

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES  
December 7, 2021**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on December 7, 2021 at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, and Fiscal Officer, Ray Ruprecht.

Also present were: Chief Brad Winter, Andy Liston, Michael Colonna, Bill Shook, Jim Krahl, Curt Lauer, Ron Scuderi, and Shannon Colonna.

**Truck and Snow Wheels Bids**

The township received one bid for the swivel snow wheels for \$350.00 from the Augusta Township Trustees, Carroll County.

The Township received two bids for the truck: one from Bert Copley for \$25,503.00 and the second from Andy Lohr with Whetstone Township, Crawford Township for \$68,000.00.

**Approval to Sell 2012 International Truck**

Bob Rohrer **moved** to accept the bid for the 2012 International Truck and snowplow from Whetstone Township for \$68,000.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Approval to Sell Snow Wheels**

Gene Morris **moved** to accept the bid for the snow wheels from the Augusta Township for \$350.00. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

Andy will contact Whetstone Township to let them know their bid was accepted. There was some discussion about listing the salt spreader for \$5,000.00 on the govdeals.com site. The truck and snow wheels should be removed from the website.

**Approval to Advertise to Sell the Salt Spreader on Gov.deals**

Gene Morris **moved** to post the salt spreader for sale on the govdeals.com website for \$5,000.00. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Approval of Minutes**

Gene Morris **moved** to approve the regular meeting minutes of November 16, 2021. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Department Reports**

**Fire-EMS Department** (Chief Brad Winter)

NOVEMBER 2021 Monthly Report		
INCIDENT TYPE	NOVEMBER # INCIDENTS	2021 INCIDENT COUNT TO DATE
EMS	48	471
FIRE	20	247
<b>TOTAL</b>	<b>68</b>	<b>718</b>

	NOVEMBER #	2021 COUNT TO DATE
<b>FIRE INSPECTIONS</b>	5	39

Fire inspections were completed for Westfield Bank, Dollar General, Hawthorne Suites, Quality Inn, El Patron and Seville Business Park (backflow preventer and fire department connection install). Chief Winter noted that there have been a number of challenges with Dollar General.

**Building/Grounds/Maintenance**

- Everything in good order.
- Christmas lights have been put up for the holidays.

**Apparatus/Equipment**

- 176-1 (ladder truck) repairs are complete, and the annual aerial ladder test was completed 12/6.
- Oil change and PM completed on both ambulances.
- New engine is scheduled to be complete week of 12/27.
- Annual fire extinguisher inspection is complete in the station and apparatus.
- Fire hydrants in the Village have been tested. They currently have three years of hydrant test records, and they need five years to have the ISO rating reevaluated. Gene noted that the ISO rating can result in decreased rates on homeowner's insurance. Response time, training, and firefighter certifications are also factored into this rating.

**Significant Calls of Interest**

- Mutual Aid house fire to Wadsworth on 11/30.

**Training**

- Fire: Driver/Operator training
- EMS: Postponed for the Thanksgiving Holiday

**Announcements**

- The fire department participated in the annual 'Shop with A Cop' event on 12/4/2021.
- The fire department will host a Christmas Parade that will travel through the Village of Seville and Guilford Township. A map of the parade route is posted on social media.
- Special "Thank You" to Scott Malarky of Hometown Dental for donating a custom-built fire station doghouse for Marshall!
- They have applied for almost one million dollars of federal grants.

**Funding Requests**

- Request Board of Trustees approval to purchase one (1) Pyramid Repeater for the new engine. Total \$2,750.00, which includes installation.
- Request Board of Trustees approval to purchase 30 sets of high visibility safety vests and eye protection. Total cost not to exceed \$1,620.00.
- Chief Winter noted the dates he will be out of town over the Christmas holiday.

**Approval to Purchase Pyramid Repeater**

Bob Rohrer **moved** to approve the purchase of one Pyramid Repeater for the new engine for \$2,750.00, including installation. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Approval to Purchase Safety Vests and Eye Protection**

Gene Morris **moved** to approve the purchase of thirty sets of high visibility safety vests and eye protection for a total cost not to exceed \$1,620.00. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- They will need to select 2022 Volunteer Firefighter’s Dependent Fund Annual Certification and board appointments. Current appointments are Ray Ruprecht, Jerry Winkler, Andy Liston, and Tom Atsma. Chief Winter suggests removing Tom Atsma and adding David Young.

**Approval of 2022 Volunteer Firefighter’s Dependent Fund Board Appointments**

Bob Rohrer **moved** to approve the 2022 Volunteer Firefighter’s Dependent Fund Annual Certification and board appointments of Ray Ruprecht, Jerry Winkler, David Young and Andy Liston. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Road Supervisor** (Andy Liston)

- The Road Department installed catch basin and filled in ditch, and requests force account payment for the amount of \$3,626.42.
- Took F550 in for recall updates.
- Had to salt the roads a couple times.
- Andy attended the storm water meeting.
- The fire extinguishers at the shop and hall have been checked and are up to date.

**Approval of Force Accounts Payments for Catch Basic and Ditch Work**

Gene Morris **moved** to approve the force account payments for the installation of a catch basin and ditch work for \$3,626.42. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Zoning Secretary** (Shannon Colonna)

- The Zoning Commission will be meeting this Thursday for their regular meeting. Shannon believes they will be continuing discussion about solar power and the comprehensive plan and voting on a new chairman at this meeting.
- The Zoning Commission will be down to five members at the end of this year due to Trevor’s resignation. Shannon asked if the Trustees want to advertise for alternate members to serve on this board. Shannon can add an announcement about this on the home page of the website.
- Chief Winter spoke with one of the Sheetz engineers and has some information about using tarps to deenergize solar panels with a tarp. He will forward this to Shannon to share with the Zoning Commission because there may be some considerations related to the size of solar arrays. The fire department carries these tarps.
- Gene noted that the County Commissioners want to pass a resolution to ban all commercial size solar and wind farms within the unincorporated areas of the county without petitioning the County Commissioners for essentially a variance. There is a meeting coming up about this.

**Zoning Inspector** (Curt Lauer)

- Curt completed the audit the county requested. He is going to start scanning them and sending all to the county. They wanted to compare the permits that were pulled to the ag exempt permits.
- Curt will be on vacation and will take the phone with him to respond to calls.
- Bob asked if Curt was able to contact the person on Bear Swamp and 57 that had the vans. Curt said he stopped the other day, and no one was there and there was only one van. He still is not sure what is going on there but will continue to try to catch someone there.
- Ray asked Curt if he can complete the log that Shannon created for the records request. Curt will look at this. Ray would like to keep this current for all records requests to make audits easier.

**River Styx Cemetery/Mound Hill Cemetery**

- Bob received a call from one of the ladies that owes money on a lot. She paid \$40.00 down but has not made any other payments and said she forgot about it. She was wondering if the Township could do a direct debit from her account. She would also like to continue making the \$10.00 monthly payments. There may be a way for her to set up something with her bank to send the monthly payments, and they could try to get her to increase the monthly payments to \$20.00. Bob will try to work with her on this. He may be able to talk to her daughter to work something out.
- They have not heard from the other two people who owe money.

**Trustees Reports**

**Bob Rohrer**

- Bob attended the trailer park auction. A lady out of Akron purchased the property, and he spoke with her and asked her to contact him before she makes any changes to the property. Mike Lyons suggested that they try to work with the new owner to make as many changes as possible to comply with current regulations. Curt said he spoke with her as well, and she is planning on bringing in all new trailers.
- Bob met with Ray, Chief Winter and Frank Harmon about the Township Insurance.
- Bob was asked about a commercial vehicle parked on Yoder. Curt will need to let him know that he cannot park there without a variance.
- Bob spoke with Chris Mathews about an old microwave that is not being used, and he gave her permission to donate it.

**Gene Morris**

- Gene did some research on truck prices and sent some comps to the other Trustees, Andy, and Ray.
- Gene did some research on the salt spreader and stopped by the Township garage to take a look at it.
- Gene has had a couple of conversations with a gentleman looking for commercial property in the township that might be for sale. He referred him to the Zoning Inspector.
- On December 5th Gene met with Chief Winter to discuss his 2022 budget plans.

**Comments from the Public**

- Bill Shook noted that he receives a publication, and a recent article was about Ohio Watercraft. The Fire

- Department may want to look into some of this information related to water/ice rescues and safety equipment.

#### Old Business

- Ray Ruprecht provided an updated open records/records request policy and guidelines for review at the last meeting. He would like to finalize this resolution and wondered if there was any input.

Bob Rohrer offered the following Resolution and moved the adoption of it, which was seconded by Gene Morris.

#### Resolution 2021-13

#### Open Records mission statement, statement of principles and policy

**THEREFORE, BE IT RESOLVED** that Guilford Township hereby adopts the following Open Records Mission Statement, Principles, and Policy as set forth below:

**OPEN RECORDS MISSION STATEMENT;** Consistent with the premise that government at all levels exists first and foremost to serve the interest of the people, it is Board of Guilford Township Trustees mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Open Records Act and Open Meetings Act.

**STATEMENT OF PRINCIPLES;** In order to accomplish the mission of fully complying with both the letter and spirit of the Open Records and Open Meetings Acts, we do hereby adopt the following Statement of Principles by Resolution:

#### Guilford Township Trustees

- Will ensure that all personnel become and remain fully trained in and aware of the provisions of the acts;
- Will do nothing that abridges the public's right to obtain information about their government or that inhibits or discourages citizens from doing so;
- Will provide information to assist the public in making a request for public records by publicizing (website and Township Hall bulletin board) the Open records mission statement, statement of principles and policy;
- Will do everything possible to aid those who are seeking information, including but not limited to, fully explaining the scope and operation of the acts and assisting citizens in the formulation of requests;
- Will construe the provisions of the acts in a manner that favors compliance with requests for information;
- Will seek guidance from the Medina County Prosecutor's Office or the Office of the Ohio Attorney General whenever a question arises about the application of the acts or about the appropriateness of a request for information;
- Will clearly and concisely state the reason or reasons why a request for information has been denied in writing.

#### **OPEN RECORDS POLICY**

It is the policy of this office to adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. The explanation will be given in writing.

1. This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of Guilford Township Trustees are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

2. The request for public records can be submitted by identifying the Township department and the public office custodian head of each department: Custodian heads of each department will be administration (fiscal officer), cemetery (sexton), roads (road supervisor), zoning (zoning inspector and secretary), fire & EMS (fire officer).

Types of methods to request a public record.

- Email at: [RecordsRequests@Guilfordtwpoh.us](mailto:RecordsRequests@Guilfordtwpoh.us) and identify which township department and custodian (administration, cemetery, roads, zoning, fire & EMS) the request is being made to.
- By letter: Guilford Township Trustees or Road Supervisor, Sexton, Zoning Inspector, Secretary  
3800 Greenwich Rd.  
Seville, Ohio 44273  
or  
Seville-Guilford Fire & EMS Department  
100 W. Greenwich Rd.  
Seville, Ohio 44273
- By phone or fax:  
Guilford Township Trustees, Mound Hill and River Styx Cemetery, Road Department, Zoning Secretary  
(phone & fax 330-769-1929)

Seville-Guilford Fire & EMS Department (phone 330-769-4112 or fax 330-769-3562)

Zoning Inspector (phone 330-336-6559 or fax 330-769-1929)

3. In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. If review is necessary, the requestor should be contacted and advised that he can review the Township files for what he desires and copies will be made of documents he pulls if desired.
4. It is the policy of the Board of Guilford Township Trustees that, as required by Ohio law, records will be organized and maintained to that they are readily available for inspection and copying. Record retention schedules are updated as needed and available upon request.
5. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian will contact the requester for clarification and will assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.
6. The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record.
7. Public records from Guilford Township are available for inspection, but please contact department record custodian to set up a time for the inspection of records or other related requests. Published holidays, weekends, intentional or unintentional days the Township office is closed, records will not be available for examination. Public records must be made available within a reasonable period of time. "Prompt" and "reasonable" are considered in regards to the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
8. All requests for public records will either be satisfied or acknowledged promptly by the Record Custodian department head. If a request is deemed significantly beyond "routine", such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement will include the following.
  - An estimated number of business days it will take to satisfy the request.

- An estimated cost if copies are requested.
- Any items within the request that may be exempt from disclosure according to the Ohio Revised Code.
- In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered.
- A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Attorney General’s website ([www.ohioattorneygeneral.gov/YellowBook](http://www.ohioattorneygeneral.gov/YellowBook)) for the purpose of keeping employees of the office and the public educated as to the office’s obligations under Ohio’s Public Records Act, Ohio’s Open Meetings Act, records retention laws, and Personal Information Systems Act.

9. If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

10. Those seeking public records will be charged for making copies or postage. Guilford Township’s Cost Schedule for Public Records is as follows:

1. The charge for paper copies will be five (5) cents per page.
2. The charge for downloaded records to a data storage device will be the cost of device that information is placed on.
3. There is no charge for documents (if available) to be e-mailed.
4. Documents requested to be mailed will be charged the actual cost of the postage and mailing supplies.
5. If a request requires an exceptional size of paper (example: blueprints, maps), something that would have to be contracted out to copy. The Township deems it proper to charge an additional fee incurred by the record request to print out the exceptional size documented.

11. Electronic records in the form of e-mail, text messaging and instant messaging, any other communication device including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape. Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

Electronic guidelines

One-month retention period

- Non-record material: personal correspondence, non-township publications
- Transient correspondence: drafts, meeting notices, information of temporary importance

Two-month retention period

- Invoices, payroll time sheets, ACH & banking receipts, routine correspondence that have been printed and stored as paper copies

One-year retention period

- Routine correspondence: referral letters, requests for routing information or publications that may be answered by standard form letters

Two-year retention period

- Administrative/General Correspondence: messages with significant fiscal, legal or administrative value

Five-year retention period

- Executive Correspondence: dealing with significant aspects of agency policy, procedures, programs, fiscal and personnel issues

Permanent retention

- Only emails with enduring historical value require permanent retention.

Document guidelines

One-month retention period

- Once final meeting minutes, resolutions or documents are approved by the Guilford Township Trustees, any meeting notes or drafts can be destroyed.
- Non-record material: personal correspondence, non-township publications
- Transient correspondence: drafts, meeting notices, information of temporary importance

12. Guilford Township recognizes the legal and non-legal consequences of failure to properly respond to a public records request. Guilford Township's records are subject to records retention schedules and the current schedules are available by contacting the fiscal officer at 330-769-1929. A location to view or pick up a copy of the records retention schedule will be arranged.

Roll call vote: Morris- yes, Rohrer- yes.

- Chief Winter has started to add the Township employee handbook to Lexipol and shared the information with the Trustees in a shared drive. He could also give them access to Lexipol to review the policies. Everyone at the Fire Department signs a mandatory acknowledgement when they start and can also be notified to acknowledge updates to the policies. He can share updates with the Board of Trustees for approval before accepting so that they are aware of and in agreement with the updated policies. He noted that he has discussed using Lexipol with Mike Lyons, and he seemed to be happy with the policies and update process.
- Ray Ruprecht said that they should continue thinking about ideas for the American Rescue Plan funding plans. Gene noted that upgrading the septic system at the Township might be an option since clean water is one of the approved uses.

**New Business**

- There is some discussion about the year-end meeting time and date.

**Approval to Schedule Year End Meeting on December 30, 2021**

Bob Rohrer **moved** to hold the year end meeting on December 30, 2021 at 7:00 P.M. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes.

- Ray Ruprecht presented Resolution 2021-12 Advance Taxes for 2022, which is something that is done each year.

**RESOLUTION 2021-12  
Request for advance of taxes**

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

**GUILFORD TOWNSHIP TRUSTEES – December 7, 2021**

**WHEREAS**, the taxes collected by the Medina County Auditor are available at an earlier date if requested by the township.

**WHEREAS**, the advance taxes give the township the opportunity to place tax dollars received in an interest-bearing account.

**THEREFORE**, the Guilford Township Board of Trustees, Medina County, Ohio authorizes the fiscal officer to complete the requests for all available advances for the year of 2022.

Roll call vote: Rohrer - yes, Morris – yes.

- Bob noted that he approved the purchase of a new vice for Andy that was over \$500.00.

**Signing of the Warrants**

Gene Morris **moved** to pay BC #131 to 134-2021, PO #36-2021, warrants, payroll/accounting EFT's in the amount of \$115,800.48. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes.

**Executive Session**

Bob Rohrer **moved** to go into executive session at 9:19 P.M. to consider compensation of public employees and invited Shannon Colonna, Brad Winter and Ray Ruprecht. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes.

Gene Morris **moved** to come out of the executive session at 10:00 P.M. Bob Rohrer seconded the motion. Roll call: Rohrer - yes, Morris - yes.

After coming out of the executive session the trustees had no other business to conduct.

**Adjournment**

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Rohrer - yes, Morris - yes. The meeting adjourned at 10:00 P.M.

\_\_\_\_\_  
Bob Rohrer

\_\_\_\_\_  
Gene Morris

\_\_\_\_\_  
Jerry Winkler

\_\_\_\_\_  
Ray Ruprecht