

**GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 30, 2021**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a year end Trustees meeting on December 30, 2021 at 7:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer and Gene Morris.

Also present were Andy Liston, Keith Beetler, Michael Colonna, and Shannon Colonna

Bob Rohrer performs the swearing in of Gene Morris as Guilford Township Trustee. Gene accepts all responsibilities and duties of the position.

Bob Rohrer performs the swearing in of Shannon Colonna as Guilford Township Assistant Fiscal Officer. Shannon accepts all responsibilities and duties of the position.

Approval of Minutes

Gene Morris moved to approve the regular meeting minutes of December 20, 2021. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

Old Business

- Reminder that the first Guilford Township Trustee meeting in 2022 will be January 18, 2022.

New Business

- Approval to post an inter fund transfer of \$42,616.57 from Fire Fund (2111) and \$21,308.00 from Ambulance Billing Fund (2282) to General (Bond) Note Retirement Fund (3101) for a total of \$63,924.57. This is to make payments on the Fire Station Construction Bond for 2022.

Approval of Inter Fund Transfers

Gene Morris **moved** to approve to post an inter fund transfer of \$42,616.57 from Fire Fund (2111) and \$21,308.00 from Ambulance Billing Fund (2282) to General (Bond) Note Retirement Fund (3101) for a total of \$63,924.57. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Approval for the fiscal officer to set up temporary appropriations for the year 2022.

Approval of Temporary Appropriations for 2022

Bob Rohrer **moved** the approval for the fiscal officer to set up temporary appropriations for the year 2022. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Resolution 2021-14 Approval to maintain Township roads and set up Force Accounts

RESOLUTION 2021-14

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

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

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 2022, 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 fifteen thousand dollars, and under division (B) of that section for road reconstruction projects of less than five 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: Morris – yes, Rohrer – yes.

- Rehiring of Brad Winter for the 2022 year as Chief of the Seville-Guilford Fire & EMS Department at the salaried amount of \$68,000.00.

Approval to Rehire Fire Chief Brad Winter

Bob Rohrer **moved** to rehire Brad Winter for the 2022 year as Chief of the Seville-Guilford Fire & EMS Department at the salaried amount of \$68,000.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Resolution 2021-15 Notice of Township Public Meetings for 2022 (1st & 3rd Tuesday) at 8:00 p.m.

Resolution 2021-15

Notice of all Township Public Meetings

Gene Morris 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 1st and 3rd 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, 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.

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

- Pay \$30.00 honorarium for each meeting attended in 2022 by board members of the Zoning Commission and Zoning Board of Appeals.

Approval of Zoning Commission & Appeals Boards Honorarium

Bob Rohrer **moved** to approve a \$30.00 per meeting honorarium for the Zoning Commission and Zoning Board of Appeals for each meeting members attend in 2022. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Mileage compensation for the year 2022. The IRS rate for 2022 is \$.58.5. 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 2022 to the IRS rate of \$.58 cents per mile for business outside of the Township boundary line. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- 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 2022

Approval to Provide Health and Life Insurance

Bob Rohrer **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 2022. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Salary compensation for the Guilford Township Trustees (\$14,588.00) and Fiscal Officer (\$25,077.00) based on the 2022 annual township budget and compensation other than the General Fund according to Ohio Revised Code Sections 505.24 & 507.09.

Approval of Salary Compensation for Trustees and Fiscal Officer

Gene Morris **moved** to approve the salary compensation for the Guilford Township Trustees of \$14,588.00 and the Fiscal Officer of \$25,077.00 according to Ohio Revised Code Sections 505.24 & 507.09. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Election of Board of Guilford Township Trustees Chairman and Vice-Chairman for 2022.

Approval of Chair and Vice-Chair for 2022

Gene Morris **moved** to appoint Bob Rohrer as Chair and Jerry Winkler as Vice Chair for 2022. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Supplemental Appropriation transfer of \$650.00 to 2282-220-420-0700 (Operating Supplies-fuel) from 2282-930-930 (Contingencies)

Approval of Supplemental Appropriation Transfer

- Gene Morris **moved** to approve Supplemental Appropriation transfer of \$650.00 to 2282-220-420-0700 (Operating Supplies-fuel) from 2282-930-930 (Contingencies). Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.
- Approval of BC# 136 & 137-2021, PO #1-2022, warrants, payroll/accounting EFT's: December 30, 2021 of \$8,487.53 and January 3, 2022 of \$22,691.04

Signing of the Warrants

Approval to Pay Warrants, Payroll/Accounting EFT's

Bob Rohrer **moved** to pay the warrants, payroll/accounting EFT's for December 30, 2021 of \$8,487.53 and January 3, 2022 of \$22,691.04. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

Adjournment

Gene Morris **moved** to adjourn the meeting. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes. The meeting adjourned at 7:23 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht