

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 19, 2023**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on December 19, 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 Michael Colonna, Jim Krahl, Ron Scuderi, Brian Cyphert, Andy Liston, and Shannon Colonna

Approval of Minutes

Bob Rohrer **moved** to approve the regular meeting minutes of December 5, 2023. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Brian Cyphert)

2023 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	474
Fire/Other	262
TOTAL	736

Apparatus/Equipment

- Annual ground ladders and extinguishers were inspected, air packs have been bench tested with no issues.
- They are still having issues with 177-2. Steve is looking at options. Tammy had someone look at it, and they determined that it just needed a part that would be about \$200.00. They are waiting for that written quote. It is still running but rough and is second out. Bob said he does not need to wait for Trustee approval to move forward with that repair.

Announcements

- Dan Gazo Resigned as a part time fire medic due to a new job outside the fire service.
- Brian Lloyd resigned as a part time fire medic due to full time job commitments.

Training

- Ohio Fire Marshal is hosting a free regional pump ops class here at Seville on January 5th. This is also being offered to mutual aid departments.

Department Reports

Road Supervisor (Andy Liston)

- Had a little bit of snow yesterday and today.
- Dug one grave.
- Working on equipment in the shop.

- Need to do repairs to mower head on boom mower. It has been getting stress cracks and has to be welded back together. It is 13 years old, and Andy estimates it needs about \$2,500 worth of repairs. A new head would be around \$24,150.00. Bob recommends replacing it.

Approval of New Mower Head for Boom Mower

Jerry Winkler **moved** to approve the purchase of a new mower head from Akron Tractor for the boom mower for an estimated cost of \$24,150.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission met on Dec 14, 2023 for their regular meeting and continued to work on the Comprehensive Plan. There was also some discussion about the site plan review process.
- Jansen Wehrley attended the meeting and provided an update on the land swap. They are now proposing to swap land for the property they are currently leasing.
- Shannon received a request from the Medina County Auditor's office. They have requested copies of all zoning permits and ag exempt permits from last year to update their records. She will probably need to work with Julie to come up with the requested information. A list of receipts would be helpful.

Zoning Inspector (Julie Carr)

- Julie is absent and there is no report.

River Styx Cemetery/Mound Hill Cemetery

- Jerry has some deeds to sign.

Trustees Reports

Gene Morris

- Gene called Country Roofing and advised them of the motion for them to install the roof and follow up with them and the other Trustee on a proposed date.
- Gene reviewed the December 5th minutes.
- Gene opened and closed the Township Hall on December 9.
- Gene emailed Frank Harmon on Friday afternoon December 15th with a question regarding the medical insurance, and still has not heard back from him.

Jerry Winkler

- Jerry reviewed and signed a letter from the auditor.
- Jerry reviewed the Issue 2 sample resolution and information.
- Jerry read the minutes and email about the 9-1-1 program updates. The County EMA was not in compliance with Ohio Revised Code, and they needed to make some changes to comply. One of those items was to appoint someone to a seat, which was done at a meeting last night. It sounds like they will need a resolution approving the appointment. Ray can try to put together a Resolution for the end of year meeting.

- Jerry received a complaint about the baseball club on Rawiga and will refer that to Julie.

Bob Rohrer

- Bob spoke with Jansen Wehrley about the update to the land swap.
- Bob attended a breakfast at Cloverleaf High School for local officials.

Trustee Action Items

- Cost Recovery agreement and Prosecutor’s comments – Jerry will follow up with Mike Lyons.
- Fire & EMS Planning – Ray suggested setting up a time for planning. They suggested January 2, 2024. Chief Cyphert thinks an hour would probably be okay.

Schedule Fire & EMS Planning Meeting on January 2, 2024

Jerry Winkler **moved** to schedule to have a Fire & EMS planning meeting on January 2, 2024 at 7:00 P.M. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Township Garage Addition – Bob called Mike Lyons to find out if they had options other than the lowest bid and has not heard back. Andy thinks they can get an estimate from the company that provided the plans to give them an idea of the cost. They also want to make sure they are specifying the quality of some items, such as door and windows, in the bid packet. They can sub out some of the other work, like electricity, once the structure is built so that work will not need to go through the bid process. Ray noted that they will need the Prosecutor’s office involved with the bid packet.
- Employee Handbook – This was discussed at the last meeting, but they did not have information ready to be approved. A few policy updates have been shared, but not yet approved. They also may want to consider some updates to the drug and alcohol workplace policy now that Issue 2 has passed. Another change this year is that Ohio is now recognizing Juneteenth as a legal holiday. Jerry said that they typically go with the state’s holidays. They will continue to work on these updates.

Comments from the Public

- Ron thanked Gene for covering for him on the 9th and thanked all of the Trustees for covering for him as needed throughout the year.

Old Business

- The ARPA fund projects:
 - Township hall/garage, parking lot (Andy Liston)
 - Ambulance
- Ohio Township Winter Conference February 7-9, 2024
- Ohio Plan University training classes have been set up, but they may need to discuss how to implement. They have everyone’s email addresses.

New Business

- Resolution 2023-18 Request for 2024 Advance of Taxes Collected, need chairman’s signature.

RESOLUTION 2023-18
Request for Advance of Taxes

Bob Rohrer offered the following resolution and moved the adoption of the same, which was seconded by Gene Morris.

