

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 3, 2024**

*****WORK SESSION*****

The Board of Guilford Township Trustees, Medina County, Ohio, met for a work session on December 3, 2024 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, Tammy Johnson, Mayor Carter, Brian Cyphert, Andy Liston, Jerry Springer, James Carter, and Shannon Colonna.

The purpose of the work session is to discuss employee handbook changes and Road, Fire & EMS planning.

Fire & EMS

- Ray Ruprecht emphasized the importance of determining the department's future direction, noting that current expenditures exceed revenue.
- Chief Cyphert has put together a recommendation for a salary increase schedule for full time employees, which would provide incentive for experienced team members to stay with the department, and also eliminate cost of living increases. They can discuss how to handle part time employees, but he would like to prioritize long term employees. Alternatively, he proposed an option for the Township to contribute to the Ohio Police and Fire Pension Fund on behalf of employees.
- Chief Cyphert shared information about the Fire and EMS Levy, suggesting the exploration of options to replace existing levies and potentially reduce the millage rate.
- Chief Cyphert has applied for a grant to help pay to replace some equipment.
- Jerry Winkler inquired about the number of hours currently being staffed and paid for each week. He expressed concern that significant funds are being spent to handle an average of two calls per day, questioning whether the department might be overpaying or overstaffing. Chief Cyphert and Tammy Johnson provided details on current staffing levels, which typically include three to four personnel each day and three overnight staff on certain days.
- Jerry noted that when Chief Cyphert began his role, a new position was created for Tammy Johnson. He recalled an earlier discussion about potentially eliminating a position, which he feels has not been addressed. They need to address the increasing expenditures and demonstrate to voters that they are using the money wisely.
- Chief Cyphert stated that a replacement levy could potentially generate an additional \$193,000 in revenue. Ray Ruprecht noted that \$40,000 would need to be subtracted from this amount to account for rollback taxes. Ray emphasized the importance of determining the department's future financial needs and working with the county to calculate the millage required to meet those needs.
- Ray reminded the group that they just purchased an ambulance, and that was a large capital expenditure. Over the next few years, they should see an increase in the fund balance.
- Ray Ruprecht asked about the salary increase recommendations. Chief Cyphert responded that the largest increase is at the Lieutenant level. They have a lot of responsibilities, and he would like to do more to separate them from the other positions.

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 3, 2024**

- Bob Rohrer inquired whether there were additional areas where costs could be reduced. Chief Cyphert suggested that they could potentially move Tammy Johnson back into the open position, which could result in savings of \$70,000 to \$80,000. Ray Ruprecht pointed out that Tammy currently handles a significant amount of paperwork, and there were challenges in the past when she was unavailable for three days. Chief Cyphert noted that they have been focusing on cross-training among himself, Tammy, and Jim Carter to address workload distribution and ensure continuity.

Road Department

- The Road funds are increasing with revenue exceeding expenditures.
 - There is some equipment they could consider replacing, such as the 1998 loader. Andy has been looking at something that is more versatile and has more attachment options. The cost is around \$148,000 and includes a \$34,000 discount. He can spec out some other brands to get some comparison quotes.
 - Andy has considered a leaf pack to help clean up ditches, but he doesn't want residents to think that we provide leaf pickup. They are anywhere from \$10,000 to \$15,000.
 - Andy has been considering a pull-behind truck paver to help fix some of the problem areas.
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**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 3, 2024**

*****PUBLIC HEARING*****

**The Guilford Township Trustees meeting to conduct a public hearing on
December 3, 2024 at 7:45 p.m. to consider proposed text changes to Section 9.20 Mobile Homes and
Section 6.3 Area and Height Regulations**

The Zoning Commission recommends the following text amendments to the Guilford Township Zoning Resolution:

**Resolution ZC2024-1
Updated Regulations for Mobile Homes and Minimum Lot Requirements**

Section 9.20 MOBILE HOMES

Update to not require laundry facilities per advice of the local police department.

Current	Proposed
<p>9.20 MOBILE HOMES ... G. Each park shall provide service buildings to house laundry, storage facilities and offices. Construction shall meet the standards of the County Building Code. Walkways not less than two (2) feet wide, and paved, shall be from the mobile home spaces to the service buildings.</p>	<p>9.20 MOBILE HOMES ... G. Each park may provide service buildings to house laundry, storage facilities and offices. Construction shall meet the standards of the County Building Code. If service buildings are provided, paved walkways at least two (2) feet wide shall be from the mobile home spaces to the service buildings.</p>

Section 6.3 AREA AND HEIGHT REGULATIONS

Update minimum lot area to reflect four acres instead of additional acreage that would be required if the road right-of-way was excluded.

