

**GUILFORD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES  
February 7, 2023**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on February 7, 2023, at 8:00 P.M. at the Guilford Township Hall. The following Trustees were present: Gene Morris, Jerry Winkler, and Fiscal Officer, Ray Ruprecht.

Also present were Michael Colonna, Jim Krahl, Ron Scuderi, Keith Beetler, Brian Cyphert, Andy Liston and Shannon Colonna

**Approval of Minutes**

**Gene Morris moved** to approve the regular meeting minutes of January 17, 2023. Jerry Winkler seconded the motion. Roll call: Morris – yes, Winkler – yes.

**Department Reports**

**Fire-EMS Department**

| <b>JANUARY 2023 Monthly Report</b> |                            |                                    |
|------------------------------------|----------------------------|------------------------------------|
| <b>INCIDENT TYPE</b>               | <b>JANUARY # INCIDENTS</b> | <b>2023 INCIDENT COUNT TO DATE</b> |
| EMS                                | 34                         | 34                                 |
| FIRE                               | 16                         | 16                                 |
| <b>TOTAL</b>                       | <b>50</b>                  | <b>50</b>                          |

**Apparatus/Equipment**

- They received the first quote on the ladder truck, and it is \$84,000.00 from Parker Truck & Trailer. The next step will be to turn the quote into the insurance company for them to determine if they want to have the repairs done or decide that the truck is totaled. They would want to make sure any additional issues that might come up would be covered. He would prefer to have their truck fixed since everyone is already familiar with it. They also looked at Strongsville Ladder; however, it had some issues that needed addressed. Wadsworth will have a ladder available soon if ours is unrepairable, but it is longer and older.

**Operations**

- Request to hire 3 part-time Fire Medic employees at 22.28 per hour.
  - Brian Lloyd Fire fighter/paramedic works FT at Green and lives in Wadsworth.
  - Nolan Dylag Firefighter/paramedic works FT at Columbus and lives in Wellington.
  - Dan Grazzo Firefighter/paramedic works for Medina Life Support and lives in Medina.
  - Reinstate Christian Hall who left due to a FT job with the City of Akron. He just recently finished the Fire Academy and would like to come back part-time.
  - Jerry asked if they are going to have hours for them. Chief Cyphert responded that this will help even out some of the scheduling so there is always a paramedic on duty.
  - Gene said that he had concerns about Christian Hall wanting to return after he left to go to Akron. Ray noted that he had tried to stay on part-time, but it was too much for him with his training. Jerry thinks that he was a good employee in the past.

**Approval to Hire Brian Lloyd, Nolan Dylag, Dan Grazzo and Christian Hall**

Jerry Winkler **moved** to hire Brian Lloyd, Nolan Dylag, and Dan Grazzo as Firefighter/paramedics with a six-

month probationary period at a rate of \$22.28 per hour, and to reinstate Christian Hall as part-time Firefighter/paramedic with a six-month probationary period effective 2/8/2023. Gene Morris seconded the motion. Roll call: Morris – yes, Winkler – yes.

- There was some discussion about updating the policy manual to possibly eliminate the hour minimum for military leave. This would allow them to fulfill military duties without running out of time. They would like to wait for Bob to be present to make any decisions about changing this policy.

### **Training**

- Fire: Regional Fire training at Seville on Strategy and Tactics for first arriving officers. They included Lafayette and Westfield. They would like to take the same group of people down to Wayne County in April, and they are looking at some additional training for May. Chief Cyphert will provide additional details on those trainings, which he would request to come out of the training budget.
- EMS: Regional EMS CE was delivered to Westfield Fire by Cleveland Clinic. The EMS crew of Lt. Banks, Fire Medic Loparo and FF/EMT Behunin were recognized for delivering a baby in the ambulance on the way to the hospital.

### **Announcements**

- Lt. Banks is working on fire gloves with a vendor using the remaining \$15,000 from the BWC grant. She is working on a higher quality, safer fire glove after the fire over the winter exposed some weaknesses with the current glove.
- They will be sizing new employees for fire gear using pre-approved money from 2022 and will be requesting 3 additional sets in 2023 to try to beat the March price increases. This will allow gear for the new hires, or to replace FT employees that are close to expiration.

### **Funding Requests**

- Request to streamline scheduling and pay roll operations by eliminating modules from ESO and replacing it with Aladetech. The scheduling is difficult to use because Captain Johnson is the only one that can make changes. They payroll is also one day off and that causes extra work. Aladetech is specific to accounting and payroll and allows employees to update their own schedule. This would save \$3,000.00 with the current software. The cost of Aladetech would be about \$1,300 for the first year. Once policies are added to Aladetech, they could probably get rid of Lexipol to save some money. Ray added that they can not get ESO to change the payroll date for everything to match up and he can not change his dates because of everything that it ties in with. This would help them get everything aligned and will help streamline scheduling. They would continue to use ESO for some modules.

### **Approval to Purchase Aladetech Software**

Gene Morris **moved** to approve the purchase of Aladetech software not to exceed \$4,374.00 (amended from \$2,000.00). Jerry Winkler seconded the motion. Roll call: Morris – yes, Winkler – yes.

- Gene asked if any of the other departments are willing to contribute to the training costs. Chief Cyphert thinks that they will.

### **Road Supervisor** (Andy Liston)

- The road department has been plowing and salting as needed.
- They finished painting the walls in the township hall. They are waiting until spring to make a decision on the sump pump.

- A school bus sign was installed on the south end of Guilford Road.
- They received the pipe order.
- They have received 2023 Road Bids. The bid from Melway Paving is \$196,060.65.
- Andy would like to have some roads restriped this year. The county has changed how they do this and estimated \$9,500 to restripe the ten roads that Andy requested.
- Andy would like to schedule tree trimming for three times this year.

#### **Approval of 2023 Road Bid from Melway Paving**

Jerry Winkler **moved** to approve the purchase of 2023 motor paving from Melway Paving for \$196,060.65. Gene Morris seconded the motion. Roll call: Morris – yes, Winkler – yes.

#### **Approval to Purchase of Road Striping**

Gene Morris **moved** to enter an agreement with the county for road striping for a cost not to exceed \$10,000. Jerry Winkler seconded the motion. Roll call: Morris – yes, Winkler – yes.

#### **Approval of Tree Trimming for 2023**

Jerry Winkler **moved** to approve having tree trimming done by TMS for up to three times in 2023. Gene Morris seconded the motion. Roll call: Morris – yes, Winkler – yes.

#### **Zoning Secretary** (Shannon Colonna)

- The Zoning Commission will be meeting on Thursday for their regular meeting. Shannon has provided numerous materials for members to review related to the Comprehensive Development Plan. She has also found some regulations that other Townships are using related to Factory Built Housing for review.
- Shannon has reached out to the county to find out if they can provide any assistance and has not received a response.
- Shannon has reached out to the Ohio Township Association to find out if they have any previously recorded webinars related to Zoning or Comprehensive Plans that would be helpful. There are a couple that mention Comprehensive Plans that may be helpful. Pricing is \$10 for a member and \$20 for a non-member. They are looking into how this might work for a group.

#### **Zoning Inspector** (Curt Lauer)

- Curt is absent. His report was read by Jerry.
- Still waiting on Mike Lyons for the property with junk on Seville Road.
- Curt has asked Mike Lyons about the trailer sites at the mobile home park and if they are grandfathered.
- Received some calls about permits.
- Gene observed that they are still cleaning up the old trailers.

#### **River Styx Cemetery/Mound Hill Cemetery**

- There are no updates on the cemeteries.

## Trustees Reports

### Gene Morris

- Gene asked Andy if he has talked to anyone about adding restroom facilities in the township garage. Andy responded that they are still trying to determine the best location before they start getting quotes.
- Gene attended the swearing in ceremony for Chief Cyphert.

### Jerry Winkler

- Jerry assisted with a burial and grave marking.
- Jerry received a call about the town hall rental.
- Jerry attended the swearing in ceremony for Chief Cyphert.

### Comments from the Public

- Ron reported that he received five calls about Township Hall rentals, and has a number of rentals scheduled. He noted that Andy and Brett have done a fantastic job with the basement.

### Old Business

- There are no updates on the employee handbook.
- The ARPA funds projects selected to further look into were assigned to begin getting input from different sources.
  - Township hall/garage parking lot (Andy Liston) on hold until septic system completed.
  - Township hall doors and any other improvements (Bob Rohrer & Gene Morris)
  - Township hall septic system (Gene Morris)

### New Business

- Ray presented Resolution 2023-01 for approval. This is to use some of the ARPA funds for maintenance of the Township Hall basement. He is planning to use all of the paint and supplies that were used on those improvements, and estimates it was less than \$2,000.

Jerry Winkler moved for the adoption of the following Resolution:

#### **RESOLUTION NO. 2023-01**

#### **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:

Purchase of supplies in painting township hall basement wall and ceiling with the cost not to exceed \$2,000.00.

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
- Other

Purchase of supplies in painting township hall basement wall and ceiling.

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

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

6. 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.

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

Gene Morris seconded the motion. Roll call: Morris – yes, Winkler – yes.

### **Signing of the Warrants**

Gene Morris **moved** to pay the warrants, payroll/accounting EFT's of \$158,323.14. Jerry Winkler seconded the motion. Roll call: Morris – yes, Winkler – yes.

There was some discussion about repairing the ladder truck and what they would want to do if the insurance company totaled the truck. Chief Cyphert would prefer to keep it and use it for what they can than spend over

\$100,000 on someone else's out of service truck. Jerry agreed that there might be some options to use the truck. Gene agreed that it might be worth seeing if they could have it repaired. Ray said he spoke with Joel Bender, and he said they may just write a check and let the Township decide what they want to do. There was also some discussion about how they might be able to work with other departments in the area to make sure they don't duplicate resources and equipment when responding to accidents. They are planning to meet with dispatch to find out what the capabilities are, and they approach the Board with details. Westfield has drastically improved their staffing and ability to respond to their own calls.

**Adjournment**

Gene Morris **moved** to adjourn the meeting. Jerry Winkler seconded the motion. Roll call: Morris – yes, Winkler – yes. The meeting adjourned at 9:04 P.M.

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Bob Rohrer

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Gene Morris

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Jerry Winkler

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Ray Ruprecht