WHEREAS, the taxes collected by the Medina County Auditor are available at an earlier date if requested by the township.

WHEREAS, the advance taxes give the township the opportunity to place tax dollars received in an interest-bearing account.

THEREFORE, the Guilford Township Board of Trustees, Medina County, Ohio authorizes the fiscal officer to complete the requests for all available advances for the year of 2024.

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

REQUEST FOR ADVANCE OF TAXES COLLECTED
MUNICIPALITIES, SCHOOL DISTRICTS, TOWNSHIPS

Rev. Code Sec 321.34

To the Auditor of Medina County, Ohio:

Medina, Ohio, December 19, 2023.

YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of said County in favor of Ray Ruprecht as fiscal officer of Guilford Township in said County for all available Dollars, of the current collection of taxes assessed and collected for and in behalf of said Township which shall be held and treated as an advance payment on the current collection of taxes due said Township at the ensuing settlement, 2024, as provided by law.

Pursuant to a Resolution adopted by the Board of Guilford Township Trustees, adopted December 19, 2024. Resolution No. 2023-18.

- Year-end meeting

Schedule Year End Meeting on December 28, 2023

Bob Rohrer **moved** to schedule the year end meeting on December 28, 2023 at 7:00 P.M. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- State Issue 2 Recreational Marijuana - OTA recommended resolution/consultation with County Prosecutor. They may also need to work with the Zoning Commission on this. Gene suggested they look up what the vote was in Guilford Township. Ron Scuderi looked this up, and the results of Issue 2 in Guilford Township were 641- no and 508 – yes. They plan to review this in the future.
- Supplemental Appropriation transfer in:
 - Ambulance Fund 2281 of \$11,000.00 to 2281-230-100-1100 Salaries (EMS Station hourly) from 2281-760-750 (Motor Vehicles)
 - River Styx Cemetery Fund of \$5.00 to 2042-410-213 (Medicare) from 2042-760-720 (Buildings)

Approval of Supplemental Appropriation Transfer in Ambulance and River Styx Cemetery Funds

Jerry Winkler **moved** to approve the Supplemental Appropriation Transfers in the Ambulance and River Styx Cemetery Funds. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Ray noted that Shannon sent an email with information about the Zoning Board member terms that were ending this year, and that is something they can address at the end of year meeting. Gene added that he spoke with Trevor Jones, Alternate Member of the Zoning Commission, and he would be willing to be appointed as a regular member. He thinks that Trevor has the most experience of the two alternate members.

Signing of the Warrants

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$104,933.25. Bob Rohrer seconded the motion. Roll call: Morris –yes, Rohrer – yes, Winkler – yes.

Executive Session

Jerry Winkler **moved** to go into executive session at 9:10 P.M. to discuss the compensation of public employees and invited Ray Ruprecht. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

Jerry Winkler **moved** to come out of the executive session at 10:02 P.M. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

After coming out of executive session the following action was taken by the trustees in discussing 2024 pay rates for non-fire & EMS employees and the following action was taken.

2024 Non-Fire & EMS Pay Rates for Salaried and Hourly Employees

Bob Rohrer **moved** to approve the 2024 non- fire & EMS pay rates for salaried and hourly employees.

2024 Non-Fire Pay Rates for Salaried and Hourly Employees

Name	Pay Rate
Andy Liston (Road Supervisor)	\$28.00 per hour
Bret Manly (Assistant Road Supervisor	\$23.40 per hour
Julie Carr (Zoning Inspector)	\$1,000.00 per month
Shannon Colonna (Zoning Secretary)	\$800.00 per month
Shannon Colonna (Assistant Fiscal Officer & Secretary)	\$22.00 per hour
Anita Winkler (Sexton Mound Hill Cemetery)	\$800.00 per month
Anita Winkler (Sexton River Styx Cemetery)	\$150.00 per funeral \$50.00 per foundation
Jeff Kersey (Mound Hill Cemetery)	\$16.50 per hour
John Rhoads (Mound Hill Cemetery)	\$15.00 per hour
Todd Ady (Mound Hill Cemetery)	\$15.00 per hour
Ron Scuderi (Twp Hall Custodian)	\$19.00 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.

Gene Morris seconded the motion. Roll call: Rohrer - yes, Winkler - abstained, Morris - yes.

After discussion on Longevity Pay and the Schedule for Full-Time Years of Service Based on Certification Pay Rate for Fire & EMS personnel, the trustees took the following action.

The Elimination of Longevity Pay and the Schedule for Full-Time Years of Service Based on Certification Pay Rate for Fire & EMS Personnel

Jerry Winkler **moved** to eliminate Longevity Pay for employees and the Schedule for Full-Time Years of Service Based on Certification Pay Rate for Fire & EMS Personnel. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

The trustees discussed the sale of "Full Single Internment Spaces" at the Mound Hill Cemetery. The current price is \$500.00 for Township/Village Residents and \$550.00 for Non-Residents. With the continued increase of costs to operate the Mound Hill Cemetery, a rate increase was discussed, and the following action was taken.

Mound Hill Cemetery Full Single Internment Spaces Rate Increases Effective January 1, 2024

Gene Morris **moved** to increase the Mound Hill Cemetery Full Single Internment Spaces Rates to \$750.00 for Township/Village Residents and \$1,000.00 for Non-Residents effective January 1, 2024. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes.

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes. The meeting was adjourned at 10:05 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht