohrer moved to proceed with issuing a cease-and-desist letter for the Rawiga Road baseball business. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Mr. Evans added more to his Greenwich Rd "auto" complaint. What he is referring to messages on a Wadsworth Neighbors Facebook page. This is not on his website. For the majority of the complaints, Aaron is sending responses to questions. After reviewing these pictures again, my decision has not changed. She has also driven by the property and cannot SEE a business being run there.

Guilford Township Zoning Monthly Report 2024

Month of	Total Number of Applications	Total Income for the Month
March	3	\$75.00

Date	Applicant	Address	Zoning Application	Fee
18-Mar	Jenna Teal	9595 River Styx	Ag- Fence	\$0.00
11-Mar	Clayton McComas	9748 Acme Rd	Fence (fee double)	\$50.00
24-Mar	Sophia Navratil	3505 Greenwich Rd	fence	\$25

River Styx Cemetery/Mound Hill Cemetery

- Anita received some information about some software. It looks interesting, but Jerry thinks it will be pricy. Ray mentioned that UAN has something available for cemeteries. Jerry responded that they are not actively looking for anything. He thinks it would be more beneficial to get someone else familiar with how they are managing everything.
- Sign reminding individuals to remove un-regulated items.
- The big signs with Rule and Regulations need to be updated.

Trustees Reports

Bob Rohrer

- Bob spoke with the concept design architect at Gerber Lumber & Hardware, and she will be emailing the plans to Mike Lyons. Bob suggested adding a sink and plumbing for a washer and dryer to the break room. He also suggested a decent couch so someone could take a nap if they were working long hours over a bad winter. They will be putting out a request for proposals to find the most qualified (not just the cheapest) builder.
- Bob received a call from a local excavator that is putting in a septic on the corner of Kane Rd. and Rohrer Rd. There is a catch basin and the discharge line from the old septic went into it. The new system is going to tie into that. He requested a letter stating that a permit was not required for this. Andy noted that the Health Department is trying to end wastewater going into ditches. There is consensus to provide the letter stating that it is okay with them, and Shannon can write the letter stating that Keiper excavating has permission to use the same line.

Jerry Winkler

- Jerry attended the Fire Department planning meeting last week. There were a number of people that said that were planning to attend and did not make it. Chief Cyphert is working on getting more people involved.
- Jerry has been working with Chief Cyphert on a grant.
- Jerry drove past the house on Seville Road, and it looks like they have stopped making progress.

Gene Morris

- Gene followed up with Patty Martin from the Historical Society.
- Gene followed up with Kevin Bittitaker of the BOPA.
- Gene received a call regarding a zoning complaint. He called him back and got his voicemail and left him a message.
- Michael added that one other thing that was mentioned at the BZA meeting was that Townships should be letting the local Fire and Police Departments know about any conditionally permitted uses. Chief Cyphert said they do like to know about any new businesses, and there may be times when they should be doing fire inspections. They also want to be aware of any hazardous materials at a property.

Trustee Action Items:

- Cost Recovery agreement – Jerry is still waiting to hear back from the Prosecutor.
- Fire & EMS planning.
- Township garage addition
- Employee handbook
- Cannabis Resolution – Gene thinks this is something that should be coming from Zoning. They spoke with Jim about this at the last meeting, and he is willing to take this on. They will continue looking into this.

Comments from the Public

- There are no comments from the public.

Old Business

- OTA Township Education Subscription is available.

New Business

- RESOLUTION 2024-04 Approving the Final Plan for the Medina County Countywide 9-1-1 System

RESOLUTION 2024-04
Approving the Final Plan for the Medina County Countywide 9-1-1 System

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

WHEREAS, § 128.06(D) of the Ohio Revised Code (“O.R.C.”) requires that each county 9-1-1 program review committee maintain and amend a final plan for implementing and operating a countywide 9-1-1 system, and

WHEREAS, the Medina County 9-1-1 Program Review Committee (“Committee”) has created the final plan pursuant to the requirements of O.R.C. §129.06 and §129.07, and

WHEREAS, O.R.C §128.07(B)(1)(a) requires that the Committee send a copy of the final plan to the Board of County Commissioners, the legislative authority of each municipal corporation in the County, and the board of township trustees of each township in the County either by certified mail or, if the committee has a record of an internet identifier of record associated with the board of legislative authority, by ordinary mail and by the internet identifier of record, and

WHEREAS, O.R.C §128.08(A) requires that the Board of County Commissioners and the legislative authority of each municipal corporation and township within the county act by resolution to approve or disapprove the plan within sixty days of receipt of the final plan, and

WHEREAS, upon approving or disapproving the final plan, the municipal corporation or township must immediately notify the Medina County Board of Commissioners in writing of such approval or disapproval, and

WHEREAS, Guilford Township Trustees received a copy of the Medina County Countywide 9-1-1 System final plan from the Committee on March 25, 2024, and

WHEREAS, after reviewing the Medina County Countywide 9-1-1 System final plan, the Guilford Township Trustees has determined it appropriate to approve the final plan.

NOW THEREFORE, BE IT RESOLVED by the Guilford Township Trustees, Medina County, Ohio, in accordance with O.R.C. §128.08(A), that:

SECTION 1. Guilford Township Trustees hereby approves the final plan submitted by the Committee, attached hereto as Exhibit A. The fiscal officer shall immediately notify the Medina County Board of Commissioners in writing of the Guilford Township approval and provide a copy of this resolution as part of that notification.

SECTION 2. It is hereby found and determined that all formal actions of the Guilford Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting, and that all deliberations and formal actions were in a meeting open to the public, in compliance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall be in full force and effect immediately upon its adoption.

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

- Ray is in contact with Mike Lyons about renewing the road levy.

Signing of the Warrants

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$129,980.33. Bob Rohrer seconded the motion. Roll call: Morris –yes, Rohrer – yes, Winkler – yes.

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Jerry Winkler seconded the motion. All voted Aye to adjourn the meeting. The meeting adjourned at 9:14 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht

