

GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
August 16, 2022

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on August 16, 2022, 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, Tammy Johnson, Curt Lauer, Ron Scuderi, Jim Krahl, Jerry Springer, Martha Springer, Carol Carter, Michael Colonna, Bill Shook, Madeline Marshall, Donovan Nichols, Brittany Banks, and Shannon Colonna

Approval of Minutes

Jerry Winkler **moved** to approve the regular meeting minutes of August 2, 2022. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department

Safe Haven Baby Box

- The deposit was placed on the baby box and will be registered with the Ohio Department of Health as a site. The baby box will be built and should be completed in 4-6 weeks.

Vehicle Maintenance

- Asst. Chief Carter has been working with Yoder Graphics to get a quote on repairing the corners on 177-2 only. The striping on them has begun peeling.

Member Spotlight

- Madeline Marshall completed her Fire I & II class this month. She is now State Certified as a level II firefighter.

Funding Request

- Madeline Marshall is now certified as EMT/FFII and has met qualifications to receive a raise to \$16.25/hour. This raise would be effective August 13, 2022.
- Thank you for the opportunity to attend the Ohio Fire & Rescue Officers Development Conference in July. A/C J. Carter, Capt. Johnson, and Lt. Kantorik were able attend multiple classes, which included:
 - Innovation in Combination Fire Department Staffing for Multiple Communities
 - Decision Making for Leaders
 - Leadership for the Bottom Up
 - Research, Hiring, and Scheduling for the Ohio Fire Service
 - Utilizing Incident Management Teams During Large Scale or Complex Incidents
 - Development and Application of a Standard Operating Guideline for Below Grade
 - Basement Fires
 - Company Officer as an Instructor
 - Today's Training Officer: Modern Techniques for Modern Times

Approval to Increase Pay for Madeline Marshall

Jerry Winkler **moved** to approve the pay increase for Madeline Marshall to \$16.25 per hour effective August 13, 2022. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Road Supervisor (Andy Liston)

- Finished mowing up roadsides

- Did a ditch enclosure on Guilford Rd, and request force account payment for \$1,477.03.
- Repaired crossover on Schaub Rd.
- Working on repairing road edges with tack tank.
- Wadsworth replaced slag that was borrowed.
- The Highway Engineer Annual meeting will be September 15, 2022. They will need to RSVP by September 2nd. Bob and Andy are planning on attending. Andy will confirm if Brett is attending.

Approval of Force Accounts Payments for Ditch Enclosure

Bob Rohrer **moved** to approve the force account payments of \$1,477.03 for a ditch enclosure on Guilford Road. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The next Zoning Commission meeting will be on August 18, 2022.
- The County Planning Commission will be reviewing changes at their September meeting.
- Bob reported that he spoke with Keith Beetler today, and he will no longer be a member of the Zoning Commission.

Zoning Inspector (Curt Lauer)

- Curt received a letter from the house on Seville Road. The owner is currently in jail, and the letter is from an attorney requesting a 60-day extension to remove the junk. They are planning to sell the house. Curt said they will work with the property owner as long as they continue to see progress.
- Valid license plates have been placed on the two cars on Rohrer Road.
- House on Sky Lane has moved most of the cars, and the remaining vehicles have current licenses.
- There have been a few questions about accessory buildings, fences, and solar panels.
- Curt issued a couple permits for home additions.
- Bob received an update on a situation on Rohrer, and the person is moving.
- Bob said that there is a guy on the end of Yoder running a landscaping business, and he told him to apply for a permit. Curt said that he spoke with him, and he is planning to apply for the variance. Bob said that he has seen a bunch of cars there during the day, so he thinks he has some employees parking there.
- Jerry spoke with Scott Phillips, and he was planning to be here tonight but is not.
- Ray asked about the status of payment for \$25.00 that has not been received for a permit. Curt is going to stop at the home and ask them to submit the payment. It was supposed to be submitted by a contractor.
- The junk semi from the farm on Yoder has been moved. Curt sent a letter saying they would be fined if it was not moved, and it was moved a few days later.

River Styx Cemetery/Mound Hill Cemetery

- Cemetery Sexton position – Jerry spoke with Scott Oring, and he and Anita are going to get together to

do some training.

- Bob received a call from John because the other mower is having problems. Andy looked at it and thinks there is a problem with the exhaust system. It also has 1,800 hours but they think it should last longer. The engine may need to be replaced.
- AJ will be coming in at the end of the month to remove the trees.

Trustees Reports

Bob Rohrer

- Bob drove through the trailer park and noted that it has been mowed.
- Bob spoke with AJ about removing trees at the cemetery and talked to a few people about the cemetery mower.

Gene Morris

- Gene made a couple phone calls to the health department about the septic system. Steve Mazak stopped to look at possible locations, and it sounds like it will have to go behind (to the South) of the building.

Jerry Winkler

- Jerry attended the 9-1-1 Technical Advisory meeting. These meetings are becoming more frequent due to the push to consolidate dispatch centers.
- Jerry worked on the job posting for the Chief position.
- Jerry met with Chief Winter.
- Jerry has been discussing some ideas for publicizing information about the upcoming levy with Captain Johnson.

Comments from the Public

- Bill Shook asked if the siren testing happened on Saturday at noon. A few people noted that they did hear the siren. Jerry said that there should be a report.

Old Business

- Chief Brad Winter had been working on the Employee Handbook.
- The ARPA funds projects selected to further look into were assigned to begin getting input from different sources.
 - River Styx and Mound Hill Cemetery tree removal (Bob Rohrer) scheduled
 - Township parking lot Twp Hall and Twp Garage (Andy Liston)
 - Township hall doors, foundation, and any other improvements (Bob Rohrer)
 - Township hall septic system (Gene Morris)
 - Fire station renovations (Jerry Winkler & Brad Winter) – on hold
 - Ambulance/Command Vehicle (Trustees approve ordering Command Vehicle- 2022 Ford Explorer)

New Business

- There is an annual letter from the Ohio Department of Liquor Control asking if there is any objection to the renewal of liquor permits in Guilford Township. There were no additional comments.

- Ray would like to have a Records Commission meeting on September 6, 2022, at 7:45 P.M. to prepare for the October 8 shredding day at the Fire Station. They will review the retention schedule set by the State of Ohio.
- Supplemental Appropriation transfer in the Road & Bridge Fund of \$500.00 to 2031-330-223(Dental Insurance) from 2031-930-930 (Contingencies).
- Resolution 2022-09 is no longer needed.

Approval of Supplemental Appropriation Transfer in Road & Bridge Fund

Jerry Winkler **moved** Supplemental Appropriation transfer in the Road & Bridge Fund of \$500.00 to 2031-330-223(Dental Insurance) from 2031-930-930 (Contingencies). Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- There was some discussion about advertising for the Fire Chief position. Bob thinks they should put a salary range. The current salary is \$68,000. There are currently six full time employees at the Fire Department. Mayor Carter noted that the Village is growing. Ray thinks there is a lot more going into this position than there may have been years ago. Jerry said that Westfield did not include a salary range on their posting and received thirteen applications. Of those, they selected to interview four candidates. He thinks they should include a range. There is consensus to list a range of \$65,000.00 to \$70,000.00 depending on qualifications. They will accept applications until September 19, 2022, and review at the September 20, 2022, meeting. It is preferred but not required that they live in Guilford Township. They can set up a new email for the township to submit applications. Shannon can help set that up if she has permission. Ray thinks they should also review the Fire Chief job description to make sure it is updated and correct. There will be a required background check and psychological evaluation for the position, which is noted in the advertisement. They had made some changes that were made to the job description to satisfy some requirements of OPERS. There are some differences between OPRS and Ohio Police and Fire contributions. Jerry will work on making some updates. He thinks the September 19 deadline will be fine.
- Gene noted that he looked at the striping on the Fire & EMS vehicles and is in favor of just having the damage repaired.
- Bob noted that there is a zoning enforcement online seminar on August 24, and it might be good for Curt to watch this. They are not sure if there is a charge for this. Curt said that he has to work that day. Bob suggested that Jim might want to watch it.

Signing of the Warrants

Bob Rohrer **moved** to pay the warrants, payroll/accounting EFTs of \$199,470.48. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes. The meeting adjourned at 8:57 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht

DRAFT