

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES**

December 28, 2023

The Board of Guilford Township Trustees, Medina County, Ohio, met for a year end Trustees meeting on December 28, 2023, 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 Jim Krahl, Medina Gazette reporter Patrick Rhonemus.

**Approval of Minutes**

Bob Rohrer **moved** to approve the regular meeting minutes of December 19, 2023. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

**Old Business**

- Reminder that the first Guilford Township Trustee meeting in 2024 will be January 2, 2024 at 8:00 p.m.

**New Business**

- Approval for the township to continue to provide health and life insurance (Resolution 2014-05 Health and Life Insurance) in accordance with ORC 505.60, 505.601, 505.602, 9.833 to full-time employees & all elected officials for the year 2024

**Approval to Provide Health and Life Insurance**

Gene Morris **moved** for the township to continue to provide health and life insurance in accordance with ORC 505.60, 505.601, 9.833 (Resolution 2014-05 Health and Life Insurance) to full time employees & all elected officials for the year 2024. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

- Approval for the fiscal officer to set up temporary appropriations for the year 2024.

**Approval of Temporary Appropriations for 2024**

Jerry Winkler **moved** the approval for the fiscal officer to set up temporary appropriations for the year 2024. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

- Approval of BC #1-2024 – 153-2024 and PO #1-2024 – 23-2024

**Approval of BC #1-2024 – 153-2024 and PO #1-2024 – 24-2024**

Gene Morris **moved** to approve BC #1-2024 – 153-2023 and PO #1-2024 – 24-2024. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

- Resolution 2023-19 Approval to maintain Township roads and set up Force Accounts

**RESOLUTION 2023-19**

**Resolution to maintain Township roads and regulate the use of force accounts.**

Jerry Winkler offered the following resolution and moved the adoption of same which was seconded by Gene Morris.

WHEREAS, it is necessary to continually reconstruct, repair and maintain roads and culverts under Township control, for the safety, health and use of the public; and

WHEREAS, it has been determined by the Board, that the health, welfare and safety of the people of

Guilford Township can best and most efficiently be served by utilizing force accounts, when not otherwise required by law to use competitive bidding, in matters pertaining to the reconstruction, improvement, and maintenance and repair of Township roads and culverts.

NOW, THEREFORE, BE IT RESOLVED, by the Board Township Trustees of Guilford Township, Medina County, Ohio, that all force account work shall be in accordance with Chapter 5575 of the Ohio Revised Code:

That Guilford Township Trustees are hereby authorized to use Township employees, property and vehicles, as are necessary in the reconstruction, improvement, maintenance and repair of Township roads and culverts during the fiscal year 2024, when not otherwise required by Section 5575.01 of the Ohio Revised Code or other sections of law for said work to be let by competitive bidding.

That the Board reserves unto themselves the right and authority to make all purchases of material and equipment, or enter into any leases for equipment, or enter into any subcontracts for any part of said work.

That Guilford Township Road Supervisor Andy Liston shall provide written estimates for road project files where under division (A) of Section 5575.01 the project for maintenance and repair is fairly determined to be less than forty-five thousand dollars, and under division (B) of that section for road reconstruction projects of less than fifteen thousand dollars per mile.

That all road projects for which it fairly appears that the cost thereof can exceed the amount set forth above, that a formal estimate from the Highway Engineer on the state approved form be obtained.

That all force account work under this section shall be under the direction of the Guilford Township Trustees.

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

- Resolution 2023-20 Notice of Township Public Meetings for 2024 (1<sup>st</sup> & 3<sup>rd</sup> Tuesday) at 8:00 p.m.

**Resolution 2023-20**  
**Notice of all Township Public Meetings in 2024**

Bob Rohrer **moved** the adoption of the following Resolution:

**WHEREAS**, the Open Meetings Act requires every public body to adopt rules establishing reasonable methods for the public to determine the time and place of all regularly scheduled meetings, and the time, place, and purpose of all special meetings, and

**WHEREAS**, the public body’s notice rule must provide for “notice that is consistent and actually reaches the public.” The requirements for proper notice vary depending upon the type of meeting a public body is conducting, as detailed in this section.

1. Types of meetings and notice requirements:

- A. Regular meetings

- “Regular meetings” are those held at prescheduled intervals, such as monthly or annual meetings. A public body must establish, by rule, a reasonable method that allows the public to determine the time and place of regular meetings.

**B. Special meetings**

- A “special meeting” is any meeting other than a regular meeting. A public body must establish, by rule, a reasonable method that allows the public to determine the time, place, and purpose of special meetings and conforms with the following requirements:
- Public bodies must provide at least 24-hours advance notification of special meetings to all media outlets that have requested such notification, except in the event of an emergency requiring immediate official action (see “emergency meetings,” below).
- When a public body holds a special meeting to discuss particular issues, the statement of the meeting’s purpose must specifically indicate those issues, and the public body may only discuss those specified issues at that meeting. When a special meeting is simply a rescheduled “regular” meeting occurring at a different time, the statement of the meeting’s purpose may be for “general purposes.” Discussing matters at a special meeting that were not disclosed in the notice of purpose, either in open session or executive session, is a violation of the Open Meetings Act.

**C. Emergency meetings**

- An emergency meeting is a type of special meeting that a public body convenes when a situation requires immediate official action. Rather than the 24-hours advance notice usually required, a public body scheduling an emergency meeting must immediately notify all media outlets that have specifically requested such notice of the time, place, and purpose of the emergency meeting. The purpose statement must comport with the specificity requirements discussed above.

**WHEREAS**, the Guilford Township Trustees in compliance of the Open Meetings Act states that rules must include a provision for any person, upon request and payment of a reasonable fee, to obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. The statute suggests that provisions for advance notification may include mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the person requesting notice, and

**THEREFORE**, the Guilford Township Trustees will have their regular scheduled meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month starting at 8:00 p.m. at the Guilford Township Hall, 3800 Greenwich Road, Seville, Ohio, unless stated elsewhere, or be conducted in a virtual media setting, and

**THEREFORE**, the Guilford Zoning Commission will meet the second Thursday of each month at 7:00 p.m. and Board of Zoning Appeals meetings are held as called by the chairman. All meetings are held at the Guilford Township Hall, 3800 Greenwich Road, Seville, Ohio, unless stated elsewhere, or be conducted in a virtual media setting, and

**NOW THEREFORE**, the Guilford Township Trustees public body’s notice rule for all public meetings will be to post on the Guilford Township website at [www.guilfordtownship.us](http://www.guilfordtownship.us), notify The Gazette of all regular, special, and emergency meetings and post notification on the public bulletin board located at the Guilford Township, 3800 Greenwich Road, Seville, Ohio 44273.

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

**RESOLUTION 2023-21**  
**Approval of Kimberly Bolas Miller to Serve as County Township Representative to the Medina County 9-1-1 Program Review Committee**

Bob Rohrer **moved** the adoption of the following Resolution:

**WHEREAS**, the Guilford Township Trustees acknowledge the creation of the Medina County 9-1-1 Program Review Committee and the necessity for the municipal corporations and townships to finalize the appointment process in accordance with ORC 128.06(A);

**WHEREAS**, the Medina County Township Association has nominated Kimberly Bolas Miller to serve as the Townships' additional representative;

**THEREFORE**, the Guilford Township Trustees support the nomination of Kimberly Bolas Miller to serve as the Medina County Township additional representative to the Medina County 9-1-1 Program Review Committee.

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

- Pay \$30.00 honorarium for each meeting attended in 2024 by board members of the Zoning Commission and Zoning Board of Appeals.

**Approval of Zoning Commission & Appeals Boards Honorarium**

Gene Morris **moved** to approve a \$30.00 per meeting honorarium for the Zoning Commission and Zoning Board of Appeals for each meeting members attend in 2024. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

- There was some discussion about Zoning Board members and terms. James Krahl and Trevor Jones (Alternate) (Zoning Commission), Diane Allen (BZA) have terms expiring December 31, 2024. Gene noted that they are going to start adjusting some of the term of Zoning Board members to have terms ending each year to align with Ohio Revised Code. He suggests that they do this as terms end to not mess up the current terms.

**Appointment of Trevor Jones as Regular Member to Zoning Commission**

Jerry Winkler **moved** to appoint Trevor Jones as a regular member of the Zoning Commission for the term ending 12/31/2026. Gene Morris seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

**Appointment of James Krahl (Zoning Commission) and Diane Allen to BZA to 5-Year Terms**

Jerry Winkler **moved** to renew James Krahl appointment to the Zoning Commission and Diane Allen's appointment to the BZA with a term ending 12/31/2028. Gene Morris seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

- Discussion to reimburse 50% of township monthly usage of zoning secretary and fiscal officer personal internet service for each month and \$35.00 per month for compensation to Road Supervisor and Fire Chief for use of personal phone for Township business.

**Approval to Reimburse 50% of Township's Monthly Usage of Zoning Secretary and Fiscal Officer's Personal Internet and \$35.00 Per Month Compensation to Road Supervisor and Fire Chief for use of Personal Phone for Township Business**

Bob Rohrer **moved** to reimburse 50% of township monthly usage of zoning secretary and fiscal officer personal internet service for each month and \$35.00 per month for compensation to Road Supervisor and Fire Chief for use of personal phone for Township business. Gene Morris seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

Gene Morris **moved** to approve a \$30.00 per meeting honorarium for the Zoning Commission and Zoning Board of Appeals for each meeting members attend in 2024. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

- Mileage compensation for the year 2024. The IRS rate for 2024 is \$.67 per miles. The mileage compensation has been for Township business outside of the Township boundary line.

**Approval of Mileage Compensation**

Gene Morris **moved** to approve mileage compensation for the year 2024 to the IRS rate of \$.67 cents per mile for business outside of the Township boundary line. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

- Salary compensation for the Guilford Township Trustees (\$15,104.00) and Fiscal Officer beginning April 1, 2024 (\$25,963.00) based on the 2024 annual township budget and compensation other than the General Fund according to Ohio Revised Code Sections 505.24 & 507.09.

**Approval of 2024 Salary Compensation for Trustees and Fiscal Officer**

Gene Morris **moved** to approve the salary compensation for the Guilford Township Trustees of \$15,104.00 and the Fiscal Officer beginning on April 1, 2024 of \$25,963.00 according to Ohio Revised Code Sections 505.24 & 507.09. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

- **Ray Ruprecht performed the swearing in of Bob Rohrer as Guilford Township Trustee. Bob all responsibilities and duties of the position.**
- Election of Board of Guilford Township Trustees Chairman and Vice-Chairman for 2024.

**Approval of Chair and Vice-Chair for 2024**

Jerry Winkler **moved** to appoint Gene Morris as Chairman and Bob Rohrer as Vice Chairman for Guilford Township Board of Trustees for 2024. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

**Warrants**

**Approval to Pay Warrants, Payroll/Accounting EFT's**

Jerry Winkler **moved** to pay the warrants of \$3,354.23. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

**Adjournment**

Gene Morris **moved** to adjourn the meeting. Bob Rohrer seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes. The meeting adjourned at 7:25 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

DRAFT