

GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 21, 2021

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on December 21, 2021 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, Bret Manly, Carol Carter, Keith Beetler, James Krahl, Tammy Johnson and Ron Scuderi.

Approval of Minutes

Gene Morris **moved** to approve the regular meeting minutes of December 7, 2021. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Chief Brad Winter)

- The 2nd Annual Christmas Parade throughout the community was a big success. Lots of positive feedback from the community. A special “Thank You” to the nine SGFD firefighters, Seville Police Department, Medina County Sheriff’s Department, Ohio State Patrol, Mayor Carter, and Hometown Dental for participating! And a special “Thank You” to Field Training Officer Danny Loparo for creating the route and organizing everything.
- 177-3 (Old Squad) is at White’s Ford having the A/C fixed (warranty work) Oil leak and turbo cleaned and lubricated (routine maintenance) (turbo issue indicated by loss of power and check engine light)
- 176-2 (2008 Ford Explorer) will be scheduled for transmission service (intermittent slipping and hesitating to go in gear)
- Final Inspection and delivery of the new 171-1 is on January 7th.
- Over the last 5-months Marshall has been trained and certified as a search and rescue K-9 and Captain Johnson a certified handler. Both Marshall and Captain Johnson are active members of the North Central Ohio K-9 Search and Rescue Team.
- Congratulations to Madeline Marshall for passing her NREMT exam and becoming a basic EMT!

Funding Requests

- Request Board of Trustees Approval to purchase two sets of turnout gear. **Total cost \$6,300.00**
- Request Board of Trustees Approval for up to four firefighters to attend the Jackson Township Fire Expo January 15-16. **Total tuition not to exceed \$420.00**
- Request Board of Trustees approval to increase Madeline Marshall’s hourly pay rate from minimum wage to basic EMT level one probationary rate of **\$10.75 per hour**. The effective date is 12/21/2021

Approval to Purchase Two Sets of Turnout Gear

Gene Morris **moved** to approve the purchase two sets of turnout gear at the cost of \$6,300.00. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval for Four Firefighters to Attend Jackson Township Fire Expo

Jerry Winkler **moved** to approve four firefighters attending the Jackson Township Fire Expo on January 15th and 16th with the tuition cost not to exceed \$420.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval of Hourly Pay Increase for Madeline Marshall

Bob Rohrer **moved** to approve the hourly pay increase for Madeline Marshall to \$10.75 per hour effective December 21, 2021. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Road Supervisor (Andy Liston)

- We have been working on boom mower
- Did have to salt once
- Cleaned some leaves out of ditch after heavy rain
- The old truck has been picked up
- Dug two graves
- Road bids for 2022 three roads for the amount of \$164,548.30
- The Salt Dogg salt spreader was placed on govdeals.com and the final bid was \$3600.00.

Approval to Purchase

Bob Rohrer **moved** to approve having the Medina County Engineer's office prepare 2022 road bid documents and advertise for bids. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval to Accept Govdeals.com Bid of \$3600.00 for Salt Dogg Salt Spreader

Jerry Winkler **moved** to accept the bid of \$3600.00 for the Salt Dogg salt spreader on govdeals.com and offer it to the individual who had the final bid. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission met on December 9 for their regular meeting. They continued to discuss solar power installations and the upcoming state and county legislation. Shannon has since shared the information that Chief Winter provided about the tarps that are used to de-energize solar panels. Seth Whitney was attending the meeting as the designated BZA member and mentioned that he may know someone that would be willing to attend a meeting to answer further questions about solar installations or review proposed changes to the zoning regulations.
- The next Zoning Commission meeting will be January 13, 2022. Note that they are changing their regular meeting time from 8:00 PM to 7:00 PM effective in January. This suggestion was submitted to Trevor and sounded like it was a better time for most people. The Township website has been updated to reflect the new time, and 2022 meetings have been added.
- The Zoning Commission accepted the resignation of Trevor Jones at this meeting, and with that James Krahl will be the interim Chairperson. Shannon tried to confirm if there were any special rules for the midterm resignation of a Chair, and it seems like it will be up to the Board to determine how they want to proceed. James is willing to serve as Chairman, but also opened this up to the rest of the Board to see if anyone was interested. No one was interested. It sounds like they will revisit making any changes at the next meeting.

- BZA Members Seth Whitney and Michael Colonna were at this meeting and were asked by the board if they would be interested in moving to the Zoning Commission. They are both willing to serve on either Board in a position that best serves the Township. The BZA currently has two alternative members. Shannon personally thinks that getting more people involved in the Zoning Commission as they start to review the Comprehensive Plan could be valuable to the Township, and this might be something to consider if the township has not received any applications.
- Shannon spoke with Denise Testa about some training that she is considering for Medina County Township Zoning members. She is finding out if she could purchase the training and share with anyone that is interested. This information was shared with the Trustees. She also provided some information about the commercial solar/wind installation changes, which includes some definitions that might help the Zoning Commission. This information has been shared with the Board.

Zoning Inspector (Curt Lauer)

- No report

River Styx Cemetery/Mound Hill Cemetery

- There has not been a response back from the individuals who were sent a letter concerning their payments on Mound Hill Cemetery lots.
- A tree blew down during the recent high wind storm. A. J. Tree Service came and cleaned the tree debris.

Trustees Reports

Gene Morris

- Gene talked to a gentleman on Kennard Road about lack of internet service. I explained to him that we didn't have any franchise agreements with any of the carriers. I informed him about Medina Fiber and made a few other suggestions
- I received a call from a Seville Village council person, wanting to know how I/we felt about the Shell station being annexed. I told her we touched on that a few years ago, but I would bring it back up tonight.

Jerry Winkler

- Jerry attended the County meeting concerning the dispatching service and pricing with the Medina County Sheriff's Department. The focus was on streamlining the billing and creating a consistent way to bill for dispatching services.
- Attended a meeting with the Medina County Commissioners in regards to wind & solar projects. The State has empowered the Commissioners to oversee the location of large commercial wind and solar projects and locations.
- Attended Medina County Township Association Christmas dinner.
- Received a call complaining about a park in Guilford Township. As it turned out the caller had the wrong park which is located in Indiana.
- Helped with locating a burial site at Mound Hill Cemetery.
- Worked with Andy in placing the Salt Dogg salt spreader on Govdeals.com.

Bob Rohrer

- Bob attended a public official's breakfast with Cloverleaf Superintendent where a presentation of the new high school was shared.
- Contacted Curt Lauer about a property on Yoder Rd. that has a semi park in the driveway.
- Received a call from John Hewit concerning a tree that fell in a recent storm.

Comments from the Public

- Mayor Carol Carter shared the recent letter from the Medina County Commissioners about the property in Guilford Township wanting to annex to the Village of Seville.

Old Business

- Employee Handbook updated and of how to use American Rescue Plan funds discussion was put on hold.

New Business

- With the End of Year trustee meeting scheduled on December 30, 2021, there was discussion to cancel the January 4, 2022 meeting. The next meeting would be January 18, 2022.

Approval to Cancel January 4, 2022 Guilford Township Trustee Meeting

Bob Rohrer **moved** to cancel the January 4, 2022 Guilford Township Trustee meeting. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Petition for Expediate Type 2 Annexation of 2.0222 acres from Guilford Township to Village of Seville hearing by the Medina County Commissioners on Tuesday, January 18, 2022. The property is 8851 Wooster Pike Rd. which is the location of the Shell gas station. At this time the trustees have no objection to the annexation.
- Gene Morris expressed concern about the increase of seeing properties in Guilford Township looking bad with junk vehicles and unkept buildings. He deliberated whether there needs to more zoning guidelines/regulations to address these nuisances. With additional talking points presented it was determined that the township has current language in the Zoning Manual to address these concerns and to have the zoning inspector contact these property owners.

Signing of the Warrants

Jerry Winkler **moved** to approve BC#136-2021 and pay the warrants, payroll/accounting EFT's of \$45,447.80. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Executive Session

Bob Rohrer **moved** to go into executive session at 9:05 P.M. to consider compensation of public employees and invited Andy Liston, Bret Manly and Ray Ruprecht. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Bob Rohrer **moved** to come out of the executive session at 10:21 P.M. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

After coming out of the executive session the trustees the following business.

