

**TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
December 5, 2023**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on December 5, 2023, at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, and Jerry Winkler.

Also present were Brian Cyphert, Andy Liston, Ron Scuderi, Jeff Kersey, Jerry Springer, Julie Carr, Mayor Carter, Jim Krahl, and Philann Geiser (taking minutes in Shannon Colonna’s absence).

Approval of Minutes

Gene Morris **moved** to approve the regular meeting minutes of November 21, 2023. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Brian Cyphert)

2023 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	469
Fire/Other	262
TOTAL	731

Year to date:	
FIRE INSPECTIONS	89/13 scheduled

Building/Grounds/Maintenance

- Had an issue with the sewer pump and they made some changes and put out a memo, so it doesn’t happen again.

Apparatus/Equipment

- Fire Chief Cyphert requested that the old hose washer be declared surplus. Medina Fire donated a newer one from one of the outside stations. This item will be donated to a department in the area.

Approval of Old Hose Washer Declared Surplus

Gene Morris **moved** to declare the old hose washer surplus. Bob Rohrer seconded the motion. Roll Call: Morris – yes Rohrer – yes Winkler - yes

Bob Rohrer asked about the baby box. Brian said he was working on getting electrical quotes.

Department Reports

Road Supervisor (Andy Liston)

- Had a little bit of snow last week.

- The tractor has been repaired.
- Dug one grave.
- Fire extinguishers have been checked. One was discharged in the basement.
- Tires for F550 for the cost of \$2,500.00.

Approval to Purchase New Tires

Bob Rohrer **moved** to approve purchasing new tires for the F550 truck for \$2,500. Jerry Winkler seconded the motion. Roll call: Morris – yes Rohrer – yes Winkler – yes.

Zoning Secretary (Shannon Colonna)

- Shannon was absent and did not provide a report.

Zoning Inspector (Julie Carr)

- Julie brought up a discussion on lot sizes: 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. (Amended 8/17/04; Effective 9/16/04) This is 6,300 additional square feet on top of the 4 acres. That is an additional .14 acre, so this is saying our minimum is 4.14 acres if you have 210 feet of frontage.
- Julie spoke to a resident on Hubbard Valley Road regarding lot splits presented for future development asking for preliminary approval. The resident may be coming to the next Trustee meeting.
- Any lot split is to be considered a subdivision. All proposed lot splits shall be presented to the Zoning Inspector along with the proper fees and an original drawing showing the proposed lot split. The original drawing must be approved and signed by the Zoning Inspector. Signature will be valid for 90 days. After the 90 days, the drawing must be resubmitted for approval. (Effective 8/31/2006)
- Accessory structure at Buddhist Temple. They have a zoning certificate for a shed from Curt. Is there a size requirement where it is ok for ZI to sign off in Industrial zoned areas?
- Julie emailed/left message for Heidi on a court date for Seville Rd Clean up. Copied all on the email. She is out starting tomorrow for surgery and her words exactly are no one has the availability or bandwidth to help with this.
- New Businesses in the Twp:
 - New site plan review is still being worked on for the Buddhist Temple. Julie is working with Lewis Land on this.
- Citizen Complaints:
 - 2 new complaints, 1 follow-up

River Styx Cemetery/Mound Hill Cemetery

- Cleaned and organized the garage. All the stump holes filled. Leaves are done.
- Bob said he was asked if the mowers could be brought in now.
- Discussed the mowers, repairs, and maintenance.

- Discussed quotes on the Chapel roof. Quotes were from Gridiron Guys Construction and Country Roofing. Decided to go with the metal roof by Country Roofing and install gutter guards by Gridiron Guys Construction. Gene will call and get the work scheduled.

Approval of Expenses for Mound Hill Cemetery Mower Repair & Maintenance

Bob Rohrer **moved** to approve the expenses for any Mound Hill mower repair and maintenance. Gene Morris seconded the motion. Roll call: Morris – yes Rohrer – yes Winkler – yes

Approval to Accept County Roofing Quote for Chapel Roof

Jerry Winkler **moved** to accept the Country Roofing quote for metal tear-off and install for \$7380. Bob Rohrer seconded the motion. Roll call: Morris – yes Rohrer – yes Winkler – yes

Approval to Accept Gridiron Guard Quote for Gutter Guards

Bob Rohrer **moved** to have Gridiron Guard Construction install gutter guards on the chapel and maintenance building for \$1,050. Jerry Winkler seconded the motion. Roll call: Morris – yes Rohrer – yes Winkler - yes

Trustees Reports

Jerry Winkler

- Jerry attended a burial.

Bob Rohrer

- Bob talked to Jeff Kersey regarding the lawn mowers.
- Bob received a comment from a resident that a door at the hall kept blowing open. Ron Scuderi stated he had also seen this, knew what door it was, and did some work on it. Andy will look at it.

Gene Morris

- Gene called Country Roofing and requested a quote for the Mound Hill chapel roof.
- On Sunday, the 26th, Gene received a call from Steve Kantorik about an alarm for the sewer lift station at the fire station. On Monday, the 27th, Jarvis Septic donated their tank truck services to pump out the lift station and clear an obstruction from the sewage pump.

Comments from the Public

- Mayor Carter asked when the Christmas parade was going to be. Chief Cyphert reported it will be December 21.
- Ron Scuderi noted that the Medina Fiber meeting for December 11 was canceled.
- Ron Scuderi noted that the contract on the website is dated 2017 and should be updated with the July 23, 2023 revision. The trustees noted that Shannon Colonna would take care of updating this.

Old Business

- Employee handbook
- The ARPA fund projects:
 - Township parking lot
 - Ambulance
 - Mound Hill Cemetery chapel roof

- Ohio Township Winter Conference February 7-9, 2024

New Business

- A. Resolution 2023-17 A Resolution to Elect the Standard Revenue Loss Allowance in the Use of Federal Funds Distributed to the Township Under the American Rescue Plan Act of 2021 and to Authorize the Use of Said Funds for Governmental Services Projects-*Mound Hill Cemetery Roof Repair and Replacement (Resolution states not to exceed \$10,000.00)*
- B. Supplemental Appropriation transfer in:
- General Fund 1000 of \$200.00 to 1000-120-100-1750 (Salaries-Custodian) from 1000-930-930 (Contingencies)
 - Fire Fund 2111 of \$20,000.00 to (Other-Salaries-Fire Station Hourly) from 2111-760-750 (Motor Vehicles)
 - River Styx Cemetery Fund of \$150.00 to 2042-410-190 (Other-Salaries from 2042-760-720 (Buildings))

Approval of the Supplemental Appropriation Transfers

Gene Morris **moved** to approve the supplemental appropriation transfers in the General Fund, Fire Fund and River Styx Cemetery Fund. Bob Rohrer seconded the motion. Roll call: Morris – yes Rohrer – yes Winkler - yes

Jerry Winkler **moved** for the adoption of the following Resolution:

RESOLUTION NO. 2023-17

Mound Hill Cemetery Chapel Roof Repair and Replacement

A RESOLUTION TO ELECT THE STANDARD REVENUE LOSS ALLOWANCE IN THE USE OF FEDERAL FUNDS DISTRIBUTED TO THE TOWNSHIP UNDER THE AMERICAN RESCUE PLAN ACT OF 2021 AND TO AUTHORIZE THE USE OF SAID FUNDS FOR GOVERNMENTAL SERVICES PROJECTS LISTED HEREIN

WHEREAS, the Township has received a distribution of monies under the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, Section 603(c) generally provides that ARPA Funds may be used by local government recipients for, among other things, “the provision of government services to the extent of the reduction in revenue . . . of such . . . unit of local government . . . due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the . . . unit of local government;” and:

WHEREAS, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” [The “standard allowance”]; and

. . . The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus State and Local Fiscal Recovery Fund’s smallest recipients. This change is intended to promote administrative efficiency and simply revenue loss calculation for smaller recipient; and

WHEREAS, the Rule further clarifies that recipients can use:

SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the [Final Rule four-step process]. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise; and

WHEREAS, some common examples of “government services” expressly recognized by Treasury are as follows:

- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; and

WHEREAS, “Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;” and

WHEREAS, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including a prohibition against using said funds for:

- Deposit into pension funds
- Satisfaction of settlements or judgments
- Contributions to financial reserves or “rainy day” funds; and

WHEREAS, the Board of Trustees is in the process of identifying projects which, in the judgment of the Board, constitute expenditures in direct support of governmental services.

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. The Township elects to use the standard allowance and its presumption of revenue loss due to the public health emergency and to use the full allocation to fund government services.

2. The following Projects are hereby authorized and shall be paid for from the ARPA Funds in an amount not to exceed:

- **Mound Hill Cemetery Chapel Roof Repair and Replacement not to exceed \$10,000.00**

3. The Project described herein serves the objectives of the Act by providing services traditionally provided by a government, namely:

- Police protection
- Fire and emergency medical services
- Road repair, maintenance and other transportation and safety services
- Public infrastructure support
- General government administration and administrative facilities
- Land use regulations and enforcement
- Parks and recreational facilities and programs

X Other- Repair and Replacement of Mound Hill Cemetery Chapel Roof

Accordingly, the Project(s) is/are in the best interests of the Township and is/are deemed a priority for the community.

4. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

5. It is hereby found and determined that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with the law.

6. This Resolution shall be in full force and effect from and immediately after its adoption.

Gene Morris seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

Morris- yes

Rohrer - yes

Winkler - yes

Signing of the Warrants

Jerry Winkler **moved** to pay the warrants, payroll/accounting EFTs of \$57,640.64. Gene Morris seconded the motion. Roll call: Morris – yes Rohrer – yes Winkler – yes

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Jerry seconded the motion. Roll call: Morris – yes Rohrer – yes Winkler – yes. The meeting adjourned at 8:55 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht