

**GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES**

April 4, 2023

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on April 4, 2023 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, Michael Colonna, Jim Krahl, Bill Shook, Brian Cyphert, Mayor Carter, and Shannon Colonna

Approval of Minutes

Gene Morris **moved** to approve the regular meeting minutes of March 21, 2023. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department

INCIDENT TYPE	2023 INCIDENT COUNT TO DATE
EMS	114
FIRE	52
TOTAL	166

- There have been 21 fire inspections this month. All inspectors have been assigned buildings. They are also going to start testing hydrants.

Operations

- Will need to post a FT position to replace Danny Loparo. Danny accepted a position with Wadsworth but will be staying PT with SGFD.

Funding Request

- Chief Cyphert would like to purchase Central Square Mobile CAD for both squads, engine, and supervisor. This is a mobile app that they could use on the iPads they already have and would help monitor situations. Central Square Field Ops for a one-time fee of \$1,650 and a \$480 annual subscription after the first year.

Approval to Purchase Central Field Mobile CAD

Bob Rohrer **moved** to approve the purchase of Central Square Mobile CAD for a one-time fee of \$1,650 and a \$480 annual subscription. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Capt. Johnson and Lt Banks applied for the State EMS grant to offset some of the cost of patient supplies.
- Old radios are not needed for public use and have a value less than \$2,500.00. Extrication tools no longer in service valued at \$6,000.00. Jerry noted that he will be listing these on GovDeals.com, and wondered if they wanted to set a minimum. Bob suggested seeing if they could be used locally for training, and there is agreement that they could be donated in that case.

Road Supervisor (Andy Liston)

- Working on cleaning ditches.

- Working on lawn maintenance.
- Received the salt order for the year, and would like to purchase 200 ton for next year.
- Andy has been talking to Morton, and they are working on plans for building. They would work with the Township to draft the plans the way they would do it, and then the Township could purchase the approved plans and put a bid out. The alternative would be hiring an architect to draw the plans. Morton has certain standards for the buildings so that they can stand behind them when they are complete. Andy isn't sure what Morton plans will cost, but they told him that process is cheaper. There is agreement that Andy can continue working with Morton.
- Put up speed limit sign on Good Road.
- Andy spoke with the Waggy's about purchasing some additional road right-of-way for the price of \$300, and has some paperwork related to that.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission will be meeting next Thursday. Shannon and Jim Krahl have worked on the agenda for that meeting.
- Shannon received the Appeal that the Trustees submitted on the Zoning Inspector's decision to approve an accessory building in front of a house, and reached out to Mike Lyons yesterday to get clarification on these two questions:
 - Do the homeowner and adjacent property owners need to be notified of this hearing?
 - What is the correct/best way to request that a quorum of the Zoning Commission members be present at the hearing?
- She provided an overview of the decision that is being appealed as well as the site plan to help him understand the situation, and also stated that the Trustees do not intend to ask the homeowner to make any changes. They are requesting this review to establish how the rules are enforced in the future. Based on this, and the fact that the home and garage have already been built, he said that we do not need to notify the homeowner or adjacent property owners.
- He also reviewed section 4.17 of our zoning code, and he thought that the language stating that accessory buildings must be placed behind the main structure is clear and said that it would be 'improper' to interpret that to be based on if the building was rotated since that is not how the buildings are built. He did not think the Zoning Commission members would even be needed since the language is clear but said that their attendance could be requested.
- Shannon spoke with Tom Fields about the hearing date, and he does not think this Appeal should go before the BZA. He thinks the Trustees should go to the Zoning Commission to determine how the regulations are enforced/interpreted in the future. He also said that he has already spoken with Curt about this appeal.
- He did say that we can have a hearing if the Trustees want, but it would probably only last 30 seconds because he would just say that if the Trustees want to change how rules are enforced, they need to go to the Zoning Commission. He said that would just be a waste of everyone's time. Tom said that he was going to call Bob Rohrer to explain this to him as well. Bob confirmed that he also spoke with Tom about this.

- Also, the only upcoming date that works for Tom Fields and Curt Lauer is April 13, and the Zoning Commission already has a meeting scheduled that day. If this does go before the BZA, he would like to know if it can be scheduled for some time after Shannon gets back from vacation on May 7. There is consensus that it can be scheduled after that.
- Shannon spoke with Jim Krahl about this going to the Zoning Commission. He said that it could be discussed at the April meeting to confirm that everyone is on the same page but doesn't really think it is a Zoning Commission matter either.
- Jerry said that the process when they don't agree with a decision is to go through the BZA. Gene added that the Zoning Commission cannot overrule the Zoning Inspector.
- The regulations for Accessory Building and the Definition of Building Line were read and discussed.
- Bob said that if Curt is getting this interpretation from something that Ray Lee told him, he isn't sure what to do. Jerry agreed that Ray Lee may have told him that, but it still doesn't make sense. Gene added that there is nothing in our Zoning Regulations to support the explanation that this would be based on the buildings being rotated.
- Ray Ruprecht asked if anyone has talked to Curt about this recently, and wondered if he is standing by that interpretation based on the Zoning rules that have been discussed. Gene responded that Curt has not attended the Trustee meetings, so they have not had a chance to ask him.
- Gene added that there was another issue with the permit that Curt issued on that property: he issued a single permit for the house and a detached accessory building, and it should have required two permits.
- Gene has been observing houses in the township and the location of their accessory buildings, and noticed that older accessory buildings are behind, not parallel to, the main building. Typically, if you are talking about something being 'behind' something else, such as a car, it is not the same as being 'beside' something.
- Shannon said that she is concerned that Curt may not be referencing the zoning regulations and going to the Trustees or the Zoning Commission when he has questions. He is supposed to be enforcing our zoning regulations. Bob added that Ray Lee used to ask questions if he was not sure how something was supposed to be interpreted, and Curt is not doing that.
- There is agreement for Shannon to work with Tom and Curt to come up with a time for a BZA hearing after May 7, 2023.

Zoning Inspector (Curt Lauer)

- Curt is absent, and there is no zoning report.
- Ray Ruprecht wondered about address numbers from fire department for new homes. The fee for single family homes was increased a while ago to cover this cost, but he has noticed a number of new homes that do not have the address signs. They will need to check with Curt on this to see what his process is.

River Styx Cemetery/Mound Hill Cemetery

- A tree came down in one of the cemeteries. Bob got in contact with AJ, and they have started to clean it up.
- Cemetery lot payments/letter to individuals to either begin payments or funds returned - \$1,100 outstanding.

Trustees Reports

Bob Rohrer

- Bob called AJ about the tree at Mound Hill.
- Bob donated some straw to the cemetery.
- Bob helped open and close the hall for Ron.
- Bob looked at the house on Guilford.
- Bob spoke with Tom Fields.
- Bob spoke with Ponds Beautiful. They are going to send an invoice. Ray said it is the same cost as last year.

Jerry Winkler

- Jerry got a call about the tree at Mound Hill.
- Jerry spoke with someone at Medina Fiber, and they would like to schedule a public meeting.
- Jerry helped close the hall while Ron was out of town.

Gene Morris

- Gene spoke with one homeowner asking about what all the orange pipe was about.
- Gene helped open and close the hall while Ron was out of town.
- Gene has been dealing with some issues with the fiber crew. He has talked to a couple supervisors because they are digging outside of the right-of-way.

Comments from the Public

- Mayor Carter said that the Memorial Day parade is coming up. They are also getting ready to install some military memorial bricks at Memorial Park. She is hoping more people will want to participate once they see what they are doing.
- Michael Colonna thanked Mayor Carter for coordinating the tour of the Water Treatment Facility for the zoning boards.
- Ray asked Mayor Carter about 'the Easton Farm'. He has had numerous people ask him what is going in there. She responded that it is a Flint development and will be a mix of warehouses and commercial space. It is currently at a standstill because a couple residents have filed a lawsuit. There is an RV business going into the same area, and there was some discussion about the driveways.
- Bill Shook suggested that someone go through the Fire Station and itemize all of the tools and equipment that they have. Ray responded that do keep inventory.
- Bill Shook said shared some information about train fires because of the recent train derailment. Jerry said that is all included in firefighter training, and railroads also send people in to do trainings.
- Mayor Carter said there were issues at Sheetz recently because they dropped fuel prices. Sheetz went through the BZA to add more signs and widen the drive to help with that situation in the future.

Old Business

- There are no new updates on the Employee handbook.
- The ARPA funds projects selected to further look into were assigned to begin getting input from different sources.
 - Township hall/garage, parking lot (Andy Liston) *on hold until septic system completed.*
 - Township hall doors and any other improvements (Bob Rohrer & Gene Morris)
 - Bob provided a quote, and there was some discussion about the options.
 - Township hall septic system (Gene Morris)
 - Gene thinks they should touch base with the designer of the septic system to make sure it would handle the expansion they are talking about, which would be adding one toilet and one shower. He will touch base with Greg Piatt on that.
 - 440 feet of pipe for the new sewer line plus 520 feet back to the mound
 - Andy suggested that they may want to see if they can run the pipe between the building and keep everything close to the property line.
 - Ambulance

Approval to Purchase Three New Doors from Medina Glass

Jerry Winkler **moved** to approve the purchase of new doors for the Township hall from Medina Glass for \$10,148 plus the cost of the North door. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

New Business

- Ray presented Resolution 2023-05 Authorizing Participation in the ODOT Road Salt Contracts Awarded in 2023 and Agree to Purchase 200 Tons of Road Salt

RESOLUTION 2023-05 AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2023

Bob Rohrer **moved** to approve the purchase of Resolution 2023-05 Authorizing Participation in the ODOT Road Salt Contracts and Agreement to Purchase 200 Tons of Road Salt. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

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 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 to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the road salt contract; and

- d. The Political Subdivision’s electronic order for **200 tons** of 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, April 29 **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:

- Medina Fiber High Speed Internet meeting for Guilford Township residents. Bob suggested that they can let them contact Ron to coordinate a meeting time. Once the meeting is scheduled, this can be posted on the website.

Signing of the Warrants

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of **\$111,238.11**. 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. Roll call: Morris – yes, Rohrer – yes, Winkler – yes. The meeting adjourned at 9:46 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht