

**GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
February 17, 2026**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on February 17, 2026 at 7:30 p.m. at the Guilford Township Hall. The following Trustees were present: Gene Morris, Larry Kaufman, and Fiscal Officer, Ray Ruprecht.

Also present were and Julie Carr, Andy Liston, Captain Johnson, Christine Fields and Dan Davis.

Approval of Minutes

Larry Kaufman **moved** to approve the regular meeting minutes of February 3, 2026. Gene Morris seconded the motion. Roll call: Morris – yes, Kaufman – yes.

Department Reports

Fire-EMS Department (Keith Geiger)

2026 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	54
Fire/Other	55
TOTAL	109

Year to date:	
FIRE INSPECTIONS	0

Building/Grounds/Maintenance

- Captain Johnson and I have been working with the Association on a plan to replace the outdated sign in front of the station, including exploring grant opportunities and fundraising options. Ideas discussed include allowing local businesses to sponsor the sign in exchange for recognition for a year, with the option for ongoing annual support, as well as giving residents the opportunity to contribute and be recognized as sponsors. After installation, the digital sign could also generate continued revenue through community announcements (birthdays, anniversaries, engagements, etc.) and limited business advertising, helping the Association fund equipment and support the Department while reducing costs to the Township and Village. Beyond fundraising, a digital sign would greatly improve the Department’s ability to communicate timely information such as emergency alerts, safety messages, weather updates, road closures, and community events. It can be updated instantly, scheduled in advance, and would reach residents who may not use social media. The sign would also support public education, potentially contribute positively to the Department’s ISO rating, and serve as a modern, visible symbol of community engagement, recruitment, volunteer recognition, and transparency.

Announcements

- The Fire Department has been selected by the Division of State Fire Marshal to receive a \$1,400 Fire Department Training Reimbursement Grant. This funding reimburses the Department for the successful completion of approved training courses. The Fiscal Officer will be notified to ensure proper processing of the funds, and all records will be maintained in accordance with public fund requirements.

Apparatus/Equipment

- Seville Council approved the donation of the 2016 Ford Explorer to the Fire Department. The new police cruisers are expected to be placed into service in the coming months, and the Fire Department will coordinate with the Police Department to complete the necessary paperwork for the vehicle transfer.

- The inverter on the 2007 American LaFrance ladder truck has been replaced and is now fully operational.

- Lt. Kantorik is working with World Truck to obtain quotes for annual preventative maintenance services for the department's large diesel apparatus. As a local provider, they can perform this work efficiently with minimal out-of-service time for each vehicle.

- Lt. Kantorik is also securing quotes for replacement tires for the tanker, which are due based on manufacturer age and NFPA recommendations. Once pricing is received, options will be reviewed and discussed.

Road Supervisor (Andy Liston)

- Had a few snow events to plow and salt
- Starting to receive loads of salt in
- Patched a few potholes around the township

Accept Resignation of Brett Manly

Gene Morris **moved** to accept the resignation of assistant roads supervisor Brett Manly. Larry Kaufman seconded the motion. Roll call: Morris – yes, Kaufman – yes.

Zoning Secretary (Julie Carr)

- Zoning Commission Meeting on 2/12. They are reviewing the home occupation sections in zoning.
- BZA meeting 2/10 Organizational Meeting. Seth Whitney is Chairman.
- Matthew Litman- Board of Zoning Appeals term needs updated.
- BZA members request that their phone numbers on the website be removed.

Term Limit for BZA member

Gene Morris **moved** to appoint Matthew Litman to the term of five years with the term ending 12/31/2030 on the Board of Zoning Appeals. Larry Kaufman seconded the motion. Roll call: Morris – yes, Kaufman – yes.

Zoning Inspector (Julie Carr)

- No updates

River Styx Cemetery/ Mound Hill Cemetery

The Mound Cemetery endowment fund is in a separate account. Township took over cemetery operations in 2016. The Prosecutor will be asked if these funds can be moved and used for the construction of a cemetery columbarium.

Trustees Reports**Gene Morris**

- Spoke with Zoning Inspector and Chairman of the BZA

Larry Kaufman

- Talked to Jon Strong on February 4, 2026 to discuss a cybersecurity plan for township. He requested a list of all emails for township employees and a list of devices purchased by the township, along with the software used in the laptops. Waiting on cost estimate and next step.

Comments from the Public

- No business

Old Business

- Cyber Security- coming soon. Information has been collected regarding all employees.
- Township Garage Addition- Request for qualifications is out. Multiple phone calls have been received.

New Business

- There was discussion to evaluate the township website to make sure it is ADA compliance by April 2027.

RESOLUTION NO. 2026-01**A RESOLUTION AUTHORIZING THE TOWNSHIP FISCAL OFFICER TO MAKE ELECTRONIC OR FINANCIAL TRANSACTION PAYMENTS TO DESIGNATED VENDORS**

Gene Morris moved the adoption of the following Resolution.

WHEREAS, the Board of Township Trustees of Guilford Township, Medina County, Ohio (“Township”) finds that authorizing the Township Fiscal Officer to make payments by electronic or other financial transaction will promote timely and efficient administration of Township business; and

WHEREAS, Ohio Revised Code Section 507.11(B)(2) permits the Board of Township Trustees, by resolution, to authorize payment of lawful obligations by direct deposit or electronic transfer in accordance with Ohio Revised Code Section 9.37; and

WHEREAS, the Board wishes to authorize electronic payments (EFTs) to specific vendors as listed in this Resolution; and

WHEREAS, such electronic or financial transactions shall comply with all applicable provisions of the Ohio Revised Code and with Township policies, and appropriate records shall be kept for all transactions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Guilford Township, Medina County, Ohio, that:

SECTION 1. The Township Fiscal Officer is hereby authorized to make payments by electronic or financial transactions, including but not limited to online payments, automated clearing house (ACH) transfers, wire transfers, or similar electronic methods, to the following designated vendors for lawful Township purposes in accordance with Ohio Revised Code Section 507.11(B)(2) and Section 9.37:

Utility, professional, maintenance fuel and related goods, equipment or supply purchases, software and subscription services

- a) American Family Insurance Company (AFLAC)– for insurance services;
- b) AT&T – telephone services/goods;
- c) Board of Public Affairs (Seville) – for electrical supplier services;
- d) Central Collection Agency (CCA) – for Seville Income Tax services;
- e) Centerra Coop – for propane & supply services/goods;
- f) Charter Communications (Spectrum) – for internet services/goods;
- g) Cintas – for uniform services/goods;
- h) Home Depot – retailer & distributor of tools, replacement parts and supplies services/goods;
- i) Huntington National Bank – for payroll, credit card & banking services/goods;
- j) NAPA Auto Parts – retailer & distributor of tools, auto replacement parts services/goods;
- k) Ohio Bureau of Workers’ Compensation – for medical benefits, wage replacement services;
- l) Ohio Child Support Payment Services – for child support services;
- m) Ohio Edison – for electrical supplier services;
- n) Ohio Job & Family Services – for unemployment benefit services;
- o) Ohio Insurance Services Agency – for insurance services;
- p) Ohio Police & Fire Pension Fund (OP&F) – for employee pension fund services;
- q) Ohio Public Employee Deferred Comp. Program – for employee retirement fund services;
- r) Ohio Public Employee Retirement System (OPERS) – for employee pension services;
- s) Ohio School District Income Tax – for school income tax withholding services;
- t) Rumpke – for trash removal services;
- u) Santmyer Oil Company, Inc. – for petroleum products, gasoline and diesel services/goods;
- v) Star Ohio – for investment of township fund services;
- w) Treasurer of State of Ohio – for income tax, E-Services, UAN services/goods;
- x) United States Treasury – for income tax, social security & medicare tax services;
- y) Verizon Wireless – for phone/internet services/goods;
- z) Wex Bank – for diesel & gasoline services/goods;

SECTION 2. All electronic payments shall be made only after proper certification of availability of funds, issuance of appropriate payment orders or authorizations, and compliance with all other requirements of the Ohio Revised Code regarding township expenditures, including but not limited to Chapters 9 and 5705 of the Ohio Revised Code.

SECTION 3. The Township Fiscal Officer shall maintain complete documentation for each electronic or financial transaction payment, including the vendor name, amount paid, date of transaction, authorization, and supporting invoice or documentation. Such records shall be maintained in the Fiscal Officer’s office and shall be available for inspection and audit in the same manner as other Township financial records.

SECTION 4. This Resolution shall take effect and be in full force immediately upon its adoption by the Board of Township Trustees.

Larry Kaufman seconded the motion.

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

Rohrer – Absent, Morris – yes, Kaufman – yes.

RESOLUTION NO. 2026-02

A RESOLUTION AUTHORIZING THE USE OF TOWNSHIP CREDIT CARDS, FLEET CARDS, AND BUSINESS CREDIT CARDS; DESIGNATING AUTHORIZED USERS; AND DELEGATING LIMITED PURCHASING AUTHORITY

Larry Kaufman moved the adoption of the following Resolution.

WHEREAS, pursuant to Ohio Revised Code Sections 9.21 and 9.22, political subdivisions are authorized to use credit cards and other financial transaction devices for official business purposes; and

WHEREAS, Ohio Revised Code Section 507.11 permits a board of township trustees to authorize the purchase of supplies and services and to delegate limited purchasing authority to township employees; and

WHEREAS, the Board of Township Trustees desires to establish clear authorization, controls, and limits for the use of Township-issued credit cards, fleet cards, and business credit cards; and

WHEREAS, the Board of Township Trustees further finds it necessary and appropriate to delegate limited purchasing authority to the Township Road Supervisor and Fire Chief to ensure efficient operations and timely response to operational and emergency needs;

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees, Guilford Township, Medina County, Ohio, that:

SECTION 1. AUTHORIZATION OF CREDIT CARDS

Pursuant to Ohio Revised Code Sections 9.21 and 9.22, the Township hereby authorizes the issuance and use of Township credit cards, fleet cards, and business credit cards for official Township business only.

SECTION 2. AUTHORIZED USERS

The following Township officials and employees are designated as authorized users, controller, supervisor and custodian of Township-issued credit cards, fleet cards, and business credit cards, subject to all applicable laws, Guilford Township Credit Card Policy, and internal controls:

- Township Fiscal Officer
- Township Trustees
- Township Road Supervisor
- Fire Chief
- Mound Hill Cemetery Maintenance
- Other Township employees as specifically authorized by resolution of the Board of Township Trustees

Authorized User List

Huntington Credit Card (\$2,000.00 limit per card)

Larry Kaufman
 Orval Morris
 Bob Rohrer
 Jeff Kersey

Huntington Credit Card (\$3,000.00 limit per card)

Andy Liston
Keith Geiger
Ray Ruprecht

Home Depot (\$3,000.00 limit for account)

Keith Geiger
Andy Liston
Ray Ruprecht

Wex Bank (Sheetz) - \$3,600 Limit on Account

Trustee, Fire & Road Department employees

SECTION 3. USE, DOCUMENTATION, AND CONTROLS

All credit cards shall be used solely for legitimate Township purposes. No personal use is permitted. Itemized receipts and supporting documentation shall be submitted to the Township Fiscal Officer for all transactions. All expenditures are subject to review, audit, and applicable Township policies.

SECTION 4. DELEGATED PURCHASING AUTHORITY

Pursuant to Ohio Revised Code Section 507.11, township officer or employee are hereby authorized to purchase supplies, materials, equipment, and services without prior approval of the Township Trustees, provided that:

- The cost of any single purchase does not exceed one-thousand (\$1,000) for township officers and employees. The Township Road Supervisor and Fire Chief single purchases does not exceed three-thousand dollars (\$3,000.00);
- Funds for the purchase have been appropriated and are available within the Township budget; and
- The purchase complies with all applicable Ohio Revised Code requirements and Township purchasing policies.

SECTION 5. RATIFICATION AND PAYMENT

All purchases made pursuant to this Resolution shall be presented to the Board of Township Trustees for ratification and payment in the normal course of Township business.

SECTION 6. EFFECTIVE DATE

This Resolution shall take effect immediately upon its adoption.

Gene Morris seconded the motion.

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

Rohrer – absent, Morris – yes, Kaufman – yes.

RESOLUTION NO. 2026-03**A RESOLUTION ADOPTING A GUILFORD TOWNSHIP SALES AND USE TAX EXEMPT CERTIFICATE USE AND SALES TAX POLICY**

Gene Morris moved the adoption of the following Resolution.

WHEREAS, Ohio Revised Code Section 5739.02(B)(1) exempts the State of Ohio and its political subdivisions, including townships, from the payment of sales and use tax on qualifying purchases; and

WHEREAS, the Ohio Auditor of State, through Auditor of State Bulletin 2025-013, recommends that all tax-exempt public offices adopt a written policy governing the use of sales and use tax exemption certificates and the reimbursement of sales tax paid; and

WHEREAS, the Board of Township Trustees of Guilford Township finds it necessary to adopt a formal policy to ensure compliance with Ohio law and Auditor of State guidance;

WHEREAS, the Township Trustees desire to formally adopt a policy governing the issuance and use of the Township's sales and use tax exemption certificate, including purchases made through Township accounts and those reimbursed to Township officials or employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Guilford Township, Medina County, Ohio, that:

SECTION 1. PURPOSE

This Resolution establishes a sale and use tax exempt certificate use and sales tax policy for Guilford Township to ensure compliance with Ohio Revised Code and Auditor of State Bulletin 2025-013.

SECTION 2. TAX-EXEMPT STATUS

Pursuant to Ohio Revised Code Section 5739.02(B)(1), the Township is exempt from Ohio sales and use tax when purchases are made directly by and paid directly from Township funds for a proper public purpose.

SECTION 3. USE OF TAX-EXEMPT CERTIFICATE

The Township's sales and use tax exemption certificate shall be used only for purchases made directly by the Township and billed to the Township. The exemption certificate shall not be used for purchases made with personal funds, personal credit cards, or personal accounts, even if the individual expects reimbursement. All purchases must include an invoice or bill of sale receipt clearly indicating that the sale was to the Township.

SECTION 4. AUTHORIZED USERS

The following Township officials are authorized to use the Township's tax-exempt certificate in the performance of their official duties:

- Township Fiscal Officer
- Township Trustee
- Township Road Supervisor
- Township Fire Chief and Fire Department Officers
- Cemetery Maintenance Employees and Sexton
- Township Hall Custodial Employees
- Zoning Secretary and Zoning Inspector

SECTION 5. Authorized Use – Township Accounts

Purchases made directly through Township-established accounts, including charge accounts, credit cards, fleet cards, or vendor billing accounts, may utilize the Township’s sales and use tax exemption certificate, provided such purchases are for official Township business and are properly approved in accordance with Township purchasing policies. All purchases must include an invoice or bill of sale receipt clearly indicating that the sale was to the Township.

SECTION 6. Purchases Made Using Personal Funds

- All expenditures by an official or employee on behalf to the Township using the persons personal account must serve a proper government purpose and must comply with all other relevant policies adopted by the Township.
- No official or employee who makes a purchase for the Township using cash, their personal credit card or checking account shall present the entity’s tax-exempt certificate when making the purchase.
- Any official or employee who makes a purchase on the behalf of the Township using their own personal cash, credit card or checking account must pay the sales tax at the point of sale.
- Purchases made of behalf of the Township by an elected official or employee using their cash, personal credit card or checking account shall be eligible for reimbursement from the Township, including sales tax providing purchases were authorized for township business. All purchases must include an invoice or bill of sale receipt clearing indicating that the sale was to the Township.
- No purchases made on behalf of the public office by an elected official or employee using cash, credit card or checking account shall have a total cost (including taxes and fees) in excess of \$500.00.

SECTION 7. DOCUMENTATION AND RECORDKEEPING

All exempt purchases must be supported by proper documentation, including a valid exemption certificate and an invoice or bill of sale receipt identifying the Township as the purchaser. The Fiscal Officer shall maintain all records in accordance with Ohio law and retention schedules.

SECTION 8. COMPLIANCE AND VIOLATIONS

Improper use of the Township’s tax-exempt certificate may result in denial of reimbursement, disciplinary action, or findings for recovery as permitted by Ohio law.

SECTION 9. EFFECTIVE DATE

This Resolution shall take effect immediately upon its adoption.

Larry Kaufman seconded the motion.

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

Rohrer – absent, Morris – yes, Kaufman – yes.

RESOLUTION NO. 2026-04

A RESOLUTION ADOPTING A TECHNOLOGY DISASTER RECOVERY AND BUSINESS CONTINUITY PLAN

Larry Kaufman moved the adoption of the following Resolution.

WHEREAS, the Board of Guilford Township Trustees recognizes its responsibility to safeguard public funds, public records, data systems, and essential township operations; and

WHEREAS, the Ohio Auditor of State recommends that local governments establish, document, maintain, and periodically test a Disaster Recovery and Business Continuity Plan as part of sound internal controls; and

WHEREAS, unforeseen events such as fire, flood, severe weather, power outages, cyber incidents, hardware failure, or loss of key personnel may disrupt township operations; and

WHEREAS, the Board of Guilford Township Trustees desires to formally adopt a comprehensive Disaster Recovery and Business Continuity Plan to ensure the continuation of essential services and protection of township records;

NOW, THEREFORE, BE IT RESOLVED by the Board of Guilford Township Trustees, that the following Disaster Recovery and Business Continuity Plan is hereby adopted:

Section 1. Purpose

The purpose of this Technology Disaster Recovery and Business Continuity Plan is to ensure the continuity of township operations, protect public records, and allow for the timely restoration of critical functions following a disaster or emergency.

Section 2. Authority

This plan is adopted pursuant to the ORC 9.64 and in accordance with internal control and best practice guidance issued by the Ohio Auditor of State.

Section 3. Scope

This plan applies to all township offices, departments, elected officials, employees, records, data systems, technology resources, and operational functions.

Section 4. Risk Assessment

The township identifies risks including, but not limited to, fire, flood, tornado, severe weather, power outages, cyber incidents, hardware or software failure, and loss of key personnel.

Section 5. Critical Functions

Critical township functions include, but are not limited to, fiscal operations, payroll, accounts payable, revenue collection, public safety services, road maintenance, and statutory record retention.

Section 6. Data Backup and Records Protection

All financial, payroll, and operational data shall be backed up on a regular basis. Establish a manual back-up process to bring the organization to the point where crucial systems can be recovered. Backups shall be stored securely off-site or in a secure cloud-based environment. Physical paper records shall be protected and duplicated when feasible in accordance with record retention requirements.

Section 7. Roles and Responsibilities

The Fiscal Officer, Fire Chief and Road Supervisor shall be responsible for safeguarding financial records and ensuring that data backups are maintained. The Board of Township Trustees shall provide oversight and ensure enforcement of this policy. Department heads and supervisors shall implement recovery procedures applicable to their respective departments.

Section 8. Recovery Procedures

In the event of a disaster, township officials shall assess damages, secure facilities and records, notify appropriate authorities, restore critical systems, and resume essential services as quickly as possible.

Section 9. Alternate Facilities

The township shall identify alternate locations from which essential operations may be conducted addressing the hardware, software and communication by developing a priority list for if township facilities become unusable.

Section 10. Testing, Review, and Training

This plan shall be reviewed and tested at least annually. Township officials and employees shall receive training as appropriate to ensure familiarity with disaster recovery procedures. Administrative employees need to copy the plan and provide for off-storage of the plan with back-ups tapes, CD's, USB drives, external hard drives or cloud-based systems.

Section 11. Plan Maintenance

This plan shall be updated as necessary to reflect changes in personnel, technology, operations, or applicable law.

Section 12. Effective Date

This resolution shall take effect immediately upon its adoption.

Gene Morris seconded the motion.

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

Rohrer – absent, Morris – yes, Kaufman – yes.

Signing of the Warrants

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$81,711.53. Larry Kaufman seconded the motion. Roll call: Morris –yes, Kaufman– yes.

Executive Session

Gene Morris **moved** to go into executive session to discuss compensation of a public employee at 8:32 p.m. and invite Ray Ruprecht and Julie Carr. Larry Kaufman seconded the motion. Roll call: Morris – yes, Kaufman – yes.

Gene Morris **moved** to come out of the executive session at 8:37 p.m. Larry Kaufman seconded the motion. Roll call: Morris – yes, Kaufman – yes.

There was no business conducted associated with the executive session.

After coming out of executive session Ray Ruprecht shared that Milton Township and Canaan Township in Wayne County share a road employee to do their township road maintenance and did not know how their agreement worked.

Adjournment

Gene Morris **moved** to adjourn the meeting. Larry Kaufman seconded the motion. Roll call: Morris - yes, Kaufman- yes. The meeting adjourned at 8:42 p.m.

Bob Rohrer

Gene Morris

Larry Kaufman

Ray Ruprecht

