

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES  
December 2, 2025**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on December 2, 2025 at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, Scott Phillips, and Fiscal Officer, Ray Ruprecht.

Also present was Andy Liston, Jim Carter, Julie Carr, Ron Scuderi, Carol Carter, Larry Kaufman and Shannon Colonna

**Approval of Minutes**

Gene Morris **moved** to approve the regular meeting minutes of November 18, 2025. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

**Joel Bender Ohio Plan Insurance**

- Provided an overview of changes for 2025 renewal, including property values and contents increased and equipment value went up about \$95,000.
- Premium for 2025 is \$34,730 with an Advantage credit applied that brought the cost down to \$33,774.
- Gene asked where they were on cyber security coverage. The Ohio Plan works with an administrator that focuses on that, and has brought on a new carrier this year.
- Ray asked if there would be any changes related to cyber security. They will need to comply with all Ohio law, which typically involves having an internal policy for responding to attacks. The Ohio Plan will be reaching out with additional information.
- Scott asked if a new mower for the cemetery would impact the premium. If new equipment is added after 12/28/2025, the premium for the year would not change. A \$19,000 piece of equipment would add about \$300 the next time rates were reviewed.
- Ray asked about a bond or ‘faithful performance’ for the Road Supervisor. Roads can be handled three ways: they can appoint a Road Superintendent, they can divide the township in thirds and each township is assigned to a section, or one of the Trustees can be appointed as the acting Road Superintendent. The Road Superintendent would be required to carry a \$5,000 bond if they went with the first option. They could also pass an ordinance to allow the Employee Dishonesty/Crime coverage to cover this. Employee Dishonesty Coverage would apply to anyone who is not required by O.R.C. to be bonded.

**Approval of Ohio Plan Renewal**

Bob Rohrer **moved** to approve the Ohio Plan package renewal for 12/28/2025 to 12/28/2026 at the cost of \$33,774.00. Scott Phillips seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

**Department Reports**

**Fire-EMS Department** (James Carter)

<b>2025 INCIDENT COUNT YEAR TO DATE</b>	
<b>Type</b>	<b># Incidents</b>
EMS	425
Fire/Other	335
<b>TOTAL</b>	<b>760</b>

**Year to date:**

**FIRE INSPECTIONS**

131 (2 for Nov)

**Buildings/Grounds/Maintenance**

- The blower motor in the furnace controlling the bedrooms, kitchen and two offices is seized up and not functioning. It will be replaced and a new motor installed by staff at the station.

**Apparatus/Equipment**

- Annuals on all Fire Extinguishers have been completed.
- They are taking precautions to make sure water is drained from all pumps on a daily basis so it does not freeze.

**Training**

- Cleveland Clinic Medical Control training completed. This is training conducted by Dr. Minnotti and Emergency Dept. staff. Includes hands on and lectures. This training is done every two months. This month's training covered Medical Emergencies.

**Announcements**

- The Insurance Services Organization (ISO) is scheduled to visit and review our department on December 15, 2025. There was a question about if not having a full-time fire chief would impact the ISO rating.
- Contacted Affordable Heating and Cooling to get an estimate.

**Road Supervisor** (Andy Liston)

- There were a few snow events to plow and salt.
- Continue to work on equipment.
- Attended the Storm Water meeting.
- Need approval on road resurfacing estimates. They are doing some motor paving next year, which is more than chip seal.

**Approval of Estimates for 2026 Road Projects**

Bob Rohrer **moved** to approve the estimate for 2026 Road Projects of \$274,000. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

**Zoning Secretary** (Shannon Colonna)

- The Zoning Commission had their regular meeting on November 13. They finalized some changes they have been working on, and also reviewed the list of items to review next.
- Diane Widowski, Scot Wagnor and some residents of Seville Gardens attended the meeting because of some requests to build carports. Julie submitted this request to the ZC to determine if it was substantial enough to require a site plan review. There was consensus that this did not require a site plan review.
- The next Zoning Commission meeting is next Thursday.

**Zoning Inspector** (Julie Carr)

- One zoning violation on Greenwich Rd for junk vehicles, this violation has been closed. 3 vehicles qualified as junk and they have been removed. All other vehicles do not meet the junk definition.
- 2 lot combinations were presented and approved. Once on Hubbard Valley and the other on Guilford Rd.

- 1 lot split was presented, for a total of 3 new lots. Still pending as payment isn't correct.
- The next court date is Tuesday December 9th at the courthouse for the Rawiga Baseball business violation.

#### **River Styx Cemetery/Mound Hill Cemetery** (Jeff Kersey)

- They have finished cleaning up the leaves.
- Did some repair work.
- Shared pictures of borders around stones from another cemetery.
- The mower they use for leaves is getting old (23 years), and he recommends replacing it. He received a couple quotes for mowers that they would also be able to use to help mow. He shared some information from Slaughbaugh for a Toro and Keifer for a Hustler.

#### **Approval of Hustler Mower from Keifer Equipment**

Scott Phillips **moved** to approve the purchase of the Hustler mower from Keifer Equipment for \$20,653.00 . Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

#### **Trustees Reports**

##### **Bob Rohrer**

- Looked into a report of the hall being a mess after a rental.

##### **Gene Morris**

- Called the road supervisor about the stormwater meeting, but he was already aware of it
- Spoke with a fairly new Skylane resident about the winter road maintenance. He was concerned about the salt in the truck.... even though we don't salt those roads. He reminded him of at least one of the driveways on his road that has a gravel driveway.

##### **Scott Phillips**

- Met with assessors for Fire Chief panel.

##### **Comments from the Public**

- Mayor Carter reported that Affordable Heating bought out Camstar?

##### **Old Business**

##### **New Business**

- Special meeting on December 6, 2025 at 8:00 a.m.to go into executive session to discuss the employment of a public employee

#### **Approval of Special Meeting December 6, 2025**

Bob Rohrer **moved** to approve a special meeting on December 6, 2025 at 8:00 a.m.to go into executive session to discuss the employment of a public employee. Scott Phillips seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

- Supplemental Appropriation transfer in:
  - Mound Hill Cemetery Fund: \$1,000.00 to 9001-781-100 (Salaries) from 9001-781-710 (Land)
  - Fire Fund: \$6,000.00 to 2111-220-190-1150 (Repairs & Maintenance) from 2111-220-190 (Other-Salaries-Fire Station)
  - Mound Hill Cemetery - \$200 to 9001-781-321 (Rent & Leases) from 9001-781-710 (Land)

**Approval of Supplemental Appropriation Transfers**

- Gene Morris **moved** to approve Special Appropriations in Mound Hill and Fire Funds.
  - Mound Hill Cemetery Fund: \$1,000.00 to 9001-781-100 (Salaries) from 9001-781-710 (Land)
  - Fire Fund: \$6,000.00 to 2111-220-190-1150 (Repairs & Maintenance) from 2111-220-190 (Other-Salaries-Fire Station)
  - Mound Hill Cemetery - \$200 to 9001-781-321 (Rent & Leases) from 9001-781-710 (Land)

Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

- Special meeting with Ohio Insurance Services representative Frank Harmon on December 16, 2025 at 7:00 p.m. to go over the Anthem Insurance procedures that employees will need to know when the township switches on January 1, 2026.

**Approval of Work Session December 16, 2025**

Gene Morris **moved** to have a special meeting starting at 7:00 PM prior to the regular meeting . Scott Phillips seconded the motion. Roll call: Morris – yes, Rohrer – yes, Phillips – yes.

**Signing of the Warrants**

Bob Rohrer **moved** to pay the warrants, payroll/accounting EFTs of \$53,600.69. Gene Morris seconded the motion. Roll call: Morris –yes, Rohrer – yes, Phillips – yes.

**Adjournment**

Bob Rohrer **moved** to adjourn the meeting. Scott Phillips seconded the motion. Roll call: Rohrer - yes, Morris - yes, Phillips - yes. The meeting adjourned at 9:27 P.M.

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Bob Rohrer

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Gene Morris

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Scott Phillips

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Ray Ruprecht