

**GUILFORD TOWNSHIP TRUSTEES  
WORK SESSION MEETING MINUTES  
December 17, 2024**

**\*\*\*WORK SESSION\*\*\***

The Board of Guilford Township Trustees, Medina County, Ohio, met for a work session on December 17, 2024 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 Andy Liston, Ron Scuderi, Jim Krahl, Jerry Springer, Mayor Carter, Brian Cyphert, Tammy Johnson, James Carter, and Shannon Colonna.

The purpose of the work session is to discuss employee handbook changes and Road, Fire & EMS planning. Fire & EMS.

**Fire & EMS**

- Gene reviewed the levy information that Ray sent out and asked Ray if he could explain that.
- Ray provided information on the annual revenue generated by the levies. The report includes collection years and projections for revenue if the levies were replaced or increased by 0.50 or 0.75 mills. Ray also noted that replacing the levies would result in the loss of the rollback tax. They have time to consider this, but he wanted them to have this information to start considering what they want to do.
- Chief Cyphert thinks replacing the Ambulance levy makes the most sense to him.
- Jerry reviewed the proposed salary increases, and the top salaries would cost them more than what the ambulance levy would generate. They need to consider the scheduling and staffing that is realistic with their budget.
- Ray noted that they can continue to evaluate the levies, but if they want to add the ambulance levy, they will potentially have two levies on the same ballot and they probably don't want to do that.
- Jerry confirmed that apparatus should be good for the foreseeable future.
- As far as planning for 2025, they need to confirm where they are going with payroll.
- Ray noted that, starting in 2019, the state allowed Trustee and Fiscal Officer salaries to be paid from funds other than the General Fund. This has been implemented to help build up the General Fund.
- Ray also noted that he would like to have an Executive Session tonight to discuss the compensation of public employees, and they can discuss more at that time.
- Tammy asked what they wanted the January schedule to look like. Jerry would like to meet with Chief Cyphert this week to work on that.
- Ray needs to plan for the 2025 payroll.
- There was discussion regarding the Recruitment and Retention Salary Recommendation provided by Chief Cyphert. Chief Cyphert stated that while Option A is ideal, it is not affordable. Jerry Springer asked if the current funds are sufficient to maintain the current pay. Ray confirmed that they are but noted a year-over-year decline in total funds and emphasized the need to address the issue proactively.
- Ray noted that replacing the 1 mill fire levy would not generate as much money as adding an additional

.50 mill levy to the renewal of the levy.

- Ray asked Chief Cyphert about his recommendation to increase the Lieutenant salary. Chief Cyphert responded that it is common to see an increase of about 10% between the ranks. They are expected to be an inspector, trainer, run shifts and have additional responsibilities. They currently make \$22.98 per hour, which is \$0.70 more than Fire Medics, and the proposed new salary would be \$25.28 per hour.

### **Roads**

- Andy has been researching options for a new telehandler. He is considering equipment from two companies: JCB and Bobcat. Both have more options for attachments than the more industrial machines, which make them more versatile. While he has been waiting over a week for a quote from Bobcat, he has received two quotes for JCB machines. One is a 5,500-pound model, and the other is a 6,000-pound model. The main differences between the two are in the transmissions and capacity.
- Bob noted that the price difference between the two is not that much. Jerry said that it is ultimately up to Andy and what he thinks will serve the township better. Andy is leaning toward the 6,000-pound.
- If they are going to buy one, Gene would like to take advantage of the end of year discount they were offered.
- They will start discussing the building updates in February or March.

### **Employee Manual**

- Ray distributed some updates to the Employee Manual for review. There are some things that they will need to discuss more.
- A question was asked regarding staff responding while on vacation. It was noted that there are instances where individuals are on vacation but still able to respond. Tammy asked whether this would be counted as overtime pay. There is consensus that this would be compensated at the overtime rate of time-and-a-half.
- A question was raised about staff working overtime on holidays. It was clarified that holiday pay is double-time, while overtime pay is time-and-a-half. There was consensus that any time worked on a holiday would be compensated at the double-time rate. This should also apply to the Road Department.
- Jerry suggested that they look at similar size departments in similar areas to see what they are doing.
- Tammy asked about the firearms policy. Some employees would like the policy updated to allow firearms in their vehicles. There is consensus that this can be updated.

