

**GUILFORD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES
January 18, 2022**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on January 18, 2022 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 Andy Liston, Ron Scuderi, Jim Krahl, Michael Colonna, Mayor Carter, Isaac Kaufman, Jerry Springer, Martha Springer, Curt Lauer, Brad Winter, and Shannon Colonna

Approval of Minutes

Gene Morris moved to approve the year-end meeting minutes of December 30, 2021. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Chief Brad Winter)

2021 YEAR END REPORT		
INCIDENT TYPE	DECEMBER # INCIDENTS	2021 INCIDENT COUNT TO DATE
EMS	47	523
FIRE	28	275
TOTAL	75	798

	DECEMBER #	2021 COUNT TO DATE
FIRE INSPECTIONS	0	39

Building/Grounds/Maintenance

- Lake Refrigeration was called to repair a pipe that burst in the apparatus bay near the hose dryer. The pipe that broke was from the old decon shower. The service technician also looked at relief valve leak on radiant floor heating system. It was discovered that the expansion tank was full of water. A new tank was installed on 1/14 and the entire HVAC system was inspected and serviced.

Apparatus/Equipment

- The new engine was delivered on January 7th. Tools and equipment are being mounted this week.
- The loaner engine from Lafayette is going to Parkers 1/19/2022 for the annual PM. It should be returned to Lafayette by next week.

Training

- No Training in December

Announcements

- The Christmas Parade was a huge success and will become an annual event that will be held on December 23rd.

- The UTV trailer project is complete. In addition to using the trailer for hauling the UTV, the trailer can now be used for firefighter rehab, incident command, fund raisers, and many other uses. The entire project was funded with a generous \$9,000.00 donation, equipment and supplies donated by Westfield Insurance Foundation.
- Applications for several grants have been submitted:
 - \$30,000 Grant for two mobile repeaters, two video laryngoscopes, and one turnout gear dryer
 - \$953,265.00 Grant for a replacement ladder truck
 - \$3,500.00 Grant for MARCS user fees
 - \$3,175.00 Training Reimbursement Grant
 - 2022 Staffing grant will be submitted by February 4th
 - 2022 EMS grant application should be sometime in April

2021 Statistics

Average dispatch to enroute time	02:37
Average emergency (lights and siren) response time. (dispatch to arrival on-scene)	06:49
Overlapping and back-to-back calls	91
Busiest time of day	5:00 PM and 6:00 PM
Slowest time of day	3:00 AM and 4:00 AM
22 % increase in call volume	
Incident Hours	1,796
Training Hours	1,098

Funding Requests

- Request Board of Trustees approval to pay tuition costs of **\$3,545.00** for Madeline Marshall to attend the Firefighter I and II combined course at Wayne County Regional Training Facility. Madeline will sign a three-year contract. Note that this training will qualify for partial reimbursement from the 2023 training grant.
- Madeline Marshall completed phase I of her probation requirements. Request Board of Trustees approval for to increase her hourly rate \$0.60 per hour to \$12.85 per hour.
- Request Board of Trustees approval to purchase firefighting nozzles, loose fire equipment and hand tools. **Nozzles** replace (2) nozzles that are broken. (1) 2.5” smooth bore (3) 1.5” combination nozzles used for firefighting and foam application. **Hand tools and loose equipment** includes (1) pick-head axe, (1) flat head axe (1) sledgehammer, (1) drywall hook, (2) NY roof hooks (1) D-Handle NY Hook, 18” bolt cutters, spanner wrench mount, traffic cones. **Total not to exceed for nozzles and tools \$6,500.00.**

Approval to Pay Firefighter I and II Tuition Costs for Madeline Marshall

Bob Rohrer **moved** to approve to pay tuition costs of **\$3,545.00** for Madeline Marshall to attend the Firefighter I and II combined course at Wayne County Regional Training Facility. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval of Pay Increase for Madeline Marshall

Jerry Winkler **moved** to approve to increase Madeline Marshall's hourly rate \$0.60 per hour to \$12.85 per hour effective January 14, 2022. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval to Purchase Firefighting Nozzles, Loose Fire Equipment and Hand Tools

Bob Rohrer **moved** to approve the purchase of (2) firefighting nozzles, (1) 2.5" smooth bore, and (3) 1.5" combination nozzles used for firefighting and foam application, (1) pick-head axe, (1) flat head axe (1) sledgehammer, (1) drywall hook, (2) NY roof hooks (1) D-Handle NY Hook, 18" bolt cutters, spanner wrench mount, traffic cone for a total not to exceed for nozzles and tools \$6,500.00. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Road Supervisor (Andy Liston)

- The road department salted and plowed the roads as needed. All of the equipment worked well.
- Changed lights in the township hall
- Mowed roadside on Greenwich for the Village of Seville
- Finished getting mowers and excavator ready for spring
- Dug one grave
- Would like to purchase pipe for spring for estimated cost of \$9,000.00.
- Would like to purchase 500-ton stone at \$35.50 a ton for the amount of \$18,000.00. This has gone up \$1.50 a ton.
- Would like to update office floor for estimated cost of \$600.00.
- The Salt Dogg Spreader was sold today at 4:00 P.M. for \$3,600.00.

Approval to Purchase Pipe

Bob Rohrer **moved** to approve the purchase of pipe for spring for an estimated cost of \$9,000.00. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval to Purchase 500-Ton of Stone

Gene Morris **moved** to approve the purchase of 500-ton of stone at \$35.50 a ton, for a total amount of \$18,000.00. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval to Update Office Floor

Jerry Winkler **moved** to approve the purchase up updating the office floor for an estimated cost of \$600.00. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission met on January 13 for their regular meeting. A couple representatives from Victory Power attended the meeting to answer questions about solar power. There was some discussion about the differences between residential, commercial, and large solar farms. Currently residential installations are limited to 27 kilowatts, which would be about 70 panels. The ‘large solar farm’ installations that the county is concerned about is defined as having a capacity of 50 megawatts or more, which is significantly larger. The zoning commission discussed how to make sure there is not a gap in the regulations.
- They are hoping to finalize the solar changes at the next meeting, which includes new definitions and updating the definition of ‘structure’ to include solar panels. This essentially means that free standing solar installations would need to follow the same setback and distance requirements as other structures and would need to be installed behind the main structure.
- Shannon followed up with Denise Testa on the status of the county commissioner’s resolution, and it has not been passed yet.
- They are planning to start the review of the Comprehensive Plan at the following meeting. They will be reviewing the feedback that was submitted to prepare for that. Shannon will also be working on getting updated information, such as population, land use, etc., that is included in the plan.
- The next meeting will be February 10th. A couple people were not at last week’s meeting, so they are going to wait to finalize who will be Chair/Vice Chair for 2022.
- The Township received an application from a resident, Isaac Kaufman, interested in serving on the Zoning Commission. Isaac is attending tonight’s meeting and introduced himself. He has lived in the township for 24 years and is looking for ways to get more involved.

Approval to Appoint Isaac Kaufman to Zoning Commission Board

Jerry Winkler **moved** to appoint Isaac Kaufman as an alternate member of the Zoning Commission for a five-year term. Bob Rohrer seconded the motion. Roll call: Morris – abstained, Rohrer – yes, Winkler – yes.

Zoning Inspector (Curt Lauer)

- Curt issued one permit.
- A complaint was submitted for a property on Seville Road. All of the vehicles he saw appeared to be licensed. Gene noted that there were 13 cars at the property today when he drove by. Curt will continue to keep an eye on it.
- Curt will stop at the property on Yoder and check on the semi.
- Bob noted that there was a complaint about an abandoned property on Rohrer. There are some vehicles with expired plates, and Curt is working on this.
- Bob asked about the property on Bear Swamp and S.R. 57. Curt has not been able to determine if someone is running a business from there.
- Bob spoke with the person who purchased the trailer park. She had concerned about some paperwork she had to sign about the condition of the property before she could get the title. It sounds like she has been working with residents there and is starting to clean up the property. Jerry and Curt have both

talked to her, and they think she intends to make changes.

- Ray reminded Curt about some records requests.

River Styx Cemetery/Mound Hill Cemetery

- They waited until tonight to appoint a representative for the cemeteries.

Approval to Appoint Jerry Winkler as Representative for Cemeteries

Bob Rohrer **moved** to appoint Jerry Winkler as the representative for River Styx and Mound Hill. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- There have not been any updates on the back payments. The letter gave them until the end of the year. There were three letters sent, and one was taken care of. Jerry can send a final warning to the other two people.

Trustees Reports

Bob Rohrer

- Bob spoke with the new owner of the trailer park.
- Bob received a call from someone who wanted to change the zoning of a lot next to the highway and referred him to Curt. Curt told him that the view of the Board was that they have enough commercial lots in the township. He could potentially apply for a variance but would need to own the property or be contingent first.
- Bob stopped at the Fire Station and looked at the new truck.
- Bob attended a memorial for Larry Landis.
- Bob received a complaint about a dip on River Styx Road and spoke with Andy about it. Andy said they may be able to do something in spring.
- Bob received a complaint about vehicles at the abandoned house on Rohrer Road.

Jerry Winkler

- Jerry listed the Salt Dogg spreader on gov. deals.
- Jerry spoke with the person who bought the trailer park.
- Jerry assisted with marking a grave.

Gene Morris

- Gene completed his ethics and sunshine law training.

Comments from the Public

- Jerry Springer commented that they got through another tough year and completed a couple major projects.
- Mayor Carter commented that the working relationship between the Township and the Village is very good, and she really appreciates it.

Old Business

- Ray provided copies of the Holiday Leave, Compensatory Time, Paid Personal Leave, and Funeral Leave policies in the Employee handbook. He had noted some questions he had about time being awarded by anniversary dates or by calendar year.
 - Some of the time policies refer to calendar year, but in speaking with Chief Winter it may be better for time to be awarded on anniversary dates. There is agreement that this makes sense.
 - Compensatory Time is currently managed by calendar year, and Ray would prefer to continue managing the same way. There is agreement that this can be managed by calendar year. There was also some discussion and agreement to increase the maximum comp time accrual from 40 to 48 hours.
 - There was some discussion about the holiday schedule, and if an employee is required to work on holidays during their Introductory Period or if they get the day off without pay. There is agreement that they will get the day off without pay. If they have to work on a holiday, they will get double pay.

Approval to Amend Employee Policies

Jerry Winkler **moved** to amend the Holiday Leave, Compensatory Time, Paid Personal Leave, and Funeral Leave policies in the Employee handbook. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Ray provided an update from the state auditor regarding fuel inventory/usage & fuel card/account policy.
- Reminder to think about American Rescue Plan funding plans. They should learn more about how funds can be used at the conference next week.
- The hearing on the petition for Expediate Type 2 Annexation of 2.0222 acres from Guilford Township to Village of Seville hearing by the Medina County Commissioners was on Tuesday, January 18, 2022. The property is 8851 Wooster Pike Rd. which is the location of the Shell gas station. Mayor Carter said that they were granted utilities, but the land stayed attached to the township.

New Business

- Approval of Blanket Certificates 1-2022 to 132-2022 and Purchase Orders 1-2022 to 23-2022

Approval of Blanket Certificates and Purchase Orders

Jerry Winkler **moved** to approve Blanket Certificates 1-2022 to 132-2022 and Purchase Orders 1-2022 to 23-2022. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

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- The township received a quote from Lewis Landscaping quote for 8 months of lawn care services for mowing Fire station property.
 - Fire property for **2021** was \$2,793.00 (April – November)
 - The cost for River Styx Cemetery for 2020 was \$1,805.00. Andy & Bret’s wages for mowing the cemetery in 2021 was \$1,107.00. They could have the Road Department mow the Fire Station property. Bob noted that now that they have hired Bret full time, they may be able to have move of this done internally. Andy would be willing to try this for a year to see how it goes, but they might need to purchase a new lawn mower if they are going to add more properties.

- The Township received a quote from Forrer Lawn Service weed and feed services for fire station properties. Fire property: **2021**-3 applications at \$246.62 / **2022** - 3 applications would be \$291.96

Approval for Forrer Lawn Service Treatments

Bob Rohrer **moved** to continue to have Forrer Lawn Service apply weed and feed services at a cost of \$291.96 for three applications. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Annual township road mileage certification of 22.904 miles for ODOT.
- Ray shared some information about the Ohio Department of Development - Building Demolition and Site Revitalization Program. This might be something they want to look into this year if there are any abandoned properties. Chief Winter suggested that they could find out if this program could be used to help clean up the trailer park.

Signing of the Warrants

Jerry Winkler **moved** to pay the warrants, payroll/accounting EFTs of \$168,609.01. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Adjournment

Bob Rohrer **moved** to adjourn the meeting. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes. The meeting adjourned at 9:28 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht