

**GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
January 17, 2023**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on January 17, 2023, 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 Michael Colonna, Nick Banks, Brittany Rufener, Madeline Marshall, James Carter, S. Kantorik, Ron Scuderi, Isaac Kaufman, Jim Krahl, Jason Cerovac, Curt Lauer, Brian Cyphert, Andy Liston, and Shannon Colonna

Approval of Minutes

Gene Morris moved to approve the year-end meeting minutes of December 29, 2022. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Chief Brian Cyphert)

| DECEMBER 2022 Monthly Report | | |
|-------------------------------------|-----------------------------|------------------------------------|
| INCIDENT TYPE | DECEMBER # INCIDENTS | 2022 INCIDENT COUNT TO DATE |
| EMS | 44 | 468 |
| FIRE | 19 | 323 |
| MUTUAL AID | 5 | 77 |
| TOTAL | 63 | 761 |

| | DECEMBER # | 2022 COUNT TO DATE |
|-------------------------|-------------------|---------------------------|
| FIRE INSPECTIONS | # | # |

- Chief Cyphert thanked everyone from the station for their support during his transition into the department.
- Both ambulances have had routine oil and tire rotation completed.
- They are still working on getting the answers they need on the ladder truck. They are getting quotes and working with the insurance company. There are mutual aid agreements in place to make sure any apparatus they need could get to the scene.
- Requests to change all on shift personnel (24 hour on one day/off two day) from a 53-hour work week to a 48-hour work week. They would like to update the handbook to reflect that, and anything over 48 hours would be overtime. This does not include day shift personnel. This will make payroll easier. This would be about a \$4,653 difference but may have saved hours in administrative time. He does not foresee that number being higher this year.
- They have received a lot of good applications and will be starting interviews.
- They would like to send no more than 4 personnel to attend the Northern Ohio Arson Seminar at Ashland University on February 25 and 26. Cost not to exceed \$500.00 for training budget. Weekend scheduling is a

priority, and personnel may only attend one day rather than both.

- Bob asked if there was anything that could have been done to prevent the issue with the fire. Chief Cyphert responded that there was a thorough review of the equipment after the incident, and nothing was found. There were four departments at the scene and each one had issues with equipment due to the cold weather. Curt said that there used to be heat shields, but now it is an add-on, and most people don't get them because of the extra cost.
- It appears the insurance company will cover the claim, but the department needs to figure out who they are going to get to fix the truck. The vehicle was perfectly maintained, and they were able to show that the vehicle was working until that fire.
- Gene asked why it could not be welded. Lt. Kantorik responded that the weld would weaken everything around the weld, and they don't know how that would stand when there was pressure. It is difficult to find a used replacement.
- Ray noted that Shannon Zimmerly will start full-time on February 11, 2023, at \$22.28 per hour.

Approval of Fire Dept Work Week to 48 Hour Week

Bob Rohrer **moved** to update the Firefighter work week to 48 hours instead of 53 effective January 17, 2023. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval of Northern Ohio Arson Seminar

Gene Morris **moved** to approve up to 4 people to fire school cost not to exceed \$500.00. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval to Hire Shannon Zimmerly Full-Time

Bob Rohrer **moved** to approve to hire Shannon Zimmerly for full-time starting on February 11, 2023, at \$22.28 per hour. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Road Supervisor (Andy Liston)

- Continue to salt and plow as needed.
- Had one burial and cleaned up stump grindings at the cemetery.
- Work on repainting the basement and changing the lights. There is a wall in the furnace room that is leaking, and they had talked about putting a sump pump in there. Gene said they might need to tie it into the drainage.
- Would like to place a pipe order for the upcoming spring and summer. Cost around \$16,500.00.
- Advertising for the 2023 road bids and to accept bids by 1:00 p.m. on February 2, 2023. They should have these before the next meeting.

Approval to Purchase Pipe

Bob Rohrer **moved** to approve the purchase of pipe for an estimated cost of \$16,500.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The BZA met on January 5, 2023, to continue a hearing for a Home Occupation. The Conditional Zoning Certificate was denied. They will be meeting on January 24 to review the minutes.

- The Zoning Commission met on January 12, 2023. Everyone was given an opportunity to report on what they have been researching regarding the Comprehensive Plan. A couple people had reviewed Comprehensive Plans for other townships, which all look very professional, and there was some discussion about getting help with the project. It was mentioned that Westfield spent a lot of money on their plan, and that they had a grant. There was also a suggestion to find out if the county Planning Commission can help. The consensus was to reach out to the Planning Commission to get more information. Shannon had done a comparison of the changes to our Comprehensive Plan over the past two updates, and the action item for the next meeting is to review that.
- Bob Rohrer received two calls about the result of the BZA hearing and asked about that decision. Michael responded that it was denied because he was going to be working on vehicles outside the building. He said the BZA also expressed concerns that past conditional permits have not been followed up on to ensure conditions are met.
- Jerry announced that they have received a resignation letter from Keith Beetler. His resignation letter states, "I appreciate the opportunity that I have been provided to serve my community, in good faith, as a member of the Zoning Commission. I firmly believe that I served with a commitment to ensuring the Township residents' interests and concerns were heard and addressed both fairly and without ulterior motive. This resignation is based on the fact that I no longer believe that ulterior motives are not undermining what is in the best interest of Guilford Township. I can't, in good faith, be a part of a system that no longer prioritizes the spoken and written interests of Township residents. His resignation is effective January 11, 2023.

Approval to Accept Resignation of Keith Beetler

Gene Morris **moved** to accept the resignation of Keith Beetler from the Zoning Commission effective January 11, 2023. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Gene suggested that they hold off on appointing a regular member until they have a chance to think about it. Shannon spoke with Mike Lyons about alternating members voting, and he said that unless the Trustees have a resolution stating otherwise, he would suggest that alternate members alternate who votes.

Zoning Inspector (Curt Lauer)

- Curt sent information to Mike Lyons about the property on Seville Road. He has not heard back on that.
- Curt is waiting to hear back about how they would go about fining for junk vehicles that are not moved.
- Curt received an updated proposal on the mobile home park. The initial proposal did not comply with zoning. They want to grandfather in the existing lots and add additional lots. This is dependent on sewer from the village. He said that our zoning also requires on site laundry facilities, and they do have a plan to move that into one of the existing buildings. Curt sent the updated plan to the Trustees and Tom (BZA). He told them they will need to get approval on the new lots through the Board.
- Curt received a call about some cars parked at a property on Rawiga, and he is going to keep an eye on this to see if they were running a business.
- Gene said that someone on Greenwich had two Chippewa Stone trucks at their house all weekend.
- Bob asked about the guy on Yoder that wants to open a business. Curt has not seen any activity there but will stop and talk to him when he sees him at home.

River Styx Cemetery/Mound Hill Cemetery

- Anita provided a year-end report:

- Mound Hill – sold 45 lots, there were 13 full burials and 4 cremations.
- River Styx – there were 2 full burials, 1 cremation, and 2 foundations.

Trustees Reports

Gene Morris

- Gene attended the year end meeting.
- Gene stopped at the fire station and looked at the broken pump.
- Gene met with Thompson Excavating to look at the septic plans.
- Gene spoke with Capt. Johnson several times about the fire on Guilford Road and reviewed the run reports and listened to the County dispatch recordings.
- Gene has been emailing back and forth with Shannon to get the email read receipt working.
- Gene attended the Jan. 12th Zoning Commission meeting.

Jerry Winkler

- Jerry spoke with Lt. Kantorik about the pump issue and made some phone calls to people he knew.
- Checked on tree removal at the cemetery.

Bob Rohrer

- Bob met with two more door people and is waiting on quotes.
- Bob checked on the updates that Andy and Brett are doing at the Township Hall and said that it is looking good.
- Bob received two calls about the BZA hearing.
- Bob stopped at the Fire Department.

Comments from the Public

- There are no comments from the public.

Old Business

- Employee handbook – will update the full-time work week from 53 to 48 hours for the Fire Department.
- 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)
 - There was some discussion about the location of the tank and discharge line. Steve Mathews is farming the field, and Gene said that he was present during one of the discussions.
 - They are going to look into a bathroom addition for the garage, and Andy can make some phone calls to start getting quotes.
- Reminder that the Ohio Township Winter Conference is January 25-27, 2022. Bob said that Chief Cyphert may want to attend now that Keith will not be attending. Ray said that he has not had any

contact with Keith about it, and that he was making all arrangements himself.

New Business

- Ray asked if they wanted to change the July 4, 2023, meeting to be July 5, 2023.

Approval to Move July Meeting

Bob Rohrer **moved** to move the July 4th, 2023, meeting to July 5th, 2023. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- 2023 Seville Chamber of Commerce membership

Approval of Seville Chamber of Commerce Membership

Bob Rohrer **moved** to approve the 2023 Seville Chamber of Commerce fee of \$65.00. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Forrer Lawn Service - 3 application for fire property last year. Cost would be \$291.98, same as last year.

Approval of Forrer Lawn Service 2023 Lawn Applications

Jerry Winkler **moved** to approve to contract with Forrer Lawn Service for three lawn applications at the fire station for \$291.98. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Annual township road mileage certification for the Ohio Department of Transportation of 22.904 miles.
- Ohio Cemetery Association annual fee of \$95.00, asking for an additional donation to help with legal fees. Suggested donation amount would be \$3.00 per internment, Mound Hill (17) and River Styx (3).

Approval of Ohio Cemetery Association Fee

Bob Rohrer **moved** to approve the Ohio Cemetery Association annual fee of \$95.00 and an additional donation of \$60.00. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Signing of the Warrants

Gene Morris **moved** to pay the warrants, payroll/accounting EFTs of \$96,985.04. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes. The meeting adjourned at 9:06 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht