

**GUILFORD TOWNSHIP TRUSTEES**  
**REGULAR MEETING MINUTES**  
December 20, 2022

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on December 20, 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, Jim Krahl, Jerry Springer, Keith Beetler, Scott Phillips, Bret Manly, Brian Cyphert (by phone) and Shannon Colonna

**Approval of Minutes**

**Bob Rohrer moved** to approve the regular meeting minutes of December 6, 2022. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Department Reports**

**Fire-EMS Department**

- There is no fire report.
- Brian Cyphert said that he knows they have been busy.
- Bob reported that they were having some problems with heat at the Fire Department, and he went down and helped them get it working.
- Fire demolition payment of \$3,191.73 for Yoder Rd. fire site that has been cleaned up by the owner.

**Approval to Fire Demolition Payment**

Bob Rohrer **moved** to approve the payment to Pat Grimes for the cleanup of his fire site. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Road Supervisor** (Andy Liston)

- The road department salted roads as needed. They are anticipating more work later this week.
- They are continuing to work on equipment to get it ready for spring.
- Andy attended stormwater training, which is a new annual requirement.
- Andy wondered if they would like them to repaint the basement. There is some special paint that would help seal.
- Andy wondered if they would like them to remove the stump grindings from cemetery. He does not think it would take long to clean up. He will touch base with Ron to coordinate a time to paint when there are no rentals.

**Approval to Paint and Paint Supplies**

Bob Rohrer **moved** to approve the purchase of paint and paint supplies to paint the basement of the Township Hall. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Zoning Secretary** (Shannon Colonna)

- The BZA will be meeting on January 5, 2023, on a continuation of a hearing for a home occupation conditional permit.
- The Zoning Commission will be meeting on January 12 for their regular meeting. The plan is to discuss the Comprehensive Plan, but there have also been a couple emails from people who might be attending (community solar and the trailer park redevelopment).

**Zoning Inspector** (Scott Phillips, Assistant)

- Scott reported that Curt is following up on some abandoned vehicles.
- Scott drove past the house on Seville Road, and it is still a mess. He understands that this is going to the Prosecutor's office for help.
- Scott would be interested in attending training on Zoning. There was some discussion about the training that might be available, including the monthly webinars and the upcoming OTA Conference. Scott indicated that he would probably attend and has family in Columbus that he might be able to stay with. Ray suggested that they might want to designate who will be going from the Township. Keith said that he is signing up to attend. Meals and gas mileage will be reimbursed.

**Approval of Ohio Township Association Winter Conference Attendance**

Jerry Winkler **moved** to approve to send Jim Krahl, Keith Beetler, Debbie Ruprecht, and Scott Phillips to the Ohio Township Association Winter Conference. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Ray has issued a refund of \$250.00 for the variance that was submitted and was not needed.

**River Styx Cemetery/Mound Hill Cemetery**

- There are no updates on the cemetery.

**Trustees Reports**

**Bob Rohrer**

- Bob looked at the furnace at the Fire Station.
- Bob contacted two more companies about getting quote for replacement doors.

**Gene Morris**

- Gene was on vacation. He has been staying up to date on emails.

**Jerry Winkler**

- Jerry met with Chief Cyphert and some others from the Fire Department.

**Comments from the Public**

- There are no comments from the public.

**Old Business**

- Employee handbook updates are on hold.
- 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)

- Township hall septic system (Gene Morris)
  - Gene suggested that they start getting bids on this. He can start that process.

### **New Business**

- Ray presented Resolution 2022-15 Fuel Usage Policy and Procedures. This policy is required for additional tracking of fuel usage by the auditor's office

Jerry Winkler moved for the adoption of the following Resolution: Gene Morris seconded the motion.

## **Fuel Usage Policy & Procedure Resolution No. 2022-15**

### **Purpose**

The purpose of the Fuel Inventory, Usage, Credit Card Policy is to provide for good internal controls, policies and procedures related to fuel inventory usage and related expenditures.

### **Policy and Procedure**

Guilford Township Department Heads shall be responsible for communicating the policy to all employees who use township motor vehicles and motorized equipment.

### **Communication**

Department heads (or their designees) shall review the policy and procedure with all employees who use motor vehicles and equipment.

### **Bulk Fuel Purchases**

#### **1. Purchasing**

Department Head shall be responsible for purchasing fuel in bulk in accordance with general purchasing policies adopted by the Guilford Township Trustees. The person responsible for purchasing fuel in bulk shall obtain a receipt showing the date and time fuel was purchased, gallons purchased, bulk purchase price, and price per gallon. Original receipt shall be filed with the Township Fiscal Officer and the Department Heads keep a copy on file.

#### **2. Fuel inventory**

Department Heads shall be responsible for monitoring fuel consumption to ensure that the amounts being pumped is reflected in the amounts resupplied and in monitoring usage so that the tank is replenished at appropriate times, with allowances for high usage times such as during snow removal.

#### **3. Usage**

Department Heads shall be responsible for authorizing employees who shall have access to use the fuel. Employees shall be instructed in and responsible for recording usage in gallons, type of fuel and time, specific vehicle or equipment and department and shall record data at the time fuel is pumped.

#### **4. Security of Township Owned Fuel Tanks**

- a. Fuel tanks shall be secured by a locking mechanism on each fuel pump.
- b. A security camera is maybe installed in the fuel pump area to monitor usage.
- c. Authorized users shall be responsible for unlocking and relocking pumps.

- d. Department Heads shall be responsible for ensuring storage and tanks are compliant with state regulations, including any required monitoring or maintenance logs.

**5. Reconciliation**

- a) Department Heads (or designee) is responsible for reconciliation and for physically inspecting the fuel tanks.

**In General**

**1. Authorized Users**

- a) Department Heads shall authorize which employees can obtain fuel.

**2. Usage from Bulk Fuel Tanks**

- a) Each time an employee fills the fuel tank in a motor vehicle or equipment, the employee shall record, on a standard form or log approved by the Fiscal Office, the name of the employee, department or office, date and time the tank was filled, the type of fuel and quantity, the township-assigned vehicle number or the year, make and model or other unique identifier of the specific equipment (e.g., chipper, zero-tum mower, etc.), odometer reading or hours as applicable.
- b) Non-fuel purchases. Employees who purchase vehicle maintenance supplies (oil, wipers, ice scrapers, etc.) shall ensure that no taxes are charged and shall request detailed receipts showing the items purchased.

**3. Vehicle Inventory.**

- a) Department Heads shall maintain a list of all township vehicles and apparatus, and their respective type of fuel requirement and capacity in gallons.

**4. Fuel Usage**

- a) Each Department Head or a designee shall be responsible for reconciling fuel purchases and usage at least once a month and investigating any irregularities. Irregularities and the results of the investigation of such irregularities shall be reported to the Department Head and Fiscal Officer.

**4. Security of Cards and Receipts**

- a) Fuel log and receipts shall be kept in a suitable location determined by department heads for each motorized vehicle or apparatus and shall be submitted for reconciliation with invoices to the Fiscal Officer or Department Head.

**Credit, Gasoline/Fleet Cards**

**1. Bank Credit Cards**

- a) Employees authorized to use credit cards issued by banks to purchase fuel shall follow the procedures of the Township credit card account policy, pursuant to Ohio Revised Code section 505.64.
- b) Record on the receipt or an accompanying form the vehicle and odometer reading or equipment and hours, or, for a fuel can, the equipment for which the fuel shall be used, the type of fuel purchased, or as otherwise specified by the Fiscal Office. Fuel log and receipts shall be kept in a suitable location determined by department heads for each motorized vehicle or apparatus and shall be submitted for reconciliation with invoices to the Fiscal Officer or Department Head.

**2. Fleet Credit Cards.**

- a) Generally

- One fuel card shall be assigned to each vehicle and shall be kept out of view inside the vehicle that is always locked when the vehicle is not in use.
  - A fuel card for equipment shall be secured and protect from loss or theft.
  - The fiscal office shall maintain a list of employees who are authorized to use the fuel cards and assign each employee a unique four-digit pin.
  - The employee shall enter an assigned four-digit pin each time he or she purchases fuel at the station and an odometer reading and vehicle number. The purpose of this policy is to monitor usage per vehicle and per employee.
- b) Gasoline cards designed to be used at the issuer's fueling stations. If the card program is not designed to track usage per vehicle and employee, the employee shall record fuel purchases on a form approved by the Township (with copies of receipts) that shows the name of employee, date, time, type of fuel (e.g., gasoline or diesel), quantity in gallons, price per gallon, total purchase price, location of purchase, and the:
- Township-assigned vehicle number (or make, model, and year) and odometer reading for Township owned vehicles, or
  - Hour or odometer reading as appropriate of Township owned equipment, or
  - Fuel container and purpose for the fuel.
- c) Do not remove card from vehicle.
- d) Do not share your unique identification number with any other person.
- e) Secure the fuel card that is assigned to a vehicle by storing it in a location hidden from view inside the vehicle.

### **3. Reporting**

Records and receipts shall be turned in as directed to the Department Head for review, approval and forwarding to the Fiscal Office for payment and reconciliation with monthly statement.

### **4. Reconciliation with invoices**

- a) Check to see that fuel and sales taxes have been removed from invoice.
- b) Verify miscellaneous (non-fuel) purchases against receipts or work orders.
- c) Ensure that no transactions using a fleet card after the date it has been reported returned, expired, cancelled, lost, or stolen.
- d) Check to see whether there were unauthorized purchases.
- e) Follow up as appropriate with irregularities or to recover the expense of an unauthorized purchase.
- f) Compare monthly statement to the fueling tracking mechanism to ensure the purchases are properly supported.

### **Travel on Township Business**

- Employees who are authorized to use personal vehicles for travel on township business shall purchase fuel out-of-pocket and shall be reimbursed for the actual miles driven in

their personal vehicle for only official township business.

- Employees shall be reimbursed for travel according to the resolution approved at the annual Organization Meeting, which is usually at the standard IRS rate for business travel. Such payment shall be considered to be total reimbursement for all vehicle related expenses (e.g., gas, oil, depreciation, insurance, etc.)
- Pre-approval for travel is required from the Department Head, Fiscal Officer, or Township Trustees.
- Travel between home and township work sites is not eligible for reimbursement.

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

- They need to set dates for the year-end meeting December and first meeting in January. Jerry noted that he will be out next week. They will hold the year end meeting December 29, 2022, at 6:00 PM. Ray said there may not be a lot of business to discuss the first week of January. There is agreement to hold the first meeting of 2023 on January 17, 2023.
- Approval of appropriation account 2111-220-520-1205 Compensation & Damages (Insurance Payment)
- Supplemental Appropriation transfer in Ambulance Fund 2281 of \$15,000 to account 2281-230-100-1700 (EMS Station Hours) from 2281-760-750 Motor Vehicles

#### **Approval of Year End Meeting**

Bob Rohrer **moved** to hold the year end meeting on December 29, 2022, at 6:00 PM. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **Approval of Appropriation Account 2111-220-520-1205**

Gene Morris **moved** to approve the creation of appropriation account 2111-220-520-1205 Compensation & Damages (Insurance Payment). Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **Approval of Supplemental Appropriation Transfer in Ambulance Fund**

Gene Morris **moved** to approve the Supplemental Appropriation transfer in Ambulance Fund 2281 of \$15,000 to account 2281-230-100-1700 (EMS Station Hours) from 2281-760-750 Motor Vehicles. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **Signing of the Warrants**

Jerry Winkler **moved** to pay BC 142 and 142-2022, the warrants, payroll/accounting EFTs of \$74,964.59. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

#### **Executive Session**

Bob Rohrer **moved** to go into executive session to consider the compensation of public employees at 8:42 p.m. and invite Brian Cyphert (by phone) and Ray Ruprecht. Gene Morris seconded the motion. Roll call: Rohrer – yes, Morris – yes, Winkler – yes.

Brian Cyphert was excused from the executive session at 9:21 p.m.

Bob Rohrer **moved** to come out of the executive session at 10:17 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.

Bob Rohrer **moved** to approve the Saturday burial rates and 2023 pay rates based on an adjusted 8.7% COLA rate for non-fire hourly and salaried employees effective January 1, 2023. Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – abstain.

**2023 Non-Fire Pay Rates for Salaried and Hourly Employees effective 1/1/2023**

Name	Pay Rate
Andy Liston (Road Supervisor)	\$27.00 per hour
Bret Manly (Assistant Road Supervisor)	\$22.65 per hour
Curt Lauer (Zoning Inspector)	\$8,804.76 per year
Scott Phillips (Assistant Zoning Inspector)	\$17.39 per hour
Shannon Colonna (Zoning Secretary)	\$8,478.60 per year
Shannon Colonna (Assistant Fiscal Officer & Secretary)	\$22.00 per hour
Anita Winkler (Sexton Mound Hill Cemetery)	\$652.20 per month
Anita Winkler (Sexton River Styx Cemetery)	\$150.00 per funeral \$50.00 per foundation
Scott Oring (Assistant Cemetery Sexton)	\$16.31 per hour
John Hewit (Mound Hill Cemetery)	\$16.00 per hour
Jeff Kersey (Mound Hill Cemetery)	\$15.00 per hour
Todd Ady (Mound Hill Cemetery)	\$14.50 per hour
Ron Scuderi (Twp Hall Custodian)	\$18.48 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 **moved** to approve the 2023 SGFD pay matrix and certified pay rates for 2023 based on an adjusted 8.7% COLA rate effective January 1, 2023. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**2023 Fire & EMS Pay Rates effective 1/1/2023**  
**Certification of Pay Rates for 2023 Based on an adjusted COLA Rates**

<b>No Certification</b>  Minimum Wage	<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 or Paramedic</b>  Firefighter II \$16.58 Paramedic \$18.48 <i>*Single Certification</i>	
<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>Officer Pay (Additional)</b> Lieutenant \$0.70 per hour  Captain \$0.85 per hour  Assistant Chief \$1.10 per hour	<b><u>Schedule for full-time years of service based on certification pay rate</u></b>  0-5 years of service/certification pay  6-10 years of service/additional pay of \$1.00 per hour  11-15 years of service/additional pay of \$2.00 per hour  16-20 years of service/additional pay of \$3.00 per hour
<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>On Call Pay (part-time only)</b>  \$2.00 per hour regardless of rank or certification	<b>Training Pay</b> Compensated at certification hourly pay rate.  <b><u>Field Training Officer</u></b> Hourly \$.30 per hour <b><u>Maintenance Officer</u></b> \$1.00 per hour
<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>Name</b>	<b>Certification</b>	<b>Pay Rate</b>
Cyphert	Fire Chief	Salary 6-month probation \$70,000 per year July 15, 2023, salary will be \$76,090 per year
Johnson	FF-11/ Medic Executive Captain	Salary \$68,000 per year
Bakita	FF-11/ Medic	Probation Rate \$21.97
Behumin	FF-I / EMT	\$16.58
Bowers	FF-I / EMT	\$16.58
Carter	FF-II / Medic Assistants Chief	\$23.38
Clement	FF-I / EMT	\$16.58
Fox	FF-II / Medic	\$22.28
Hepner	Field Training Officer FF-II / EMT	\$17.96
Kantorik	FF-II / EMT Lieutenant	\$19.36
Larsen	FF-I	\$15.49
Loparo	Field Training Officer FF-II / Medic	\$22.58
Marshall	FF-11/ EMT	\$17.66
Neil	FF-II / EMT	\$17.66
Nichols	FF-II / EMT	\$17.66
Rufener	FF-II / Medic Lieutenant	\$22.98
Simeone	FF-11 / EMT	Probation Rate \$16.58
Simon	FF-II / Medic	\$22.28
Sulzener	FF-I	\$15.49
Zimmerly	FF-II / Medic	\$22.28

**Adjournment**

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes. The meeting adjourned at 10:20 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