**Approval to Pay Double Time to Fire & EMS Employees Working on a Holiday
and
Approve the Certification of Pay Rates for 2022 Based on an adjusted COLA Rates**

Gene Morris **moved** to approving pay double time to Fire & EMS employee working on a holiday and the certified pay rates for 2022 based on an adjusted COLA rates. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

2022 SGFD Pay Matrix

No Certification Minimum Wage	Basic Firefighter or EMT \$13.25 <i>*Single Certification</i>	Firefighter I or EMT-A \$14.25 <i>*Single Certification</i>	Firefighter II or Paramedic \$15.25 Firefighter II \$17.00 Paramedic <i>*Single Certification</i>
Basic FF / EMT \$14.25 <i>* Dual Certification</i>	Basic FF / Adv. EMT \$15.50 <i>* Dual Certification</i>	Basic FF / Paramedic \$18.50 <i>* Dual Certification</i>	Officer Pay Lieutenant \$0.60 per hour additional to hourly pay rate Captain \$0.75 per hour additional to hourly pay rate Assistant Chief \$1.00 per hour additional to hourly pay rate
Firefighter I / EMT \$15.25 <i>* Dual Certification</i>	Firefighter I / Adv. EMT \$16.50 <i>* Dual Certification</i>	Firefighter I / Paramedic \$19.50 <i>* Dual Certification</i>	On Call Pay (<i>part-time only</i>) \$2.00 per hour regardless of rank or certification
Firefighter II / EMT \$16.25 <i>* Dual Certification</i>	Firefighter II / Adv. EMT \$17.50 <i>* Dual Certification</i>	Firefighter II / Paramedic \$20.50 <i>* Dual Certification</i>	Training Pay Compensated at certification hourly pay rate.

2022 Fire & EMS pay Rates

Name	2022 Rate	Certification
Behumin	15.25	FF-I / EMT
Bowers	15.25	FF-I / EMT
Carter	21.50	FF-II / Medic Asst. Chief
Clement	15.25	FF-I / EMT
Fox	20.50	FF-II / Medic
C. Hall	16.25	FF-II / EMT
J. Hall	18.10	FF-II / EMT-I Lieutenant
Hepner	16.25	FF-II / EMT
Johnson	21.25	FF-II / Medic Captain
Kantorik	16.85	FF-II / EMT Lieutenant
Larsen	14.25	FF-I
Loparo	16.55	FF-II / EMT
Marshall	11.25	EMT Step one prob.
Neil	16.25	FF-II / EMT
Nichols	15.45	FF-II / EMT
Rufener	21.10	FF-II / Medic Lieutenant
Simon	19.70	FF-II / Medic
Sulzener	14.25	FF-I
Winter	Salary	FF-II / Medic
Young	16.50	FF-I / EMT-I
Zimmerly	20.50	FF-II / Medic

**Approve the 2022 Pay Rates for Salaried and Hourly Employees
and
Holiday and Saturday Burials Double Time Pay**

Gene Morris **moved** to approve 2022 pay rates for salaried and hourly employees, holiday and Saturday double time pay rates. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

2022 Pay Rates for Salaried and Hourly Employees

Brad Winter (Fire Chief)	\$68,000.00 per year
Andy Liston (Road Supervisor)	\$23.00 per hour
Bret Manly (Assist. Road Supervisor)	\$19.65 per hour
Curt Lauer (Zoning Inspector)	\$675.00 per month
Shannon Colonna (Zoning Secretary)	\$650.00 per month
Shannon Colonna (Secretary)	\$18.00 per hour
Anita Winkler (River Styx Cemetery Sexton)	\$100.00 per funeral and \$50.00 per foundation
Anita Winkler (Mound Hill Cemetery)	\$600.00 per month
John Hewit (Mound Hill Cemetery)	\$14.56 per hour
Todd Ady (Mound Hill Cemetery)	\$12.97 per hour
Jeff Kersey (Mound Hill Cemetery)	\$12.97 per hour
Chris Mathews (Twp Hall Custodian)	\$17.00 per hour

Holiday pay

- If Township road, fire & EMS employees have to work on a holiday, they will be paid double time.

Burial on Saturday pay

- If the Mound Hill 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.

The trustees discussed hiring Assistant Road Supervisor Bret Manly as a full-time employee. Bret has been with Guilford Township since June of 2018. The following action was taken.

Hiring of Bret Manly as the Full-Time Assistant Road Supervisor

Bob Rohrer **moved** to hire Bret Manly full-time as the Assistant Guilford Township Road Supervisor effective January 1, 2022 and to pay him an hourly rate of \$19.65 per hour with overtime and compensatory time pay; and with the benefits of medical, vision, dental and life insurance; and with the employee leave benefits given to full-time employees of Guilford Township; and to provide him with uniforms to wear, safety shoe allowance of \$200.00 per year. Jerry Winkler second the motion. Roll call: Rohrer - yes, Morris - no, Winkler - yes.

Adjournment

Gene Morris **moved** to adjourn the meeting. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes. The meeting adjourned at 10:27 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht

DRAFT