Current	Proposed
<p>Section 6.3 AREA AND HEIGHT REGULATIONS ... B. Minimum Lot Area: Whichever is larger, four (4) acres, excluding road right-of-way, per family unit, or the minimum requirement imposed by Medina County Health Department regulations for lots with septic tank sewage systems. C. In Computing Lot Area: The computation shall be from the side lines of the road right-of-way and not from the center of the road or street.</p>	<p>Section 6.3 AREA AND HEIGHT REGULATIONS ... B. Minimum Lot Area: Whichever is larger, four (4) acres per family unit, or the minimum requirement imposed by Medina County Health Department regulations for lots with septic tank sewage systems. C. In Computing Lot Area: The computation shall be from the center of the road or street.</p>

Approval of Resolution ZC2024-1: Updated Regulations for Mobile Homes and Minimum Lot Requirements

Bob Rohrer **moved** to approve Resolution ZC2024-1, Updated Regulations for Mobile Homes and Minimum Lot Requirements. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 3, 2024**

*****REGULAR MEETING*****

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular meeting on December 3, 2024 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 Jim Krahl, Tammy Johnson, Mayor Carter, Brian Cyphert, Andy Liston, Jerry Springer, James Carter, Ron Maxwell, Joel Bender, Jon Strong, Jeff Kersey, Ron Scuderi, Patrick Rhonemus, Ken Andrews, Julie Carr, and Shannon Colonna

Approval of Minutes

Gene Morris **moved** to approve the regular meeting minutes of November 19, 2024. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Joel Bender - Ohio Plan

- Joel Bender from the Ohio Plan is attending the meeting tonight to provide an overview of the 2025 renewal.
- The coverage includes an approximate 5% increase in replacement cost coverage for buildings and contents, as well as a 5% increase in coverage for vehicles and equipment. The value of equipment increased by about \$90,000.
- They added the new ambulance, the 550 Chassis, and a few other automobiles.
- The total insurance quote for 2025 is \$32,909, which is approximately \$6,000 higher than last year's cost. A credit may be applied if some equipment, such as the old ambulance, is sold.
- Since 2019, the Fire Department's payroll has increased significantly. The department's insurance rates are calculated based on payroll, which has contributed to the higher costs.
- Gene Morris asked whether the coverage for the new ambulance was based on replacement cost. Mr. Bender explained that for vehicles less than five years old, the policy allows up to 25% additional coverage. As long as the insured value is within 80% of the replacement cost for a new truck, the insurance will cover the purchase of a new vehicle. There is also a 2022 truck that they may want to consider increasing coverage on to ensure adequate replacement cost protection. A \$500,000 increase in that coverage would be an estimated \$1,650 per year. They would not need to purchase that full amount, just enough to be within the 80%. There is consensus to add an additional \$350,000 of coverage.
- Insurance premiums are paid from General, Fire and Road funds.
- Mr. Bender will put together a new invoice for the next meeting with the changes, and they will also check to make sure all equipment is listed. He would also like to get an updated inventory and replacement cost for the Fire Department.

Department Reports

Road Supervisor (Andy Liston)

- Completed servicing the small tractor and trucks.

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 3, 2024**

- Spread salt as needed.
- Dug one grave at Mound Hill Cemetery.
- All fire extinguishers have been updated and should be in good working order.

Fire-EMS Department (Brian Cyphert)

2024 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	425
Fire/Other	276
TOTAL	701

- **Building/Grounds/Maintenance**
 - Bench testing on air packs/masks
- **Apparatus/Equipment**
 - The department experienced issues with a Lucas monitor and received a repair quote of \$7,000. An alternative option is to enroll in a three-year maintenance plan costing \$17,251.20, which would cover the repair and provide ongoing support.
- **Training**
 - Ohio Fire Academy Drivers simulator/training is in February

Approval to Purchase Maintenance Plan for Lucas Monitors

Bob Rohrer **moved** to approve the purchase of a Striker three-year maintenance plan for the Lucas monitors at a cost of \$17,251.20. Jerry Winkler seconded the motion. **Roll call:** Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The next Zoning Commission meeting is December 12, 2024. They are getting close to wrapping up the Comprehensive Development Plan.
- Gene asked if they wanted to contact the people on the BZA whose terms are ending this year. They will look at how long each person has served on the boards and thank them for their service.

Zoning Inspector (Julie Carr)

- Julie will try to make it to the Zoning Commission meeting next week. She would like the Zoning Commission to review 4.11 (A). This seems to indicate that ponds are considered accessory buildings, which requires them to be behind the main building. She thinks that should be reviewed to confirm it that is what they want for future applicants.
- Julie completed a records request for Randall Morgan.
- Julie is working with the tow company on salvage titles for the Seville Road cleanup.
- There were 6 applications in November, with a total income of \$910.57.

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 3, 2024**

- Bob said that there are a bunch of cars and junk on the corner of Hubbard Valley and Greenwich. He also received a complaint about another property with junk cars near the intersection of Greenwich and Guilford. He has also noticed commercial vehicles at the property on Yoder. Gene added another property on Greenwich that has two semis. They would like to see some of these issues caught before they get worse. Julie will look into these issues.
- The welcome letter is complete. They need to come up a plan for identifying new resident's and mailing the letter. Shannon and Jerry can work on that.

River Styx Cemetery/Mound Hill Cemetery (Jeff Kersey)

- Seasonal tasks have been completed, and everything is wrapped up for the year.
- The new lawn mower has been received.

Township Hall (Ron Scuderi)

- Ron is working on a church contract.

Trustees Reports

Bob Rohrer

- Bob received a couple zoning complaints and referred to Julie.
- Bob received a question about 'barndominiums'. There is nothing in our zoning that specifically addressed that.
- Bob attended the swearing in/retirement ceremony at the Fire Station.

Jerry Winkler

- Jerry attended the Seville Road clean up.
- Jerry attended the swearing in/retirement ceremony at the Fire Station.

Gene Morris

- Gene has been corresponding with the County about the septic discharge on Rawiga. They have been pushing back on the email Gene sent about zoning requirements. They are now claiming they don't have any remaining funds to change the illegal discharge. Gene has submitted a public records request to get information about the funds.
- Gene attended the swearing in/retirement ceremony at the Fire Station.

Comments from the Public

- Jerry Springer asked about ponds in the front yard. He thinks this could be a benefit to the Fire Department. There was some discussion about encouraging fire ponds to support fire protection services. This will be on the Zoning Commission's list of items to review.
- Mayor Carter asked if the Fire Department was doing a Christmas parade. This will be December 20, 2024 and the Fire Department will start posting about that tomorrow.

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 3, 2024**

- Ken Andrews asked if the resident or the township pays for the cleanup of junk vehicles and properties. Initially the township pays, but it goes back to the resident as part of the tax bill.

Old Business

- OTA Township Subscription will be paid for by the county.
- Township website updates – Shannon will be working on this.

New Business

- Supplemental Appropriations transfers:
 - \$100.00 to 2111-220-111 (Salaries-Trustees) from 2111-760-750 (Motor Vehicles)
 - \$200.00 to 2111-220-121 (Salaries-Fiscal Officer) from 2111-760-750 (Motor Vehicles)
 - \$100.00 to 2281-230-111 (Salaries-Trustees) from 2281-230-323 (Repairs and Maintenance)
 - \$1,200 to 2282-220-323 (Repairs and Maintenance) from 2282-760-750 (Motor Vehicles)

Approval of Supplemental Appropriation Transfers

Bob Rohrer **moved** to approve the Supplemental Appropriations of \$100.00 to 2111-220-111 (Salaries-Trustees) from 2111-760-750 (Motor Vehicles), \$200.00 to 2111-220-121 (Salaries-Fiscal Officer) from 2111-760-750 (Motor Vehicles), \$100.00 to 2281-230-111 (Salaries-Trustees) from 2281-230-323 (Repairs and Maintenance, and \$1,200 to 2282-220-323 (Repairs and Maintenance) from 2282-760-750 (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 165, 166-2024, warrants, payroll/accounting EFTs of **\$82,592.81**. Gene Morris seconded the motion. Roll call: Morris –yes, Rohrer – yes, Winkler – yes.

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. All voted in favor. The meeting was adjourned at 9:22 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht