

**MEETING MINUTES OF THE
GUILFORD TOWNSHIP TRUSTEES
June 15, 2021**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting on June 15, 2021 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: Chief Brad Winter, Andy Liston, Keith Beetler, Jim Krahl, Jon Strong, Ron Scuderi, Michael Colonna, and Shannon Colonna.

Approval of Minutes

Gene Morris **moved** to approve the regular meeting minutes of June 1, 2021. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Chief Brad Winter)

- Hose and ground ladder testing is complete for 2021.
- There will be a chicken BBQ on Saturday, June 19, 2021 from 1:00 – 5:00 or until they sell out. Special thanks to Sandridge Gourmet Salads for donating all the side dishes. Kurtz Family Foods will be set-up at the station during the yard sales.
- The Seville-Guilford Fire Association received a grant from Westfield Insurance for \$9,300.00. The money is being used to outfit the UTV trailer for firefighter rehab, add emergency and scene lights, purchase a generator. The trailer could also be used as a command post for large scale incidents. Steve Kantorik already installed the emergency and scene lights.
- Chief Winter will be posting an announcement to promote a lieutenant by June 19, 2021.
- The estimate was received from Fallsway to repair the ladder truck. Total estimate is \$14,503.98.
- Mutual aid contract update has been received and was vetted through the prosecutor's office already. Mostly grammar changes and addition of section 7 communications and a few operational updates. This needs signatures from the board.
- The fire station computers have been working very slow due to low memory and are underpowered for commercial use. So far this year two have quit working and cannot be repaired. Jon Strong was contacted to help identify a fiscally responsible solution. Jon found refurbished computers with a three-year warranty that are very reasonably priced. Jon will facilitate all data transfer and install. Chief Winter requests board of trustees' approval to purchase ten refurbished computers for the fire station for a total cost not to exceed \$6,500.00, which includes a 3-year warranty. Jerry noted that the current computers were probably purchased around 2004.

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- Bob asked what they were going to do to prevent future damage to the ladder truck. They suspect there was some damage because the rear door was not latched completely. Chief Winter said that they walked through the scenario, and they think having someone walk around the vehicle to make sure doors were completely closed would help.

Approval to Purchase Ten Refurbished Computers

Jerry Winkler **moved** to approve the purchase of purchase ten refurbished computers for the fire station, for a total cost not to exceed \$6,500.00, which includes 3-year warranty. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Approval of Mutual Aid Contract Update

Jerry Winkler **moved** to approve the mutual aid contract update. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Gene confirmed with Chief Winter that the spare projector and screen can be used at the Township Hall for sharing documents now that public meetings have resumed.

Road Supervisor (Andy Liston)

- The road department cleaned a ditch on Mark-dale Drive due to a resident complaint. They will need to do some additional work to clean the road right-of-way. Andy requests force account payment of \$1,002.77 for the ditch cleaning.
- They have been working on leveling roads. Andy requests force accounts for road leveling on Rohrer Rd for \$3,335.20, Lee Rd for \$1,392.65, and Hubbard Valley Rd for \$1,920.38.
- Andy took the Kenworth truck in for service and expects this to be covered under the extended warranty.
- Andy would like to purchase a 300-gallon tac tank for \$18,641.50. The chip seal leveling has worked very well, and it would be nice to be able to maintain the roads better. Andy anticipates there would be some savings over time because it costs nearly twice as much to have Melway do the work. They could potentially use this to chip seal the parking lot at the Township Hall in the future.

Approval of Force Accounts Payments for Road Leveling and Ditch Cleaning

Jerry Winkler **moved** to approve the force account payments for road leveling on Rohrer Rd for \$3,335.20, Lee Rd for \$1,392.65, and Hubbard Valley Rd for \$1,920.38 and a ditch cleaning on Mark-Dale for \$1,002.77. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

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Approval to Purchase Tac Tank

Gene Morris **moved** to approve the purchase of a tac tank for \$18,641.50. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Gene asked if there were any updates on the new truck. Andy said it sounds like it is making progress.

Zoning Secretary (Shannon Colonna)

- The Zoning Commission met on June 10, 2021 for their regular meeting. They reviewed the test survey responses and there was consensus that everything worked well with the form. The only outstanding items are the return date and if there will be a drop box for survey responses at the Township Hall. This will not affect the printing and mailing costs of the survey, so they wanted that cost to be submitted to the Trustees. Note that the cost of the survey has been significantly decreased by removing duplicate names and not including a return stamp.
- Shannon provided estimated costs of printing and mailing the survey for review.

White 1"x2 5/8" labels (\$12.39 for box of 750)	\$24.78
Box of 500 # 10 Envelopes (Ray has one box + part of another box)	\$30.86
Postage (1,156 \$.55 stamps)	\$635.80
Paper (2,312 pages – 20lb.)	\$23.49
TOTAL	\$714.93

- The Zoning Commission talked about updating the zoning regulations to address ground mounted solar panels. They are going to review how other townships have addressed this before the next meeting.
- The next Zoning Commission meeting will be July 8 at the Township Hall.
- Bob said that he and Andy are going to use an old mailbox to make a drop box for the survey.

Approval to Purchase Mailing and Printing Supplies for the Township Survey

Gene Morris **moved** to approve the purchase of mailing and printing supplies, cost not to exceed \$800.00. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Zoning Inspector (Curt Lauer)

- Curt was absent. His report was read by Gene.
- Curt issued one pool permit, one building permit and one lot split.
- Curt received numerous calls about a property going up for auction.

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- Curt is aware of the latest zoning complaints that were forwarded by Ray.
- Bob noted that he spoke with Curt about the land that property that was going up for auction to make sure he was aware of some zoning regulations that might restrict the potential use.

River Styx Cemetery/Mound Hill Cemetery

- There are no updates about the cemetery Sexton for Mound Hill and River Styx
- Bob reported that they need to buy a new weed eater.
- Ray Ruprecht wanted to confirm if there is a charge for use of Mound Hill chapel. Bob thinks Laurie was charging around \$100, but there is nothing listed on the cemetery fees. Jerry said that it is used a couple times a year, and Anita cleans the chapel any time it is going to be used. There is consensus to allow use of the chapel at no charge.
- Rules on Mound Hill and River Styx pages both state” Pets are not permitted in the cemetery”. Cemetery Rules states” Pets are permitted in the cemetery but must be on a leash”. Jerry provided the latest regulations, and Shannon will make sure these are posted on the website. Jerry said they may want to see what the rules on the sign say. There is some discussion about allowing pets at the cemeteries, and agreement that as long as they are leashed and owners clean up after them, they should be allowed.
- The website also says that there are 28 spaces available at River Styx cemetery. There are no spaces. Shannon will update this information on the website.

Approval to Update Cemetery Rules to Permit Leashed Pets

Bob Rohrer **moved** to update the cemetery rules to permit pets on leashes within the cemeteries. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Trustees Reports

Bob Rohrer

- Bob spoke with Cindy Ritzman, and her mother-in-law owns some property and there is a guy living in the barn. She said he could stay there for a little bit, but he has been there for months and will not move out. Bob called Scott Phillips for direction, and also spoke with the sheriff and the prosecutor’s office. They will have to go through the eviction process. Bob spoke with Curt about this and suggested they go down there and show him the zoning regulations and let him know that they will go to the prosecutor if he does not move out.
- Bob spoke with the buyer of the Turnea property. The house and barn have been removed, and the property is looking much better.

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- Bob got some additional quotes on propane. Centerra is the cheapest.

Gene Morris

- Gene had a follow up call with the Seville Historical Society about the Stories from the Grave event. Gene confirmed that there are no restroom facilities in the chapel. They are looking at September 18 for this event, with September 25 as a rain date.
- Gene made a few trips past 8310 Tower Road and also noticed progress at the mobile home park. There has been some correspondence with the Department of Commerce.
- Gene spoke with Trevor Jones about the Zoom meetings. He would like to keep the Zoom account and potentially run hybrid meetings. This costs \$32.00 a month. Shannon sees some benefit in keeping the account for the purpose of recording meetings. There is some discussion about this, and a decision to end Zoom meetings at the end of this month.

Jerry Winkler

- Jerry noticed a business that is being advertised from a home on Facebook, and sent a screen shot to Curt to investigate.
- Jerry checked on the progress at the trailer park.
- Jerry checked on a demo truck that was at the Fire Department.

Comments from the Public

- There are no comments from the public.

Old Business

- It has been noted that there has been progress at J&M Trailer Park.
- Fixed pricing for propane with Centerra Coop at \$1.69 per gallon for 2021-2022. Last year the price was \$1.19 per gallon. Bob check with Sunrise Coop which was \$1.99 per gallon and Santmyer was \$1.89 per gallon.

Approval of Centerra Coop Fixed Pricing for Propane

Bob Rohrer **moved** to approve fixed pricing for propane with Centerra Coop at \$1.69 per gallon for 2021-2022. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- Ray Ruprecht attended a seminar about Harassment and Discrimination and received a sample policy. He provided a copy of this to the Trustees for review and to consider possible updates to the Township policy. He noted that the sample policy includes a policy on retaliation, which is not part of Guilford's current policy. The sample policy also provided designated people for the complaint procedure. Gene commented that it is very well written.

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New Business

- Ray Ruprecht provided a copy of the 2022 Guilford Township budget for review. This is an estimate based on prior year's spending and anticipated revenue. Ray would like to have this approved in the next meeting.

Approval of 2022 Guilford Township Budget

Bob Rohrer **moved** to approve the 2022 Guilford Township Budget. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

- There is some discussion about cancelling the July 20, 2021 meeting. Ray and Shannon will not be able to attend the meeting. There will be some payroll and accounting to approve, but that could be done at the first August meeting. This decision can be finalized at the next meeting.

Signing of the Warrants

Jerry Winkler **moved** to pay the warrants, payroll/accounting EFTs of \$47,386.77. Gene Morris 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 9:15 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht