

**GUILFORD TOWNSHIP TRUSTEES**  
**REGULAR MEETING MINUTES**  
August 15, 2023

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on August 15, 2023 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 Jim Carter, Curt Lauer, Bill Shook, Jerry Springer, Martha Springer, Andy Liston, Brian Cyphert, Tammy Johnson, Ron Scuderi, Jim Krahl, Joe Garn, Randy Pollock, Jansen Wehrley, and Shannon Colonna

**Approval of Minutes**

Jerry Winkler **moved** to approve the regular meeting minutes of August 1, 2023. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Department Reports**

**Fire-EMS Department- Planning Session** (Chief Cyphert)

- Chief Cyphert has provided the Trustees with information about some changes he would like to make and provided a summary of his first six months.
- There are supposed to be two full time positions on each shift, and they are struggling to keep those staffed due to some things that were going on with staff (maternity leave, vacations, etc.).
- He would like to review:
  - Retention Bonuses and Step Increases
    - They would like to set a clear career path and expectations. This would also establish raises for the year. He thinks that if people see exactly how much they will make over the years, there will be more incentive to stay.
    - He suggested that this would start in 2024, and then there would be no more raises until 2027.
    - Jerry noted that this would be adding about \$72,000 to salaries in 2027.
  - They may need to purchase additional turnout gear.
    - They have some sets that don't fit anyone, and they have some that are going to expire. He has talked to neighboring departments to see if anyone would be interested in trading gear, and so far, no one has been interested.
    - He wants to make sure full-time staff have the new gear. He has applied for several grants for gear.
  - They have been interviewing candidates for part-time positions, and there are a number of good candidates. He would like to hire Ben Grega part-time and reinstate Brian Lloyd. There was some discussion about the number of part-time staff they would need. If they can hire these two, and two of the candidates they are interviewing, they should be good. His goal is to have them work no more than 32 hours per week.

**Approval to Hire Ben Grega and Brian Lloyd**

Gene Morris **moved** to hire Ben Grega effective September 1, 2023 and reinstate Brian Lloyd as part-time Firefighter paramedics with a six-month probationary period. Jerry Winkler seconded the motion. Roll call:

Morris – yes, Rohrer – yes, Winkler – yes.

- Request to change Captain Johnson’s position to get her into PERS.
  - He would like her to work closely with Jim Carter to make sure they retain all of his knowledge.
  - There is a new job description, and fire response will not be her primary duty, but she would still be able to help.
  - Jerry thinks this makes sense and would save them money.

#### **Approval to Update Tammy Johnson’s Job Description**

Bob Rohrer **moved** to approve updating Tammy Johnson’s primary duty from fire suppression to administrative, which would allow her to go to OPERS effective August 26, 2023. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- He would like to eventually hire Madeline Marshall full time.
  - His is aiming to do this around the November timeframe. She is currently working a lot of hours.
- He would like to add two weeks of maternity/paternity leave.
  - He would like to add this across the board for male and female employees.
  - Currently, if someone has a baby, they use all of their sick time.
- Remove FTO status and replace with supervisor pay (out of grade pay)
- Provided draft of overtime policy and mandating policy
  - They are trying to make sure there are always two people at the Fire Station. They have had some days when only one person was at the station due to call offs. He suggests the mandatory overtime policy would help resolve this. He is hoping they don’t have to use this very often but wants it to be in writing in case they do.
  - Call off procedures have been put in writing and cover how they plan to cover the shift.
  - If they have enough part-timers, he does not think this will be a problem. They currently have a lot of hours to fill, and not enough part-timers.
  - They also want to have all part-timers work a minimum of 40 hours a month. This policy may need to be something they implement with new hires. He is concerned about pushing people out who are really valuable because they have experience.
- Training repayment contract/policy for anyone who leaves the department after receiving training.
- Equipment is good. He is working on a replacement plan for some of the equipment.
- Average response time from dispatch to on scene is 06:26 (last 180 days)
- Chief Cyphert would like to know how many full and part time staff he can hire. Jerry said that he would like more time to review the staffing proposal and budget before they approve changes.

**Fire-EMS Department- Weekly Report** (Chief Cyphert)

<b>2023 INCIDENT COUNT YEAR TO DATE</b>	
<b>Type</b>	<b># Incidents</b>
EMS	317
Fire/Other	162
<b>TOTAL</b>	<b>476</b>

<b>2023</b>	
<b>FIRE INSPECTIONS</b>	<b>66</b>

**Building/Grounds/Maintenance**

- They are working on keeping up with the weeks. The Township gave them some commercial weed spray.

**Apparatus/Equipment**

- The ladder truck is back in service.
- VIN number has been assigned for the new ambulance.

**Announcements**

- They have received \$47,196.68 in ARPA grant money for COVID first responder bonuses.

**Training**

- \$5,100 for Step Up and Lead training. They are charging admission, which will go to Ray. This has already been approved.

**Baby Box**

- Bob asked if anyone from the public would like to comment on the Baby Box.
- Jerry Springer said that he is not aware of anyone else in the county with a Baby Box. He is also concerned that they are moving someone from a full-time firefighter position to an administrative position. He thinks they have more equipment and personnel than other fire departments in the area. He thinks we are spending too much money.
- Jerry Winkler responded that they want to understand if it is going to cost them anything. Jerry also made the correction that Captain Johnson would still be able to respond to fire and EMS calls.
- Captain Johnson provided some additional information about the grants that have paid for the progress of the baby box so far. This has been on hold due to legislation. She received an email this week letting them know the baby box is ready. Annual fees are covered for five years. It is \$300.00 per year after that. The association may be willing to do some fundraising to cover that cost. There was some discussion about what would happen if they decided they wanted it removed in the future, and also some concerns due to the legal challenges. If they want to email her a list of questions, she can make sure she has answers for the next meeting.

### **Approval to Proceed with Installation of Baby Box**

Gene Morris **moved** to proceed with the installation of the Baby Box that has installation and the first five years of monitoring covered by grants, and for the association to cover the costs after five years. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – no, Winkler – no.

#### **Road Supervisor** (Andy Liston)

- The road department is in pretty good shape. He would like to continue following up on the plans for expanding the building. He met with them last week to update prints, and he should have updated plans for them soon.
- He would like to look into options for the boom mower.
- He has been thinking about getting a power broom for one of the trucks to help clean up the roads after heavy storms.
- Other equipment is in good shape.
- Road striping is done.
- Both Guilford Rd culvert projects are done.
- Road resurfacing is done.
- Just started mowing roadsides.
- Gene asked if there was any way they could put another sign on road closure signs to indicate how far the road is open. Andy responded that he is fairly limited but has added some distance signs.

#### **Zoning Secretary** (Shannon Colonna)

- The Zoning Commission met on August 10. A few residents attended that meeting to make sure their objection to the land swap between Medina County Parks and Muskingum Conservation was on record with the Zoning Commission. They spent most of the meeting discussing this, and the process for applying for a Conditional Zoning Permit. Tom Fields was in attendance and provided some information about the BZA processes. It sounds like Curt has kept him updated on this as a case that may need to go before the BZA.
- There was discussion about the requirement for the application to be completed by the owner. In this case, there was consensus that it would make sense for them to go in front of the BZA to see if the Conditional Permit was approved prior to completing the land swap. Shannon sent an email to Curt and the Trustees with that suggestion.

#### **Zoning Inspector** (Curt Lauer)

- Curt is still waiting on responses from the Prosecutor's office about the properties on Acme and Seville.
- Curt received contact information for Muskingum and will be contacting them to advise to apply for Conditional Permit prior to the land swap.
- The Buddhist Temple has a new architect, and he has received a call from them.

- Shannon had noted that there is a junk car seminar for zoning inspectors on September 20, 2023. Considering some of the issues the township has had with junk cars, this may be beneficial for the township. Shannon said that since this is ultimately an enforcement issue, she did not see a lot of value in the zoning boards attending. Curt said that he would be willing to watch that.

#### **Approval of Cost of Zoning Inspector Seminar**

Jerry Winkler **moved** to approve the cost of the Zoning Inspector seminar. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **River Styx Cemetery/Mound Hill Cemetery**

- Hiring of John Rhoads as Mound Hill Cemetery maintenance employee effective August 7, 2023 at the hourly rate of \$15.00 per hour.

#### **Approval to Hire John Rhoads as Mound Hill Cemetery Maintenance**

Bob Rohrer **moved** to hire John Rhoads as Mound Hill Cemetery maintenance employee effective August 7, 2023 at the hourly rate of \$15.00 per hour. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **Trustees Reports**

##### **Bob Rohrer**

- Bob received a call from a family member about a site at the cemetery that was overgrown. He found that someone had planted mint, and it had taken over.
- Bob received a call about the culvert on Guilford. Someone’s computer line was cut when they did this work. The resident was having trouble getting Frontier to come out to fix it.
- Bob received a call about a ditch enclosure on Blake. They did not like the dirt they put in, and they were having trouble mowing. Bob explained that they do that work for the cost of materials, and they do not do landscaping.
- Bob spoke with someone about the proposed land swap.

##### **Jerry Winkler**

- Jerry received a call from a resident about the proposed land swap.
- Jerry helped with a burial.

##### **Gene Morris**

- Gene has been doing some research on ag exempt for a personal project and come across some interesting reading, which he forwarded to the guys and Shannon. It addresses farm markets, livestock, and landscaping businesses. He can also share this with Curt.
- Gene noticed a couple new AG fences, in or close to the right-of-way. He asked Andy about one on Acme, north of Seville.
- Gene has been looking at the Seville Road property almost daily. He has a new half of a bus in there today on a trailer.
- Gene noticed the two old cars are still on Yoder Road.

- Gene drove past the OPWC project on Guilford Road a couple of times. Gene spoke with Andy briefly about some of the work they were doing.
- Gene reviewed the ladder truck repair invoices.
- Gene reviewed the Resolution for the Blake Road project.

### Comments from the Public

- Jansen Wehrley – Blake Road: Wanted to thank the Trustees for the Resolution that is on the agenda this evening. There is a Medina County Park meeting tomorrow. There is also a Muskingum meeting coming up. He received additional public records that show three potential site locations. One of those was in Seville and was stopped. He is hoping the proposed location on Blake can be stopped as well. He also spoke with Sharon Ray, State Representative.
- Bill Shook asked if anyone knew the Muskingum representative for Medina County. He believes every county is supposed to have a representative. Jerry suggested that he call to find out.
- Joe Garn, from 8895 River Styx, did some research about jake brakes and was told he would need to go to the Township. He lives near 224, and now that some of the trees have been cut down, the traffic is very loud. Bob said they can talk to the state and see what they can do. There was also some discussion about traffic on River Styx Road and speed limits.

### Old Business

- Employee handbook – They are working on some changes to this.
- The ARPA fund projects:
  - Township parking lot
  - Ambulance
  - Early Warning Sirens

### New Business

- Approval of 2024 budget

#### Approval of 2024 Budget

Bob Rohrer **moved** to approve the 2024 budget. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Supplemental Appropriation transfer of \$6,100.00 to 2021-760-730-1050 (Improvement of Sites (Guilford Rd\_OPWC Culvert) from 2021-760-750 (Motor vehicles) and \$1,000.00 to 2282-220-330 (Travel & Meeting Expenses) from 2282-760-750 (Motor Vehicles).

#### Approval of Supplemental Appropriation Transfer

Gene Morris **moved** to approve the Supplemental Appropriation transfer of \$6,100.00 to 2021-760-730-1050 (Improvement of Sites (Guilford Rd\_OPWC Culvert) from 2021-760-750 (Motor vehicles) and \$1,000.00 to 2282-220-330 (Travel & Meeting Expenses) from 2282-760-750 (Motor Vehicles). Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

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

**RESOLUTION 2023-12**  
**Opposition to a Medina County Park District Land Swap of Property**  
**on Blake Road to the Muskingum Conservancy District-Chippewa Subdistrict**

**WHEREAS**, the Guilford Township Trustees have been informed by concerned residents of Guilford Township of the possible land swap between the Medina County Park District (MCPD) and Muskingum Conservancy District-Chippewa Subdistrict (MWCD);

**WHEREAS**, the land swap would include a lot split of 4 acres from the 19.83 acres of MCPD property parcel # 008-16A-18-007 located on Blake Road in Guilford Township for the purpose of MWCD. construction of a commercial building;

**WHEREAS**, the proposed development does not align with the goals of the Township’s Comprehensive Development Plan to preserve the rural residential and agricultural environment of the township;

**WHEREAS**, the proposed development would be a commercial building in a residential area and according to the 2022 Township Comprehensive Plan survey 71.9% of residents of Guilford Township strongly oppose increased development of commercial property in the township;

**WHEREAS**, the construction of a commercial building in a residential zone would require approval of a Conditional Use Permit and there is no guarantee that would be approved if the land swap was completed due to community opposition;

**THEREFORE**, the Guilford Township Trustees oppose a Medina County Park District and the Muskingum Conservancy District-Chippewa Subdistrict land swap and proposed construction of a commercial building on the Blake Road property parcel # 008-16A-18-007.

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

**Signing of the Warrants**

Bob Rohrer **moved** to pay the warrants, payroll/accounting EFTs of **\$120,536.03**. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Adjournment**

Jerry Winkler **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes. The meeting adjourned at 9:08 P.M.

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Bob Rohrer

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Gene Morris

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Jerry Winkler

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Ray Ruprecht