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES  
December 17, 2024**

**\*\*\*REGULAR MEETING\*\*\***

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular meeting on December 17, 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, Ron Scuderi, Jim Krahl, Jerry Springer, Mayor Carter, Brian Cyphert, Tammy Johnson, James Carter, and Shannon Colonna.

**Approval of Minutes**

Gene Morris **moved** to approve the regular meeting minutes of December 3, 2024. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Department Reports**

**Fire-EMS Department** (Brian Cyphert)

- There is no fire report.

**Department Reports**

**Road Supervisor** (Andy Liston)

- Had a couple events where salt had to be applied.
- Truck #1 Hydraulic motor on salt auger needs replaced at \$900.
- Working on boom mower.
- Road resurfacing estimates for 2025 have been received. The proposed roads for resurfacing are North Guilford, Good, Kennard, and Harpster. Two of these roads intersect with another township, and the goal is to coordinate the resurfacing projects to occur simultaneously. The total estimate, including these shared roads, is \$107,383.00. After reimbursements from the other townships, the net cost would be \$100,165.00.
- Looking to stripe some roads in 2025 cost around \$7,000.00.

**Approval of 2025 Road Resurfacing**

Jerry Winkler **moved** to approve the 2025 road resurfacing quote from the county totaling \$107,383.00, with a portion to be reimbursed by other townships. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Approval of 2025 Center Line Striping**

Bob Rohrer **moved** to approve the county bid for center line striping at the estimated cost of \$7,000.00. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Zoning Secretary** (Shannon Colonna)

- The Zoning Commission met on Thursday, December 12 and continued working on the Comprehensive Development Plan and updated regulations for accessory buildings.
- Shannon is working on text updates.

## **Zoning Inspector** (Julie Carr)

- Julie attends the first meeting of the month and is not here tonight.
- Gene spoke with Julie today, and she provided an update that a cease-and-desist letter is being sent to the baseball business on Rawiga Rd.
- Julie is working on a request for a new pond. Zoning regulations have a pond as an accessory building and a structure. She is leaning towards allowing this to be installed as a structure, and the resident would like to know about it being a dry pond. They want to know if the township would pay for materials. They have another pond at Greenwich and Guilford, about a mile away, so it is not a huge advantage to the Township. It may help some residents in the area with insurance discounts. They can start with providing the specifications.
- Ray has all of the paperwork for the Morgan property clean-up for the County Auditor's Office. The Auditor's Office wanted to know how the trustees wanted this to be assessed. There is consensus to split the \$13,042.13 cost for the clean-up over two years.

### **Approval to Purchase**

Jerry Winkler **moved** to have a two-year assessment period for collecting \$13,042.13 of expenses from the Morgan property cleanup. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

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

- Jerry received a complaint about a torn flag at River Styx. He touched base with Andy to find out if that is something that we take care of. Andy can remove the flag.

### **Trustees Reports**

#### **Bob Rohrer**

- Bob has been reviewing emails.
- Bob attended the County Christmas event.

#### **Jerry Winkler**

- Jerry stopped at the Fire Department and looked at the schedule and will be meeting with Chief Cyphert this week.
- Jerry reviewed emails.
- Jerry has completed the new homeowner letter.

#### **Gene Morris**

- Gene chatted with Andy a little about the telehandler.
- Gene talked to Chief Cyphert about funding and the budget.
- Gene sent a follow up email regarding the public records request for the grant program balance. He found out that there is money available in the fund, and the Health Department has told them there is no money left in the fund. There is consensus to request that they move it out of the road right-of-way based on the public records request.
- Gene reviewed the new homeowner letter.
- Gene attended the Zoning Commission meeting on the 12<sup>th</sup>.

- Gene talked to the Zoning Inspector about a couple of issues.

### **Comments from the Public**

- There are no comments from the public

### **Old Business**

- Township website

### **New Business**

- Schedule year end meeting

### **Approval of Year End Meeting December 30, 2024**

Bob Rohrer **moved** to have the year-end meeting on December 30, 2024 at 7:00 PM. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

### **Approval to Employee Manual Changes**

Gene Morris **moved** to approve the following update to the Overtime and Concealed Weapons policies in the employee manual:

## ***Overtime***

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When operation requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer or be required to fulfill overtime work assignments. For hours worked and that are eligible for overtime payment, you will receive compensation in the form of straight time, premium overtime (time and a half), holiday overtime (double-time) pay or compensatory time off. Overtime work assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime must be approved in advance by the employee's immediate supervisor. Unauthorized use of taking overtime may result in disciplinary action, up to and including termination.

Nonexempt employees whether permanent or probationary will be paid an overtime premium of one and one-half times their regular base hourly rate for actual hours worked as defined in excess of 40 hours in a work week. Fire & EMS Department employee's work week will be based on a 48-hour work week for purposes of overtime. Part-time Road Department personnel are eligible for overtime pay for the consecutive hours worked in excess of their standard and consecutive eight-hour shift worked. For the purpose of payroll calculations, the work-week begins on Monday at 12:01 a.m. and continues through Sunday at 11:59 p.m.

For the calculation of overtime-premium eligibility, "Hours Worked" is defined as:

- Actual Hours worked as part of a scheduled and authorized plan
- Company recognized holiday
- Vacation Pay
- Compensatory Pay
- Bereavement Leave
- Military Leave

Employees will only receive premium overtime pay (time and one-half) only if total hours worked meet the qualifications as stated above.

The Fair Labor Standards Act requires that records be kept of all hours worked by nonexempt employees. Timesheets must be completed for all nonexempt employees to record the actual hours worked.

# ***Concealed Weapons***

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Guilford Township is committed to minimizing the exposure of our employees, customers and visitors to security risks while on Township property. Guilford Township prohibits the carrying of any concealed firearm, while on Township property or while performing township business/work offsite, by any employee other than those who are required to carry firearms, such as the Police Department.

Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Supplemental Appropriations transfers:
  - \$1,000 to 2282-230-319-2500 (Other-Professional & Technical Services Lifeforce Management) from 2282-760-750 (Motor Vehicles)
  - \$4,500.00 to 2111-220-323 (Repairs & Maintenance) from 2111-760-750 (Motor Vehicles)
  - \$5.00 to 2111-220-211 (OPERS) from 2111-760-750 (Motor Vehicles)
  - \$7,500.00 to 2281-230-100-1100 (Salaries-EMS Station) from 2281-230-215 (OP&F)
  - \$110.00 to 2111-220-212 (Social Security) from 2111-220-215 (OP&F)
  - \$1,515.00 to 1000-110-230 (Workers' Compensation from 1000-760-720 (Buildings)
  - \$960.00 to 2031-330-230 (Workers' Compensation) from 2031-760-750 (Motor Vehicles)
  - \$185.00 to 9001-781-230 (Workers' Compensation) from 9001-781-710 (Land)
  - \$3,650.00 to 2111-220-230 (Workers' Compensation) from 2111-760-750 (Motor Vehicles)
  - \$4,450.00 to 2281-230-230 (Workers' Compensation) from 2281-760-740 (Machinery, Equip. & Furniture)
  - \$5,500.00 to 2281-230-360 (Contracted Services) from 2281-760-740 (Machinery, Equip. & Furniture)
  - \$34,126.00 to 1000-110-599 (Other-Other Expenses) from 1000-760-720 (Buildings)

## **Approval of Supplemental Appropriation Transfers**

Bob Rohrer **moved** to approve the supplemental appropriation transfers of \$1,000 to 2282-230-319-2500 (Other-Professional & Technical Services Lifeforce Management) from 2282-760-750 (Motor Vehicles) \$4,500.00 to 2111-220-323 (Repairs & Maintenance) from 2111-760-750 (Motor Vehicles), \$5.00 to 2111-220-211 (OPERS) from 2111-760-750 (Motor Vehicles), \$7,500.00 to 2281-230-100-1100 (Salaries-EMS Station) from 2281-230-215 (OP&F), \$110.00 to 2111-220-212 (Social Security) from 2111-220-215 (OP&F), \$1,515.00 to 1000-110-230 (Workers' Compensation from 1000-760-720 (Buildings), \$960.00 to 2031-330-230 (Workers' Compensation) from 2031-760-750 (Motor Vehicles), \$185.00 to 9001-781-230 (Workers' Compensation) from 9001-781-710 (Land), \$3,650.00 to 2111-220-230 (Workers' Compensation) from 2111-760-750 (Motor Vehicles), \$4,450.00 to 2281-230-230 (Workers' Compensation) from 2281-760-740 (Machinery, Equip. & Furniture), \$5,500.00 to 2281-230-360 (Contracted Services) from 2281-760-740 (Machinery, Equip. & Furniture), and \$34,126.00 to 1000-110-599 (Other-Other Expenses) from 1000-760-720 (Buildings). Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

## **Signing of the Warrants**

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$132,471.09. Bob Rohrer seconded the motion. Roll call: Morris –yes, Rohrer – yes, Winkler – yes.

## **Executive Session**

Gene Morris moved to go into executive session at 8:58 P.M. to discuss the compensation of public employees and invited Brian Cyphert and Ray Ruprecht. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

Gene Morris moved to come out of the executive session at 10:20 P.M. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

After coming out of executive session the following action was taken.

**Approval of 2025 Pay Rates and Salaries for all Guilford Township Employees**

Gene Morris moved to approve 2025 pay rates and salaries for all Guilford Township Employees effective January 1, 2025. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

**2025 Non-Fire Pay Rates for Salaried and Hourly Employees**

<b>Name</b>	<b>2025 Pay Rate</b>
Andy Liston (Road Supervisor)	\$29.70 per hour
Bret Manly (Assistant Road Supervisor)	\$25.00 per hour
Julie Carr (Zoning Inspector)	\$1,025 per month
Shannon Colonna (Zoning Secretary)	\$820.00 per month
Shannon Colonna (Assistant Fiscal Officer & Secretary)	\$22.55 per hour
Anita Winkler (Sexton Mound Hill Cemetery)	\$820.00 per month
Anita Winkler (Sexton River Styx Cemetery)	\$150.00 per funeral \$50.00 per foundation
Jeff Kersey (Mound Hill Cemetery)	\$17.00 per hour
John Rhoads (Mound Hill Cemetery)	\$15.38 per hour
Alan Rhoads (Mound Hill Cemetery)	\$15.38 per hour
Ron Scuderi (Twp Hall Custodian)	\$19.50 per hour

**Burial on Saturday pay**

- If the Mound Hill or River Styx Cemetery Sexton has a burial on a Saturday, they will be paid \$140.00.
- Township employees that open and close a grave site on a Saturday will be paid double time for a minimum of four (4) hours, if additional hours of work are needed at a grave site those additional hours will also be at the double time rate.

**Emergency call out for Road Department employees during off hours**

- If a Road Department employee is called out during off hours of employment they will be paid for a 4-hour block of time at their overtime rate. Example of block time (\$28.00 X 1.5 = \$42.00 X 4 hours = \$168.00). Example of possible calls received: down trees, flooding, assistance to electric or fire & EMS.

**2025 Fire & EMS Pay Rates**

<b>Name</b>	<b>Certification</b>	<b>2025 Pay Rate</b>	
Cyphert	Fire Chief	\$77,992.25 per year	
Johnson	FF-II/Medic Executive Captain	\$69,700.00 per year	
Bakita	FF-11/ Medic	\$22.84	
Banks	FF-II / Medic Lieutenant	\$23.84	Officer rate of \$1.00/ hour
Behumin	FF-I / EMT	\$16.99	
Black	FF-II / EMT	\$18.10	
Bowers	FF-I / EMT	\$16.99	
Brown	F-II / Medic	\$22.84	
Carter	FF-II / Medic Assistants Chief	\$23.94	Officer rate of \$1.10/ hour
Covey	FF-II / Medic	22.84	
Detorakis	FF-II / Medic	\$22.84	
Dylag	FF-II / Medic	\$22.84	
Fox	FF-II / Medic	\$22.84	
Gardner	FF-I / EMT	\$16.99	
Grega	FF-II / Medic	\$22.84	
Hall	FF-II / Medic	\$22.84	
Kantorik	FF-II / EMT Lieutenant/Maintenance	\$20.10	Maintenance rate \$1.00/ hour Officer rate of \$1.00/ hour
Kenski	FF-II / EMT	\$18.10	
Langenek	FF-I / EMT	\$16.99	
Loparo	FF-II / Medic	\$22.84	
Marshall	FF-II / EMT	\$22.84	
Neil	FF-II / EMT	\$18.10	

Osicka	FF-II / EMT	\$18.10	
Simeone	FF-II / Medic	\$22.84	
Smith	FF-II / Medic	\$22.84	
Sulzener	FF-I	\$15.88	
Vereshack	FF_II / Medic	\$22.84	

**2025 SGFD Pay Matrix for Established Employees Prior to January 1, 2025**

<b>Basic Firefighter or EMT</b> \$14.76 <i>*Single Certification</i>	<b>Firefighter I or EMT-A</b> \$15.88 <i>*Single Certification</i>	<b>Firefighter II</b> \$16.99 <b>Paramedic</b> \$18.94 <i>*Single Certification</i>	<b>No Certification</b> Minimum Wage <u><b>Officer Pay (Additional)</b></u> <u>Assistant Chief</u> \$1.10 per hour <u>Lieutenant</u> \$1.00 per hour
<b>Basic FF / EMT</b> \$15.88 <i>* Dual Certification</i>	<b>Basic FF / Adv. EMT</b> \$17.27 <i>* Dual Certification</i>	<b>Basic FF / Paramedic</b> \$20.61 <i>* Dual Certification</i>	
<b>Firefighter I / EMT</b> \$16.99 <i>* Dual Certification</i>	<b>Firefighter I / Adv. EMT</b> \$18.39 <i>* Dual Certification</i>	<b>Firefighter I / Paramedic</b> \$21.73 <i>* Dual Certification</i>	<u><b>Training Pay</b></u> Compensated at certification hourly pay rate. <u><b>Maintenance Officer</b></u> \$1.00 per hour
<b>Firefighter II / EMT</b> \$18.10 <i>* Dual Certification</i>	<b>Firefighter II / Adv. EMT</b> \$19.50 <i>* Dual Certification</i>	<b>Firefighter II / Paramedic</b> \$22.84 <i>* Dual Certification</i>	<u><b>On Call Pay (part-time only)</b></u> \$2.00 per hour regardless of rank or certification

**2025 SGFD Pay Matrix for Entry Level of New Hires as of January 1, 2025**

<b>Basic Firefighter Or EMT</b>  \$14.40  <i>*Single Certification</i>	<b>Firefighter I or EMT-A</b>  \$15.49  <i>*Single Certification</i>	<b>Firefighter II</b>  \$16.58  <b>Paramedic</b>  \$18.48  <i>*Single Certification</i>	<b>No Certification Minimum Wage</b>
<b>Basic FF / EMT</b>  \$15.49  <i>* Dual Certification</i>	<b>Basic FF / Adv. EMT</b>  \$16.85  <i>* Dual Certification</i>	<b>Basic FF /Paramedic</b>  \$20.11  <i>* Dual Certification</i>	
<b>Firefighter I / EMT</b>  \$16.58  <i>* Dual Certification</i>	<b>Firefighter I / Adv. EMT</b>  \$17.94  <i>* Dual Certification</i>	<b>Firefighter I / Paramedic</b>  \$21.20  <i>* Dual Certification</i>	<b><u>Training Pay</u></b> Compensated at certification hourly pay rate.
<b>Firefighter II / EMT</b>  \$17.66  <i>* Dual Certification</i>	<b>Firefighter II / Adv. EMT</b>  \$19.02  <i>* Dual Certification</i>	<b>Firefighter II / Paramedic</b>  \$22.28  <i>* Dual Certification</i>	<b><u>On Call Pay (part-time only)</u></b>  \$2.00 per hour regardless of rank or certification

**Adjournment**

Jerry Winkler moved to adjourn the meeting. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes. The meeting adjourned at 10:24 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